



CAMERON PARK COMMUNITY SERVICES DISTRICT

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AGENDA

Regular Board of Directors' Meetings are held
Third Wednesday of the Month

SPECIAL BOARD MEETING **Thursday, May 30, 2019** **5:00 p.m.**

Board Members

Vacant	President
Monique Scobey	Vice President
Felicity Carlson	Board Member
Ellie Wooten	Board Member
Holly Morrison	Board Member

Notice to the Public

An AGENDA in FINAL FORM is located in the Reception area in the District Office and posted at each of the Cameron Park Fire Stations and on the District's website at www.cameronpark.org. Support material is available for public inspection at the District Office and on the District website. Sessions of the Board of Directors may be recorded and members of the audience are asked to give their name and address before addressing the Board.

Any written document that relates to an agenda item for an open session of a regular meeting of the Board of Directors which is distributed less than 72 hours prior to the meeting, is available for public inspection at the same time the writing is distributed to the members of the Board of Directors. Such written documents will be made available at the District Office and on the District website.

The Cameron Park Community Services District (CPCSD) is committed to ensuring that all persons are provided the resources to participate in its public meetings. For the public's information, we are now taking email requests for future notification of Community Services District meetings. Please contact the District office at 530-677-2231 or admin@cameronpark.org if you require public documents in alternate formats or accommodation during public meetings.

AGENDA

CALL TO ORDER

1. Roll Call
 2. Pledge of Allegiance
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ADOPTION OF THE AGENDA

The Board will make any necessary additions, deletions, or corrections to the Agenda and motion to adopt the Agenda.

3. Adopt the Agenda
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OPEN FORUM FOR NON-AGENDA ITEMS

Members of the public may speak on any item not on the agenda that falls within the jurisdiction of the Board of Directors. Comment during the Open Forum is limited to four minutes per person. Public testimony will be received on each agenda item as it is called. Principal party on each side of an issue (where applicable) is allocated 10 minutes to speak, individual comments are limited to four minutes except with the consent of the Board, individuals shall be allowed to speak on an item only once. The Board reserves the right to waive said rules by a majority vote. For the public's information, we are now taking email requests for future notification of Community Services District meetings.

GENERAL BUSINESS

For purposes of the Brown Act §54954.2 (a), items below provide a brief description of each item of business to be transacted or discussed. Recommendations of the staff, as shown, do not prevent the Board from taking other action.

4. **APPROVE** Recruitment and Selection Process to Fill Board of Directors Vacancy
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ADJOURNMENT



Agenda Transmittal

DATE: May 30, 2019

FROM: Jill Ritzman, General Manager
Jason Epperson, Epperson Law Firm

AGENDA ITEM #4: Recruitment and Selection Process to Fill Board of Directors
Vacancy

RECOMMENDED ACTION: APPROVE

Introduction

To fill the vacancy on the Board of Directors, staff is presenting a draft process to recruit and select a new Board member through an appointment process. A timeline to fill the vacancy is also included. Per government code, the District has 60 days from the time of the vacancy to fill the position through appointment or election. If the vacancy is not filled by the District within 60 days, the Board of Supervisors is obligated to make an appointment.

Discussion

Staff reviewed appointment processes implemented in the past and formulated the below steps and timeline.

Thurs, May 30	Special Meeting, Board of Directors Approve recruitment and selection process
Friday, May 31	Announce Board Vacancy & Release Recruitment Information Deadline Friday, June 14 to return Questionnaire (2 weeks)
Mon, June 17	Distribute completed candidates' questionnaires to Board Members for review. Return to District by Thurs, June 20.
Fri, June 21	Notify top candidates of their selection for an interview
Week of June 24	Interview candidates and make an appointment

Selecting Candidates for Interviews

In the past, the District received a good number of responses from residents to fill a Board vacancy. In 2017, 19 candidates were interviewed. Based upon feedback gathered regarding past selection processes, staff is recommending that Board interview only selected top candidates instead of all the candidates. Board Members would individually review and rank the candidates' responses to the questions, providing a score for each candidate. Board Members would provide their individual ranking to staff, who would tally the Board Members' candidate ranking that will determine a collective score for the candidates. The top 5 scoring candidates would be interviewed by the Board of Directors.

Recruitment

Staff will post the Candidate Questionnaire (see Attachment A) on the website for individuals to complete and return electronically to admin@cameronpark.org. Niki Garrison, Board Clerk, is the document coordinator.

Recruitment activities include:

- ✓ Notification sent directly to:
 - Previous 2018 election candidates
 - Applications for the Board appointments in 2017
 - Individuals serving on District committees
- ✓ Notification included in GM Column, Cameron Park Life
- ✓ E-Newsletter announcement
- ✓ Facebook announcement
- ✓ Outreach to community partners

Summary

The above process and timeline provides an efficient, transparent, and impartial process to recruit candidates and fill the Board vacancy before the July Board meetings. The Board of Directors will be setting direction for future District operations to address the historical deficit. This is an important time to have a full five member Board.

Attachments:

4A - Candidate Appointment Application Questionnaire

Candidate Appointment Application Questionnaire

Please complete the following questionnaire:

1. Please provide your name and contact information including phone, email and physical address.
2. Please attach your resume.
3. How long have you lived in Cameron Park?
4. Do you participate in the District's activities?
 - a. If so, which activities?
5. Have you participated on a District Committee?
 - a. If so, when and which one?
6. Are you involved in other community organizations in Cameron Park or El Dorado County?
 - a. Please list the organizations and your involvement.
7. What contributions can you make to the District's Board of Directors?
8. If chosen to serve as a Board Member, what goals would you have for the District?
9. As a new Board Member, what steps would you take to get to know the District better?