

STAFF REPORT

To: Coastside County Water District Board of Directors

From: David Dickson, General Manager

Agenda: March 12, 2019

Report

Date: March 7, 2019

Subject: Approval of Interview and Selection Procedure for Candidates to Fill Board of Directors Vacancy

Recommendation:

Review and approve the attached Interview and Selection Procedure.

Background:

At the regular meeting of February 12, 2019, the Board discussed next steps in the process of filling the vacancy on the Board created by the resignation of Arnie Glassberg. Following the discussion, the Board directed the Human Resources Committee members to meet and review the interview and selection protocol utilized during the last Board vacancy and to make any changes that they feel appropriate, followed by the scheduling of a Special Board Meeting for the purpose of approving the protocol and interviewing the candidates.

The Human Resources Committee met on February 20, 2019. They reviewed the attached interview and selection procedure used for a previous Board vacancy in 2012 and recommend – subject to Board approval – that the procedure be used for the Special Board Meeting scheduled for March 12, 2019.

Board Candidate Interview and Selection Procedure
DRAFT, SUBJECT TO BOARD APPROVAL
March 12, 2019

1. The Board will interview all candidates at a special board meeting on March 12, 2019, beginning at 7:30 pm.
2. Interviews will be individual, with remaining candidates requested to remain out of the room.
3. Order of the interviews will be random.
4. Each director will come to the interview session with a question and at least one additional backup question. Directors will not reveal or share their questions in advance. To avoid duplication of questions, questioning in the first interview will proceed by director seniority, with each director asking one question. Each director will ask the same question in all subsequent interviews. Directors will not ask follow-up questions.
5. Interview time will be 15 minutes per candidate, allowing a 3 minute candidate opening statement and 3 minutes per question.
6. Following the interviews, staff will poll the directors to rank their top 3 candidates. [Note - all applicants may be present for the polling and subsequent discussion.]
7. Board discussion and selection of a candidate will follow the poll, with additional polling to be conducted as the Board may direct.