

SAN DIEGO COMMUNITY POWER

Staff Report – Item 9

To: San Diego Community Power Board of Directors

From: Cody Hooven, SDCP Interim Executive Officer

Subject: Discussion of SDCP 2020 Staffing Plan

Date: December 9, 2019

Recommendation

1. Receive staff report and provide direction and feedback as needed.
2. Authorize Interim Executive Officer to solicit bids from executive recruitment firms in order to begin the CEO search in Q1 2020.

Background

At the SDCP Board meeting on November 21, 2019 staff indicated that they would provide an overview of San Diego Community Power's (SDCP) proposed staffing plan and set out a process for chief executive officer (CEO) recruitment that would commence during the first quarter of 2020 with the goal of having a permanent CEO in place by the Spring of 2020.

Discussion and Analysis

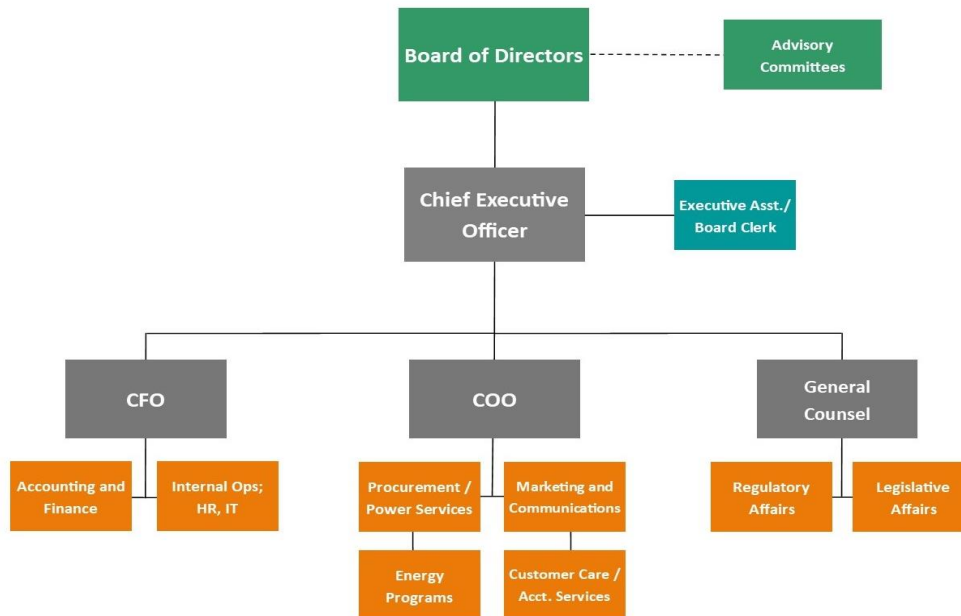
- A. Staffing Plan.** One of the requirements of the Implementation Plan is to provide an overview of the SDCP's anticipated management and staffing arrangements. The organization chart shown on page two of this report provides an conceptual view of how SDCP is proposed to be structured operationally, including the key functions required to run a robust and successful CCA agency. It provides executive level and functional detail but leaves remaining staff and management decisions within the functional areas to be determined by the CEO once hired. The proposed organization chart is based on typical and successful staffing structures used by the larger CCAs across the state. As SDCP will be the second largest CCA in California, it is anticipated that the organization will start out with ~15-20 staff members and expand to a maximum of ~40 in future years as programs and services are added and as operational needs dictate. In-house staff will be supplemented with partnerships and consulting services in order to keep the organization lean.
- B. CEO Recruitment.** As per the implementation timeline and budget approved by the Board at its meeting in October, the schedule indicates that the CEO recruitment and hiring process will be a priority Q1 2020 activity. In order to get the process underway, staff is seeking Board authorization to solicit bids from executive recruitment firms that have expertise in energy/utility and public agency staffing. It is anticipated that these

services will run ~\$25,000 but the exact cost is unknown until bids are received. The following is a proposed timeline that outlines the steps in the process:

Month	Activity
December 2019	Solicit bids from 2-3 executive search firms that have been used by other public agencies or CCAs for successful CEO searches
January 2020	Select winning firm and finalize contract
February 2020	Prepare job posting and open recruitment
March 2020	Application period ends; initial candidate review
April/May 2020	Top candidate selection and interviews (anticipate 2-3 rounds); Board approvals/hiring process

SDCP FUNCTIONAL ORGANIZATION CHART

as of December, 2019



Notes:

- 1) This chart identifies senior management and key functional areas of SDCP. It will expand over time to include specific roles and positions within each functional area.
- 2) Most of the functions will be staffed/supported by external vendors until SDCP hires its own staff and transitions into full operations.
- 3) At the outset, it is assumed that SDCP will hire approximately 15-20 staff members, growing to ~40 once key functions are brought in-house.

Fiscal Impact: To be determined