



## SAWA SPECIAL MEETING MINUTES

March 15<sup>th</sup>, 2018  
Meeting Location:  
1835 Chicago Avenue, Suite C  
Riverside, CA 92507  
8:45 A.M.

### **BOARD ADMINISTRATIVE ITEMS**

#### **I. CALL TO ORDER**

Vice-Chairperson Zembal called the meeting to order at 8:51 A.M.

#### **II. INTRODUCTIONS**

Kerwin Russell – RCRC; Mandy Parkes – IERCD; Brett Mills – SJBRCD; Jennette El Morsy – SAWA; Hugh Wood – SAWA; Gary Phillips – Bob Murray & Associates; Dick Zembal – OCWD (via conference call);

Director Zembal deferred the meeting over to Director Mills currently serving as Board Secretary.

#### **III. DISCUSSION ITEMS**

##### **a. Discussion and Presentation Meeting with Executive Recruiting Firm to Discuss Executive Director Position**

Mr. Phillips reported on an estimated timeline of the work Bob Murray & Associates will be on in regards to recruitment for the Executive Director position. Mr. Phillips added that timeline could extend to four month, but some time could be saved if items that need Board approval are moved up within the timeline. A sample brochure was presented to the Board for reference as to brochure to be made and sent out for SAWA Executive Director Position. Bob Murray & Associates will run the ads nationally for about five to six weeks. Once resumes are in, a preliminary paper screening will be done along with a FaceTime and/or Skype interview. Resumes will then be presented to the Board along with a brief report of the qualified candidates. The Board will then be have the option to select the individuals to be interviewed by the Board and/or then by Management Team. Mr. Phillips requested feedback from Board as to what it is they are seeking in the new Executive Director.

The Board discussed salary, benefits, experience and other qualifications of potential candidates for Executive Director Position.

#### **IV. ADJOURN – The meeting was adjourned at 9:48 A.M.**

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