

COVER SHEET – AGENDA ITEM #R2

For Commission Meeting: May 23, 2016

“Request from Contingency for Professional Services”

Recommendation

The Finance Committee and staff recommend approval of up to \$5,000 from FY 2015-16 Contingency for professional services with Paula Manley.

Background

MHCRC Staff Director Mary Beth Henry plans to retire in July 2016. The Finance Committee discussed the situation at its April 27, 2016, meeting. The Committee believes that sufficient resources are needed to ensure a successful recruitment and transition process.

Paula Manley brings 17 years of executive search experience locally and nationally, as well as knowledge of the field. She has a collaborative approach which will be important in the recruitment process given the importance of the MHCRC Staff Director Position and the number of stakeholders.

As you know, the position serves a dual role as MHCRC Staff Director and as Office for Community Technology Manager for the City of Portland. Chair Studenmund has been in touch with the City about sharing expenses for the position recruitment and the transition. The total amount for the recruitment scope of work is for up to \$10,000, with up to \$5,000 coming from the MHCRC and up to \$5,000 from the City of Portland.

Thus far in FY 2015-16, no contingency requests have been requested.

Prepared By: Mary Beth Henry
May 17, 2016