

**San Mateo County Harbor District
Board of Harbor Commissioners
*Special Meeting Minutes***

**March 30, 2015
6:30 p.m.**

**Oyster Point Marina/Park
95 Harbormaster Road
South San Francisco, Ca. 94080**

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Roll Call

Commissioners

- x Sabrina Brennan, President
- x Tom Mattusch, Vice President
- Nicole David, Secretary
- Robert Bernardo, Commissioner
- Pietro Parravano, Commissioner

Staff

- Scott A. Grindy, Acting General Manager & Treasurer
- Steve Miller, District Counsel

x- absent

Public Comments/Questions — None

New Business

- 1 TITLE: **Receive Memorandum From, Provide Guidance To, and Adopt Recommendations of General Manager Recruitment Consultant Brent Ives on Search Efforts for General Manager**
REPORT: Draft minutes
PROPOSED ACTION: Approval

Date: April 2, 2015
To: Executive Search Committee
From: Brent Ives, BHI Management Consulting
Subject: Commission Approved Process forward for Permanent General Manager search process

As agreed by the Board of Commissioners on March 30th 2015, please review and comment on this understanding of the next stages of the permanent General Manager search process through to conclusion.

1. The current Executive Search Committee (Committee) is endorsed and will continue to lead in all of the aspects of the search process and will continue to guide the Consultant in search efforts.
2. The Board agreed to full confidentiality with any and all names of candidates throughout the entire process. Confidentiality was discussed as a critical element of establishing a qualified candidate pool. The Committee will determine how to best establish a set of 2-3 final candidates to the full Commission for interviews and other selection assessments and methods.
3. The Committee will narrow the candidate pool to a field of 8-10 candidates for review by two groups described in step 4 and 5 below.
4. The Committee is charged with selecting a 5-7 member panel of individuals representing the public, environmental communities, and the county to narrow the interview and down-select the candidate field. This panel will provide a broad view and representative cross-section to the interview process. All members of this group are to sign a confidentiality agreement prior to their service. The intention of this group is to narrow the field of candidates down from 8-10 to a group of 5-6 candidates for the next selection step. It was decided to allow the Committee to design and control this process.
5. The Committee is also charged with selecting a 3 member panel of industry-related technical individuals representing surrounding port and harbor leaders. This panel will narrow the 5-6 candidates down to 2-3. All members of this group are to sign a confidentiality agreement prior to their service. It was decided to allow the Committee to design and control this process.
6. The next selection stage of the process is for the full Commission to select the one finalist to begin working through contract negotiations.
7. The three interview days would be scheduled in early July and on consecutive days to allow for a convenient travel schedule for candidates.

Sincerely,

BHI MANAGEMENT CONSULTING

"Organizational Health for Special Districts"

Brent H. Ives

April 2, 2015

Brent H. Ives, Principal
BHI Management Consulting
brent@bhiconsulting.com
209-740-6779

Date

Brent Ives presented the item. See the attached document.

The Board meeting adjourned into Closed Session at 8:01 p.m.

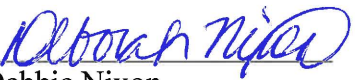
Closed Session


- 2 TITLE: **Public Employee Performance Evaluation Pursuant to Government Code Section 54957(b)(1): Acting General Manager**

No reportable action from Closed Session.

Adjournment

The Board of Harbor Commissioners adjourned the meeting.


Debbie Nixon
Deputy Secretary


Sabrina Brennan
President