



## REGULAR MEETING AGENDA

**March 20, 2025  
2:00 PM**

**California State Association of Counties  
1100 K Street, 1st Floor  
Sacramento, CA 95814**

Telephonic Locations:

3252 Southern Hills Drive  
Fairfield, CA 94534

City of Lafayette  
3675 Mt. Diablo Blvd., Room 210  
Lafayette, CA 94549

15465 Vantage Point  
Redding, CA 96001

709 Portwalk Place  
Redwood City, CA 94065

451 Trotter Drive  
Vallejo, CA 94591

1990 E. Gettysburg Avenue  
Fresno, CA 93726

*Members of the public may also observe and offer comment at this meeting telephonically by dialing 669-900-9128, Meeting ID 259-798-2423, Passcode 129070.*

### **A. OPENING AND PROCEDURAL ITEMS**

#### **1. Roll Call.**

\_\_\_\_ Brian Moura, Chair  
\_\_\_\_ Niroop Srivatsa, Member  
\_\_\_\_ Kevin O'Rourke, Secretary  
\_\_\_\_ Brian Stiger, Treasurer

\_\_\_\_ Vito Chiesa, Member  
\_\_\_\_ Leonard Moty, Member  
\_\_\_\_ Erin Hannigan Andrews, Member  
\_\_\_\_ Norman Coppinger, Alt. Member  
\_\_\_\_ Jim Erb, Alt. Member

#### **2. Consideration of the Minutes of the March 6, 2025 Regular Meeting.**

#### **3. Public Comment.**

**B. AGENDA ITEMS**

4. Authorize Chair to Execute Consultant Services Agreement with Bob Murray & Associates for Executive Search Services for CSCDA Executive Director Recruitment.
5. Closed Session:  
  
PUBLIC EMPLOYEE APPOINTMENT - Title: Executive Director
6. Adjourn.

**NEXT MEETING:** Thursday, April 3, 2025 at 2:00 pm



## MINUTES

### REGULAR MEETING OF THE CALIFORNIA STATEWIDE COMMUNITIES DEVELOPMENT AUTHORITY

**March 6, 2025  
at 2:00 pm**

Commission Chair Brian Moura called the meeting to order at 2:01 pm.

1. Roll Call.

Commission members participating via teleconference: Brian Moura, Niroop Srivatsa, Kevin O'Rourke, Brian Stiger, Leonard Moty, Vito Chiesa, Erin Hannigan Andrews, and Norman Copping (non-voting).

Others participating via teleconference: James Hamill, Bridge Strategic Partners; Jon Penkower, Bridge Strategic Partners; Steve Maciel, Cal Cities; Rob Pierce, CSAC Finance Corporation; Sindy Young, CSAC Finance Corporation; and Trisha Ortiz, Richards Watson & Gershon.

Chair Moura asked about Alternate Commissioner Erb who has not attended a CSCDA Commission meeting in some time. James Hamill reported that Alternate Commissioner Erb is available but has not attended recent meetings due to the attendance at these meetings by all of the CSAC appointed Commissioners. Mr. Pierce then reported that Mr. Fernandes had also spoken with Commissioner Erb a few times recently.

2. Consideration of the Minutes of the February 20, 2025 Regular Meeting.

The Commission approved the February 20, 2025 Regular Meeting minutes.

***Motion to approve by V. Chiesa Second by E. Hannigan Andrews. Unanimously approved by roll-call vote.***

3. Public Comment

***No public comment.***

4. Statewide Community Infrastructure Program (SCIP) 2025A (Spring Series):

- a. Consider the following resolutions for certain SCIP Community Facilities Districts in respect of multiple development projects for Series 2025A or a future bond issuance:
  1. Resolution approving joint community facilities agreements, if applicable, declaring intention to establish or annex territory to each SCIP Community Facilities District, designating an improvement area therein, if applicable, identifying territory for future annexation, if applicable, and levying special taxes therein to finance certain public improvements and fees.

***Motion to approve by K. O'Rourke. Second by N. Srivatsa. Unanimously approved by roll-call vote.***

2. Resolution to incur bonded indebtedness to finance certain public improvements and fees within each SCIP Community Facilities District and calling for a public hearing.

***Motion to approve by E. Hannigan Andrews. Second by L. Moty. Unanimously approved by roll-call vote.***

5. Conduct second reading and adoption of ordinances levying a special tax within community facilities districts included in the Statewide Community Infrastructure Program Series 2025A or a separate pooled or stand-alone issuance.

***Motion to approve by E. Hannigan Andrews. Second by K. O'Rourke. Unanimously approved by roll-call vote.***

6. Consideration of scholarships for the Local Government Summer Institute (LGSi) at Stanford.

The CSCDA Ad Hoc Committee have reviewed the applicants and recommended the following awards:

1. Amy Chen – Community & Economic Development Director – City of East Palo Alto
2. Carla Jauregui – Community Development Director – City of Hughson
3. Nick Chavez – Director of Community Services – City of Santee
4. Tracy Robinson – Administrative Services Director – City of Lafayette

***Commission Member N. Srivatsa excused herself due to a potential conflict.***

***Motion to approve by V. Chiesa Second by B. Stiger. Unanimously approved by roll-call vote.***

7. Closed Session:

PUBLIC EMPLOYEE APPOINTMENT - Title: Executive Director

***There was no reportable action.***

8. Staff Update.

*Staff had no update.*

9. Adjourn.

The meeting was adjourned at 2:55 p.m.

Submitted by: Sendy Young, CSAC Finance Corporation

**NEXT MEETING:** Thursday, March 20, 2025 at 2:00 pm



## **Agenda Item No. 4**

### **Agenda Report**

**DATE:** March 20, 2025

**TO:** CSCDA Commissioners

**FROM:** Brian Moura, Interim Executive Director

**PURPOSE:** Authorize Chair to Execute Agreement for Executive Search Services with Bob Murray & Associates

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#### **Recommendation**

It is recommended that the CSCDA Commission approve the recommendation from the Executive Director Recruitment Ad Hoc Subcommittee to Authorize the CSCDA Chairperson to Execute an Agreement with Bob Murray & Associates for Executive Search Services to recruit a new CSCDA Executive Director.

#### **Background**

In 2014, CSCDA hired Cathy Barna, a Public Finance professional who had prior experience with CSCDA financing programs, to become the organization's first Executive Director. She served in this role until earlier this year when she provided a resignation letter on January 31, 2025.

On February 20, 2025, the CSCDA Commission appointed an Executive Director Recruitment Ad Hoc Subcommittee (Commissioner Hannigan Andrews, Commissioner Moty and Alternate Commissioner Coppinger) to begin recruiting a new Executive Director. The subcommittee reviewed the Amended and Restated Agreement for Executive Services (see Attachment 2) and developed a draft position announcement and updated job description for the Executive Director position (see Attachment 3).

On March 3, 2025, Alternate Commissioner Coppinger resigned from the Executive Director Recruitment Ad Hoc Subcommittee. He was replaced on the subcommittee by Commissioner Moura. The subcommittee contacted 4 leading Executive Search firms to request proposals for services in connection with this job search.

The subcommittee received a proposal for these services from Bob Murray & Associates (see Attachment 4). They have reviewed the proposal and are recommending that the Commission move forward with this proposal for services. The cost of the proposal is \$33,000.

**Next Steps**

If the Commission concurs with the subcommittee's recommendation, a motion to Authorize the CSCDA Chair to Execute the Agreement for Executive Search Services is the next step.

Upon entering into an agreement between CSCDA and Bob Murray & Associates, they can begin the search process.

**Attachments**

1. Amended & Restated Contract for Executive Director Services
2. Position Announcement & Updated Executive Director Job Description
3. Bob Murray & Associates Proposal for Executive Search Services

# **ATTACHMENT 1**

## **AMENDED AND RESTATED**

### **AGREEMENT BY AND AMONG CALIFORNIA STATEWIDE COMMUNITIES DEVELOPMENT AUTHORITY, CSCDA COMMUNITY IMPROVEMENT AUTHORITY, AND CATHERINE W. BARNA FOR EXECUTIVE DIRECTOR SERVICES**

**THIS AMENDED AND RESTATED AGREEMENT** is made and entered into as of this 1<sup>st</sup> day of January, 2021 by and among California Statewide Communities Development Authority (the "CSCDA"), CSCDA Community Improvement Authority (the "CSCDA CIA"), and Catherine Barna, hereinafter referred to as "Contractor" and together with CSCDA and CSCDA CIA, the "Parties" with each being a "Party."

#### **RECITALS:**

**WHEREAS**, CSCDA and CSCDA CIA (together, the "CSCDA Entities") desire to retain a person or firm to provide Executive Director Services as an independent contractor;

**WHEREAS**, CSCDA wishes to extend such Executive Director Services to its related entities, being California Statewide Communities Development Corporation, CaLease Public Funding Corporation, and California Statewide Financing Authority (collectively, such entities being the "CSCDA-Related Entities"); and

**WHEREAS**, Contractor warrants that she is qualified and competent to render these services;

**NOW, THEREFORE**, for and in consideration of the agreement made, and the payments to be made by CSCDA Entities, the parties agree to the following:

#### **1. SCOPE OF SERVICES:**

Contractor agrees to provide all of the services described in Exhibit A attached hereto and by this reference made a part hereof.

#### **2. FURNISHED SERVICES:**

CSCDA Entities agree to:

- A. Provide access to any facilities necessary for the performance of this Agreement, including but not limited to available office space that may be necessary from time to time at the offices of CSCDA Entities' Program Administrators. Notwithstanding the foregoing, Contractor will be responsible for establishing and maintaining at her expense Contractor's regular office for the performance of the services required by this Agreement.
- B. Make available all pertinent data and records for Contractor's use and review in performing services under this Agreement.



### **3. FEES AND PAYMENT SCHEDULE:**

CSCDA shall pay Contractor a monthly retainer of \$5,000 representing compensation for an estimated average of 40 hours per month for basic services provided to the CSCDA Related Entities, as described in Exhibit A to this Agreement (the “CSCDA Services”), and CSCDA CIA shall pay Contractor a monthly retainer of \$5,000 representing compensation for an estimated average of 40 hours per month for basic services provided to CSCDA CIA, as described in Exhibit A to this Agreement (the “CSCDA CIA Services”). To the extent the Contractor is requested to perform additional services which are beyond the CSCDA Services and to the extent such additional services require in excess of an estimated average of 40 hours per month, the Contractor may bill CSCDA for such excess hours or additional services at a rate of \$200 per hour. To the extent the Contractor is requested to perform additional services which are beyond the CSCDA CIA Services and to the extent such additional services require in excess of an estimated average of 40 hours per month, the Contractor may bill CSCDA CIA for such excess hours or additional services at a rate of \$200 per hour. The billing rate shall remain in effect for the term of this Agreement unless the CSCDA Entities approve a rate change. Contractor shall be paid for travel and lodging expenses in attending the meetings of the CSCDA Entities’ legislative bodies or other meetings which are required to fulfill the Executive Director services. CSCDA Entities will reimburse Contractor for reasonable telephone charges and printing costs incurred in connection with the required work for such entities, respectively. Contractor also shall be paid for any unanticipated extraordinary expenses incurred in performing this Agreement provided that such expenses are approved in advance in writing by letter or email by the Chair of the CSCDA Entities. Contractor will provide bank details to CSCDA Entities and CSCDA Entities will pay the monthly retainer within 15 days of the conclusion of each month as long as this Agreement is in effect. Contractor will provide documentation for expenses incurred and shall provide monthly invoices for expenses. CSCDA Entities shall pay properly documented expense invoices within 15 days of receipt. Contractor shall provide CSCDA Entities with her Federal Tax I.D. number.

### **4. TERM OF AGREEMENT:**

This Agreement shall commence on January 1, 2021 and shall continue in effect until terminated as provided herein. This Agreement may be terminated without cause upon thirty (30) days prior written notice by either Contractor or the CSCDA Entities. This Agreement may be terminated by the CSCDA Entities immediately for cause. For the purposes of this Agreement, cause shall mean conviction of a misdemeanor involving the services provided under this Agreement or conviction of any felony. Cause also shall mean the unexcused failure to satisfactorily perform services required by this Agreement after either of the CSCDA Entities provides written notice to correct such failure and Contractor continues to fail to satisfactorily perform such services for a period of fifteen (15) days or more. The notice to correct shall specifically describe the services that Contractor has failed to perform satisfactorily. Upon termination without cause, Contractor shall be paid for all services performed to the date of termination.

**5. INSURANCE:**

All required insurance coverages shall be substantiated with a certificate of insurance and must be signed by the insurer or its representative evidencing such insurance to CSCDA Entities. The auto liability policy shall be endorsed naming each of the CSCDA Entities and CSCDA-Related Entities as additional insureds. The certificate(s) of insurance and required endorsement shall be furnished to the CSCDA Entities prior to commencement of work hereunder. Each certificate shall provide for thirty (30) days advance written notice to CSCDA Entities of any cancellation or reduction in coverage. Said policies shall remain in force through the life of this Agreement and shall be payable on a per occurrence basis only.

Nothing herein shall be construed as a limitation on Contractor's indemnification obligations under Section 15 of this Agreement

Failure to provide and maintain the insurance required by this Agreement will constitute a material breach. In addition to any other available remedies, CSCDA Entities may suspend payment to the Contractor for any services provided during any time that insurance was not in effect and until such time as the Contractor provides adequate evidence that Contractor has obtained the required coverage.

**5.1 AUTO LIABILITY**

Contractor shall provide comprehensive automobile liability coverage in the minimum amount of five hundred thousand dollars (\$500,000.00) per accident.

**5.2 WORKERS' COMPENSATION**

The Contractor acknowledges the State of California requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of the Labor Code. If Contractor has employees, a copy of the certificate evidencing such insurance or a copy of the Certificate of Consent to Self-Insure shall be provided to CSCDA Entities prior to commencement of work.

**6. NONDISCRIMINATORY EMPLOYMENT:**

Contractor and/or any permitted subcontractor shall not unlawfully discriminate against any individual based on race, color, religion, nationality, sex, sexual orientation, age or condition of disability. Contractor and/or any permitted subcontractor understands and agrees that Contractor and/or any permitted subcontractor is bound by and will comply with the nondiscrimination mandates of all Federal, State and local statutes, regulations and ordinances.

**7. SUBCONTRACTING:**

The Contractor shall not subcontract nor assign any portion of the work required by this Agreement without the prior written approval of the CSCDA Entities. If Contractor is authorized to hire a subcontractor under this Agreement, Contractor shall require subcontractor to provide and maintain insurance coverage(s) identical to what is required of Contractor and shall require subcontractor to name Contractor and CSCDA Entities as additional insureds. It shall be

Contractor's responsibility to collect and maintain current evidence of insurance provided by its subcontractors and forward such evidence of insurance to CSCDA.

**8. ASSIGNMENT:**

The rights, responsibilities and duties under this Agreement are personal to the Contractor and may not be transferred or assigned without the express prior written consent of the CSCDA Entities.

**9. BOOKS OF RECORD AND AUDIT PROVISION:**

Contractor shall maintain on a current basis complete books and records relating to this Agreement. These documents and records shall be retained for at least five years from the completion of this Agreement. Contractor will permit CSCDA Entities to audit all books, accounts or records relating to this Agreement or all books, accounts or records of any business entities controlled by Contractor who participated in this Agreement in any way. Any audit may be conducted on Contractor's premises or, at CSCDA Entities' option, Contractor shall provide all books and records within a maximum of fifteen (15) days upon receipt of written notice from either of the CSCDA Entities. Contractor shall refund any monies erroneously charged within 30 days after such erroneous charges are discovered.

**10. OWNERSHIP OF RECORDS:**

Any and all documents, information and reports prepared by the Contractor in performing services under this Agreement, shall be the property of the CSCDA Entities. The Contractor may retain copies of these documents. In the event of the termination of this Agreement, for any reason whatsoever, Contractor shall promptly turn over all information, documents, and records to CSCDA Entities without exception or reservation.

**10. RELATIONSHIP BETWEEN THE PARTIES:**

It is expressly understood that in the performance of the services herein, the Contractor, and the agents and employees thereof, shall act in an independent capacity and as an independent contractor and not as officers, employees or agents of the CSCDA Entities or CSCDA-Related Entities. Contractor shall be solely responsible to pay all required taxes, including but not limited to, all withholding social security, and workers' compensation. Contractor shall have no authority to enter into any binding obligations on behalf of any of the CSCDA Entities or CSCDA-Related Entities unless expressly approved by such CSCDA Entities or CSCDA-Related Entities.

**11. AMENDMENT:**

This Agreement may be amended or modified only by written agreement of all Parties.

**12. JURISDICTION AND VENUE:**

This Agreement shall be construed in accordance with the laws of the State of California and the parties hereto agree that venue shall be in Sacramento County, California.

**13. INDEMNIFICATION:**

CSCDA Entities agree to indemnify and defend Contractor from any claims and liabilities that arise from the performance of the services required by this Agreement. Contractor agrees to indemnify, defend, and hold harmless CSCDA Entities, their employees, officers, contractors, consultants and agents, from any claims or liabilities arising from any acts, omissions or other wrongful conduct of Contractor outside the scope of services required by this Agreement.

**14. COMPLIANCE WITH APPLICABLE LAWS:**

The Contractor shall comply with any and all Federal, State and local laws and regulations affecting services covered by this Agreement.

**15. FORCE MAJEURE:**

A Party shall not be considered in breach of or in default under this Agreement on account of, and shall not be liable to the other Party for, any delay or failure to perform its obligations hereunder by reason of fire, earthquake, flood, explosion, strike, riot, war, terrorism, or similar event beyond that party's reasonable control (each a "Force Majeure Event"); provided, however, if a Force Majeure Event occurs, the affected Party shall, as soon as practicable:

- (a) Notify the other Party of the Force Majeure Event and its impact on performance under this Agreement; and
- (b) Use reasonable efforts to resolve any issues resulting from the Force Majeure Event and perform its obligations hereunder.

**16. NOTICES:**

This Agreement shall be managed and administered on CSCDA Entities' behalf by the Chair of the CSCDA Commission. All invoices shall be submitted to and approved by the Chair as Contract Manager. All notices shall be given to CSCDA Entities at the following location:

Contract Manager:	Chair of the Commission, CSCDA
Location:	Office of the Executive Director California State Association of Counties 1100 K Street Suite 101 Sacramento, CA 95814

With a copy to the CSCDA's General Counsel:

CSCDA  
General  
Counsel

Trisha Ortiz

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Address:

Richard Watson & Gershon  
One Sansome Street, Suite 2850  
San Francisco, CA 94104

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Notices shall be given to Contractor at the following address:

Contractor:

Catherine W. Barna

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Address:

10564 Cheviot Drive  
Los Angeles, CA 90064

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**17. Prior Agreement Terminated:**

This Agreement supersedes that certain prior agreement between the Parties, dated September 1, 2016, which agreement is hereby terminated.

*[remainder of page intentionally left blank]*

**IN WITNESS WHEREOF**, the parties have executed this Agreement on the date first above written.

**CALIFORNIA STATEWIDE  
COMMUNITIES DEVELOPMENT  
AUTHORITY:**

By: \_\_\_\_\_  
Kevin O'Rourke, Chair

**CSCDA COMMUNITY IMPROVEMENT  
AUTHORITY:**

By: \_\_\_\_\_  
Kevin O'Rourke, Chair

**CONTRACTOR:**

By: \_\_\_\_\_  
Catherine W. Barna

## **EXHIBIT A**

### **SCOPE OF SERVICES FOR EXECUTIVE DIRECTOR**

The Executive Director shall perform the following services (for the purposes of this Exhibit A, the term “CSCDA Entities” shall include CSCDA, CSCDA CIA, and the CSCDA-Related Entities):

#### **BASIC SERVICES**

As part of the monthly retainer, the Executive Director shall provide basic services as needed which include:

1. Acting as agent of the CSCDA Entities for the administration of all CSCDA Entities’ functions and policies
2. Monitoring and responding to written and telephonic correspondence in a timely manner
3. Management of the services from CSCDA Entities’ Primary Contractors who report directly to the CSCDA Entities
  - i. The Primary Contractors include the Program Administrators, General Counsel, Authority Counsel, the Auditor, Public Policy Advocacy Contractors and Public Relations Firms
  - ii. CSCDA Entities’ Program Administrators currently are Bridge Strategic Partners, the California State Association of Counties, the League of California Cities
4. Additional Contractors report directly to the Executive Director and include but are not limited to the Housing Compliance Service Provider, PACE Administrators, IT Consultants and Bond Counsel. The day-to-day activities of Additional Contractors will be managed by the CSCDA Entities’ Program Administrators
5. Management of the CSCDA Entities’ work with other local, state, and federal agencies, including but not limited to counties and cities, the State Controller’s Office, the State Treasurer’s Office and the Internal Revenue Service
6. Analysis and interpretation of financial and program data relating to CSCDA Entities’ activities which is maintained by CSCDA Entities’ Program Administrators
7. Perform the continuous review of CSCDA Entities expenditures throughout the fiscal year to determine that expenditures are necessary and in accordance with CSCDA Entities’ policies
8. Review and approve disbursements on behalf of the CSCDA Entities
9. Prepare an annual budget for CSCDA Entities based on information maintained by the Program Administrators
10. Present quarterly financial reports to the CSCDA Entities based on information maintained by the Program Administrators
11. Present semi-annual program reports to the CSCDA Entities based on information maintained by the Program Administrators
12. Review and sign-off on CSCDA Entities’ compliance requirements of SB 99.
13. Attend meetings of the CSCDA Entities in person, as needed, or telephonically, and make recommendations on all actions submitted to the CSCDA Entities for consideration

14. Analyze and recommend policies and procedures for the orderly conduct of CSCDA Entities administrative affairs
15. Represent the CSCDA Entities as needed in relationships with governmental agencies, local government associations and municipal bond associations
16. Manage CSCDA Entities' responses to requests from the IRS and any other local, state, or federal regulatory agency based on information maintained by the Program Administrators
17. Propose CSCDA Entities' policy and procedure changes for review and approval by such CSCDA Entities based on changing market conditions
18. Analyze potential new finance programs, present opportunities to the CSCDA Entities and work with contractors to develop and implement plans for new programs approved by the CSCDA Entities.
19. Manage CSCDA Entities' response to Public Records Act requests and coordinate such responses with the Program Administrators.

### **ADDITIONAL SERVICES**

The following additional services will be provided by the Executive Director as directed by the any of the CSCDA Entities which may fall outside the monthly retainer.

1. Direct surveys and studies on administrative and budgetary subjects and make recommendations to the CSCDA Entities
2. Conduct requests for proposals for professional services based upon CSCDA Entities' contracting policy or at the direction of the CSCDA Entities
3. Provide responses to subpoenas and provide depositions or court testimony relating to pending litigation
4. Other services as may be requested by any of the CSCDA Entities.



## **ATTACHMENT 2**

### **California Statewide Community Development Authority Executive Director 2025 Recruitment Announcement**

#### **Executive Director**

The California Statewide Communities Development Authority (“CSCDA”) seeks an Executive Director to work with the CSCDA Commission and its contract program manager to facilitate tax-exempt financings. This is a part-time independent contractor position consisting of approximately 80 hours per month.

The Executive Director is the chief administrative officer of CSCDA, CSCDA Community Improvement Authority (CSCDA CIA), California Statewide Community Development Corporation (CSCDC) and the California Statewide Financing Authority (CSFA). These entities are collectively referred to as the CSCDA Entities. The position is appointed by the CSCDA Commission, and is responsible and will report to the Commission for the proper and efficient administration of CSCDA Entities affairs.

#### **Overview:**

CSCDA is a joint powers authority sponsored by the League of California Cities ("CalCities") and the California State Association of Counties ("CSAC"). CSCDA was created by the CalCities and CSAC in 1988 to enable local government and eligible private entities access to low-cost, tax- exempt financing for projects that provide a tangible public benefit, contribute to social and economic growth and improve the overall quality of life in local communities throughout California. CSCDA has issued more than \$75 billion through 1,700+ financings since 1988 and consistently ranks in the top 10 of more than 3,000 nationwide public issuers of tax-exempt debt, as measured by annual issuance amount. More information on CSCDA can be found at [cscda.org](http://cscda.org).

CSCDA meetings are typically the first and third Thursday of each month via Zoom, with public access via Zoom, telephonically or in-person at the offices of CSAC or the CalCities in Sacramento. CSCDA CIA, CSCDC and CSFA meetings are held following the CSCDA meeting on an as needed basis. The Commission consists of current and former employees of city and county governments. The Executive Director’s base of operation will be from a home office with in-person participation at meetings as necessary. CSCDA CIA, CSCDC and CSFA meetings are held following the CSCDA meeting on an as needed basis.

The Executive Director works under the policy direction of the Commission and is responsible for the proper and efficient administration of CSCDA Entities. The Executive Director has responsibility for developing, coordinating, approving, and executing policy and methods. Work consists of the direction, planning, policy recommendations to the Commission and interpretation of the Commissions adopted policies.

The Executive Director is required to coordinate work with, and coordinate the activities of, the various contractors employed by CSCDA Entities including, but not limited to: the General

Counsel, the Auditor, Bond Counsel, and the Program Manager. All contractors, with the exception of the General Counsel and Auditor, who are responsible directly to the Commission, work under the direction of the Executive Director. In addition, the Executive Director is responsible for working with other local, state, and federal agencies, including but not limited to: counties and cities, the State Controller's Office, the State Treasurer's Office and the Internal Revenue Service. The duties require creative ability, resourcefulness and discriminating judgment in the analysis and solution of complex problems, and the ability to make technical decisions on specialized matters.

Emphasis is placed on overall management skills to guide and direct the organization in a manner that achieves policy goals of the Commission and integrates programs and contract operations in the best cost-effective and efficient way within available resources. Work is reviewed in terms of fulfillment of goals, program effectiveness and soundness of judgment.

### **Responsibilities:**

The following general duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other related duties may be required and assigned.

1. Acts as agent of the CSCDA Commission for the administration of all CSCDA Entities functions and policies.
2. Coordinates the work of all CSCDA Entities contractors in such matters that are the concern and responsibility of the Commission.
3. Prepares the annual budget for CSCDA Entities based on information maintained by the Program Administrators.
4. Present quarterly financial reports of the CSCDA Entities to the Commission.
5. Performs the continuous review of CSCDA Entities expenditures throughout the fiscal year to determine if such expenditures are necessary and in accordance with Commission policy; review and approve disbursements on behalf of the CSCDA Entities.
6. Present semi-annual program reports for the CSCDA Entities based on information maintained by the Program Administrators.
7. Prepare and review CSCDA Entities agenda and agenda packet in conjunction with Program Administrators.
8. Attends meetings of the Commission in-person (as necessary), via Zoom or telephonically and makes recommendations on financing projects, administrative and budgetary matters.
9. Analyzes and recommends policies and procedures for the orderly conduct of CSCDA Entities administrative affairs.
10. Directs surveys and studies on a wide variety of administrative and budgetary subjects and makes recommendations to the Commission.
11. Directs the collection, analysis, and interpretation of financial and program data on CSCDA Entities activities.
12. Represents the Commission as assigned in relationships with other governmental agencies, as well as the League of Cities (CalCities) and California State Association of Counties (CSAC).

13. Conducts requests for proposals for professional services based upon CSCDA's contracting policy.
14. Conducts special studies of assignments as the Commission may direct.

The following specific duties exemplify the day-to-day work activities of the Executive Director:

1. Review and sign-off on CSCDA compliance with requirements of SB 99.
2. Review and sign-off on borrower applications for compliance with Commission's policies and procedures.
3. Review and sign-off on recommendations to the Commission on all project financing requests.
4. Respond to requests from the IRS and any other local, state, or federal regulatory agency with assistance from the Program Manager.
5. Propose CSCDA policy and procedure changes for review and approval by the Commission based on changing market conditions with assistance from the Program Manager.
6. Analyze potential new finance programs, present opportunity and implement at the direction of the Commission as necessary with the assistance from the Program Manager.
7. Monitor and respond to written and telephonic correspondence in a timely manner.
8. Respond to public records request with the assistance of General Counsel and the Program Manager.

### **Minimum Qualifications:**

**Knowledge of:** Working knowledge of bond financing and modern principles of public administration, organization, and management necessary to plan, analyze, develop, evaluate, and direct the diverse and complex activities of CSCDA Entities activities and bond financing; thorough knowledge of administrative survey principles and techniques; wide knowledge of the principles and practices of budgeting and accounting, and effective public relations.

**Ability to:** Analyze and make recommendations on administrative and technical problems involving complex issues while maintaining consistency with CSCDA Entities objectives and standards; interpret, explain, and apply applicable laws, rules and regulations; plan, organize, direct, and evaluate the work of others; define problem areas and supervise the collection, interpretation and evaluation of major bond projects and programs; conceptualize and project the consequences of decisions and/or recommendations; plan, coordinate, and initiate action necessary to implement recommendations or decisions; communicate and interact with personnel at all organization levels; instruct, persuade, negotiate with and/or motivate individuals with diverse backgrounds and business interests; communicate effectively both verbally and in writing; prepare and present comprehensive reports and recommendations; establish and maintain effective relationship with public officials, administrators, employees and the public; use personal computer, related hardware, and software applications in performance of duties.

**Education and Experience:** Equivalent to the completion of core course work from an accredited college or university in Public Administration, Business Administration, Finance or a related field; six years of broad and increasingly responsible experience in an administrative or staff capacity in public employment, involving responsibility for planning, organizing, and executing a wide variety of work programs, including at least three years in supervisory capacity or any combination of education and experience that provides equivalent knowledge, skills, and abilities.

**Special Requirements:** Essential Duties require the following physical skills and work requirements: Requires the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; may require the ability to operate a motor vehicle.

## ATTACHMENT 3



**BOB MURRAY  
& ASSOCIATES**

*Experts In Executive Search*

**A Proposal to Conduct an Executive Recruitment**

**for the Position of**

**EXECUTIVE DIRECTOR**

**on behalf of the**



**CSCDA**

CALIFORNIA STATEWIDE COMMUNITIES  
DEVELOPMENT AUTHORITY

1544 Eureka Road, Suite 180  
Roseville, CA 95661  
(916) 784-9080  
(916) 784-1985 fax

March 11, 2025

Mr. Brian Moura, Chair  
& Commissioners  
California Statewide Communities Development Authority  
3201 Danville, Rd. Suite 267  
Alamo, CA 94507

**Submitted via email to: ehannigan@me.com**

Dear Mr. Moura and Commissioners:

Bob Murray & Associates is pleased to submit a proposal to conduct the Executive Director recruitment for the California Statewide Communities Development Authority. The following details our qualifications and describes our systematic—yet flexible—method of identifying, recruiting, and screening outstanding candidates on your behalf. It also includes a proposed budget, timeline, and guarantee.

At Bob Murray & Associates, we pride ourselves on providing quality service to local governments, non-profit agencies, and private firms. Our recruitment process helps you to determine the direction of the search and the types of candidates you seek while capitalizing on our decades of experience and vast network of contacts to reach those candidates. Our expertise ensures that the candidates we present to the California Statewide Communities Development Authority will match the criteria you have established, be a positive placement for your organization, and be outstanding in their field.

Bob Murray & Associates recognizes that we work at the pleasure of the Commissioners and our job is to facilitate the Authority in finding the next Executive Director. Our best practice is to establish a strong partnership with the Authority, to ensure the placement of an Executive Director who is ideally suited to your needs. In developing this collaborative approach, we will seek the opportunity to meet with the Commissioners individually to discuss their expectations for the California Statewide Communities Development Authority's new Executive Director. The feedback received from the Commissioners will be essential in providing guidance when recruiting and screening candidates for the position.

Current and recent Executive Director recruitments we have completed similar in size and scope to your upcoming search include the following:

#### 2024

California Water Data Consortium, CA (Chief Executive Officer)  
West Contra Costa Integrated Waste Management Authority (Executive Director)  
Desert Healthcare District & Foundation, CA (Chief Executive Officer)  
Irvine Adult Day Health Services, Inc., CA (Executive Director)  
Western Placer Waste Management Authority, CA (General Manager)

#### 2023

California State Association of Counties, CA (Chief Operating Officer)  
Santa Monica, CA (Rent Control Administrator)

Sonoma County, CA (Executive Director, Economic Development Board)  
Transportation Corridor Agencies, CA (Chief Executive Officer)  
Valley Water, CA (Chief Operating Officer-Watersheds)  
Yolo-Solano Air Quality Management District, CA (Executive Director-Air Pollution Control)

## 2022

Bay Area Air Quality Management District, CA (Chief Operating Officer-Air Pollution Control)  
Capitol Area Development Authority, CA (Executive Director)  
Central Contra Costa County Solid Waste Authority dba RecycleSmart, CA (Executive Director)  
County of Orange, CA (Executive Director, Office of Independent Review)  
San Joaquin LAFCO, CA (Executive Director)  
Santa Clarita Valley Water Agency, CA (Director of Water Resources)

## 2021

March Joint Powers Authority (Executive Director)

We work as a team on every search at Bob Murray & Associates. Your Project Lead would be Valerie Gaeta Phillips or Gary Phillips, who would not only direct and supervise the project team from beginning to end but also serve as the Recruiter for the project as well.

To learn first-hand of the quality of our services and why the majority of our engagements come from repeat and referred clients, we invite you to contact the references listed on page 12 of the attached proposal.

We look forward to your favorable consideration of our qualifications. Please do not hesitate to contact us at (916) 784-9080 with any questions.

Sincerely,



Valerie Gaeta Phillips  
President, Bob Murray & Associates

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## THE RECRUITMENT PROCESS

Bob Murray & Associates' recruiters are specialists in finding positive placements and providing security and fairness to candidates and clients while ensuring the integrity of the search process. Outlined below are the steps in our proven recruitment process, refined through our 30+ years of experience in executive recruiting.

### STEP 1 DEVELOP THE CANDIDATE PROFILE

Our understanding of the California Statewide Communities Development Authority's (CSCDA) needs will be key to a successful search. Valerie Gaeta Phillips or Gary Phillips will meet with the Commissioners and key stakeholders to learn as much as possible about the ideal candidate for the Executive Director position. We want to become familiar with the values and culture of the organization, as well as to understand the current and future issues, challenges, and opportunities in the CSCDA.

Your recruiter will review and help define the CSCDA's wish-list regarding the ideal candidate's personality, management style, knowledge, skills, and abilities and will work with the Authority to identify expectations regarding education and experience. The Commissioners and your recruiter will discuss compensation, benefits, and other key information necessary to ensure that outstanding candidates are attracted to this opportunity. The profile we develop together at this stage will drive subsequent recruitment efforts.

#### *Optional Service: Community and Staff Involvement*

We find that many of our clients value a recruitment process that opens the opportunity for community members, business leaders, organization representatives, and employees to provide input regarding the ideal candidate. Our recruiters are skilled in designing and facilitating forums, town hall meetings, and online surveys that allow equitable involvement from a variety of constituencies and in consolidating feedback into a cohesive narrative of common themes.

If the CSCDA so desires, we will work with the Commissioners to create a customized community and/or staff input process.

### STEP 2 DESIGN/DISTRIBUTE BROCHURE AND ADVERTISEMENTS

Ms. Gaeta Phillips or Mr. Phillips and your dedicated Recruitment Coordinator will use the candidate profile developed with the CSCDA to create a professional recruitment brochure, with the assistance of our professional graphic designer. The four-page, full-color brochure will describe the community, organization, position, ideal candidate, and compensation and will include pictures provided by the CSCDA that you feel best represent your organization and your community.

Upon your approval, your recruiter will send the brochure by postal mail and email to a targeted audience, personally inviting potential candidates to apply for the Executive Director position. We will also place the recruitment brochure on our [website](#), which attracts over 11,000 unique hits

weekly and is a trusted resource for candidates seeking executive and professional positions. Two sample brochures are included in this proposal package for your reference.

Your recruiter will also design an effective advertising campaign appropriate for the Executive Director recruitment. Our broadest outreach comes through our active social media involvement on [Facebook](#), [LinkedIn](#), and [X](#) (formerly [Twitter](#)), where upcoming and current positions are posted. Sources such as *Western City Magazine*, PublicCEO, and the Careers in Government website will be used to reach an extensive local government audience, while position-specific postings will be chosen to attract candidates who have built their careers in and are committed to the Executive Director field.

Suggested Executive Director-specific advertising sources for The California Statewide Communities Development Authority's search include:

- California Special Districts Association
- National Special Districts Association
- California State Association of Counties
- International City / County Management Association

Bob Murray & Associates does not typically place ads with job aggregators or general job posting sites such as CareerBuilder, Monster, or Indeed, as we have found that the broad reach of these sites does not necessarily lead to quality candidates for executive and professional positions.

### *Reaching Diverse Candidates*

Bob Murray & Associates, a woman- and minority-owned business, is proud of its commitment to attracting and placing diverse candidates. Not only do we place advertisements with websites designed to attract minority and female candidates, but our President, Valerie Phillips, is a member herself of many diversity-focused organizations including the Local Government Hispanic Network, the League of Women in Government, the Professional Women's Network, Mexican Professionals, and Women Leading Government. She networks frequently with fellow members to gain insight into which potential candidates are leaders in their field.

Ms. Gaeta Phillips or Mr. Phillips will seek to reach candidates in communities and organizations with demographic profiles and populations served like that of the CSCDA, to maximize the potential for individuals from a wide variety of backgrounds, cultures, and life experiences to be considered for the Executive Director position.

## **STEP 3 RECRUIT CANDIDATES**

The strongest candidates are often those who are successful and content in their current positions and need to be sold on a new opportunity. Our extensive network of contacts, developed through over 1,400 successful placements, is a primary source for identifying and obtaining referrals for these candidates. Our in-house database of 40,000 current and former executive and professional candidates is a valuable resource that can only be built over time—time that we have invested into perfecting our process for finding the right candidates for our clients. Our aggressive outreach efforts are focused on phone calls to personally invite potential applicants, answer questions, and

allay any reservations, and these efforts are essential to the success of the Executive Director recruitment.

#### **STEP 4 SCREEN CANDIDATES**

Following the closing date for the recruitment, your recruiter will screen all resumes we have received, using the criteria established in the candidate profile as a basis upon which to narrow the field of candidates. Internal candidates receive sensitive consideration, and your recruiter will discuss with the Commissioners how CSCDA wishes to proceed with these candidates.

#### **STEP 5 CONDUCT PRELIMINARY INTERVIEWS**

Your recruiter will personally interview the top 10 to 15 candidates from the resume screening, with the goal of determining which candidates have the greatest potential to succeed in your organization. To reduce travel-related expenses to our clients and increase efficiency in the search process, these interviews are typically conducted via Zoom, Teams, or other convenient videoconferencing applications.

#### **STEP 6 SEARCH PUBLIC RECORDS**

Under the direction of Ms. Gaeta Phillips or Mr. Phillips, your dedicated Recruitment Coordinator will conduct a review of published print and online articles for each recommended candidate. Sources include Lexis-Nexis™, Google, social media, and our contacts in the field. This will alert your recruiter to any further detailed inquiries we may need to make before our recommendations are finalized.

#### **STEP 7 MAKE RECOMMENDATIONS**

Based on our findings during the preliminary interview process, your recruiter will recommend a limited number of candidates for your further consideration. Your recruiter will make specific recommendations and will help facilitate discussions regarding the candidate pool, but the final determination of those to be considered will be up to you.

We typically recommend 6-8 candidates that we feel will best match your expectations, and we prepare a detailed written report on each candidate. This bound report provided to each member of the decision-making body includes:

- Candidate list with Recommended Finalists identified in *Group 1* and *Group 2* (primary and secondary recommendations), as well as *Internal* candidates
- Summary of experience and education for each Recommended Finalist candidate
- Complete cover letter and resume for each Recommended Finalist candidate
- List of *Other Applicants* (those who did not meet minimum qualifications or were otherwise unsuitable, based on our screening process)

Bob Murray & Associates maintains all search records for a period of seven (7) years following each recruitment, and we are happy to forward cover letters and resumes for each applicant by postal mail or email as soon as the recruitment closes to new applications.

## **STEP 8 FACILITATE FINAL INTERVIEWS**

Our years of experience will be invaluable as we help you develop an interview process that objectively assesses the qualifications of each candidate. We will work with the CSCDA to craft and implement an interview approach that fits your needs. This may include individual and panel interviews by the Commissioners and key stakeholders, community/employee interview panels, writing and presentation samples, meet-and-greets, or another specialized process element your recruiter helps the CSCDA to design.

Your recruiter will be present on-site during the interviews to facilitate as necessary during the process and to guide discussion to consensus regarding final candidates. Bound interview books will be provided to each interview panel member containing:

- Recruitment brochure with candidate profile
- Interview schedule
- Suggested interview questions
- Experience summary, cover letter, resume, and rating form for each candidate
- Ranking forms for use during the panel interview process

We will work closely with your staff to coordinate and schedule interviews. Our goal is to ensure that each candidate has a very positive experience, as the way the entire process is conducted will influence the final candidates' perception of your organization.

## **STEP 9 CONDUCT BACKGROUND AND REFERENCE CHECKS**

Ms. Gaeta Phillips or Mr. Phillips and your Recruitment Coordinator will conduct detailed reference checks for up to three (3) final candidates. To gain an accurate and honest appraisal of the candidates' strengths and weaknesses, we will talk candidly with people who have direct knowledge of their work and management style. In addition to gaining a 360-degree view of candidates from the perspective of their supervisors, subordinates and peers for the past several years, we will make a point of speaking confidentially to individuals who may have further insight into a candidate's abilities but who may not be on their preferred list of contacts.

Your Recruitment Coordinator will work with candidates and our professional backgrounding firm, HireRight, to conduct credit, civil litigation, and motor vehicle record checks and verify candidates' degrees.

## **STEP 10 ASSIST IN NEGOTIATIONS**

We recognize the critical importance of successful negotiations and can serve as your representative during this process. Your recruiter knows what other organizations have done to put deals together with great candidates and what the current market is like for Executive Director positions in organizations like the CSCDA. Your recruiter will be available to advise you regarding current approaches to difficult issues, such as housing and relocation. We will represent your interests and advise the chosen candidate and you regarding salary, benefits, and employment agreements, with the goal of putting together a deal that results in the appointment of your chosen candidate. With our proven experience and vested interest in a positive outcome, we can turn a

very difficult aspect of the recruitment into one that is straightforward and agreeable for all parties involved.

## **COMPLETE ADMINISTRATIVE ASSISTANCE**

We receive many unsolicited testimonials each year from clients and candidates alike noting our prompt, considerate, accurate, and professional service during the search process. Throughout the recruitment, in time intervals that suit the CSCDA, we will provide you with updates on the status of the search and attend to all administrative details on your behalf.

Candidates receive immediate acknowledgement of their applications, as well as personal phone calls and/or emails (as appropriate) advising them of their status at each critical point in the recruitment. Candidates who receive preliminary or final interviews and are not chosen to move forward in the interview process will receive personal calls from your recruiter on behalf of the CSCDA.

It is our internal company standard that all inquiries from clients and candidates receive a response within the same business day whenever possible, and certainly within 24 hours if the inquiry is received during the work week. Your recruiter will be available to the CSCDA by office phone, cell phone, and email at any time to ensure a smooth and stress-free recruitment process.

## COSTS AND GUARANTEE

### PROFESSIONAL FEE AND EXPENSES

The fixed, flat professional services fee for conducting the Executive Director recruitment on behalf of the CSCDA is \$25,000. Services provided for in this fee consist of all steps outlined in this proposal, including two (2) days of meetings on site. The professional fee does not limit the amount of time invested by Bob Murray & Associates in promoting a successful outcome for this project. In fact, our mission for this project is to ensure we assist in identifying the right candidate for the CSCDA. Therefore, your recruiter will contact the Authority at the first anniversary of the placement to confirm an effective transition has occurred.

The CSCDA will also be responsible for reimbursing expenses Bob Murray & Associates incurs on your behalf. We estimate expenses for this project not to exceed \$8,000. Reimbursable expenses include (but are not limited to) such items as the cost of recruiter travel; clerical support; brochure development; placement of ads; credit and civil background checks; education verification; and public records searches. Postage, printing, photocopying, and telephone charges are allocated costs and included in the expense estimate. *In no instance will expenses exceed this estimate without prior approval from the CSCDA.*

Expense reimbursement for candidate travel related to on-site interviews will be the responsibility of the CSCDA.

Professional Fees and Reimbursable Expenses	
<b>Professional Services (Fixed Flat Fee)</b>	\$25,000
<b>Reimbursable Expenses</b> <i>Example costs and approximate amounts include:</i> Brochure Design and Printing (\$1,275) Advertising (\$3,500) Background Checks – 3 candidates (\$650) Consultant Travel (\$1,500) Other expenses – supplies, shipping, clerical (\$1,075)	\$8,000
<b>Not-to-Exceed Total</b>	<b>\$33,000</b>

#### *Optional Services*

- Community/Staff Input Forum: \$1,500/day, plus travel expenses
- Online survey: \$1,000 (Surveys include formatting questions and preparing survey link. Services do not include summaries or analysis of data.)
- Additional on-site meeting days: \$1,500/day/recruiter, plus travel expenses
- Additional background checks: \$250/candidate
- Additional reference checks: \$500/candidate
- Additional hires: \$6,500/candidate
- Other services: \$250/hour or \$1,500/day

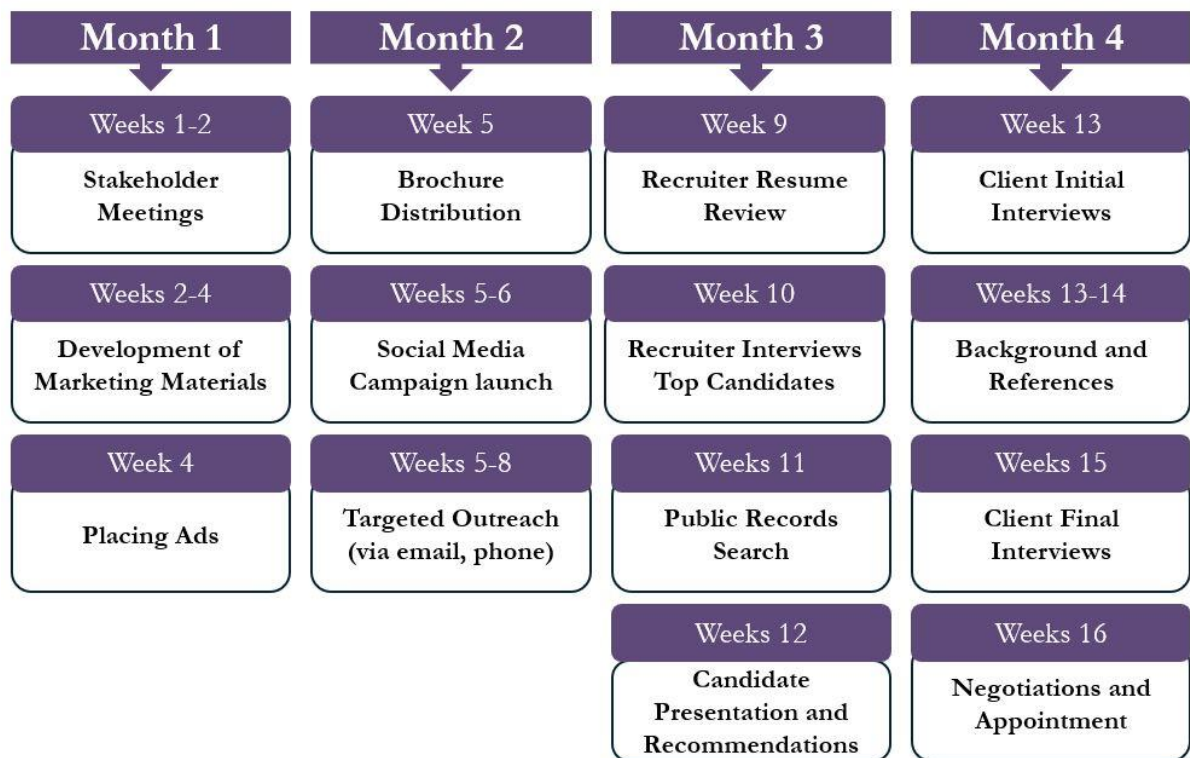
## GUARANTEE

Should a candidate recommended by our firm resign or be terminated within the first 12 months of employment, we will provide The CSCDA with professional services to secure a replacement. Services will be provided at no cost, aside from additional expenses incurred on The California Statewide Communities Development Authority's behalf during the new search. We are confident in our ability to recruit outstanding candidates and do not expect the Authority to find it necessary to exercise this provision of our proposal.

## RECRUITMENT SCHEDULE

We are prepared to start work on this assignment upon receipt of a signed professional services agreement or other written, authorized notification. A full search can be completed in 13-16 weeks from the date of initial meetings with our client.

The final recruitment schedule will be determined in collaboration with the CSCDA. A typical timeline of tasks and events is included here for reference.





## FIRM PROFILE

### OUR STAFF

Bob Murray & Associates is a small firm focusing exclusively on executive search services. We have a team of fourteen (14):

- Bob Murray, *Founder*
- Valerie Gaeta Phillips, *President*
- Gary Phillips, *Executive Vice President*
- Joel Bryden, *Vice President*
- Yasmin Beers, *Senior Executive Recruiter*
- Adele Fresé, *Senior Executive Recruiter*
- Stacy Stevenson, *Senior Executive Recruiter*
- Jon Lewis, *Executive Recruiter*
- Jeff Mori, *Executive Recruiter*
- Stephanie Dietz, *Executive Recruiter*
- Alexandria Kopack, *Recruitment and Operations Manager*
- Kathy Lolas, *Senior Recruitment Coordinator*
- Grace Marshall, *Senior Recruitment Coordinator*
- Steph Souza, *Assistant Recruitment Coordinator*

Please see your lead recruiter's biography below:

### VALERIE GAETA PHILLIPS, PRESIDENT AND RECRUITER

Ms. Gaeta Phillips has over 18 years of recruiting experience, including more than a decade of recent experience in executive search for public, private, and startup companies nationwide. Since joining Bob Murray & Associates, Valerie has completed over 160 searches in a diverse range of fields, including city and general management, planning, finance, human resources, transportation, communication and public relations, community and economic development, information technology, parks and recreation, and operations. She has recruited at all levels of municipal and non-profit organizations, from technicians and engineers to Executive Directors and Chief Executive Officers.

Valerie is valued for her passion for finding and retaining the most outstanding candidates for even the most difficult or untraditional assignments and for her commitment to her clients' success; she is also active in a variety of industry organizations and in diversity-focused associations. Valerie is called upon often to serve as an expert speaker on topics such as managing one's online reputation, diversity issues in municipal and non-profit leadership, and how to identify a positive placement for the organizational culture.

Ms. Gaeta Phillips, along with Executive Vice President Gary Phillips, has a passion for helping people, evidenced by fundraising, sponsorship, and involvement in raising awareness for organizations such as Autism Speaks, the UC Davis M.I.N.D. Institute, and the Northern California Special Olympics.



## **GARY PHILLIPS, EXECUTIVE VICE PRESIDENT AND RECRUITER**

Since joining Bob Murray & Associates, Mr. Phillips has completed over 125 searches for executives and professionals in a wide variety of fields including animal services, city and general management, planning, legal counsel, cyber security, and human resources. Gary's clients have ranged from municipal government to non-profit and private sector organizations, and he has sourced outstanding candidates for positions from the level of division managers up to City Managers, Executive Directors, and General Managers.

Gary started his career with a New York-based Fortune 100 company and quickly became a Senior Manager, building and running a large customer service organization that eventually expanded to 13 countries in Europe. He proceeded to hold senior leadership positions in several Fortune 500 companies, with noted successes such as building an organization from two to 250 employees worldwide and growing a company from 800 to 1200 employees.

As part of an executive acquisition and recruiting team, Gary helped build a start-up enterprise software company in San Francisco, recruiting top-notch talent and building a world-class organization. He has maintained customer relationships in the public sector and the private sector, including medical and financial institutions. He prides himself on finding key talent and offering the best customer service to his clients.

Mr. Phillips, along with Ms. Gaeta-Phillips, is involved in his community as a soccer coach, as an organizer of fundraisers for Autism Speaks and the UC Davis M.I.N.D. Institute, and as a sponsor of the Northern California Special Olympics. Mr. Phillips received his Associate of Science degree and completed additional coursework at Rochester Institute of Technology, NY.

## ***CORPORATION***

Bob Murray & Associates was founded in May 2000 and operated under the corporation name MBN Services, Inc. until June 2014; our new corporation name is GVP Ventures, Inc., incorporated in California in 2014. Contact information for the corporation and the firm is as follows:

GVP Ventures, Inc. OR Bob Murray & Associates  
1544 Eureka Road, Ste. 180  
Roseville, CA 95661  
(916) 784-9080  
apply@bobmurrayassoc.com

Our corporation and firm are financially sound (and have been so since 2000), with documentation from our accountant available to your organization prior to final execution of a professional service agreement. We have never been involved in any litigation, aside from our personnel serving as expert witnesses when called to do so.

## ***PROFESSIONAL ASSOCIATIONS***

Our firm, represented by either our President or our Executive Vice President, are involved in the following organizations to remain engaged with current and future issues relevant to the work we conduct on behalf of clients like The CSCDA:

- California Special Districts Association
- California City Management Foundation (CCMF)
- Engaging Local Government Leaders (ELGL)
- International City/County Management Association (ICMA)
- International Network of Asian Public Administrators (I-NAPA)
- League of California Cities
- League of Women in Government
- Municipal Management Association of Northern California (MMANC)
- Municipal Management Association of Southern California (MMASC)
- National Forum for Black Public Administrators (NFBPA)

Members of our leadership team not only attend events sponsored by these associations but are also frequently called upon to serve as panel members and to provide specialized lectures regarding industry-specific issues.

Recent and upcoming speaking engagements and trainings provided by our staff include:

- “Role of the Chief” class, annually presented by Jon Lewis on behalf of the California Police Chiefs Association;
- MMANC and MMASC annual mock interviews;
- Annual League of California Cities Booth; and
- Annual League of California Cities City Manager’s Conference (City Manager hosted event).

## REFERENCES

Clients and candidates are the best testament to our ability to conduct quality searches. Clients for whom Bob Murray & Associates has recently conducted similar searches are listed below:

**CLIENT:** Western Placer Waste Management Authority, CA  
**POSITION:** General Manager  
**REFERENCE:** Ms. Bonnie Gore, Board Member  
(916) 672-7046

**CLIENT:** Central Contra Costa County Sanitary District  
**POSITION:** Operations Optimizations Manager  
**REFERENCE:** Ms. Teji O'Malley, Human Resources and Organizational Development Manager  
(925) 229-7334

**CLIENT:** Yolo Solano Air Quality Management District  
**POSITION:** Executive Director – Air Pollution Control Officer  
**REFERENCE:** Ms. Gloria Partida, Former Vice Chair of the Board  
(530) 304-0548  
Mr. Ron Kott, Former Chair of the Board  
(707) 374-6451

**CLIENT:** Central Contra Costa County Solid Waste Authority dba RecycleSmart  
**POSITION:** Executive Director  
**REFERENCE:** Ms. Renata Sos, Former Board Chair  
(415) 205-3945

*We appreciate The California Statewide Communities Development Authority's consideration of our proposal and look forward to working with you.*

