



To: Board Members

Subject: Agenda Items XVI and XVII – Executive Officer Recruitment Efforts

XVI. Executive Officer Recruitment

a. Update Regarding Recruitment Efforts

As a result of Ms. Herold's pending retirement, the board began the process to identify a replacement for her.

At the board's September 7, 2018, meeting, the Department of Consumer Affairs' Human Resources Chief, Nicole Le, advised the board about the typical recruitment process for an executive officer (EO). She also presented a draft duty statement and a draft recruitment announcement for the board's review and comment. The board authorized creation of a two-member executive officer selection committee and authorized the board president to appoint himself and another member to the selection committee. The board also offered feedback for suggested changes to the duty statement and recruitment announcement.

Since the last board meeting, President Law appointed Allen Schaad to serve on the selection committee. The department posted the recruitment announcement, initially accepting applications through October 12, 2018. The selection committee since extended the application filing period to November 12, 2018. The recruitment announcement was posted on the state's CalCareer website (jobs.ca.gov), which is also accessible through the department's website (dca.ca.gov), published it in the newspaper *Capital Morning Report*, posted it on social media, and it was made available to industry organizations identified by the selection committee.

The selection committee will conduct preliminary interviews of qualified applicants and recommend candidates to be interviewed by the full board.

b. Closed Session: If Necessary, to Consider the Appointment or Employment of an Executive Officer

As of the time of this writing, particularly given the extension of the recruitment window to November 12, closed session on this item is not necessary.

XVII. Closed Session: If Necessary, Discussion and Consideration of Appointment of Interim Executive Office

The board may convene in closed session to consider appointing an Interim Executive Officer to serve following Ms. Herold's retirement, but before the full recruitment process is complete.