

**BEFORE THE BOARD OF HEALTH
SPOKANE REGIONAL HEALTH DISTRICT**

RESOLUTION #18-04

RE: AUTHORIZING THE FORMATION OF THE BOARD OF HEALTH TRANSITION COMMITTEE TO OVERSEE THE CANDIDATE SEARCH AND SELECTION PROCESS FOR THE SPOKANE REGIONAL HEALTH DISTRICT ADMINISTRATOR POSITION

WHEREAS, the SRHD Board of Health has appointed an Administrator pursuant to RCW 70.0.040 and Resolution #16-06; and

WHEREAS, the Board of Health recognizes that skillful leadership of the Spokane Regional Health District is essential to the management, development and effective performance of the agency in carrying out its responsibilities in support of public health in Spokane County; and

WHEREAS, the Spokane Regional Health District Board of Health (BOH) recognizes its responsibility to make provisions for competent leadership for the organization; and

WHEREAS, in fulfilling this responsibility, the Board also acknowledges a situation has risen with the upcoming retirement of current Administrator, Torney Smith, which requires the formation of a committee to ensure all the requirements for a successful transition to new leadership have been met.

WHEREAS, as stated in Board of Health Resolution #12-02, it is the desire of the Board of Health of Spokane Regional Health District to provide clear understanding of Board committees and their functions to assure well-organized and effective working groups; and

WHEREAS, the attached description of the Board of Health Transition Committee will provide clear understanding of the responsibilities of the committee whose purpose is to facilitate the review of the agency and determine leadership qualities necessary for a new administrator; and

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Board of Health for Spokane Regional Health District hereby authorizes the formation of a Board of Health Transition Committee, according to the committee description, to oversee the search and selection process for the SRHD Administrator position.

Signed this 27th day of September 2018 in Spokane, Washington.

SPOKANE REGIONAL HEALTH DISTRICT
BOARD OF HEALTH


CHAIR, CHUCK HAFNER

ABSENT

KATE BURKE, COUNCILMEMBER

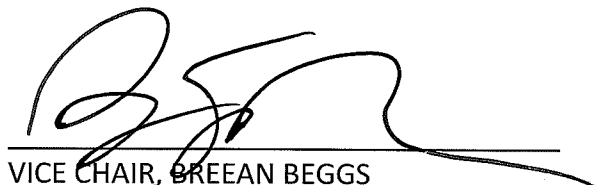

DONALD CONDON, BOARD MEMBER


KEVIN FREEMAN, MAYOR

ABSENT

AL FRENCH, COMMISSIONER


ANDREA FROSTAD, BOARD MEMBER


VICE CHAIR, BREEAN BEGGS

ABSENT

JOSH KERNS, COUNCILMEMBER


MARY KUNEY, COMMISSIONER


KAREN STRATTON, COUNCILMEMBER


LINDA THOMPSON, COUNCILMEMBER


BEN WICK, COUNCILMEMBER

BOARD OF HEALTH TRANSITION COMMITTEE

INTRODUCTION

The Spokane Regional Health District Board of Health (BOH) recognizes its responsibility to make provisions for competent leadership for the organization. In fulfilling this responsibility, the Board also acknowledges the situation has risen with the retirement of current Administrator, Torney Smith, which requires the formation of a BOH Transition Committee to ensure all the requirements for a successful transition to new leadership have been met.

COMMITTEE MEMBERSHIP

The BOH Transition Committee will consist of at least two members of the executive committee and three additional Board members. A Chair and Vice Chair to the Transition Committee will be appointed to lead the committee through the transition process.

Membership will include a commitment to attend all calls, meetings and interviews related to committee work. Membership will also include a commitment to complete any assigned tasks.

COMMITTEE RESPONSIBILITIES

The BOH Transition Committee shall have the following responsibilities:

1. Maintain confidentiality as appropriate.
2. Assess the status of the organization to identify its strengths and issues and determine leadership qualities needed.
3. Determine interim leadership, if needed.
4. Develop compensation and benefit guidelines for prospective candidates.
5. Recommend a candidate to the board for consideration.
6. Recommend to the board a transition plan/timetable and support tools for the new Administrator
7. Recommend to the board an evaluation process/timetable for the new Administrator
8. Recommend to the board an emergency/planned succession plan in case of future absences of the Administrator.
9. Communicate at appropriate junctures to agency management, staff and community partners:
 - a. Notification of the Administrator's leave
 - b. Process for the transition to a new Administrator
 - c. Designation of an interim Administrator should the need arise
 - d. Selection of the new Administrator
 - e. Regular updates to the transition process

The Chair and Vice Chair will be responsible for the duties listed above and to the following:

1. Act as the spokespersons of the committee to the Board, agency staff and community partners.
2. Report to the Board any requests from the committee and all updates.
3. Weekly communication with any appointed interim leaders regarding the status of the organization.

PHASE I (August 30-Sept 27)	PHASE II (Sept 27-Oct 25)	PHASE III (Oct 25 - Nov 30 or Dec 31)
Notify ECBOH (Aug 30)	Transition Committee's meeting (4 hours) to gain a thorough understanding/education of the following: <ol style="list-style-type: none"> 1. Current agency direction (Strategic Planning, mission, vision, goals) 2. Current agency culture 3. Current strengths/issues 	Receipt of applications (1-2 month duration--due to Holidays)
Develop Transition Committee Structure Recommendation for BOH approval (Aug 30)	Transition Committee's meeting (3 hours) to: <ol style="list-style-type: none"> 1. Revise position description based upon feedback 2. Review/edit current contract 3. Salary/benefits considerations 4. Determine advertisement specifications, length, method (in-house or search agency) 5. Determine interview panel and process 6. Develop message to update BOH/staff on status of search 	Transition Committee meeting (2-3 hours): <ol style="list-style-type: none"> 1. Develop interim Administrator plan, compensation agreement, contract 2. Develop recommendation/resolution for BOH consideration of interim Administrator(s) designation 3. Develop interview questions
ECBOH reviews possible process timeline proposal (Aug 30)	Transition Committee status report and any requests to BOH (October 25)	BOH consideration/approval of temporary Administrator designee(s) (December 6)
Develop messaging with Communications staff for BOH, agency staff, and community partners (Aug 30)		Transition Committee meeting: <ol style="list-style-type: none"> 1. Develop communication to staff/partners of interim Administrator appointment(s)
Notify BOH/Staff/partners (Aug 31)		
Transition Committee meets (1 hour) to review committee guidelines, timetable, resolution for BOH consideration, and decide upon next steps		
BOH consideration/approval of ECBOH Transition Committee recommendation (Sept 27)		

PHASE IV (Jan 1 - Jan 31)	PHASE V (Feb 1-28)	PHASE VI (March 1-31)	PHASE VII (TBD)
Transition Committee meeting: 1. Review of applications 2. Determination of interview dates	Transition Committee meeting: 1. Determine finalist(s) 2. Develop message to update BOH/Staff	Transition Committee meeting: 1. Develop emergency succession and planned succession plan 2. Develop resolution on succession plan for BOH consideration	New Administrator one-on-one introductions with BOH members.
Interview panel holds interviews	Transition Committee meeting: 1. Develop transition plan 2. Develop evaluation process/timeline for new Administrator 3. Develop resolution for evaluation process/timeline for BOH consideration	Transition Committee final update to BOH (March 28)	Activation of transition/evaluation plan
Possible additional interviews/meet-n-greets between finalist and BOH members, agency managers, staff, community partners	Transition Committee representative/Attorney: 1. Negotiate contract/salary/benefits Possible BOH exec session to discuss finalists BOH ratification of Administrator appointment and contract. (February 28) BOH consideration/approval of evaluation process/timeline (February 28) Transition Committee develop communication to agency staff and community partners	BOH consideration/approval of succession plan (March 28)	