

**CALIFORNIA COASTAL COMMISSION**

45 FREMONT, SUITE 2000  
SAN FRANCISCO, CA 94105-2219  
VOICE (415) 904-5200  
FAX (415) 904-5400  
TDD (415) 597-5885



# F5

## 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 5, Friday, September 9, 2016**

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Pam Derby from CPS HR is the lead recruiter for the Coastal Commission's executive search for the Executive Director. Ms. Derby and her team are currently interviewing Commissioners to collect information related to desired attributes of an Executive Director. Ms. Derby will also be interviewing Commission staff members.

Ms. Derby and her team at CPS HR are also preparing an online survey to obtain input from members of the public on the Executive Director search.

The information she collects will be used to develop draft recruitment materials for the Executive Director search. The first draft of the recruitment materials will be available on the Commission website by September 7. The Commission will have a presentation from Ms. Derby on the draft recruitment materials and take public comments on Friday September 9, Item 5. Ms. Derby will also outline the next steps and the timing of the online survey.

The Commission will discuss revised recruitment materials at the October 2016 Commission meeting in Ukiah to offer another opportunity for public comment. After the October Commission meeting, the recruitment materials will be finalized and the official recruitment period will open in late October or early November.