

TO: NSCRCD Board of Directors **FROM:** Ad Hoc Committee
(Gail Bautista & Frank Maitski)

SUBJECT: Recommendation to Adopt Rubric and Process for Director Vacancy Appointment **DATE:** April 30, 2024

BACKGROUND

At the April 4, 2024 North Santa Clara Resource Conservation District (NSCRCD) Board of Directors meeting, the Board voted to establish an ad hoc committee to develop objective criteria for evaluating candidates, and a process to fill the remaining term for the seat vacated by Director Cynthia McColl.

RECOMMENDATIONS

- 1. Accept the recommendation of the ad hoc committee to adopt the rubric and process.**
- 2. If and after, adoption of the process establish a reasonable timeline for interviews and appointment of a new NSCRCD Director.**

DISCUSSION

The ad hoc committee is focused on developing an ethical, moral, and transparent process for Director selection that supports our mission and will ensure that our Board is comprised of individuals representing diverse perspectives that encompass the broad geography within our boundaries.

Consequently, the committee developed a rubric to help the Board assess and score each candidate's overall qualifications and to ensure transparency in the interview and appointment process. The ad hoc committee emphasizes that it is crucial to ensure that all applicants have a fair and equitable chance to compete for appointment regardless of their race, gender, or other protected class. This is a process that must be led by the Board of Directors, as it involves appointing a fellow Board member; it should not and cannot involve staff who will be directed by the soon-to-be elected Board member. The rubric is intended to be used as a tool to evaluate each candidate's qualifications to the criteria outlined in each interview question, without bias.

The interview questions were developed in alignment with the NSCRCD's mission to provide education and technical assistance to constituents and watershed stakeholders to sustainably manage soil, water and wildlife with the best available science and governance policies, and are intended to help evaluate each candidate's qualifications to serve on the Board.

To assist the Board in identifying the most qualified candidates, the rubric establishes a consistent scoring standard by using a rating scale of 1 to 4. The Board will score each candidate's response to the interview questions on a scale of 1 to 4, with 1 being the lowest score possible and 4 being the highest possible score. Scores will be added up in the rubric and used as a guide when considering the candidates.

Rating Scale

4 = Exceeds Average

3 = Above Average
2 = Satisfactory
1 = Poor

The rubric, along with the criteria outlined in the interview questions, is included with this memo.

RECOMMENDATION

Adopt the rubric for use in the interview and appointment process to fill the Director vacancy.

NSCRCD Director Interview Rubric

Applicant:

Interviewer (Director Name):

Rating Scale

4 = Exceeds Average

3 = Above Average

2 = Satisfactory

1 = Poor

| | Draft Questions | Interviewer Notes | Rating |
|--|---|-------------------|--------|
| | <p>Please state how you meet the minimum seat qualifications*.</p> <p><i>*To qualify for the seat, the Nominee must be a landowner or an agent of a landowner in the district or must have served at least two years as an Associate Director on the Board. The nominee must also be a registered voter in the district.</i></p> | | |
| | <p>Do you have any technical experience in natural resources management? If so, explain your background.</p> | | |
| | <p>Please share any relevant experience you have working with special districts and/or resource conservation districts.</p> | | |
| | <p>Please share any relevant expertise that can support the mission* of the resource conservation district, including, but not limited to: natural resources conservation and management; agricultural and grazing management practices; environmental health; land use; engineering; physical and life sciences; public outreach and education; and local government policy and procedures.</p> <p><i>*Their mission is to provide education and technical assistance to constituents and watershed stakeholders to sustainably manage soil, water and wildlife with the best available science.</i></p> | | |
| | <p>What leadership roles have you held in the past or currently that support your qualification to serve on the this Board?</p> | | |

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|--------------------|---|--|----------|
| | Please share any experience you have in environmental justice and/or community activism. | | |
| | What improvements would you like to see with the resource conservation district? | | |
| | Have you worked with this resource conservation district or partners of the resource conservation district in the past? | | |
| | Why are you interested in joining this resource conservation district? | | |
| Total Score | | | 0 |

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Interview & Appointment Process

1. Applications for the North Santa Clara Resource Conservation District (NSCRCD) vacancy shall be submitted through the Santa Clara County Boards and Commissions portal: <https://santaclaracounty.primegov.com/public/committees>
2. The established ad hoc committee will review all applications and screen all applications to ensure the eligibility criteria are met, and recommend candidates to be interviewed by the NSCRCD Board at either an upcoming regular district Board meeting or a special district Board meeting.
3. The Executive Director will notify the candidates who have been selected for an interview.
4. Candidates will be interviewed by the NSCRCD Board at a publicly noticed meeting. The NSCRCD Board will decide in advance which questions will be asked by each Director.
5. The NSCRCD Board will score each candidate's response to the interview questions on a scale of 1 to 4, with 1 being the lowest score possible and 4 being the highest possible score. Scores will be added up in the [rubric](#) and used as a guide when considering the candidates.

Rating Scale

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6. After all candidates have been interviewed, the NSCRCD Board will debrief in closed session and go over their scores. Each Director will have an opportunity to share who they'd like to recommend for appointment to the Board.
7. After the NSCRCD Board's discussion, the Board Chair will nominate a candidate for formal appointment by the NSCRCD Board.

Per the County of Santa Clara's Notice of Unscheduled Vacancy on a Board, Commission, or Committee, the candidate must be appointed by the Board as a whole.

In the event the Chair's nomination is not approved by the Board as a whole, the Board will take additional time to consider the candidates until they can reach a majority vote.

8. Once the appointment has been approved by the NSCRCD Board by, the Executive Director will notify the County Clerk of the Board.