

SUPPLEMENTAL AGENDA ITEM G

MARIN GENERAL SERVICES AUTHORITY
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MEMORANDUM

DATE: June 12, 2008
TO: MGSA Board of Directors
FROM: Paul Berlant, Executive Officer
SUBJECT: AGENDA ITEM: G: Supplement: Selection of MCEP Climate Action Director

On June 2, 2008 the MCEP Steering Committee met, and conferred again via email on June 9, 2008 to review the options available to select the Climate Action Director. After considerable discussion and review, the committee has still not arrived at a decision. See the attached memorandum from Tim Rosenfeld, MEMT, which provides greater detail. In summary, the committee is recommending the following at this time.

- Two alternatives to the selection of the Climate Action Director (CAD) should continue to be considered: 1) Re-issue an RFP pursuant to a revised Scope of Work or 2) Selection of Richard Schorske as CAD per a proposal he submitted in response to a request for such from the hiring sub-committee of the Steering Committee.
- That the MGSA Board designate a sub-committee of three members who would review and confirm/reject a future recommendation of the Steering Committee after they have further analyzed the issues surrounding the selection of a CAD and come to a decision.

The City of Belvedere, in the person of Felicia Wheaton, has agreed to take the lead should the Steering Committee opt to re-issue an RFP.

Date: 6-11-08

To: Marin Climate & Energy Partnership Steering Committee

From: Tim Rosenfeld, Director, Marin Energy Management Team

Re: Report and Recommendations on Climate Action Director Position

At the June 2nd MCEP Steering Committee meeting, the Committee agreed that:

- The RFP process to fill the Climate Action Director position has helped the Committee to better understand and *redefine* the requirements of the position.
- The scope of work and qualifications described in the RFP are no longer accurate, which makes it difficult to qualify any of the proposals received.
- Based on a redefined scope of work and skills required, Richard Schorske is well qualified to fill the Climate Action Director position. While Mr. Schorske had disqualified himself under the original SOW, he is now interested in filling this position as redefined by the Steering Committee
- The Steering Committee needed more information on how best to resolve the current RFP process, advice of legal counsel, and input from members who are on the hiring committee but were not present at the June 2nd meeting.
- The lack of an MGSA Board meeting between June and September created an urgent need to resolve these issues and bring a recommendation for funding the Climate Action Director position before the MGSA Board at the June 12th meeting

Paul Berlant had also requested that any recommendation on the Climate Action Director position to be brought before the MGSA Board would have the consensus of the Committee members. The Committee also needed to determine who would run a new RFP process if the Committee decided a new RFP was needed.

In my advisory role to the Committee, I volunteered to help gather the requested information, discuss with the hiring committee, bring a recommendation back to the Committee (by email) and get a consensus (by email) in time to present a recommendation and funding request to the MGSA Board on June 12th. Tom Adams volunteered to request advice from the Novato city attorney.

While these activities proved difficult to accomplish in the timeframe, we did arrive at a solution that will give the Committee more time to discuss and decide on a new course of

action. Gary Broad suggested and Paul Berlant will recommend to the MGSA Board that it designate a sub-committee who would review and confirm/reject a future recommendation of the MCEP Steering Committee. This will resolve any delay in contract approvals and funding that might have occurred due to the summer hiatus of the MGSA Board.

Recommendation to the Committee: Pending the MGSA Board's action, the Committee should meet at the earliest possible date to:

1. Review and formally adopt the redefined scope of work and qualifications for the Climate Action Director position
2. Make a final determination as to moving forward with or rescinding the current RFP.
3. Decide on conducting a new RFP or sole-source approach to filling the CAD position

Felicia Wheaton from Belvedere has volunteered to take responsibility for some of the organizational tasks that the Committee has relied on Mr. Schorske to carry out so that Mr. Schorske can recuse himself from any Steering Committee process that might create a conflict of interest.