AGENDA COVER MEMO

Memorandum Date: July 9, 2024

Order Date: July 16, 2024

TO:	Board of County Commissioners
DEPARTMENT:	Human Resources
PRESENTED BY:	Alana Holmes
AGENDA ITEM TITLE:	ORDER: In the Matter of Selecting Raftelis to Conduct the Recruitment for County Counsel and Delegating Authority to the County Administrator to Execute the Contract and Approve any Associated Expenses

I. MOTION

Move approval of order 24-07-16-XX In the Matter of Selecting Raftelis to Conduct the Recruitment for County Counsel and Delegating Authority to the County Administrator to Execute the Contract and Approve any Associated Expenses.

II. AGENDA ITEM SUMMARY

The purpose of this agenda item is to select Raftelis as the executive search firm who will conduct the recruitment for County Counsel and delegate authority to the County Administrator to execute the contract.

III. BACKGROUND/IMPLICATIONS OF ACTION

A. Board Action and Other History

On April 17, 2024, County Counsel Pettigrew gave her notice of resignation pursuant to paragraph 1.7 of her employment contract with Lane County which requires a 60-day notice. County Counsel Pettigrew's effective resignation date was June 16, 2024.

On April 23, 2024, the Board accepted the resignation of County Counsel Pettigrew and authorized the Chair, County Administrator and the Chief Human Resources Officer to prepare a recruitment plan for the County Commissioners consideration.

On June 11, 2024, the Board selected Miller Nash to provide interim County

Counsel services until the regular status County Counsel position is filled.

B. Policy Issues

None.

C. Board Goals

Contracting with a recruitment firm for the County Counsel position aligns with Lane County's Strategic Priority #4, Our People and Organizational Health, investing in our systems and organizational health so that employees can thrive and residents can experience a more effective government.

D. Financial and/or Resource Considerations

The use of a search firm to conduct the recruitment for County Counsel is expected to cost between $35,000 and $55,000.

E. Health Implications

None.

F. Analysis

In May 2024, a team of 7 was created to participate in the process for the review and recommendation of a search firm to conduct the recruitment for the County Counsel position for Lane County. The review team consisted of Chair Laurie Trieger, County Administrator Steve Mokrohisky, Deputy County Counsel Andrea Nagles, Risk Manager Lisa Lacey, Assistant County Counsel Steve Thiel, Talent Manager Ryan McBride, and Chief Human Resources Officer Alana Holmes. This team created a list of firms for outreach and a list of questions for firms to respond to.

On June 4, 2024, Human Resources sent out an inquiry to 10 search firms requesting information regarding their capability and capacity to help Lane County fill the County Counsel vacancy. The deadline for submissions was June 19, 2024, at which time we received responses from 5 firms.

On June 24, 2024, the review team met to review the responses and to identify a recommended firm. The team identified 2 top search firms and requested additional information and references from each. After completing reference checks and reviewing materials and responses, the team unanimously recommended Raftelis as the best suited search firm to conduct the recruitment.

G. Alternatives/Options

1. Delegate authority to the County Administrator to execute the contract with

Raftelis and approve any associated expenses.

2. Reject the recommendation and direct staff to go back and solicit additional search firms.

IV. RECOMMENDATION

Staff recommends approving the contract with Raftelis.

V. TIMING/IMPLEMENTATION

Upon approval, staff will immediately work to complete the contract agreement with Raftelis to begin the recruitment process for County Counsel as soon as possible.

VI. FOLLOW-UP

None.

VII. ATTACHMENTS

A. Board Order 24-07-16-09

Attachment A

BEFORE THE BOARD OF COMMISSIONERS OF LANE COUNTY, OREGON

ORDER NO: 24-07-16-09	In the Matter of Selecting Raftelis to Conduct the Recruitment for County Counsel and Delegating Authority to the County Administrator to Execute the Contract and Approve any Associated Expenses

WHEREAS, the Board of Commissioners has accepted the resignation of County Counsel Pettigrew with an effective date of June 16, 2024; and

WHEREAS, the Board of Commissioners authorized the Board Chair, County Administrator and Human Resources Director to prepare a recruitment plan for the County Commissioners consideration; and

WHEREAS, a review team solicited and reviewed proposals and unanimously recommended Raftelis to conduct the County Counsel recruitment.

NOW, THEREFORE, the Board of County Commissioners of Lane County **ORDERS** as follows:

1. The County has selected Raftelis to conduct the recruitment for County Counsel.
2. The County Administrator is delegated authority to execute the contract and approve any associated expenses.
3. If the County is unable to contract with Raftelis, the County Administrator is authorized to execute a contract with the runner up firm recommended by the selection committee.

ADOPTED this 16th day of July 2024.

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Laurie Trieger, Chair
Lane County Board of Commissioners