

**Sierra County
Board of Supervisors'
Agenda Transmittal &
Record of Proceedings**

MEETING DATE: February 4, 2020	TYPE OF AGENDA ITEM: <input checked="" type="checkbox"/> Regular <input type="checkbox"/> Timed <input type="checkbox"/> Consent
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DEPARTMENT: Sierra County Superior Court
APPROVING PARTY: Ann Mendez, Court Executive Officer
PHONE NUMBER: 530-289-3295

AGENDA ITEM: Discussion regarding the creation of a Juvenile Justice Commission in order to comply with state law with regards to the nomination and appointment of a new Chief Probation Officer and authorization to retain CPS HR for executive recruitment services in an amount not to exceed \$17,000.

SUPPORTIVE DOCUMENTS ATTACHED: Memo Resolution Agreement Other
See attached memo and CPS HR proposal

BACKGROUND INFORMATION: see attached

FUNDING SOURCE: Probation
GENERAL FUND IMPACT: No General Fund Impact
OTHER FUND:
AMOUNT: \$17,000 N/A

ARE ADDITIONAL PERSONNEL REQUIRED?
 Yes, -- --
 No

IS THIS ITEM ALLOCATED IN THE BUDGET? Yes No
IS A BUDGET TRANSFER REQUIRED? Yes No

SPACE BELOW FOR CLERK'S USE

<p>BOARD ACTION:</p> <input type="checkbox"/> Approved <input type="checkbox"/> Approved as amended <input type="checkbox"/> Adopted <input type="checkbox"/> Adopted as amended <input type="checkbox"/> Denied <input type="checkbox"/> Other <input type="checkbox"/> No Action Taken	<input type="checkbox"/> Set public hearing For: _____ <input type="checkbox"/> Direction to: _____ <input type="checkbox"/> Referred to: _____ <input type="checkbox"/> Continued to: _____ <input type="checkbox"/> Authorization given to: _____	Resolution 2020- _____ Agreement 2020- _____ Ordinance _____ Vote: Ayes: Noes: Abstain: Absent: <input type="checkbox"/> By Consensus
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COMMENTS:

CLERK TO THE BOARD

DATE

TO: SIERRA COUNTY BOARD OF SUPERVISORS

FROM: Judge Yvette Durant and Ann Mendez, CEO
Sierra County Superior Court

DATE: January 29, 2020

RE: Juvenile Justice Commission Update

As you know, Sierra County's current Chief of Probation is retiring, and his last day of work will be April 30, 2020. Thus, both the Court and the County must act in a timely fashion to ensure this position is filled sooner rather than later. In that regard, we have done some preliminary research and outreach and provide you the following information:

- Per Government Code Section 27770 – A county's chief probation officer "**shall be** nominated by the juvenile justice commission ...in the same manner as the presiding judge...shall prescribe, and shall thereafter be appointed by the presiding judge." (emphasis added)
- Per Welfare and Institutions Code Section 225, et seq. – "In each county there **shall be** a juvenile justice commission consisting of not less than 7 and no more than 15 citizens." (WIC 225, emphasis added.) Further, two members shall be between the ages of 14 and 21 years (unless it is determined no such members in this age group could serve out a term). Members are appointed and sworn by the presiding judge of the court, and any vacancies are to be filled by the same methodology. While there is reference in WIC 226 of a regional commission which could be formed by two adjacent county board of supervisors agreeing and establishing such a regional commission, none currently exists nor does the court believe such could be established in a reasonable period of time if at all.
- Without taking a large amount of time and space in this document to set forth the duties of a juvenile justice commission, suffice it to say the effectively operate akin to a grand jury yet only in the realm of juvenile justice (aka juvenile delinquency). For example, the commission has the authority and duty to: inspect any jail or lockup used to confine a juvenile in the county for more than 24 hours; inspect any group home existing in the county; recommend changes to the administration of juvenile justice to any person charged with such responsibilities and even publish such recommendations.
- "Members of a juvenile justice commission shall be reimbursed for their actual and necessary expenses incurred in the performance of their duties. Such reimbursement shall be made by the county of appointment or, in lieu of such actual and necessary expenses the board of supervisors may provide that the members of the commission shall be paid not to exceed the sum of twenty-five dollars (\$25) per meeting not exceeding two meetings per month." WIC 231.

By way of brief background, Sierra County did have a Juvenile Justice Commission; however, it does not appear such commission continues in existence. The last agenda and minutes of the commission relate back to a meeting date of November 5, 2009. Accordingly, Sierra County is presently out of compliance with state law mandating the existence of a juvenile justice commission.

Thus, please be advised, the Court will be working to create a new juvenile justice commission in Sierra County forthwith such that the County can be in compliance with relevant California law, as well as be in a position to properly nominate and then appoint a new chief probation officer.

TO: SIERRA COUNTY BOARD OF SUPERVISORS

FROM: Judge Yvette Durant and Ann Mendez, CEO
Sierra County Superior Court

DATE: January 29, 2020

RE: Chief of Probation Recruitment – Retainment of Recruiter Services

As you know, Sierra County's current Chief Probation Officer is retiring, and his last day of work will be April 30, 2020. Thus, both the Court and the County must act in a timely fashion to ensure this position is filled. In that regard, we have reached out to a well familiar resource to inquire about assistance – **CPS HR Consulting**.

Per the CPS proposal, a complete copy of which is attached hereto, CPS HR Consulting specializes in the recruitment and selection of key professionals for cities, counties, special districts, and non-profits. The proposed executive search process is designed to provide Sierra County with the full range of services required to ensure the ultimate selection of a new Chief Probation Officer who is uniquely suited to Sierra County's needs. The CPS HR team can begin work immediately upon receipt of a fully-executed contract and expects to have the leading candidates vetted within three months. **The cost for the recruitment will not exceed \$17,000** (\$12,000 for the recruitment and approximately \$5,000 for the advertising, brochures, and other associated expenses i.e. travel.)

It is believed the Board of Supervisors will view the requested fee as economical in light of the fact this is a department head position in the county, CPS proposes to do all the "heavy lifting" and the cost relative to the salary for this position is quite reasonable. Moreover, it is our understanding the probation department has funds which can be used for payment to the recruiter without jeopardizing the operations of the department and/or the services it provides to the citizens of Sierra County.

Due to the statutorily mandated process in appointing a new Chief Probation Officer for Sierra County, the Court is respectfully requesting the Board of Supervisors authorize the retainment of CPS HR Consulting and execution of a formal contract for services upon its presentment. This will enable the juvenile justice commission and presiding judge to work with a recruiter with a proven track record who is now well known to Sierra County such that the most qualified and well-suited candidate(s) can be vetted and put forth to the Juvenile Justice Commission for nomination.

PROPOSAL

Superior Court State of CA, County of Sierra

Executive Recruitment Services for Chief Probation Officer

SUBMITTED BY:
MELISSA ASHER
Sr. Practice Leader, Products and Services

CPS HR Consulting
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www.cpshr.us



January 22, 2020

Ann Mendez, Chief Executive Officer
Superior Court of CA, County of Sierra
100 Courthouse Square
Downieville, CA 95936

Submitted via email to: amendez@sierracourt.org

Subject: Executive Recruitment Services for Chief Probation Officer

Dear Ms. Mendez:

CPS HR Consulting (CPS HR) is pleased to have the opportunity to submit a proposal to assist the Superior Court of CA, County of Sierra (County) with the recruitment of a new Chief Probation Officer. We are uniquely qualified to undertake this effort as we have vast experience in assisting public agencies with executive search, screening, and placement.

We understand that each agency is unique, and our extensive experience allows us to tailor our process to specifically meet your needs. Our work with local government agencies throughout the United States gives us an in-depth understanding of government operations, programs, and services.

Each recruitment is an opportunity to shape and prepare your organization for the future. We understand how important this transition is for you and are perfectly placed to assist you in this endeavor. Once this project begins, we will work with the County to tailor our process to highlight this exciting opportunity and attract the best possible candidates.

It is our commitment to work in partnership with your organization to a successful result.

Thank you for the opportunity to be considered for this assignment. Should you have questions or comments about the information presented in this proposal, **please contact Pam Derby at pderby@cpsshr.us or (916) 471-3126.**

Sincerely,



Melissa Asher
Senior Practice Leader, Products and Services

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Qualifications

CPS HR Consulting has been assisting organizations with their talent management needs since 1985. We have unique expertise in delivering HR management and consulting services, employment testing, and assessment services to government agencies throughout North America. Our core competency is our knowledge of and expertise in the public sector. As a public agency, we understand the challenges and issues facing our client base. As a self-supporting public entity, we also understand the need for innovative yet practical results. CPS HR can provide expertise that is unique because we share with our clients a common perspective. There is no competitor in the industry that can make this claim.

Recruitment Experts

CPS HR specializes in the recruitment and selection of key professionals for cities, counties, special districts, and non-profits. Working in partnership with the governing body or selection team, we develop customized search strategies that focus on locating and recruiting qualified candidates who match the agency's unique needs. Our wealth of recruitment experience has been gained through **more than 17 years** of placing top and mid-level executives in public agencies throughout the United States.

- **Seasoned Executive Recruiters.** Our recruiters possess a high level of expertise in recruiting and placing executive-level professionals. Our staff of experts includes an exceptional group of full-time employees as well as a full complement of subject matter experts, intermittent employees, and part-time employees with a variety of public and private sector experience.
- **Detailed Needs Assessments.** We conduct a detailed needs assessment to identify 1) future organizational direction; 2) challenges facing the position; 3) the working style and organizational climate; and 4) required core and job specific competencies as well as personal and professional characteristics.
- **Success Recruiting Non-Job Seeking Talent.** We recognize that the very best candidates for some types of positions may not be looking for a career change, therefore, our recruitment team takes a very aggressive approach to identify and recruit such candidates.
- **Satisfied Clients.** *Our executive search client satisfaction rating averages 4.6 on a scale of 5.* While many companies talk about client satisfaction, how many measure the impact of that through assessing client satisfaction by distributing written surveys and tying the results of these surveys to their performance management system? CPS HR Consulting does. A client satisfaction survey is sent at the end of every engagement requesting feedback on the quality of our staff, deliverables, and the overall consulting relationship.

- **Vast Pool of Public Agency Contacts.** CPS HR maintains a database of candidates and an extensive network of external resources to leverage for executive-level positions. We utilize our vast pool of public and non-profit contacts to deliver a strong list of competitive candidates who will be well prepared to assist you in the accomplishment of your specific mission and goals.
- **Diversity Sensitivity.** CPS HR encourages applicant diversity and incorporates a variety of activities to attract the best available candidates. We have successfully recruited and placed minority and female candidates for a variety of executive-level positions.
- **Retention/Success Rate.** CPS HR continues all executive recruitments until a candidate is placed. Our success rate is tied to the longevity of the candidates we place, currently more than 91% of our placements are still in their position after two years.

Our Approach

Key Stakeholder Involvement

The Court Executive Officer (CEO), on behalf of the Board of Supervisors (Board) and the County of Sierra, must be intimately involved in the search for a new Chief Probation Officer (CPO). Our approach assumes her direct participation in key phases of the search process. At the discretion of the CEO and Board, other key stakeholders may also be invited to provide input for the development of the candidate profile.

The County's Needs

A critical first step in a successful executive search is for the CEO and Board to define the professional and personal qualities required of the CPO. CPS HR has developed a very effective process that will permit the CEO to clarify the preferred future direction for the County; the specific challenges the County is likely to face in achieving this future direction; the working style and organizational climate the CEO and Board wishes to establish with the CPO; and ultimately, the professional and personal qualities required of the CPO.

Commitment to Communication

Throughout the recruitment process, we are strongly committed to keeping you fully informed of our progress. We will collaborate with you to provide updates on the status of the recruitment via your preferred method of communication (phone conference, email, etc.).

We place the highest level of importance on customer service and responding in a timely manner to all client and candidate inquiries. Our previous clients and candidates have expressed a sincere appreciation for our level of service and responsiveness to the management of the recruitment process. As a result, we have many long-term relationships with clients that have led to opportunities to assist them with multiple recruitments.

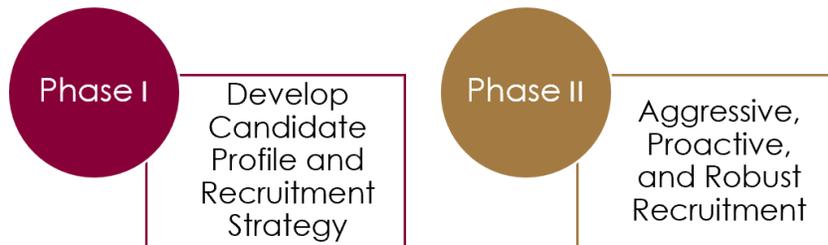
CPS HR's communication continues once you have selected the new CPO. We will contact the CEO and the newly appointed CPO within six months of appointment to ensure an effective transition has occurred.

Aggressive, Proactive, and Robust Recruitment

We take an aggressive approach in identifying and recruiting the best available candidates. There are those candidates who would gladly rise to the professional challenge and apply for this position; however, some of the best candidates are often not actively seeking a new position and may only consider a change once we present them with your opportunity. Evoking the sense of vision and opportunity in qualified persons is among the responsibilities of CPS HR, and we pride ourselves in our efforts to reach the best available potential candidates.

Our Process

Our proposed executive search process is designed to provide the County with the full range of services required to ensure the ultimate selection of a new CPO who is uniquely suited to the County's needs. We offer **Outreach Only** or **Partial Recruitment Services** if a full recruitment is not currently needed by the County.



Phase I: As desired by the County, our consultant will meet with the CEO and other County representatives to ascertain the County's needs and ideal candidate attributes, to target our search efforts, and maximize candidate fit with the County.

Phase II: The recruitment process is tailored to fit the County's specific wants and needs, with targeted advertising, combined with contacts with qualified individuals from our extensive database.

Below is a breakdown of the services included in each recruitment option followed by the full description of each phase.

Task	Description	Outreach	Partial
Phase I - Develop Candidate Profile and Recruitment Strategy			
1	Finalize Schedule		X
2	Hold Key Stakeholder Meetings	X	X
3	Develop Candidate Profile	X	X
4	Develop Recruitment Brochure		X
Phase II – Aggressive, Proactive, and Robust Recruitment			
1	Place Ads		X
2	Identify and Contact Potential Candidates	X	
3	Review Application Materials		X
4	Conduct Screening Interviews		X
5	Submit Client Report		X
6	Client Meeting to Select Semifinalists		X
7	Notify Candidates		X

Phase I - Develop Candidate Profile and Recruitment Strategy

Task 1 - Review and Finalize Executive Search Process and Schedule

Task 2 - Key Stakeholder Meetings

Task 3 - Candidate Profile and Recruitment Strategy Development

Task 4 – Develop Recruitment Brochure

The first step in this engagement is a thorough review of the County’s needs, culture and goals; the executive search process; and the schedule. CPS HR is prepared to meet with key stakeholders to obtain input in developing the ideal candidate profile and to assist us in understanding key issues and challenges that will face a new CPO. Activities will include:

- Identifying key priorities for the new CPO and the conditions and challenges likely to be encountered in achieving these priorities.
- Describing the type of working relationship the CEO and Board wishes to establish with the CPO.
- Generating lists of specific competencies, experiences, and personal attributes needed by the new CPO in light of the discussions above.
- Discussing recruitment and selection strategies for the CEO’s consideration to best produce the intended results.

CPS HR will provide a summary to the County stemming from these activities as an additional source of information for developing the candidate profile and selection criteria.

Following the completion of the workshop session, CPS HR will work with a professional graphic artist to design a recruitment brochure and present it to the County for review prior to printing.

Phase II – Aggressive, Proactive, and Robust Recruitment

Task 1 – Identify and Contact Potential Candidates

Task 2 – Resume Review and Screening Interviews

Task 3 – CEO/Board Selects Finalists

The recruitment process is tailored to fit the County’s specific wants and needs, with targeted advertising, combined with personal contacts with qualified individuals from our extensive database.

CPS HR will prepare, submit for your approval, and publish advertisements in appropriate magazines, journals, newsletters, job bulletins, and websites to attract candidates on a nationwide, regional, local or targeted basis based on the recruitment strategy.

As a consulting firm that interacts with hundreds of public sector executives during engagements, we have a cadre of individuals who we inform of recruitments, both to increase the visibility of the opening and to attract appropriate individuals who fit the special needs of our client. Communication with these professionals ensures that an accurate picture of the requirements of the job is apparent and proliferated throughout their professional networks.

CPS HR will prepare an email distribution list containing prospective candidates and referral sources. These individuals will receive a link to the CPO brochure along with a personal invitation to contact CPS HR should they have any questions about the position.

CPS HR maintains a comprehensive, up-to-date database of industry leaders and experienced professionals; however, we do not rely solely upon our current database. We also conduct research to target individuals relevant to your specific needs and expectations to ensure that we are thorough in our efforts to market this position to the appropriate audience and to garner a diverse and quality pool of candidates.

We will:

- Convey a strong sense of the purpose and strategy of the County. For many talented individuals, understanding these aspects is one of the key motivators to compete in such an environment.
- Provide guidance and resources to candidates regarding the area's cost of living, mean and median housing prices, higher education opportunities, K-12 education information, and other aspects of interest to those who are considering relocating to the area.
- Actively seek highly qualified candidates who may be attracted by the prospect of collaboration with other departments, providing exceptional leadership to the County or continuing to ensure the public confidence in the integrity of the County.

CPS HR will directly receive and initially screen all resumes. This screening process is specifically designed to assess the personal and professional attributes the County is seeking and will include a thorough review of each candidate's resume, and if applicable, supplemental questionnaire responses and other supporting materials. CPS HR will spend extensive time ascertaining each candidate's long-term career goals and reasons why the candidate is seeking this opportunity, as well as gaining a solid understanding of the candidate's technical competence and management philosophy. We will gather data on any other unique aspects specific to this recruitment based upon the candidate profile, as well as conduct internet research on each candidate interviewed.

CPS HR will prepare a written report that summarizes the results of the recruitment process and recommends candidates for further consideration by the CEO and Board. Typically, the report will recommend five to eight highly qualified candidates and will include resumes and a profile on each interviewee's background. CPS HR will meet with the CEO and Board to review this report and to assist them in selecting a group of finalists for further evaluation.

Project Timeline

The project team CPS HR has selected is prepared to begin work upon receipt of a fully-executed contractual agreement. All search activities up to and including the selection of a new CPO can be completed in about 10 to 12 weeks. The precise schedule will depend on the placement of advertising in the appropriate professional journals, and the ability to schedule, as quickly as possible, the initial meeting. A proposed schedule of major milestones is presented below.

Task Name	Month 1				Month 2				Month 3			
	1	2	3	4	5	6	7	8	9	10	11	12
Initial Meeting/Candidate Profile	➤											
Draft Brochure		➤										
Brochure Approved/Printed Place Ads			➤									
Aggressive Recruiting							➤					
Final Filing Date							➤					
Preliminary Screening									➤			
Present Leading Candidates to County										➤		
Weeks	1	2	3	4	5	6	7	8	9	10	11	12

Professional Fees

Professional Services

Our professional fixed fee covers all CPS HR services associated with **Outreach Only and Phases I and II** of the recruitment process, including the necessary field visits.

Professional Fixed Fee & Reimbursable Expenses*	
Outreach Only	\$5,000
Partial Recruitment	\$12,000
Reimbursable Expenses <u>Approximate</u> recruitment costs include: <ul style="list-style-type: none">■ Advertising■ Brochure■ Other recruitment expenses such as supplies, shipping, and travel	NTE \$5,000
Outreach Only Not -to Exceed Total	\$10,000
Partial Recruitment Not-to-Exceed Total	\$17,000

**Professional fees would be billed and paid monthly. Advertising and Marketing materials can be added at an additional cost.*



We thank you for your consideration of our proposal. We are committed to providing high quality and expert solutions and look forward to partnering with the County of Sierra in this important endeavor.