

ACTION SUMMARY
SPECIAL MEETING
BOARD OF SUPERVISORS
SONOMA COUNTY
575 ADMINISTRATION DRIVE, ROOM 102A
SANTA ROSA, CA 95403

MONDAY

DECEMBER 12, 2011

8:30 A.M.

The Board of Supervisors of the County of Sonoma met this date in adjourned session at 8:30 a.m. with the following members present:

Supervisors: Brown, Rabbitt, Zane, McGuire

Chairman Carrillo presiding

Present: Bruce Goldstein, County Counsel
Veronica A. Ferguson, County Administrator
Wendy Macy, Human Resources Director

8:33 a.m. Call to order

- I. Approval of the Agenda
- II. Public Comment on Matters Not Listed on the Agenda: None
- III. REGULAR CALENDAR

HUMAN RESOURCES

- 1. Appoint Auditor-Controller-Treasurer-Tax Collector with an effective date of February 1, 2012, contingent upon the individual meeting all statutory requirements for the position.

Chairman Carrillo made opening comments

Ms. Macy provided the Board with procedural guidance for the interviews. Candidates would be presented in alphabetical order for an allotted time of 50 minutes and each candidate would be provided with the first 10 minutes to make a presentation. Ms. Macy explained that from a total of 20 interview questions possible, the Board would have the opportunity to select up to 10 questions. Each candidate would be asked the same questions unless a previous response had already substantively provided the candidate's answer.

The Chair directed the Board to select interview questions.

Supervisor McGuire requested to combine questions 2 and 3.

The Board decided to ask questions 1, 2 and 3 combined, 5, 7, 10, 11, 16, 19 and 20 and question #8 if time permitted. Chairman Carrillo announced that follow up questions would be allowed.

REGULAR CALENDAR (Continued)

The interview questions selected were as follows:

Introductory Question

1. Take no more than five minutes to tell us about yourself, emphasizing how your professional background and experiences have prepared you for this position including your motivation for applying for this position.

Leadership/Management/Interpersonal

Questions #2 and #3 were combined into a two part question.

2. Describe a time when you've initiated and implement major changes to an organizational program, system or process. What steps did you take? What factors did you take into account? Please describe the outcome.
3. If appointed, what ideas would you bring to the position that are new and innovative and would advance the efficiency, programs or service levels for the County?
5. How have you created an optimal working relationship with elected officials, your City Manager/County Administrator, and various county departments with whom you interact? What have you done to establish credibility and facilitate communications with them?
7. Imagine yourself disagreeing with the approach the County takes in developing its annual operating budget, as well as the process for allocating resources to support the activities of the ACTTC Office. What approach would you take to address this with the County Administrator and/or the Board?

Technical Knowledge

8. This position requires a true financial expert with treasury, investment and bond experience. Describe how you meet this requirement. (*if time allowed*)
10. Please summarize your experience developing and implementing fiscal policies and tell us about the most complex and/or controversial policy you had to develop or administer? If you have experience with debt limitations and reserve requirements, please be sure to highlight this in your response.
11. Escalating pension costs are arguably the County's biggest issue right now. Please describe your experience dealing with rising pension costs and determining financial options to address the issue.
12. Describe how you have strengthened and expanded an organization's financial reporting and analysis and provide a specific example.
16. What do you think would be the key issues that you would face as ACTTC for Sonoma County? Tell us about your experience in dealing with the same or similar issues.
17. Given the climate at the Federal, State and what you know of Sonoma County at the local level, what do you see to be the key issues and concerns the ACTTC's Office will be facing.

Closing Questions

19. The Board is considering going to the ballot November 2012 to convert the position to a Board appointed Director of Finance. Does this possibility impact your interest in the position? And if the position remains an elected position, you will need to run for office for the next term. Does this possibility impact your interest in the position?
20. In no more than two minutes, why do you consider yourself an ideal candidate for this position?

REGULAR CALENDAR (Continued)

8:46 Donna Dunk made a 10 minute presentation.

The Board interviewed Ms. Dunk.

9:21 Supervisor Carrillo asked the Board if there were any follow up questions.

9:26 The Board concluded interview of Ms. Dunk.

9:27 David Sundstrom made a 10 minute presentation

The Board interviewed Mr. Sundstrom.

10:31 The Board concluded interview of Mr. Sundstrom.

10:41 Board recessed

10:45 Board reconvened

10:45 Terri Velasquez made a 10 minute presentation.

The Board interviewed Ms. Velasquez.

11:25 The Board concluded interview of Ms. Velasquez.

Chairman Carrillo invited members of public wishing to address the Board on the item on the agenda to come forward.

Speakers:

Liz Yeager, County of Sonoma SCEIP Program Manager

Tom Ford, Former Sonoma County Treasurer-Tax Collector

The Board initiated appointment deliberations in open session.

The Board announced that a two-tiered system would be considered in the event that the selected candidate did not wish to accept the position or did not meet all statutory requirements for the position.

The Board expressed that although Ms. Velasquez brought a wealth of experience there was concern over her lack of County experience, and emphasized the critical differences between City and County.

The top two candidates selected were Mr. David Sundstrom and Ms. Donna Dunk.

The Board asked Mr. Sundstrom follow-up questions.

Supervisors McGuire, Rabbitt, Zane and Chairman Carrillo declared that their first candidate of choice was Mr. Sundstrom.

Supervisor Brown acknowledged that although her first candidate of choice was Ms. Dunk, she would support the new leadership that the Board elected.

REGULAR CALENDAR (Continued)

Board Action: Appoint David Sundstrom as Auditor-Controller-Treasurer-Tax Collector with an effective date of February 1, 2012, contingent upon the individual meeting all statutory requirements for the position.

UNANIMOUS VOTE

12:14 The Board adjourned the meeting to December 13, 2012 at 8:30 a.m.