

CALIFORNIA COASTAL COMMISSION

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**W7**

MEMO

DATE: August 26, 2016

TO: Coastal Commission and Interested Person

FROM: Susan Hansch, Chief Deputy Director
Melanie Wong, Chief Human Resources

SUBJECT: **Status Report on Executive Director Search Process
Item 7, Wednesday, September 7, 2016**

At the [Commission's July 2016 meeting](#), the Commission authorized the Chief Deputy Director to enter into a contract with CPS HR to carry-out Executive Director search services. That contract started August 22, 2016.

Pam Derby, the Senior Recruiter heading up the CPS HR contract attended the August 10th Coastal Commission hearing to meet the Commission and to generally describe the launch of the contract. Ms. Derby is setting up individual interviews with Commissioners that began after August 22. Ms. Derby also went over the schedule for the Executive Director search and described some possible options that could shorten the schedule, including developing draft recruitment materials earlier than the original schedule. Ms. Derby and her team at CPS HR are currently preparing draft recruitment materials. The Commission will be considering draft recruitment materials and taking public comment at the Commission meeting in September on Friday, September 9, 2016, Item 5.

To keep the Commission and the public up-to-date, there will be a standing item on the Commission's monthly agenda "***STATUS REPORT ON EXECUTIVE DIRECTOR SEARCH PROCESS***".

Susan Hansch, Chief Deputy Director and Melanie Wong, Chief of Human Resources will be the Commission staff members working with CPS HR throughout the process and both are available for questions from the Commission and the public.