

SUMMARY OF THE Proposed Expedited Process to Set Goals and Priorities to Facilitate the Executive Director Recruitment Process and Set the Foundation for Completion of a Strategic Plan

WHAT ARE WE SEEKING TO ACHIEVE WITH THE EXPEDITED PROCESS

- Develop foundation steps for a strategic plan: direction, goals, and priorities from the Board
- Develop and approve a preliminary staffing plan and associated costs to meet those goals and priorities
- Provide this information to the recruitment process in time for an early July recruitment
- Provide assistance in identifying and selecting a recruiter and support the Authority and the recruiter in conducting a search for an Executive Director

WHAT ARE WE SPECIFICALLY PROPOSING TO DO IN THE NEAR TERM

May 17	Set timeline for program. Appoint Committee to oversee planning and recruitment.
May 21-31	Confidential Interviews.
June 7	Hold board workshop from 9:00 AM to 4:00 PM to develop basic direction, goals and priorities.
June 4-8	Retain recruiter.
June 11-22	Develop a preliminary staffing recommendations and estimated costs to meet the goals and priorities from the workshop, as well as a job description for the new Executive Director. Assist with development of recruitment materials as needed.
June 21-22	Board or Committee review and approve goals, priorities, staffing recommendations and recruitment materials.
June 25	Deliver approved goals, priorities, direction and proposed staffing and estimated costs to the recruiter.
July – Sept.	Recruiter recruits and Authority selects and hires new Executive Director.

EXPEDITE HIRING OF A RECRUITER

- Develop RFP with goals and timeline and reach out immediately to find a recruiter.
- Retain recruiter by early to mid-June.

FOLLOWUP STEPS

- In early summer, we would utilize hour or two-hour blocks of a few Board meetings to finish a draft of the strategic Plan to be provided to the new Executive Director once he or she is hired.
- In fall or winter, the new manager would work the Board to update and finalize the Strategic Plan, and then prepare an implementation plan that would be incorporated in the budget in February 2019.

BENEFITS

- Board will review and discuss key issues, opportunities and challenges, and set direction and priorities around them.
- The Board will review and approve a staffing plan and costs to implement the direction and priorities.
- The recruiter will have clear information as a basis for recruiting and have it in time to start an early Executive Director recruitment process.
- Recruits will have a clearer idea of the scope and direction of the organization and their potential new job, and know that the Board is aligned behind it already. This will make the job more attractive.

SLDMWA Draft Expedited Calendar

May 15, 2018

Mont	Mon	Tue	Wed	Thu	Fri	Sa	Su
May 2018	14 Week No 1	15	16	17 Set Program Dates at Board Meeting	18	19	20
	21 Interviews Week No 2	22 Interviews	23 Interviews	24 Interviews	25 Interviews	26	27
Jun 2018	28 Memorial Day Week No 3	29 Interviews	30 Interviews	31 Interviews	1	2	3
	4 Workshop 1 Week No 4	5 Workshop 1	6 Workshop 1	7 Workshop Replaces Board Meeting 9:00 to 4:00	8 Workshop 1	9	10
	11 Prelim. Staffing Plan + Develop Recruitment Materials Week No 5	12 Prelim. Staffing + Develop Recruitment Materials	13 Prelim. Staffing + Develop Recruitment Materials	14 Prelim. Staffing + Develop Recruitment Materials	15 Prelim. Staffing + Develop Recruitment Materials	16	17
	18 Prelim. Staffing + Develop Recruitment Materials Week No 6	19 Prelim. Staffing + Develop Recruitment Materials	20 Prelim. Staffing + Develop Recruitment Materials	21 Prelim. Staffing + Develop Recruitment Materials Board or Comte. Approval	22 Prelim. Staffing + Develop Recruitment Materials Board or Comte. Approval	23	24
Jul 2018	25 Recruiting Week No 7	26 Recruiting	27 Recruiting	28 Recruiting	29 Recruiting	30	1
	2 Recruiting Week No 8	3 Recruiting	4 Independence Day	5 Recruiting	6 Recruiting	7	8
	9 Recruiting Week No 9	10 Recruiting	11 Recruiting	12 Recruiting	13 Recruiting	14	15
	23 Recruiting...	24	25	26	27	28	29
	30	31	1	2	3	4	5
Aug 2018	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	Finalize the Strategic Plan and Staffing Plan to the Board at two or three upcoming Board meetings						
	20	21	22	23	24	25	26
	27	28	29	30	31	1	2