

ED Recruitment

Search Firm – Katie Howard reached out to a number of firms. Only one was interested in quoting and it was out of Tampa. The cost would be 24% of the annual ED salary and benefits package; if we provided the applicant, the reduction would only be to 20%. We would still have additional hours from Ms. Howard, as approved at the last meeting, bringing the cost even higher. We estimated the cost would be about \$28-30,000. This seemed a high price. Additionally, a CSC recently hiring their ED advised that they paid \$22,000 and wished they had conducted the search in-house.

After receiving this information, the Chair reached out to the Michelle Lieberman, County Manager, to inquire about receiving assistance, charging CTAC their cost, from County HR Director, Heather Akpan. They are agreeable and Ms. Akpan has already provided some input. The cost would be \$82.31 per hour, in addition to Ms. Howards time as approved at the last meeting.

Our recommendation is to forgo a search firm and to partner with the County.

Process

The initial Job Description reflected start-up activities and skills and seemed outdated. Ms. Howard has researched those of other CSCs, and we put out a survey for community, provider, board, parent, and staff input. From that input, **the Job Description has been modified and is brought forward for Board approval.**

- 1) We recommend that we post the position with the Florida Children’s Council and the additional sites recommended by Ms. Howard and Ms. Akpan.
- 2) After the posting closes the recommendation is that Ms. Akpan, Ms. Howard, and Chair Labarta review the resumes and those that meet the education, experiences and qualifications for the interview be sent a written Prescreen.
- 3) Once the Prescreens are received, those would be reviewed at a public meeting and a set number (to be determined by the board) would be brought to the board as recommended for interview. The Board would have access to the prescreens and resumes and could make any changes to that recommended list.
- 4) Interviews to include time for 1:1 meetings with Board members and public presentation/interview process.

Board needs to:

- **Approve process**
- **Determine number of finalists it wants to receive recommendations on**