

BOARD OF DIRECTORS MEETING

January 14, 2021

ITEM 7

PROPOSED EMPLOYMENT AGREEMENT WITH MARTI BROWN TO PROVIDE SERVICES AS GENERAL MANAGER FOR KPPCSD

SUMMARY OF RECOMMENDATION

Consider approval of an employment agreement with Marti Brown to provide services as General Manager for the Kensington Police Protection and Community Services District.

BACKGROUND ON SELECTION PROCESS

At its meeting of July 9, 2020, the KPPCSD Board of Directors discussed the process to recruit and retain a permanent General Manager. Following this discussion, the Board appointed Vice President Sherris-Watt and Director Nottoli as an ad hoc recruitment committee to oversee the details of the General Manager recruitment, and directed that the following actions be taken:

- Solicit proposals from qualified firms to assist in the recruitment and candidate screening process;
- Select the recruiting firm to be recommended to the Board for approval;
- Prepare a job profile to be used to advertise the position;
- Establish a schedule for completing the recruitment process.

Executive Search Services

On July 24, 2020, a Request for Proposal (RFP) was broadly distributed to qualified firms for executive search services for KPPCSD general manager. The RFP was reviewed and approved by the KPPCSD Board ad hoc committee prior to its release. Prior to the due date on August 6, 2020, KPPCSD received six proposals from very qualified firms to perform the work described in the RFP. Following a review and recommendation by the ad hoc committee, the Board selected CPS HR Consulting to assist in the recruitment, at a cost of \$25,000.

CPS HR developed a job profile, advertised the position widely, and identified and screened qualified applicants for the position.

Candidate Interviews by Board of Directors

The Board interviewed a number of candidates, spanning two separate meetings, on November 6, 2020 and January 7, 2021. From the candidates interviewed, the Board authorized that an offer be made to Ms. Marti Brown to be the KPPCSD General Manager.

PROPOSED EMPLOYMENT AGREEMENT WITH MARTI BROWN

Among the terms of the proposed agreement with Ms. Brown include:

- The employment is “at-will” and may be terminated by the Board with or without cause;
- The initial term is for one year; however, the Board of Directors is obligated to evaluate the General Manager’s performance after the first six months and consider an extension of the employment agreement at that time;
- The compensation shall be \$105 per hour;
- The District shall reimburse the General Manager for the purchase of a new laptop computer and printer/scanner/facsimile device, up to a maximum of \$1,600.00. If the General Manager terminates her employment with the District before her first anniversary, she must reimburse the District 100% of the costs; if she terminates her employment before her second anniversary, she must reimburse the District 50% percent of the costs; and, after her second anniversary, there is no obligation to reimburse the District for any portion of the costs;
- The District will reimburse the General Manager for reasonable business expenses, and expenses related to official travel, and attendance at conferences approved by the Board.

RECOMMENDATION

Consider approval of an employment agreement with Marti Brown to provide services as General Manager for the Kensington Police Protection and Community Services District.

FISCAL IMPACT

The cost for retention of the General Manager are included in the adopted FY 2020-21 budget.

ATTACHMENTS

Kensington Police Protection and Community Services District—General Manager Employment Agreement

SUBMITTED BY:

Ann Danforth
General Counsel

Bill Lindsay
General Manager