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Committee Minutes

To: NCPA Executive Committee

From: Carrie Pollo – Assistant Secretary

Subject: October 21, 2025 – Special Executive Committee Meeting Minutes

- 1. Call to Order and Roll Call** – Chair James “Bo” Sheppard called the meeting to order at 10:30 am, at 651 Commerce Drive, Roseville, CA 95678.

Chair James “Bo” Sheppard, and Executive Committee Member Pauline Rocucci were present at the time of roll call. Vice Chair Mikey Hothi, David Hagele, Sudhanshu Jain, Christina Nagy McKenna, and Vicki Veenker 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.

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.

Prior to Item 2, the Executive Committee discussed holding the meeting in Open Session, rather than Closed Session. It was decided that the meeting should be held in Open Session.

Motion: A motion was made by Vicki Veenker and seconded by Mikey Hothi to hold the Executive Committee meeting in Open Session. The motion carried by a majority on a roll call vote of those Members present as follows:

	<u>Vote</u>	<u>Abstain</u>	<u>Absent</u>
James “Bo” Sheppard	<u>Y</u>	<u>_____</u>	<u>_____</u>
Mikey Hothi	<u>Y</u>	<u>_____</u>	<u>_____</u>
David Hagele	<u>Y</u>	<u>_____</u>	<u>_____</u>
Sudhanshu Jain	<u>Y</u>	<u>_____</u>	<u>_____</u>
Pauline Rocucci	<u>Y</u>	<u>_____</u>	<u>_____</u>
Christina Nagy McKenna	<u>Y</u>	<u>_____</u>	<u>_____</u>
Vicki Veenker	<u>Y</u>	<u>_____</u>	<u>_____</u>

OPEN SESSION

2. Discussion Regarding Search for new NCPA General Manager.

The Executive Committee members used an evaluation rubric to evaluate all proposals received for the Executive Recruitment Services RFP based on experience, capabilities and support, and agreement and compliance. Scores were compared to reach a consensus of the top three firms. Interviews were conducted during this meeting with the top three Executive Recruitment Service Providers between 10:30 am and 2:30 pm. The top three firms interviewed were Korn Ferry, Tedesco and Associates, and J. Powers Consulting.

At the conclusion of the interviews the Committee had an open discussion regarding impressions and rankings of each firm. The Executive Committee is to complete scorecards for each firm by October 23, 2025.

Next Steps

- Staff to prepare formal award notification to selected firm
- Courtesy notifications to non-selected firms
- Initiate contract negotiations with selected firm to ensure alignment with scope, timeline, and expectations
- Engage selected firm to launch recruitment
 - Schedule kickoff meeting with NCPA leadership
 - Develop project timeline and outreach strategy

ADJOURNMENT

Chair Sheppard adjourned the Executive Committee meeting at 2:44 pm.

Sincerely,



CARRIE A POLLO
Assistant Secretary