



## Legislation Details (With Text)

**File #:** 2019-0627  
**Type:** Regular Calendar Item **Status:** Passed  
**File created:** 4/23/2019 **In control:** Human Resources  
**On agenda:** 5/14/2019 **Final action:** 5/14/2019  
**Title:** Department Head Personal Services Agreement  
**Sponsors:** County Administrator, Human Resources  
**Indexes:**  
**Attachments:** 1. Summary Report.pdf, 2. Department Head Contract, Person-Whitley 2019 EDB.pdf

Date	Ver.	Action By	Action	Result
5/14/2019	1	Board of Supervisors	Approved as recommended	Pass

**To:** Sonoma County Board of Supervisors  
**Department or Agency Name(s):** County Administrator and Human Resources  
**Staff Name and Phone Number:** Sheryl Bratton, 565-3578 Christina Cramer, 565-2988  
**Vote Requirement:** Majority  
**Supervisorial District(s):** All

**Title:**  
Department Head Personal Services Agreement

### Recommended Actions:

Authorize the Chair of the Board to execute a Personal Services Agreement with Sheba Person-Whitley as Executive Director of the Economic Development Board, effective May 21, 2019 through May 21, 2022, at the "D" step of the salary range, with an annual salary of \$138,084 and other benefits and compensation as prescribed in the Salary Resolution 95-0925.

### Executive Summary:

The salary and fringe benefits provided to County department and agency heads must be considered by the Board of Supervisors at a regularly scheduled Board meeting, and an oral summary of the recommended action to be taken on the salary and benefits must be presented at the meeting where the final Board action is taken. (California Government code §54953, 54956).

After a successful nationwide recruitment and extensive selection process, it is recommended the Board appoint Sheba Person-Whitley as the new Executive Director of the Economic Development Board, and authorize the Chair of the Board to execute the Personal Services Agreement effective May 21, 2019 for a three-year term through May 21, 2022. The Executive Director reports to the Board of Supervisors, and the agreement places Ms. Person-Whitley at the "D" step of the salary range for the job classification. In addition to the annual salary, other benefits and compensation are provided as prescribed by the Salary Resolution 95-

0925.

**Discussion:**

The Sonoma County Economic Development Board (EDB) provides services to encourage the startup, retention, and expansion of Sonoma County businesses and jobs by promoting Sonoma County as an attractive place to do business. The Executive Director of the Economic Development Board strategically plans and coordinates the department's programs and initiatives which are focused on supporting the growth and retention of businesses and employment within Sonoma County. The Economic Development Board has 14.50 full time employees and the current Fiscal Year 18-19 operating budget is approximately \$6.5 million.

Upon the announcement of the previous Executive Director's retirement, Human Resources conducted an extensive nationwide recruitment resulting in over 25 candidate submissions. Nine candidates were invited to interview with a diverse group consisting of subject matter experts, members of the Economic Development Board, community stakeholders, and County department heads. At the conclusion of the process, Sheba Person-Whitley was selected to be recommended to your Board as the next Executive Director of the Economic Development Board.

Ms. Person-Whitley holds a Master of Science degree in Operations and Project Management, as well as a Bachelor of Arts degree in Communication and Public Relations. Ms. Person-Whitley has eleven years of public sector experience as well as international operations and federal grant administration experience. Most recently, her career has consisted of three years as the Economic Development Manager for the City of Stockton, and two years as a Senior Trade Manager for Louisiana Economic Development. One of Ms. Person-Whitley's greatest accomplishments is the development of an export promotion and international trade program for the State of Louisiana.

The Personal Services Agreement with Sheba Person-Whitley is effective May 21, 2019 through May 21, 2022 and places her at the "D" step of the salary range, with an annual salary of \$138,084 and other benefits and compensation as prescribed in the Salary Resolution 95-0925. If the Board approves today's action, Ms. Person-Whitley will start on May 21, 2019.

**Prior Board Actions:**

N/A

**FISCAL SUMMARY**

<b>Expenditures</b>	<b>FY 18-19 Adopted</b>	<b>FY19-20 Projected</b>	<b>FY 20-21 Projected</b>
Budgeted Expenses			
Additional Appropriation Requested			
<b>Total Expenditures</b>			
<b>Funding Sources</b>			

General Fund/WA GF			
State/Federal			
Fees/Other			
Use of Fund Balance			
Contingencies			
<b>Total Sources</b>			

**Narrative Explanation of Fiscal Impacts:**

Ongoing annualized salary and benefit costs associated with the Executive Director existing position had been incorporated into the Economic Development Board's budget. These actions do not increase any budget appropriations.

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

**Narrative Explanation of Staffing Impacts (If Required):**

N/A

**Attachments:**

A. Attachment 1: Personal Services Agreement, Executive Director, Economic Development Board.

**Related Items "On File" with the Clerk of the Board:**

N/A