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Committee Minutes

To: NCPA Executive Committee

From: Carrie Pollo – Assistant Secretary

Subject: October 2, 2025 – Special Executive Committee Meeting Minutes

- 1. Call to Order and Roll Call** – Chair James “Bo” Sheppard called the meeting to order at 3:04 pm, at 651 Commerce Drive, Roseville, CA 95678.

Executive Committee Member Pauline Rocucci was present at the time of roll call. Chair James “Bo” Sheppard, Vice Chair Mikey Hothi, David Hagele, Sudhanshu Jain, and Christina Nagy McKenna, attended the meeting via teleconference. A quorum of the Committee was established. Also in attendance were Human Resources Manager Brynna Bryant, and Assistant Secretary Carrie Pollo.

Vicki Veenker joined the meeting at 3:18 pm.

PUBLIC FORUM

Chair Sheppard asked if any members of the public were present who would like to address the Committee on the agenda items. No members of the public were present.

OPEN SESSION

- 2. Review of the NCPA Request for Proposals for the Executive Recruitment Service Providers**

Staff presented information to the Executive Committee regarding the process for the evaluation of the Executive Recruitment Service Providers, and discussed the timeline regarding the executive recruitment. Staff gave a summary and guidance of an evaluation rubric. This rubric will be used to evaluate all proposals received for the Executive Recruitment Services RFP based on experience, capabilities and support, and agreement and compliance. Fourteen firms submitted proposals. Six firms did not meet minimum requirements, so will not advance. Staff requested that the Executive Committee complete their evaluation rubrics for all firms and return them via email by Wednesday, October 8, 2025 by the end of the day. Scores will be compared to reach a consensus of the top three firms. Interviews will be scheduled for the top three firms.

Once the interviews have been completed a top firm will be recommended by the Executive Committee. A staff report and resolution will be prepared for the October 23, 2025 Commission meeting granting authority to the General Manager or his designee to start the contract negotiations with the recommended firm.

Recruitment Timeline – Phase I

- October 23, 2025: Executive Committee will select a firm and Commission grants GM authority to negotiate a contract
- October 24–31, 2025: Recruiter conducts stakeholder interviews
- November 1–8, 2025: Develop candidate profile, outreach materials, and timeline
- November 10–25, 2025: Launch recruitment, national outreach, and candidate sourcing
- November 26–30, 2025: Begin initial resume screening and engagement

Recruitment Timeline – Phase II

- December 4, 2025: Commission receives update on candidate pool
- December 5–20, 2025: Interview panel planning and interview invitations
- January 2026: First-round panel interviews conducted
- February 2026: Commission conducts finalist interviews
- March 2026: Candidate negotiations, offer extension, and onboarding preparations

ADJOURNMENT

Chair Sheppard adjourned the Executive Committee meeting at 4:20 pm.

Sincerely,



CARRIE A POLLO
Assistant Secretary