



EXECUTIVE COMMITTEE

SPECIAL MEETING AGENDA – ZOOM ONLY

Schools Insurance Group
550 High Street
Auburn, California
530-823-9582

Tuesday, January 31, 2023
2:30pm – 3:00pm
[Zoom Link](#)

Meeting ID: 890 4401 7365 Passcode: 158556

A. Administration

1. Call to Order and Roll Call/Quorum

- **Clear Creek Elementary School District**-17700 McCourtney Road, Grass Valley CA, 95949
- **Dry Creek Joint Elementary School District**-8849 Cook Riolo Road, Roseville, CA, 95747
- **Loomis Union School District**-3290 Humphrey Road, Loomis, CA, 95650
- **Nevada County Superintendent of Schools**-380 Crown Point Cir, Grass Valley, CA, 95949
- **Placer County Office of Education**-360 Nevada Street, Auburn, CA, 95603
- **Pleasant Ridge School District**-22580 Kingston Lane, Grass Valley, CA 95949
- **Rocklin Unified School District**-2615 Sierra Meadows Drive, Rocklin, CA 95677
- **Roseville Joint Union High School District**-1750 Cirby Way, Roseville, CA, 95661
- **Western Placer Unified School District**-600 Sixth Street, Site 400, Lincoln, CA, 95648

2. Public Comment

This time is scheduled for comments from members of the public concerning subjects that do not specifically appear as items elsewhere on the Agenda.

- ##### 3. **AB361 Statement:** “The state of emergency continues to directly impact the ability of the members to meet safely in person, therefore meetings with a virtual component will be held until the state of emergency is lifted or conditions improve for in-person meetings.”

4. Approval of the January 31, 2023, Executive Committee Agenda

5. Disclosure of items to be discussed in Closed Session

The Executive Committee will recess and reconvene in Closed Session for the purpose of considering the Closed Session items.

B. Closed Session

The Executive Committee members will adjourn to closed session pursuant to Government Code Section 94946.95 to consider the following matters:

No items

C. Reconvene to Open Session - 9:30 am

1. Call to Order and Roll Call/Quorum
2. Report of Action taken in Closed Session

D. Consent Agenda

1. No items

E. Action Items

1. **Agreement with Cooperative Personnel Services (CPS Consulting)- Executive Director Position Search (Audrey Kilpatrick)**
2. **Attachments:** CPS HR Consulting Agreement 1-23-23, General Recruitment Scope of Work
Recommendation: Discussion and approval of the agreement for the selected search firm to begin the process for the Executive Director position.

F. Discussion Items

1. No items

G. Closing Remarks and Adjournment

CONSULTING SERVICES AGREEMENT
Schools Insurance Group
Executive Director Recruitment

This Consulting Services Agreement (Agreement) is by and between Cooperative Personnel Services, dba CPS HR Consulting, a California Joint Powers Authority (CPS HR) and the Agency named in the signature block at the end of this Agreement (Agency, hereafter referred to as Client), and is effective as of January 24, 2023 (Effective Date). CPS HR and the Client shall be collectively referred to herein as the “Parties” and individually as a “Party.”

- A. Purpose.** This Agreement defines CPS HR consulting services, policies and procedures.
- B. Services.** CPS HR will provide certain consulting services (Services) to Client as set forth in the Statements of Work (attached hereto as Exhibit (“A”). CPS HR shall perform only the Services requested by Client, at the times, dates, and locations specified by Client.
- C. Compensation.**
 - 1. Payment.** Client will compensate CPS HR for Services by paying certain fees as set forth in the Statement of Work. Client will reimburse CPS HR for business expenses as set forth in the Statement of Work. Client will pay all invoices within thirty (30) days from receipt of invoice.
 - 2. Funding.** Client certifies that funding for compensation payable to CPS HR under this Agreement has been approved by Client’s governing body, either as a part of the general operating budget or as a specific item. Client further certifies that it anticipates sufficient cash will be available for payment of compensation as required above.
 - 3. Late Payment.** Any invoices not paid within thirty (30) days may incur a service charge of the lesser of two percent (2%) or the maximum allowable by law per month on any outstanding overdue balances. In addition, reasonable collection costs may be added to any invoice not paid within ninety (90) days.
- D. Taxes.** Except as expressly stated in the Statement of Work, the fees listed therein are in addition to, and not in lieu of, any additional fees, assessments, levies, taxes, etc.

assessed against the transactions contemplated herein (Taxes). With the exception of Taxes imposed on CPS HR’ net income, all Taxes shall be Client’s responsibility. Client shall pay any Taxes, which CPS HR may be required to collect and remit, upon invoice.

E. Term and Termination of Agreement.

- 1. Term.** The term of this Agreement is from the Effective Date through July 31, 2023.
- 2. Immediate Termination upon Material Breach.** Either Party may terminate this Agreement immediately upon any material breach by the other Party.
- 3. Termination without Cause.** Either Party may terminate the Agreement without cause upon thirty days written notice to the other Party.
- 4. Payment on Termination.** Upon termination without cause, Client shall pay CPS HR for all work performed through the effective date of termination. For termination upon material breach, Client shall pay CPS HR for all work performed which is in compliance with the terms of the Statement of Work.

F. Limited Warranty.

- 1. Warranty.** CPS HR represents and warrants that: (i) it has the authority to enter into this Agreement; (ii) it will comply with applicable law; and (iii) it will provide Services in a workmanlike manner consistent with industry standards.
- 2. Warranty Disclaimer.** EXCEPT AS EXPRESSLY SET FORTH HEREIN, CPS HR EXPRESSLY DISCLAIMS ANY AND ALL WARRANTIES, EXPRESS OR IMPLIED, ORAL OR WRITTEN, WITH RESPECT TO THE SERVICES AND THE WORK PRODUCT INCLUDING, WITHOUT LIMITATION, ALL IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR ANY PARTICULAR PURPOSE OR IN RESPECT OF ANY THIRD-PARTY PRODUCTS OR SERVICES AND ALL WARRANTIES IMPLIED FROM ANY

COURSE OF DEALING AND NO REPRESENTATIVE OF CPS HR IS AUTHORIZED TO GIVE ANY ADDITIONAL WARRANTY.

G. Work Product.

1. Ownership. Upon CPS HR' receipt of fees due under the Agreement, all studies, reports, documents and other writings prepared by CPS HR and its subcontractors, produced as a result of CPS HR' work, or delivered by CPS HR to Client in the course of performing services (collectively, "Work Product") shall become the property of Client and Client shall have the right to use the materials without further compensation to CPS HR or its subcontractors.

2. Retention of Rights. Notwithstanding Client's ownership of the Work Product, Client acknowledges and agrees that: (i) CPS HR has the right to re-use any of its know-how, ideas, concepts, methods, processes, or similar information, however characterized, whether in tangible or intangible form, and whether used by CPS HR in the performance of Services or not, at any time and without limitation, and (ii) CPS HR retains ownership of any and all of its intellectual property rights that existed prior to the Effective Date including, but not limited to, all methods, concepts, designs, reports, programs, and templates as well as all training materials, testing or assessment products, survey content and copyrightable works.

H. Release of Information to Third Parties.

Each Party understands that information provided to government entities may be subject to disclosure under a public records or freedom of information act. Each Party hereto (each, a Recipient) shall protect and keep confidential all non-public information disclosed to Recipient by the other Party (each, a Discloser) and identified as confidential by Discloser, and shall not, except as may be authorized by Discloser in writing, use or disclose any such Confidential Information during and after the term of this Agreement. If CPS HR or Client receives a request for disclosure of Confidential Materials, such as a subpoena or a public records or freedom of information request, that Party shall immediately notify the other Party of the request. Upon request, Client or CPS HR shall maintain the confidentiality of the Confidential Materials pending the grant or denial of a protective order or the decision of a court or administrative body as to whether the requested materials must be disclosed under the applicable public records statute. Client and CPS HR shall cooperate

with each other in seeking any relief necessary to maintain the confidentiality of the Confidential Materials. Each Party shall defend, indemnify and hold the other harmless from any claim or administrative appeal, including costs, expenses, and any attorney fees, related to that Party pursuing protection of the Confidential Materials from disclosure.

I. Indemnification. CPS HR agrees to indemnify, defend, and hold Client, its agents, officers, employees and volunteers harmless from and against loss or damage (including reasonable attorney's fees) arising from or related to a claim of bodily injury or property damage resulting from CPS HR' willful misconduct or negligent performance of this Agreement; provided that, Client notifies CPS HR in a commercially reasonable time, in writing of any such claim and gives CPS HR (at CPS HR' expense) sole control of the defense of same and all negotiations for its settlement or compromise. CPS HR' liability to indemnify Client shall be reduced to the extent that such loss or damage was caused or contributed to by the act, omission, direction or negligence of Client, its agents, officers, employees and volunteers over which CPS HR does not have direct control.

J. Limitation of Liability.

NOTWITHSTANDING ANYTHING TO THE CONTRARY CONTAINED HEREIN, NEITHER PARTY HERETO SHALL HAVE ANY LIABILITY OR RESPONSIBILITY FOR ANY INDIRECT, INCIDENTAL, EXEMPLARY, SPECIAL OR CONSEQUENTIAL DAMAGES (INCLUDING, BUT NOT LIMITED TO, DAMAGES ARISING FROM LOSS OF PROFITS OR DATA), EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. CPS HR' LIABILITY FOR DAMAGES HEREUNDER SHALL NOT EXCEED THE AMOUNT OF FEES PAID BY CLIENT TO CPS HR.

K. Miscellaneous.

1. Notices. Any notice to the parties required or permitted under this Agreement shall be given in writing and shall be sent to the persons at the address listed in the Statement of Work.

2. Dispute Resolution; Remedies.

(a) In the event of a dispute, the parties may agree to pursue mediation or either binding or nonbinding arbitration to resolve their dispute, under such rules as the parties may agree.

(b) If either CPS HR or Client determines it appropriate to file a judicial action, then, in

addition to any other remedies available at law or in equity, Client acknowledges that breach of this Agreement may result in irreparable harm to CPS HR for which damages would be an inadequate remedy and, therefore, CPS HR shall be entitled to seek equitable relief, including injunction.

3. Attorneys Fees. If any legal action or arbitration or other proceeding is brought to enforce or construe the term of this Agreement or because of an alleged dispute, breach or default in connection with any provision of this Agreement, the successful or prevailing Party shall be entitled to recover reasonable attorneys fees and other costs incurred in that action, arbitration or proceeding in addition to any other relief to which it may be entitled.

4. Governing Law. This Agreement will be governed by the laws of the State of California without regard to its rules concerning conflict of laws.

5. Force Majeure. Neither Party shall be liable for delays caused by fire, accident, labor dispute, war, insurrection, riot, act of government, superior force, or any other cause reasonably beyond its control.

6. Waiver. The failure of any Party at any time or times to require performance of any provision of this Agreement shall in no manner affect its right to enforce that provision at a later time. Nor shall the waiver by either Party of a breach of any provision of

this Agreement be taken or held to be a waiver of the provision itself. No waiver shall be enforceable unless made in writing and signed by the Party granting the waiver.

7. Entire Agreement; Modifications. This Agreement constitutes the entire agreement between the parties regarding the subject matter hereof and supersedes all other agreements, representations and warranties. All modifications and supplements to this Agreement must be in writing and signed by both parties.

8. Counterparts; Facsimile Signature; Electronic Signature. This Agreement may be executed in any number of counterparts. If this Agreement or any counterpart is signed and then faxed or e-mailed by PDF or otherwise, the faxed or -mailed copy bearing the signature shall be as good as the original, wet-ink signed copy for all intents and purposes.

9. Authority to Sign. The person signing this Agreement on behalf of the Client (the Principal Signer) represents that he or she is the head of the agency or is otherwise duly authorized to sign this Agreement and to bind the Client.

10. Ambiguities. As this Agreement has been voluntarily and freely negotiated by both parties, the rule that ambiguous contractual provisions are construed against the drafter of the provision shall be inapplicable to this Agreement.

**Cooperative Personnel Services dba
CPS HR Consulting**
2450 Del Paso Rd. Ste 220, Sacramento, CA 95834

Schools Insurance Group
550 High Street, Suite 201, Auburn, CA 95603

By: _____
Authorized Signature

Name: _____

Title: _____

By: _____
Authorized Signature

Name: _____

Title: _____

Exhibit A Statement of Work

All changes to this SOW must be mutually agreed to and executed in writing by duly authorized representatives of both parties as an amendment to this SOW. Capitalized terms used herein shall have the meanings ascribed to them in the Agreement.

1. SERVICES: CPS HR shall assist the Schools Insurance Group with their Executive Director recruitment by providing the following services:

Phase I:

- Meet with appropriate stakeholder(s) to gather information on the organization and to develop the specifications and ideal candidate profile for the position
- Coordinate with the Agency on development of recruitment brochure for the desired position; prepare brochure design
- Complete recruitment brochure and post brochure on CPS HR website
- Place ads in agreed upon trade journals, web sites and other appropriate sources
- Print and distribute brochure/job announcement
- Receive all resumes and acknowledge receipt thereof
- Respond to inquiries from applicants and potential applicants
- Keep client posted on recruitment progress
- Conduct aggressive outreach by initiating contact with potential applicants and with referral sources

Phase II:

- Review application materials and identify candidates for further consideration
- Conduct preliminary screening interviews
- Submit "Client Report" (includes resumes, summary of resumes, notes, overview)
- Meet with the Agency to discuss the report and the results of the screening interviews in order for the Agency to identify an appropriate number to interview as finalists (or semi- finalists)
- Notify all applicants of status in the recruitment

Phase III:

- Prepare an assessment process for finalists in coordination with the Agency
- Schedule candidates for participation in finalist assessment; send invitations to candidates and coordinate travel/accommodations
- Prepare evaluation materials
- Facilitate finalist assessment process in coordination with the Agency
- Conduct reference and background checks on top identified candidate(s) following assessment process

2. CLIENT RESPONSIBILITIES:

- a. Client must timely perform all those Client roles and responsibilities set forth in this SOW. Successful completion of this project within the time specified depends largely upon an effective working relationship between Client and CPS HR project staff. For this reason, CPS HR requests that Client designate an individual to coordinate communication, meetings, interview schedules, and review of products with the project team. Client's Project Representative will be responsible for the following activities:
 1. Coordinating all meeting schedules, conference calls, facilities and equipment needs
 2. Coordinating interview schedules and facilities and distributing project update information
- b. Any work products developed during the activities described above will be submitted to Client's Project Representative for review, comment and/or approval. This is a critical step to ensure accurate, reliable, and valid products.

3. CPS HR PROJECT MANAGER: Pamela Derby

pderby@cpsshr.us

4. CLIENT PROEJCT REPRESENTATIVE: Audrey Kilpatrick

akilpatrick@wpusd.org

5. SERVICE FEES: Fixed Flat Fee \$25,000

- a. All Services provided to Client by CPS HR hereunder are priced on a FIXED PRICE basis. All amounts are based upon the following assumptions. Any deviations from the following assumptions may result in an increase in the Fees: (i) Client will timely perform its responsibilities as set forth in this SOW; and (ii) Services will normally be performed during normal business hours, Monday through Friday, 8:00 a.m. to 5:00 p.m., excluding CPS HR holidays (“Normal Business Hours”).
 - b. Professional Services Fees: The professional fixed fee of \$25,000 covers all CPS HR services associated with Phases I, II, and III of the recruitment process, including the necessary field visits (up to three) to develop the candidate profile and recruitment strategy, assist the Client with finalist selection, and facilitate candidate interviews. The professional fixed fee includes the following expenses: brochure design and printing, advertising, background check on the selected finalist candidate, supplies, shipping, and consultant travel.
 - c. Additional Expenses Not Included: Travel expenses for candidates who are invited forward in the interview process are NOT included. However, should the Client desire CPS HR’s Travel Team to assist with these arrangements, CPS HR can provide assistance. This might require an amount be added to the Agreement.
 - d. Invoices: CPS HR will invoice Client at the fixed fee rate of \$25,000 billed in three monthly installments of \$7,000 and a fourth installment of \$4,000. Client will pay CPS HR within thirty (30) days following receipt of invoice.
 - e. One-Year Guarantee: If the employment of the candidate selected and appointed by the Client, as a result of a full executive recruitment (Phases I, II, and III), comes to an end before the completion of the first year of service, CPS HR will provide the Client with professional services to appoint a replacement. Professional consulting services will be provided at no cost. The Client would be responsible only for reimbursable expenses. This guarantee does not apply to situations in which the successful candidate is promoted or re-assigned within the organization during the one-year period. Additionally, should the initial recruitment efforts not result in a successful appointment, CPS HR will extend the aggressive recruiting efforts and screen qualified candidates until an offer is made and accepted. CPS HR does not provide a guarantee for candidates placed as a result of a partial recruitment effort.
6. In the event the project is terminated early, CPS HR will be paid such amount as is due for professional services performed and out-of-pocket expenses incurred up to and including the effective date of termination.
7. This SOW covers work requested and performed prior to the commencement of this SOW.

General Scope of Work
Executive Search Services – Executive Director for Schools Insurance Group (SIG)

Phase I:

- Meet with appropriate stakeholder(s) to gather information on the organization and to develop the specifications and ideal candidate profile for the position
- Coordinate with the Agency on development of recruitment brochure for the desired position; prepare brochure design
- Complete recruitment brochure and post brochure on CPS HR website
- Place ads in agreed upon trade journals, web sites and other appropriate sources
- Print and distribute brochure/job announcement
- Receive all resumes and acknowledge receipt thereof
- Respond to inquiries from applicants and potential applicants
- Keep client posted on recruitment progress
- Conduct aggressive outreach by initiating contact with potential applicants and with referral sources

Phase II:

- Review application materials and identify candidates for further consideration
- Conduct preliminary screening interviews
- Submit “Client Report” (includes resumes, summary of resumes, notes, overview)
- Meet with the Agency to discuss the report and the results of the screening interviews in order for the Agency to identify an appropriate number to interview as finalists (or semi- finalists)
- Notify all applicants of status in the recruitment

Phase III:

- Prepare an assessment process for finalists in coordination with the Agency
- Schedule candidates for participation in finalist assessment; send invitations to candidates and coordinate travel/accommodations
- Prepare evaluation materials
- Facilitate finalist assessment process in coordination with the Agency
- Conduct reference and background checks on top identified candidate(s) following assessment process

Professional Services

Our professional fixed fee covers all CPS HR services and deliverables associated with **Phases I, II, and III** of the recruitment process. CPS HR can offer three levels of service as listed below.

Outreach Package – Targeted sourcing, brochure, and advertising	\$10,000
Partial Recruitment – Phase I and II	\$19,000
Full Recruitment – Phase I, II, and III	\$25,000

Travel expenses for candidates who are invited forward in the interview process are not included. However, should the Agency desire CPS HR’s Travel Team to assist with these arrangements, we are happy to do so. This might require an amount be added to our contract.

One Year Guarantee

If the employment of the candidate selected and appointed by the Agency, as a result of a full executive recruitment (Phases I, II, and III), comes to an end before the completion of the first year of service, CPS HR will provide the Agency with professional services to appoint a replacement. Professional consulting services will be provided at no cost. The Agency would be responsible only for expenses such as re-advertising, consultant travel, additional background checks, etc. **This guarantee does not apply to situations in which the successful candidate is promoted or re-assigned within the organization during the one-year period.** Additionally, should the initial recruitment efforts not result in a successful appointment, CPS HR will extend the aggressive recruiting efforts and screen qualified candidates until an offer is made and accepted. CPS HR does not provide a guarantee for candidates placed as a result of a partial recruitment effort.

Placement Timeline

All search activities up to and including the selection of new Executive Director can be completed in 12 to 14 weeks. The precise schedule will depend on the placement of advertising and the scheduling of the initial meeting.

Similar Placements

Client	Project	Year Completed
Schools Excess Liability Fund	Chief Executive Officer	2019
San Mateo County Schools Insurance Group	Executive Director	2017
Yolo County Public Agency Risk Mgmt. Insurance Authority (YCPARMIA)	CEO/Risk Manager	2019
Municipal Pooling Authority	Chief Executive Officer	2016
Special District Risk Management Authority	Chief Executive Officer	2018

CityCounty Insurance Services (Oregon)	Chief Financial Officer	2020
Transbay Joint Powers Authority	Executive Director	2021
First 5 Contra Costa	Executive Director	2022
First 5 California	Executive Director	2019
Berkeley Unified School District	Executive Director - Classified Personnel	2021
San Joaquin Council of Governments	Executive Director	2020
Transportation Authority of Marin	Executive Director	2019
California Society of Municipal Finance Officers	Executive Director	2021
Stanislaus Regional Transportation Authority	Chief Executive Officer	2021
California Human Development	Chief Executive Officer	2020
Santa Clara County Housing Authority	Executive Director	2020

Project Team Bios

CPS HR has assembled a strong project team with each member possessing extensive recruiting experience and a direct, in-depth understanding of local government. Our team will leverage the knowledge and experience of our whole recruitment team in order to provide you with the best possible recruitment experience. We will not utilize subcontractors for these services. No staff member will be removed or replaced without the prior written concurrence of SIG.

Their resumes follow.

Pamela H. Derby, Manager, Executive Recruitment

Since joining CPS HR Consulting in 2003, Pam Derby has conducted a wide range of recruitments for county, city, special district and association executives including city attorney, executive director, general manager, city manager, assistant and deputy city manager, police chief, community and economic development director, human resource director, finance director, city administrator, registrar of voters, library director, and director of information technology in addition to specialized support positions.

Ms. Derby has conducted numerous Board-appointed recruitments for all types of organizations. She completed Executive Director recruitments for MTC, the Santa Cruz County Transportation Commission and SANDAG in the past year.

Prior to joining CPS HR, Ms. Derby served as the Aide to the Yuba County Board of Supervisors serving as the Board's liaison to County Department Heads, the community, and the media. This experience provided her with a unique perspective into the special circumstances that exist in a Board/Council-Manager relationship and a keen awareness of the inner workings of local government. She is sensitive to balance the wants of the community with the needs of the client so as to tailor a recruitment process that reaches out to the most appropriate candidates and ensures a diverse group of individuals from which to make a selection. She has successfully employed these techniques in jurisdictions ranging from under 10,000 to 10 million. Moreover, she employs a firmly-held personal philosophy that candidates must be treated with the same respect and careful consideration as her client.

Prior to her local government service, Ms. Derby served in the private sector and with several non-profit lobbying associations. She was responsible for the management of several large consumer groups.

Employment History

- Senior Executive Recruiter, CPS HR Consulting
- Professional Management Consultant, CPS HR Consulting
- Administrative Technician, CPS HR Consulting
- Aide to the Board of Supervisors, Yuba County, CA
- Special Cases Manager, Consumer Relations, The Money Store, CA
- Supervisor, Trailing Documents, The Money Store, CA
- Executive Assistant, Randlett Associates, CA

Professional Experience

- Project manager for local government, special district, and non-profit executive recruitments. Responsible for all facets of process including proposal interviews, all client meetings, creating marketing and advertising materials, conducting candidate screening interviews and developing finalist candidate interview processes.
- Assisted executive recruiting team in the recruitment of local government and public agency executives.

CPS HR CONSULTING

- Managed staff responsible for addressing escalated customer complaints. Negotiated and mediated pre-litigation settlements with attorneys, state regulators, and other state agencies, involving home improvement loans. Served as department fraud coordinator.
- Provided administrative support to SVP, including drafting correspondence, report writing, and special projects as assigned. Supervised department receptionist, responsible for interfacing with vendors and facilities management.
- Provided administrative and research support for private professional lobbying firm. Researched legislative bills, corresponded with professional association members regarding legislative proposals.

Education

- California State University, Chico, major course emphasis – Physical Education/English

Al Bonnenfant, M.A., SPHR

Al Bonnenfant is a highly accomplished human resources professional with a diverse blend of management and human resources experience spanning over 30 years. His core expertise is in human resources, business development, industrial engineering and operations. Throughout his career, he has demonstrated success as a progressive partner in executing collaborative solutions, inspiring cultural change, and focusing on organizational effectiveness. A hallmark of his style is being a coalition-builder and business partner focused on the interaction between sincere relationships and the achievement of organization, employee and client goals and objectives. He has worked in almost all areas of HR, but most notably, recruiting, onboarding, succession planning, leadership development, employee relations, safety and compliance, and workers' compensation. He has applied both private and public sector experience in his roles as a Business Manager, Human Resources Business Partner, and Human Resources Director.

Employment History

- Executive Recruiter, CPS HR Consulting
- Human Resources Director, E Center, Yuba City, CA
- Human Resources Business Partner, True Value Company, Woodland, CA
- Business Manager, UPS, Sacramento CA

Professional Experience

- E Center. Director for non-profit organization serving over 1,600 children and families through the Head Start and WIC programs. An HR staff of five along with the indirect management of approximately 500 employees. Accomplishments include reducing ex-mod factor by 40% in one year; continued reduction of Worker's Compensation cases; negotiating with SEIU after years of stalemate; and positively working towards Self-Funding insurance option.
- True Value Company. HR Manager for 350 Hourly Associates, 38 Management Associates, Four Direct Reports. Supported four Regional Distribution Centers and nationwide transportation departments with four HR Assistants. Active participant in overall business objectives driven through effective goal-setting and strong employee relationships. Accomplishments include achieving the highest overall employee surveys in Logistics and improving organizational culture through implementation of newly designed on-boarding project: Recruit – Hire – Train – Retain.
- UPS. HR Manager - Operations Manager – Industrial Engineering Manager – Business Development Manager (Hourly Direct Reports varied from 30 hourly to 300 with two to 12 Management Direct Reports). Managed a variety of functions and disciplines within the Sacramento Valley District – union and non-union; from Package and Preload operations to Industrial Engineering to Business Development to HR.

Education and Certifications

- M.A., Organizational Management, University of Phoenix
- B.A, Criminal Justice and Education Credential, University of Nevada Reno
- Senior Professional in Human Resources (SPHR)

Fatima Nukic, Associate Executive Recruiter

Profile

Fatima Nukic has over ten years of professional experience in the public sector. She has assistant on a wide range of recruitments for county, city, special district, and association executives including executive director, city attorney, police chief, human resources director, finance director, health and human services director, risk manager, environmental resources director, to name a few. Ms. Nukic is an action-oriented and results-driven leader who thrives on finding new ways to promote recruitments and finding ideal candidates. She brings an extensive background in promoting, sourcing, and social media marketing to her role as an Associate Executive Recruiter at CPS HR Consulting.

Employment History

- Associate Executive Recruiter, CPS HR Consulting
- Executive Search Technician, CPS HR Consulting
- Office Manager/HR, DMD Express
- Guest Representative, The Mirage Hotel and Casino
- Department Manager, Albertsons

Professional Experience

- Various administrative duties, such as research, scheduling appointments, handling client/candidate questions, filing, data entry, answering telephones, and operating various office equipment. Process contracts and coordinate client invoices.
- Proofread, edit, copy, assemble, and mail documents and reports. Communicate with clients and candidates - this typically involves answering questions, providing information, resolving issues, and writing letters and e-mails.
- Process, code and review expense claims, candidate fees/refunds, invoices and other payments. Enter information into applicant tracking system, and other assignments as needed.

Education

- Project Management Certificate-CSUS College of Continuing Education

Rachael Danke, Associate Executive Recruiter

Profile

Rachael Danke has spent her entire career in the non-profit and public sectors. With over five years of experience in Human Resources, Rachael has assisted multiple agencies throughout the nation with their talent attraction and retention needs. Rachael has experience recruiting for roles such as Chief of Police, Director of Public Works, Director of Human Resources, Executive Director, and other executive roles for Counties, Cities, and Special Districts. She is currently finishing her Master's Degree in Human Resources at Pepperdine University and is excited to continue to attract new talent to the public sector using innovative techniques such as Virtual Career Fairs and talent engagement.

Employment History

- Associate Executive Recruiter, CPS HR Consulting, Sacramento, CA
- HR Consultant, CPS HR Consulting, Sacramento, CA
- Human Resources Technician, El Dorado County, Placerville, CA
- Registry Training Specialist, El Dorado County, Placerville, CA
- Program Coordinator, American Red Cross, Reno, NV

Professional Experience

- Development and administration of employment policies and procedures.
- Drive full life-cycle recruitment nationwide for executive, professional, technical, and non-professional positions using a multi-faceted hiring process.
- Research, interpret, and apply leave allowance procedures and FMLA laws as allowable in the applicable residential state.
- Benefits administration for organization nationwide, including but not limited to coordinating daily benefits processing, annual contract renewals, new hire enrollments, COBRA, terminations, changes, beneficiaries, disability, etc.

Special Accomplishments

- Creation of employment events, benefits fair and employee appreciation week all on a virtual platform.
- Creation and administration of Telework survey and separate employee/manager Telework manuals.
- Improved employee orientation supplying better information in less time over a virtual platform.

Education

CPS HR CONSULTING

- B.A., Honors Psychology, University of Waterloo
- M.S. Human Resources Management, Pepperdine University (in progress)



Chief Executive Officer

Unique OPPORTUNITY

This an exceptional opportunity for an experienced, hands-on leader to continue and enhance the efforts of this exemplary insurance pool to provide outstanding service to its member agencies.



The ORGANIZATION

The Special District Risk Management Authority (SDRMA) is a public agency formed in 1986, under California Government Code Section 6500 et seq., and was established to provide property, liability, workers' compensation and health benefits coverage protection and risk management services statewide exclusively for California public agencies. SDRMA's primary objective is to serve as a single comprehensive resource providing quality coverage protection, risk management services, claims management, as well as a world-class safety and loss prevention program tailored to meet the complex needs of public agencies.

SDRMA's more than 660 members provide a wide variety of public services ranging from air quality management to wastewater collection and treatment, as well as municipal services. The diversity of services and risk exposure is beneficial for obtaining the lowest reinsurance cost and in providing stable rates. Current participation in each program is:

Property/Liability (Members 505) – SDRMA offers a straightforward, uncomplicated program for special districts and other public agencies. Coverage documents are broad form manuscript policies written on an "occurrence form" to ensure the highest level of coverage and maximum protection of assets for governmental entities providing municipal services. All claims are handled "in-house" by SDRMA staff.

Workers' Compensation (Members 442) – The Workers' Compensation Program offers an alternative workers' compensation program for special districts and other public agencies. Responsive claims management and cost containment, combined with tailored safety and loss prevention provides members an unequalled full-service workers' compensation program. All claims are handled by a third party TPA, Intercare Holdings Insurance Services, Inc.

Health Benefits Program (Members 150) – SDRMA, in partnership with Public Risk Innovation, Solutions, and Management (PRISM), offers a small group Medical Benefits Program to public agencies with 2-200 full-time employees. PRISM's small and large group medical pool current participant count is over 40,000 employee lives. Carrier Providers are Blue Shield, Anthem Blue Cross and Kaiser, and there are multiple plan options. SDRMA also offers a small group Ancillary coverages program in partnership with PRISM and it is available to public agencies with 2-50 full-time employees.

The SDRMA governance structure consists of seven directors elected from member agencies participating in both SDRMA's Property/Liability and Workers' Compensation Programs. The Board of Directors' (Board) responsibilities include establishing policy, providing oversight, and setting direction and vision to ensure SDRMA meets its mission, obligations and commitment to its members. SDRMA is supported by 16 staff and an annual budget of approximately \$65 million.

In order to measure the effectiveness of its services and programs, SDRMA participates in the California Association of Joint Powers Authorities (CAJPA) Accreditation Program. Since 2005, SDRMA has been awarded their highest designation, "Accreditation with Excellence". The CAJPA Accreditation program has been operating since 1989 and reviews the organizational structure and activities of a joint powers authority (JPA), comparing the JPA with standards adopted by the Association believed to be advantageous to the preservation and performance of the individual JPA and JPAs in California as a whole.

To learn more, go to:
www.sdrma.org

City of SACRAMENTO

The Capital of California. Sacramento is conveniently located halfway between the Pacific Ocean (San Francisco) to the west, and the Sierra Nevada Mountains (Lake Tahoe) to the east. With a population of approximately 470,000, Sacramento is the 7th largest city in California and offers some of the lowest housing prices of major cities in the state.

Peacefully located in a leafy valley of scenic rivers and canopies of trees, Sacramento is a cosmopolitan convergence of tall, gleaming buildings, hearty Victorians, splendid restaurants and shops, and a vibrant arts scene. Annual events held in California's Capital include the Sacramento Music Festival & Jubilee, California State Fair, California International Marathon, Pacific

Rim Streetfest, Juneteenth Celebration, Gold Rush Days, Farm-to-Fork Celebration, Grape Escape, and New Year's Eve Sky Concert.

The Sacramento region also offers amenities that are attractive to those with an active lifestyle. Hiking, biking, golfing, snow-skiing, water-skiing, house-boating, and other sports and recreational opportunities abound.

In addition, educational opportunities are plentiful, with the Sacramento region being home to California State University - Sacramento; University of California at Davis; Sacramento City College; McGeorge School of Law and other community and four-year colleges.

“SDRMA's professional expertise, technical knowledge, and understanding of public agency operations, coupled with a commitment to responsive, in-house claims management, proactive loss prevention and cost containment enables members to allocate more of their vital resources to providing essential community programs and services to their constituents.”



The POSITION

Appointed by and reporting to the Board of Directors (Board), the Chief Executive Officer (CEO) is responsible for directing the organization in a manner to ensure effective and profitable operation and growth. The CEO is accountable to the Board and the membership for optimum service and financial return. The CEO's duties also include assistance and implementation in the development of policies, business plans and for establishing necessary controls for operating efficiency.

Why you want to join SDRMA

- Resourceful, knowledgeable, and dedicated staff
- Exceptional pool with well-informed, committed Board of Directors
- Interactive web-based portal allowing members hands on access to their membership benefits and claims status
- Opportunity to look down the road and position organization for continued sustainability
- Opportunity to assist public sector members from small to large find most effective ways to address affordable property/liability, workers' compensation and health benefit coverages



The IDEAL CANDIDATE

Five years of increasing responsibility in a management or administrative position in a public or private entity that includes supervisory responsibilities, as well as formulation and implementation of programs, budgets and administrative operations and a Bachelor's degree are expected. Direct experience with insurance and risk management programs is mandatory. Extensive background and knowledge of local government operation is highly desirable. Outstanding communication and people skills; a relationship builder; high emotional intelligence. The ability to obtain the Associate in Risk Management (ARM or ARM-P) professional designation within the first 12 months of employment is anticipated. A Master's degree and additional claims or risk management certifications such as CRM or CPCU are desirable.

Qualifications and attributes of the ideal candidate identified by the Board of Directors and staff include:

- Seasoned insurance professional who exhibits exemplary leadership in all aspects of the organization.
- Exceptional communicator comfortable interacting in any type of environment with diverse audiences from entry-level employees to elected officials.
- Possess solid knowledge of California human resources law and experience managing human resource functions.
- Critical thinker who astutely analyzes situations, data and other technical information in order to provide well-researched recommendations to Board and staff.
- People motivator who celebrates success; provides staff challenging opportunities to grow; and, values their opinion and expertise.
- Fiscally savvy administrator experienced with planning for the financial sustainability of a significant organization.
- Accessible and approachable management style that encourages feedback and collaborative decision-making.
- A proactive, entrepreneurial, creative visionary committed to strategic and long-term planning.
- Exhibits integrity, respect for others and a commitment to fostering a transparent and equitable work environment and organization.



MISSION STATEMENT

SDRMA's mission is to provide risk financing and risk management services through a financially sound pool to California public agencies, delivered in a timely and responsible cost-efficient manner.

VISION STATEMENT

To meet the needs of our members by providing valued focused service, comprehensive coverages and innovative solutions.

- To reflect the values of our members.
- To provide educational loss prevention and safety training to our members.
- To be appreciated by those we serve.
- To be the program of choice for California Special Districts and other public agencies.
- To set a standard of excellence for public agency Joint Power Authorities (JPA).
- To be recognized by our business partners.
- To be respected by our competitors.
- To develop the program by doing the right thing, at the right time, in the right way.



Compensation

The annual salary range is negotiable and competitive with like agencies. In addition to a competitive salary, SDRMA offers an attractive benefits package that includes CalPERS retirement.

Application PROCESS

To be considered for this exceptional career opportunity, submit your résumé, cover letter, and a list of six work-related references (two supervisors, two direct reports and two colleagues) by the **first resume review date of February 3, 2023**. Résumé should reflect years and months of employment, beginning/ending dates as well as size of staff and budgets you have managed.

Please go to our website to submit your application: <https://www.cpshr.us/recruitment/2145>.

For further information contact:

Pam Derby
CPS HR Consulting
(916) 263-1401
E-mail: pderby@cpshr.us
Website: www.cpshr.us

CPS HR  CONSULTING

Résumés will be screened in relation to the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the consultant. Candidates deemed most qualified will be referred to SDRMA. Selected candidates will be invited to participate in further interview and selection activities. An appointment will be made following comprehensive reference and background checks.

