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MEMORANDUM

TO: California Coastal Commission Members

Cc: Susan Hansch, Chief Deputy
Melanie Wong, Chief, Human Resources
California Coastal Commission

FROM: Pam Derby
CPS Executive Search

DATE: December 6, 2016

SUBJECT: **Executive Director Recruitment - Update**

Since our last update on November 2, we have continued our outreach activities to assure that the search for a new Coastal Commission Executive Director reached as many qualified candidates as possible. As previously reported, CPS HR added Boston-based environmental workforce consultant Kevin Doyle to the search team. Among other things, Kevin is the long-time lead professional development educator for NOAA's Coastal Management Fellowship Program and a frequent NOAA consultant. He is connected to an extensive national network of coastal management leaders and professionals.

Kevin's outreach has focused on state coastal zone management directors and staff, experts associated with Sea Grant universities, appropriate program directors at foundations supporting marine and coastal initiatives, leaders at environmental, conservation and environmental justice NGOs, professionals at consulting firms with coastal portfolios, and senior managers at federal government agencies that touch on coastal management concerns. In addition, our office in Sacramento has focused on our contacts within California and individuals identified through our conversations with the Commissioners and staff.

In the immediate aftermath of the Presidential election, we have turned our attention to identifying political appointees in the Obama Administration who may be looking for new opportunities in the wake of the election results. While December 5 was the soft

deadline for resumes, we will continue reaching out to prospective candidates from this community who may only now be looking at new career possibilities.

However, as of December 5, we have received application packets from 12 individuals, 7 of which meet the Minimum Qualifications and will be screened. As detailed in our work plan, we will proceed to screening interviews with these individuals and provide a comprehensive report, regarding this process, to the Commissioners during closed session at your January meeting. This confidential report will be delivered via FedEx to each Commissioner no later than Friday, January 6, 2017. Contents will include candidate application materials, resume summaries, interview notes and consultant ranking, detailed outreach information and the results of the online survey. During the closed session, the Commissioners will determine a group of finalist candidates to be interviewed by the Commission during closed session at your February meeting. During the interim, CPS HR will conduct reference and background checks on each finalist candidate and that information will be provided to the Commissioners prior to the February meeting. In addition, during the January meeting, we will finalize the selection process format including possible interview questions.