

<h1 style="margin: 0;">County Of Sonoma</h1> <h2 style="margin: 0;">Agenda Item</h2> <h3 style="margin: 0;">Summary Report</h3>		<p style="margin: 0;">Clerk of the Board Use Only</p> <p style="margin: 0;">Meeting Date / /</p> <p style="margin: 0;">Agenda Item No: _____</p>
<p style="margin: 0;"><b>Department:</b> Human Resources</p>		<p style="margin: 0;"><b>4/5 Vote Not Required</b></p>
<p style="margin: 0;"><b>Name and Phone Number:</b> Christina Cramer- (707) 565-2988</p>	<p style="margin: 0;"><b>Board Date:</b> 12/12/2011</p>	<p style="margin: 0;"><b>Deadline for Board Action:</b></p>
<p style="margin: 0;"><b>AGENDA SHORT TITLE:</b> Auditor-Controller-Treasurer-Tax Collector Appointment</p> <p style="margin: 20px 0;"><b>REQUESTED BOARD ACTION:</b> 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.</p>		
<p style="margin: 0;"><b>Prior Board Action:</b> June 7, 2011: Board approved appointment of Assistant Auditor-Controller Donna Dunk to assume the duties of the ACTTC on an interim basis and gave direction as to criteria for recruitment, consideration and selection of ACTTC appointment; December 6, 2011: Board approved inviting three candidates and the recommended appointment process for December 12, 2011 meeting.</p>		
<p style="margin: 0;"><b>Background:</b> The Auditor-Controller-Treasurer-Tax Collector (ACTTC) has been vacant since May 31, 2011. In June, the Board requested that Human Resources conduct a recruitment and a screening process to identify the most appropriate candidates for the Board's consideration. This process resulted in the Board inviting three candidates to the Board's mandated public appointment process: Donna Dunk, David Sundstrom and Terri Velasquez.</p> <p style="margin: 0;"><u>Public Interview/Appointment Process</u></p> <p style="margin: 0;">The Director of Human Resources will orient the Board on how the interview process will be facilitated. During this discussion, the Board will select interview questions from the list in Attachment A with any modifications or changes the Board may desire.</p> <p style="margin: 0;">The Board is scheduled to spend 50 minutes with each candidate. The candidates will make a presentation on the topic listed in Attachment A. The Board will then interview the candidates with the selected questions. The tentative schedule, presentation topic and proposed interview questions are listed in Attachment A; resume materials are included in Attachment B. Human Resources has developed the questions based on the criteria established by the Board in the recruitment planning process. Upon conclusion of the interviews, the public will have the opportunity to comment on the agenda item. The Board may then make the appointment.</p> <p style="margin: 0;"><b>Action Requested of the Board of Supervisors:</b></p> <p style="margin: 0;">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.</p>		

**Attachments:**

Attachment A – Interview Schedule and Materials; Attachment B – Candidate Resume Materials

**On File With Clerk:** Candidate List; Candidate Resume Materials

**CLERK OF THE BOARD USE ONLY**

**Board Action (If other than "Requested")**

**Vote:**