




**EAST BAY REGIONAL PARK DISTRICT  
BOARD OF DIRECTORS MEETING  
AGENDA STAFF REPORT**

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<b>DATE</b>	February 20, 2024
<b>TITLE</b>	Consent to the General Manager's Hiring for the Position of Assistant General Manager of Finance and Management Services/Chief Financial Officer
<b>DIVISION</b>	General Manager's Office
<b>FROM</b>	Amanda Gallo, Assistant to the General Manager Sabrina Landreth, General Manager
<b>APPROVED</b>	Sabrina Landreth, General Manager 

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**RECOMMENDATION**

The General Manager recommends that the Board of Directors consent to the hiring of Deborah Spaulding as Assistant General Manager of Finance and Management Services/Chief Financial Officer, at the compensation of Step E of Management Salary Range MG-08.

**BACKGROUND**

The East Bay Regional Park District (Park District) engaged with an outside recruiter to conduct an extensive professional search, advertising, and outreach for the Assistant General Manager of Finance and Management Services (FMS)/Chief Financial Officer position. The Park District received 55 applicant resumes; conducted 24 candidate screening interviews and invited eight candidates to a formal interview. Ultimately, six candidates were interviewed by both an internal and external panel, and three candidates were forwarded to the General Manager for a final interview. Deborah Spaulding was determined to be the best candidate for the position due to her extensive experience in financial management and dedication to fiscal responsibility in leading the Park District through the annual budget process and other financial matters while serving as the Park District's Assistant Finance Officer. Ms. Spaulding has agreed to accept the position at Step E of Management Salary Range MG-08.

According to the Park District's Board Operating Guidelines, the Board appoints the "CFO/Controller" to "perform the duties of the Treasurer." The Board also consents to the General Manager's hiring decision for the Assistant General Manager of FMS/ Chief Financial Officer (CFO) position. Staff recommends that future engagement of the AGM of FMS/CFO follow the same process as the other AGM positions and that the Board Operating Guidelines be revised accordingly. With the approval of the attached resolution, the Board Operating Guidelines will be updated accordingly.

**ANALYSIS**

In connection with its appointment of the Park District's CFO/Controller as Treasurer for the Park District, the Board provides consent to the General Manager's decision to hire for the position of

Assistant General Manager of Finance and Management Services/Chief Financial Officer. The General Manager selected Deborah Spaulding for the position and Ms. Spaulding has agreed to accept the position.

Deborah Spaulding's formal start date in the Assistant General Manager position will be February 21, 2024.

**FISCAL IMPACT**

The cost for this existing position is currently budgeted in the 2024 Budget and will be included in the 2025 Budget.

**ATTACHMENTS**

None.



**EAST BAY REGIONAL PARK DISTRICT  
RESOLUTION NO. 2024 – 02 -  
FEBRUARY 20, 2024**

**CONSENT TO THE GENERAL MANAGER’S HIRING FOR THE POSITION OF  
ASSISTANT GENERAL MANAGER OF FINANCE AND MANAGEMENT  
SERVICES/CHIEF FINANCIAL OFFICER**

**WHEREAS**, the East Bay Regional Park District (Park District) recruits and retains skilled management staff to provide necessary services to administer the Park District’s vital functions; and

**WHEREAS**, the Park District has engaged in a detailed professional search for the position of Assistant General Manager (AGM) of Finance and Management Services (FMS)/Chief Financial Officer (CFO) and this search has resulted in the General Manager’s selection of a top candidate for the position; and

**WHEREAS**, due to her extensive experience in financial management, demonstrated leadership, and accomplishments of fiscal responsibility in serving the Park District, the General Manager selected Deborah Spaulding to serve as the next AGM of FMS/CFO; and

**WHEREAS**, the Board of Operating Guidelines provide that the Board of Directors appoints the CFO/Controller of the Park District to serve as Treasurer of the Park District and consents to the General Manager’s hiring of the Assistant General Manager of Finance and Management Services/Chief Financial Officer; and

**WHEREAS**, Deborah Spaulding has agreed to accept the position at the compensation rate of Step E of the Management Range MG-08;

**NOW, THEREFORE BE IT RESOLVED**, that the Board of Directors of the East Bay Regional Park District hereby consent to the General Manager’s appointment of Deborah Spaulding as Assistant General Manager of Finance and Management Services/Chief Financial Officer; and

**BE IT FURTHER RESOLVED**, that future engagement of the Assistant General Manager of Finance and Management Services/CFO shall follow the same process as other AGM positions and that the Board Operating Guidelines will be revised accordingly;

**BE IT FURTHER RESOLVED**, that the General Manager is hereby authorized and directed, on behalf of the Park District and in its name, [to execute and deliver such documents and to do such acts as may be deemed necessary or appropriate to accomplish the intentions of this resolution.

Moved by Director \_\_\_\_\_, and seconded by Director \_\_\_\_\_, and  
adopted February 20, 2024, by the following vote:

FOR:

AGAINST:

ABSTAIN:

ABSENT: