



January 23, 2015

To: Members of the CEO Succession Committee

From: George Wood, Chair

Subject: Summary of the January 23, 2015 CEO Succession Committee Meeting

CEO Succession Committee Chair George Wood called the January 23, 2015 CEO Succession Committee Meeting to order at 1:40 p.m. Committee members present were George Wood, Chair and Ophelia Basgal. The other Board members present were, Tarrell Gamble, Elizabeth Rogers, and David Safer. Staff present was Victoria Arruda, Human Resource Officer and Lori Schnall, Associate Counsel.

ACTION ITEM

1. Discussion And Possible Motion To Select A Recruitment Firm To Assist In The Recruitment For The Chief Executive Officer Position

Victoria Arruda, Human Resource Officer, presented her January 20, 2015 Memo regarding potential recruitment firms. Ms. Arruda compiled a list of the recruitment firms used most often by national Public Pension plans, California and CERL systems, and Alameda County.

Ophelia Basgal, Board Trustee, inquired about the response time to an RFP. Lori Schnall, Associate Counsel, informed the Committee that ACERA does not have a set response time, but each Department selects the response time dependent on its needs. Ms. Basgal also asked about the County process for retaining recruitment firms. Ms. Arruda informed the Committee that she is in contact with the County to obtain information on its process.

The Committee discussed whether to issue an RFI or RFP. The Committee addressed the need to balance the desire for a quick turn-around time with the goal to narrow the list of recruitment firms in a fair and effective manner. After discussion, the Committee opted for an RFP. Additionally, the Committee discussed the time-frame to issue an RFP and receive responses.

After further discussion, the Committee directed Staff to draft an RFP. It was noted that the RFP should give the recruitment firms a 21 day turn-around timeline for responses and include the following information: 1) the firms' experience, 2) the level at which each firm recruits, 3) the team (from the firms) assigned to work on the project, 4) how quickly each firm can take on the work, and 5) the cost of the contract. Ms. Arruda will follow up with the County to obtain a sample of an RFP and will create a matrix to rank each of the firm's responses to ACERA's RFP.

The Committee also noted that it would like the recruitment firm to review the job description. Ms. Arruda explained that if changes are made to the job description, the Civil Service Commission would have to approve the changes.

It was moved by Elizabeth Rogers and seconded by Ophelia Basgal that the CEO Succession Committee recommend to the Board of Retirement that the Board direct Staff to develop and issue an RFP to select a recruitment firm to assist in the recruitment of the Chief Executive Officer Position and create a matrix to rank each of the firm's responses to the RFP.

The motion carried 5 yes (*Basgal, Gamble, Rogers, Safer, and Wood*), 0 no, 0 abstentions.

INFORMATION ITEMS

1. Chief Executive Officer County Job Description

Ms. Arruda informed the Committee that changes to the County's Chief Executive Officer (CEO) Job Description has to go before the Civil Service Commission (CSC). The CSC meets twice a month, so recruitment and changes to the CEO Job Description can progress concurrently.

2. Chief Executive Officer Job Description and Delegation Authority

Ms. Arruda informed the Committee that they can also use the CEO Job Description and Delegation of Authority during the recruitment period, because it can be amended by the Board while the Board waits for the County CEO Job Description to go before the CSC.

RECOMMENDATIONS

The Committee recommends, and I move that the Board of Retirement direct Staff to develop and issue an RFP to select a recruitment firm to assist in the recruitment of the Chief Executive Officer Position and create a matrix to rank each of the firm's responses to the RFP.

TRUSTEE/PUBLIC INPUT

- None

ESTABLISHMENT OF NEXT MEETING DATE

March 4, 2015 (Time TBD)

MEETING ADJOURNED

The meeting adjourned at 2:11 p.m.