

DRAFT

**GREEN VALLEY RECREATION, INC
CEO Search Committee Report to the GVR Board of Directors**

October 16, 2020

This report will provide a progress report on the search for the GVR CEO search and outline next steps toward the Search Committee recommending finalist candidates. It will also offer a suggested process for the final phase of the search process.

In follow-up to its June 29 report to the Board, the Committee engaged the services of the search firm Ralph Andersen & Associates to assist in the search for a new CEO. From the onset, Heather Renschler, President/CEO of the firm, has been serving as lead consultant on the project. Throughout the process, Ms. Renschler regularly kept the Search Committee informed and was available for questions and discussion via Zoom calls.

During early Zoom conference calls, the Committee discussed with Ms. Renschler the position requirements, desired candidate qualifications, and ideal characteristics as well as salary range. Using the GVR job description, GVR website information and feedback from Committee members, the search firm prepared a brochure with information about the position, the organization, and the community. Following multiple reviews by the Committee, this brochure was finalized and made available to applicants interested in the position. A projected timeline was created with an ideal start date for a new CEO as early January 2021. Applications would be accepted until September 14.

The search was launched on July 23 when announcements and ads soliciting applications were posted on leading job-posting sites, including California Association of Community Managers, California Park & Recreation Society, Careers in Government, Community Association Institute, International City/County Management Association, and National Recreation & Parks Association, among others. Ralph Andersen & Associates also tapped its database of contacts and sources to identify additional potential candidates. The firm responded to all resumes and letters of interest. All resumes were checked for identified qualifications and key attributes as outlined in the position description. In addition, Ms. Renschler conducted screening interviews by phone or Skype with viable candidates. Applications were accepted until September 14; in total 73 resumes were received.

The Committee was eager to make the process as efficient as possible and so met via Zoom with Ms. Renschler to review materials for strong candidates when they became available. More than 25 resumes were reviewed by the Search Committee. Interviews with 5 candidates were conducted between August 2 and October 4.

Prior to candidate interviews the Committee consulted with Ms. Renschler regarding the process that would be used for all first-round interviews. Ms. Renschler provided sample questions from similar searches, which Committee members adapted and augmented to be specific for the GVR position. In order to ensure a fair and consistent process, the same questions would be asked of all interviewed

candidates. Questions were based on key elements of the position description, including financial and business acumen, leadership and working with a board, staff management, communication skills, and community involvement. Interviews were done via Zoom and were one-hour in duration. Candidates were asked to begin the interviews with a 5-minute self-introduction, addressing why they were interested in the position. Each member of the Search Committee then asked each candidate 2 questions. Candidates had the opportunity to pose questions to the Search Committee in the final 10 minutes of the interview sessions. There was consensus among Committee members that the process went smoothly from technical and substantive perspectives.

When all interviews were completed on October 10, the Search Committee reviewed and discussed their overall impressions of each candidate based on an evaluation of experience, expertise, alignment with position description, personal characteristics, and interview performance.

The Committee discussed next steps and invited 3 of the candidates to continue further in the process. The next step will be a second-round of interviews to be held via Zoom on Saturday, October 24. In addition, Ralph Andersen & Associates is now conducting reference checks and other verifications on these semi-finalist candidates.

For the second-round 30-45-minute interviews, candidates will be asked to give a presentation, outlining expectations and goals for their GVR transition plan and first 100 days, if they were to be the new GVR CEO. Following the presentations the Committee members will pose follow-up questions.

These interviews will not be the only factor in the Committee's decisions but will be combined with detailed reference checks and other information before taking the final steps to make a formal recommendation of 2 OR 3 finalist candidates to the Board. Board members will be invited to listen-in, as attendees, on these 3 second-round interviews on October 24 and will receive copies of their resumes. Early the following week, the Search Committee will submit a report to the Board with its recommendation regarding finalist candidates and suggestions for the final round of interviews with of the Board.

Please note: Due to the brevity of the second-round interviews, questions from the Board will not be possible. The Board will have multiple opportunities to interview finalist candidates, including an in-depth interview session, during the final round.

A final caution regarding confidentiality: The Board is also asked to remember—especially at this still-not-final stage in the process—that candidates' identities, materials, and all related information are strictly confidential. Anything related to the candidates cannot not be distributed, shared, or even discussed with anyone outside the Board circle. All candidates interviewed on October 24 are currently employed. They are trusting GVR to not put them at risk.

If you have questions about this report, please contact Randy Howard.

Thank you.

Submitted by the GVR CEO Search Committee:

Randy Howard (Chair), Don Weaver, Mike Zelenak, Tom Walsh, and Nancy Puckett