

COAST LIFE SUPPORT DISTRICT

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AGENDA

SPECIAL MEETING OF THE BOARD OF DIRECTORS

>>> 3:30 pm Monday, October 20, 2014 <<<

Bill Platt Training Center

38901 Ocean Drive

Gualala, CA

1. Call to Order Toedter
 2. Adoption of the Agenda
 3. Privilege of the Floor – Public Comment
 4. Old Business – Information or Action
 - DA Search Committee Criteria – Action Toedter/Hughes
 5. Other
 - General announcements
 6. Adjournment
- Scheduled Board of Director meetings (4:30 at Bill Platt Training Center unless otherwise noted):
 - November 17, 2014
 - December 8, 2014

Discussion of Administrator Position

- What should be the minimum requirements in terms of degrees, yrs of experience, etc.?
- Number of hours that will be worked each week? At station or on-call? Flexible hours?
- Desirable Background(s) for the Administrator position?
- Job Title?
- Salary & Benefits?
- Will CLSD pay one-time costs – candidate travel for interview(s), spouse travel, moving expenses?
- How will CLSD initially screen candidates?
- What methodology will be used for interviewing/testing candidates?
- Will “outsiders”, e.g. others such as fire depts, RCMS, Memorial Hospital, etc be involved in the interviews? If so, how?
- How/who will conduct reference checks/background be conducted?
- * Will there be a candidate orientation for the finalists such as a tour of the area, facilities, meet staff?
- Quality Level of the Brochure and Who Will Prepare the Remainder of the Brochure be Developed?
- Timing of Recruitment, Desired Starting Date?
- Other?

THE “IDEAL” DISTRICT ADMINISTRATOR FOR CLSD

This table outlines various thoughts from Board members on the “ideal” characteristics of the next District Administrator. As you review them, please mark if the need expressed is a High, Medium or Low priority from your individual perspective.

The options for using this table are: (1) putting a X in your box of choice, emailing it back to me for tallying and then review the result at the meeting; OR (2) doing this ranking at the Monday meeting. Either way can work.

Where possible, however, I would encourage Board members to provide their priority of each characteristic prior to the meeting so an initial tally of sentiment can be available.

Space also has been provided for you to add a characteristic if one or more occur to you in the ranking process. We can discuss these new additions in the special meeting.

The new District Administrator should be a person who:

	Priority		
	High	Medium	Low
1. Has contemporary leadership skills with emphasis on:			
1.1 Participative style			
1.2 Mentoring and developing the team			
1.3 Approachable			
1.4 Encourages ideas to bubble up from rank and file			
1,5 A visionary			
1.6 Keeps the District on the cutting edge of EMS			
1.7			
1.8			
2. Has a track record of successful partnerships and is a team player with other emergency service providers			
3. Sees the District as a critical partner in the health care of an isolated geographical area and will not focus exclusively on the ambulance service needs of CLSD.			
4. Experienced and comfortable in the financial management of an organization the size of CLSD with regard to budgeting, financial reporting, accounting and cash management			
5. Understands the difference between management and leadership, and is skilled in both areas			

6. Is competent in human resources management and employee relations and gives high attention to this area, including professional development.			
7. Works with and treats Board members equally			
8. Can be depended upon to give his/her best professional recommendation and does not count votes first			
9. Is mature and quietly self-confident; doesn't view differing ideas/opinions as personal criticism.			
10. Have strong interpersonal people and public relations skills to quickly form effective working relationships with residents, business and community groups.			
11. Is effective in inter-agency settings such as working with the area fire departments, hospitals and the various administrators in two counties and at the state level.			
12. Is a skilled communicator both orally and in writing, makes clear and concise recommendations supported by well-written staff reports			
13. Is a standout speaker in public settings			
14. Understands the importance of publicizing the District's successes and is skillful in writing publicity releases.			
15. Is politically aware and astute, but is not political.			
16. Has a strong team orientation and doesn't need to be a "star"			
17. Will fit into an organization and community which has an informal style			
18. Demonstrates a passion for his/her job and community service.			
19. Will be a role model within CLSD for integrity, work ethic and commitment to service excellence			
20. Is committed to open processes and welcomes public input.			
21.			
22.			
23.			

Educationally, a four-year and Master's degree are preferred and/or evidence of continuing professional development and an orientation to life-long learning.			
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