

**Decision-making: Shall the Authority Authorize the Executive Director to Execute an Agreement for Services with an Executive Search Consultant from the Leasing and Management Subaccount and Appoint a Task Force to Oversee the Recruitment Process of the Executive Director?**

***Staff Report***

November 4, 2015

**Background:** The Executive Director formally announced his plans to retire on December 31, 2015. The incumbent has been in the position for approximately eight (8) years and will leave a considerable gap in the continuity of operations of the Hawaii Community Development Authority (HCDA). The current position description for the Executive Director is attached as Exhibit A.

Pursuant to §206-E 3(c) Hawaii Revised Statutes (HRS), the appointment of the HCDA Executive Director is an Authority decision.

**Discussion:** To provide for the continuity of operations and expedite any related transition period, immediate action should be taken to initiate, recruit and select an Executive Director for the HCDA. In the past the board has established a committee to oversee this process. The responsibilities of the search committee could include:

1. Evaluation of the position description and compensation for the HCDA Executive Director
2. Identification of key guidelines to direct the recruitment process
3. Participation in the screening and interview process with an executive search consultant
4. Finalizing a “short-list” of candidates for the authorities to consider

From the activities identified above, the committee would make recommendations, accordingly, to the full board for input and ratification relative to:

1. Proposed modifications/updates to the position description and compensation for the HCDA Executive Director
2. A “short-list” of candidates for board consideration and final selection
3. The process to negotiate and hire the candidate selected by the Authority

The procurement of an executive search consultant has not yet been initiated. A proposed scope of work for an executive search consultant may include:

1. Working with the Authority on developing candidate criteria and interview questions.
2. Handling all administrative aspects of the search such as – design and placement of recruitment announcement, receiving/processing applications, pre-screening applications, interacting with applicants – such as acknowledging receipt of application, scheduling interviews, and thanking all candidates.

3. Interacting on an as-needed basis with a board designated committee and/or the Authority in reviewing applicants, and performing reference and background checks of top candidates.

The executive search consultant, plays a critical role in the process, therefore the process should be initiated immediately, with the Executive Director authorized appropriately secure and execute an agreement with a responsive and qualified executive search consultant. The procurement of the consultant must be done in accordance with the State Procurement Code, HRS 103D, attached as Exhibit B is a recommended scope of work for the solicitation. Depending on the value of the award, the procurement could take two (2) to four (4) weeks.

**Recommendation:**

1. Establish an Executive search committee comprised of no more than four members.
2. Authorize the Executive Director to procure and enter into an agreement for services with an executive search consultant with funds from the leasing and management subaccount.

**Attachments:**

Exhibit A – HCDA Executive Director Position Description

Exhibit B – Proposed Scope of Work for Executive Search Consultant