



## Agenda Submittal

**Agenda #:** 14 **Status:** Received and Filed  
**Type:** Report **Department:** Workforce Development Board  
**File #:** 17-296 **Contact:** Robert Bloom, 863-3501  
**Agenda date:** 4/25/2017 **Final action:** 4/25/2017  
**Title:** Ratify the selection of Ms. Heather Henry to serve as the Executive Director/President of the Workforce Development Board of Solano County, Inc.

**Governing body:** Board of Supervisors  
**District:** All  
**Attachments:** 1. A - Resume, 2. Minute Order

Date	Ver.	Action By	Action	Result
4/25/2017	1	Board of Supervisors	Approved	

Published Notice Required? Yes ☐ No ☒  
Public Hearing Required? Yes ☐ No ☒

### **DEPARTMENTAL RECOMMENDATION:**

It is recommended that the Board of Supervisors ratify the selection and appointment of Ms. Heather Henry as the new President/Executive Director of the Workforce Development Board of Solano County, Inc. (WDBSC), to be effective May 15, 2017.

### **SUMMARY:**

The current WDBSC President/Executive Director, Mr. Robert Bloom, had informed the WDBSC Board of Directors of his retirement to take effect March 30, 2017. This date has been extended in order to assist the Board in its recruitment and selection of a top candidate as his successor.

The WDBSC performed a nationwide recruitment effort utilizing both traditional and state-of-the-art online recruitment tools. A panel of WDBSC Executive Committee members and County Supervisors Hannigan and Thomson interviewed the top four finalists.

In accord with provisions provided for in the current "County-WDBSC Agreement" the Board of Supervisors is now requested to ratify the selection of the top-rated candidate, Ms. Heather Henry, to be appointed as WDBSC President/Executive Director, with the mutually-agreed-upon compensation package, effective May 15, 2015.

### **FINANCIAL IMPACT:**

Congressional allocations and appropriations to California and Solano County provide fully for the administration and operation of the WDBSC, including provision of the WDBSC President/Executive Director's pay and benefits. There is no direct impact upon County finances based upon filling this upcoming WDBSC vacancy.

### **DISCUSSION:**

## **Background**

The WDBSC Board of Directors has undertaken an executive-level recruitment process across the last approximate 6 months, once notice was given by the current President/Executive Director of his upcoming Spring 2017 retirement.

The WDBSC Executive Committee was charged with overseeing the process, and reviewed/updated the job description as well as approved the process and calendar for recruitment, interviews, selection, and final appointment.

## **The Interview Panel**

The Executive Committee was also charged with serving as the interview panel. At the suggestion of the County Administrator, two members of the Board of Supervisors were invited to participate in the interview process. Board members Erin Hannigan and Skip Thomson joined in as interview panelists, and were instrumental in making the recommendation for the selected candidate.

## **Special Role for the Board of Supervisors**

In accord with the current "County-WDBSC Agreement", Section 2. Q. the County is to:

"Ratify, by the Board of Supervisors, WDBSC's selection of an individual to serve as WDBSC President/Executive Director. Such ratification by the Board of Supervisors must be made before the appointment is final."

This requested action by the Board of Supervisors is the final stage in the appointment process. The name of the selected candidate has been maintained as confidential, pending this final approval step.

## **The Application, Interview, and Selection Process**

Recruitment announcements were circulated/published on a fee or non-fee basis with national, State, and local organizations and listing services. The announcement was widely broadcasted to the local Solano County community of workforce development-related providers. Candidates were provided 45 days to respond.

A total of 14 applications were received; 10 of which met minimum requirements. The WDBSC Executive Committee performed a paper review of these 10 candidates and selected four to proceed in to formal interviews.

Formal one-hour interviews were held on March 16, 2017. The top-two candidates were then invited to make brief presentations and answer questions before the full WDBSC Board of Directors on March 17, 2017.

The interview panel shared with the full WDBSC the outcome of its ratings of the top-two finalists and its final recommendation. Discussions ensued and a consensus candidate emerged.

Ms. Heather Henry of Glen Burnie, Maryland (near Washington D.C.) was selected to be the new President/Executive Director. Attached is Ms. Henry's resume outlining her qualifications and experience.

## **Brief Highlights on Ms. Henry's Background/Qualification**

Ms. Henry has over 10 years of progressively responsible experience in workforce development, seven (7) years in management and organizational leadership, and over five (5) years of experience in supervising professional and management staff.

Highlights of her qualifications include:

- Expertise in all aspects of WIOA programming, regulations, and policy development.

- Strength in developing processes and frameworks for successful program implementation.
- Experience in managing multi-million dollar budgets.
- Strength in leading strategic planning and organizational development.
- Consistent demonstration of innovative programming to meet the needs of business and job seekers.
- Strengths-based leadership style.
- Understanding of working with union employees and familiarity with the Public Employee Relations Board and the Meyers-Milias-Brown Act.

### **The Conditional Job Offer**

The WDBSC Chairperson, Mr. Fadi Halabi, was authorized to contact Ms. Henry with a conditional job offer - conditional upon: 1) her passing a background check; 2) successful negotiation of her compensation package; and 3) ratification by the Board of Supervisors. Ms. Henry accepted the initial, conditional offer on the afternoon of March 17.

WDBSC staff conducted the background check and presented the positive results to WDBSC Chairperson Halabi. Staff also shared the results of a salary survey for WDBSC Executive Directors in the area, and what are the standard and special benefits afforded the WDBSC President/Executive Director.

### **Establishment of the Compensation Package**

Chair Halabi successfully negotiated and finalized the compensation package with Ms. Henry. A start date of May 15, 2017 was established. A written confirmation was signed by Ms. Henry on April 5, 2017.

Again, the appointment was still conditional on one last step - to gain Board of Supervisors' ratification.

### **A Transition Period**

An overlap period will be provided for between outgoing incumbent Robert Bloom and Ms. Henry. Mr. Bloom will assist in introducing Ms. Henry to State and County parties as well as other major partners. This will help afford a smooth transition on both internal and external matters for the agency.

### **ALTERNATIVES:**

The Board of Supervisors could choose not to ratify the selection and appointment of Ms. Henry, and provide feedback to the WDBSC Board of Directors on what criteria and/or recruitment process should be deployed for a new recruitment and selection process to follow.

The incumbent President/Executive Director still maintains his plans to retire in May. Any delay in appointing the successor would likely require the WDBSC to step in and appoint a temporary, interim President/Executive Director to head the agency until such time as the permanent selection is made.

### **OTHER AGENCY INVOLVEMENT:**

Both the County Administrators Office and the offices of Supervisors Hannigan and Thomson have been involved in this recruitment, interview, and selectin process.

### **CAO RECOMMENDATION:**

## **APPROVE DEPARTMENTAL RECOMMENDATION**