



Midpeninsula Regional
Open Space District

R-18-135
Meeting 18-37
November 14, 2018

AGENDA ITEM 9

AGENDA ITEM

Interview Process to Fill the Ward 7 Vacancy

GENERAL MANAGER'S RECOMMENDATION

Review and finalize the process for interviewing applicants for the Ward 7 Vacancy.

SUMMARY

At the regular meeting of October 10, 2018, the Board of Directors (Board) approved the process of appointment to fill the vacant seat of Director for Ward 7 due to the resignation of Director Cecily Harris (R-18-115). The initial interviews of applicants is scheduled for November 20, 2018, with a second round of interviews scheduled for November 27, 2018. This report reviews the process previously approved by the Board of Directors to conduct the interviews. Additionally, the applications received will be provided to the Board of Directors for their review.

DISCUSSION

Following the resignation of Director Cecily Harris, effective October 11, 2018, the Board approved filling the vacancy by appointment. Pursuant to Government Code section 1780, the appointment should be made within 60 days. The 60-day period ends on December 10, 2018.

Accordingly, beginning the week of October 15, 2018, District staff initiated the recruitment process for the Ward 7 Director seat by publishing a notice of vacancy in four newspapers throughout Ward 7, in District publications, and on the District's website. Notices were also emailed to six interested parties' lists, which include more than 10,000 recipients, and more than 100 partner organizations (Attachment 1). As of noon, November 9, 2018, eight applications have been received. These and any additional applications received prior to the 5:00 pm deadline on November 9 will be provided to the Board at the November 14, 2018 Board meeting.

Staff has compiled numerous sample questions for the Board members to review and finalize at the November 14, 2018 meeting. Additionally, the Board will confirm the process for the initial and second round of interviews (Attachment 2). The Board may decide to interview all candidates at the same time using a round robin format or may interview them individually or use a combination of both formats.

FISCAL IMPACT

There is no fiscal impact associated with the recommended action.

BOARD COMMITTEE REVIEW

A Board Committee did not previously review this item. Due to the short timeline for filling the vacancy, this item is brought directly to the full Board of Directors.

PUBLIC NOTICE

Public notice was provided as required by the Brown Act.

CEQA COMPLIANCE

This item is not a project subject to the California Environmental Quality Act.

NEXT STEPS

Following the Board's confirmation of the process and interview questions for the initial round of interviews, the District Clerk will distribute them for Board use at the special meeting on November 20, 2018. District staff will also contact all applicants to inform them of their interview time, or inform them if they have not been selected to continue in the appointment process.

Attachments

1. List of interested parties and organizations notified of vacancy
2. Procedure for Interviews of Board appointees

Responsible Department Head:
Ana Maria Ruiz, General Manager

Prepared by:
Jennifer Woodworth, District Clerk/ Assistant to the General Manager

Public Notice of Ward 7 Vacancies

Interested Parties Lists (6 lists):

Midpen Docents/Volunteers
Midpen Newsletter List (article in November e-news)
Midpen Media List
CAC and BOC Members
Asian Pacific American Leadership Institute
Latino Board Leadership Academy

Newspapers Print Ads of Notice of Vacancy

San Mateo Daily Journal
Half Moon Bay Review

Midpen Partner Agencies (112):

Acterra
Amah Mutsun Land Trust
American Association of University Women
American Farmland Trust
Associated Right of Way Services
Association of Bay Area Governments
Bay Area Open Space Council
Bay Area Ridge Trail Council
Bay Nature
Big Sur Land Trust
CA Department of Parks and Recreation
CAL FIRE San Mateo - Santa Cruz Unit
California Buffalo Soldiers Association
California Coastal Commission
California Coastal Conservancy
California Council of Land Trusts
California Department of Fish and Wildlife
California Department of Forestry and Fire Protection
California Department of Water Resources
California Native Plant Society
California Natural Resources Agency
California State Coastal Conservancy
California State Parks
California State Parks Foundation
City of East Palo Alto Planning Division
Coastal Watershed Council
Coastside Fire Protection District, San Mateo/Santa Cruz Unit Headquarters

Committee for Green Foothills
County of San Mateo
County of San Mateo, Department of Parks and Recreation
County of Santa Clara
County of Santa Clara, Department of Parks and Recreation
County of Santa Clara, Parks and Recreation Commission
Cuesta La Honda Guild
Deer Hollow Farm
Design Concepts
East Bay Regional Park District
Equestrian Trail Riders Association
Friends of Edgewood
Garrod Farms Riding Stables
Grassroots Ecology
Greenbelt Alliance
GreenInfo Network
Hidden Villa
Hispanic Foundation of Silicon Valley
Jasper Ridge Biological Preserve
Joint Venture Silicon Valley
Land Conservation Services
Land Trust of Napa County
Land Trust of Santa Cruz County
League of Women Voters
Marin Agricultural Land Trust
Marin Conservation League
Marin County Open Space District
MidCoast Community Council
Monterey Peninsula Regional Park District
Mountain Lion Foundation
Muir Heritage Land Trust
Municipal Resource Group
Napa County Regional Park and Open Space District
National Park Service
Native Habitats
Nixon Peabody, LLP
Open Space Authority of Santa Clara Valley
Peckham and McKenney
Peninsula Open Space Trust
Pescadero Municipal Advisory Council
Portola Valley Trails and Paths Committee
Public Policy Advocates
Resource Conservation District of Santa Cruz County

San Francisco Bay Conservation and Development Commission
San Francisco Bay Joint Venture
San Francisco Bay Trail Project
San Francisco Parks Alliance
San Francisco Public Utilities Commission
San Francisquito Creek Joint Powers Authority
San Mateo County Agricultural Advisory Committee
San Mateo County Community Development Department
San Mateo County Farm Bureau
San Mateo County Medical Association
San Mateo County Office of Sustainability
San Mateo County Parks
San Mateo County Parks Foundation
Santa Clara County League of Conservation Voters
Santa Clara County Planning Department
Santa Clara Valley Audubon Society
Santa Clara Valley Water District
Santa Cruz Mountains Bioregional Council
Save Mount Diablo
Save The Redwoods League
Save The San Francisco Bay Association
Sempervirens Fund
SFPUC Water Enterprise
Sierra Club, Loma Prieta Chapter
Silicon Valley Bicycle Coalition
Silicon Valley Community Foundation
Silicon Valley Leadership Group
Silicon Valley Mountain Bikers
Solano Land Trust
Sonoma County Agricultural Preservation and Open Space District
Sonoma County Regional Parks
Sonoma Land Trust
South Bay Labor Council
South Skyline Association
Sustainable Conservation
Sustainable San Mateo County
The Coastside Land Trust
The Nature Conservancy
The Trust for Public Land
Tri-Valley Conservancy
U.S. Fish and Wildlife Service

PROCEDURES FOR INTERVIEWS

First Round

1. Order of appearance of applicants established in a random drawing of names.
2. Each candidate is allotted up to five minutes for opening statement and a minimum of three minutes for clarifying questions by the Board.
3. Round-robin questioning by Board members of applicants for a maximum of 30 minutes. Random drawing for order of appearance for final statements.
4. Board recess for 10 minutes.
5. Each applicant will have two minutes maximum for a final statement.
6. Each Board member casts a signed ballot for up to six top choices for second round interviews.
7. Clerk keeps ballots for later public inspection.
8. Voting tallied and announced by District Clerk.
9. The field will be narrowed for the second round to half of the original number of applicants, but at most four, based upon the candidates receiving the most votes.

Second Round

1. Random drawing for order of appearance.
2. Each finalist allotted 20 minutes for answering questions posed by the Board.
3. Random drawing for order of appearance for final statements.
4. 10 minute recess.
5. Each finalist will get five minutes for summary.
6. Each Board member casts a signed ballot for his or her choice of appointment.
7. Voting tallied and announced by District Clerk.
8. District Clerk keeps ballots for later public inspection.
9. If no candidate receives four votes, there will be additional votes on the full list of finalists until a candidate receives four votes.
10. Board adopts resolution naming appointment to fill the office.

Absence of candidates from interviews – The Board will consider the written application and supplementary information provided by candidates who cannot attend one or both sessions.