



SUMMARY REPORT

Agenda Date: 1/10/2023

To: Board of Commissioners of the Community Development Commission

Department or Agency Name(s): County Administrator's Office/Human Resources Department

Staff Name and Phone Number: Spencer Keywood, 707-565-3568

Vote Requirement: Majority

Supervisory District(s): Click or tap here to enter text.

Title:

Executive Director Sonoma County Community Development Commission - Change of Appointing Authority and Job Specification Update

Recommended Action:

1. Adopt a resolution amending Article IV, Section 5 of the Community Development Commissions By-laws to reinstate the County Administrator's authority to appoint the Executive Director of the Community Development Commission, effective January 10, 2023.
2. Approve the revised classification specification of Executive Director Sonoma County CDC, effective January 10, 2023.

Executive Summary:

In preparation for an upcoming recruitment to identify and select the next Executive Director of the Community Development Commission, the reporting structure and appointing authority and job class specification were reviewed. The review determined that the County Administrator should be authorized as the appointing authority and supervisor of the position. This change is in alignment with the current philosophy of the Board of Supervisors/Commissioners in that providing the County Administrator with management and appointing authority for certain department heads promotes efficient and effective government. To effectuate these recommendations, Human Resources and the County Administrator's Office seek approval of a resolution amending the by-laws of the Community Development Commission granting the County Administrator authority to appoint and supervise the Executive Director. Human Resources also recommends edits to the class specification to reflect the changed appointing authority and the prior Board decision to move homelessness services to the Department of Health Services, and other general edits.

Discussion:

The Sonoma County Community Development Commission (CDC) has had an Interim Executive Director in place for many months. During this period, a consulting firm conducted a review of the housing and homeless services within the CDC and several County departments. As a result of recommendations made in the review, the Commission approved some organizational changes which transferred Homelessness Services to the Department of Health Services. Now that the review and some actions have been implemented, the Commission has requested the County prepare for the recruitment process to hire an Executive Director of the CDC.

As part of this preparation, the reporting structure of the CDC was evaluated. The Executive Director position has reported to the Board of Commissioners of the CDC since January 2010. Prior to that, the position reported to the County Administrator. The current philosophy of the County Board of Supervisors (who act as the Commissioners of the CDC), as codified in an ordinance adopted on April 14, 2020, is that providing the County Administrator with management and appointing authority for certain department heads promotes efficient and effective government. To better align with the Board's current philosophy, it is recommended that the County Administrator be re-instated as the appointing authority and supervisor of the Executive Director. To effectuate this change, the by-laws of the CDC must be amended to reinstate the County Administrator's authority to appoint the Executive Director and realign the reporting structure.

The job class specification for Executive Director CDC has not been updated since 2008. Human Resources reviewed the classification specification and made edits to reflect the new scope of services provided by the CDC, to reflect the new appointing authority assuming approval of the recommendations in this report, and other edits to update the specification to bring it to modern standards.

Human Resources and the County Administrator's Office seek the Board's approval to revise the Executive Director classification specification as presented and the adoption of a resolution amending Article IV, Section 5 of the Community Development Commissions By-laws to reinstate the County Administrator's authority to appoint the Executive Director of the Community Development Commission, effective January 10, 2023.

Staff plans on launching the recruitment for the Executive Director this month.

Strategic Plan:

N/A

Prior Board Actions:

April 14, 2020 - The Board of Supervisors adopted an ordinance which delegated appointing authority with respect to most department heads to the County Administrator.

January 26, 2010 - The Sonoma County Community Development Commission adopted a resolution amending the Commission By-laws to re-instate the authority of the Community Development Commission to appoint the Executive Director of the CDC.

November 3, 2009 - the Board of Supervisors adopted an Ordinance repealing Ordinance 5794 to reinstate the Board of Supervisors as the appointing authority for affected department heads.

December 16, 2008 - The Sonoma County Community Development Commission adopted a resolution amending the Commission By-laws to delegate appointing authority with respect to the Executive Director of the CDC to the County Administrator.

August 19, 2008 - the Board of Supervisors adopted Ordinance 5794 amending the Sonoma County Code to delegate appointing authority with respect to most County department heads to the County Administrator.

FISCAL SUMMARY

Expenditures	FY 22-23 Adopted	FY23-24 Projected	FY 24-25 Projected
Budgeted Expenses			
Additional Appropriation Requested			
Total Expenditures			
Funding Sources			
General Fund/WA GF			
State/Federal			
Fees/Other			
Use of Fund Balance			
Contingencies			
Total Sources			

Narrative Explanation of Fiscal Impacts:

There are no fiscal impacts.

Staffing Impacts:			
Position Title (Payroll Classification)	Monthly Salary Range (A-I Step)	Additions (Number)	Deletions (Number)

Narrative Explanation of Staffing Impacts (If Required):

There are no staffing impacts.

Attachments:

1. Resolution 1: Resolution amending Article IV, Section 5 of the Community Development Commissions By-laws
2. Executive Director of Sonoma County CDC Specification

Related Items “On File” with the Clerk of the Board:

1. April 14, 2020 - Item 16; 2020-0287
2. January 26, 2010 - Item 03; 10-0057
3. November 3, 2009 - Item 14; Ordinance No. 5857
4. December 16, 2008 - Item 04; 08-1076
5. August 19, 2008 - Item 16; 08-0710