



DECEMBER 10, 2015

AGENDA ITEM # **12**

CONSULTING CONTRACT WITH BRIAN WILLIAMS FOR ADMINISTRATIVE AND TRANSITION SERVICES DURING JANUARY AND FEBRUARY 2016

Action Requested: Certify nature of employment and authorize execution of contract.

Key Staff: Bill Burke, General Counsel

Recommendation

1. Certify that Brian Williams has specialized skills required to fill a critically-needed administrative position during January and February 2016.
2. Authorize the Chair to execute a two-month contract with Mr. Williams for administrative and transition services.

Discussion

Brian Williams has announced that he will retire as Executive Director of the STA effective Dec. 30, 2015. The recruitment of a permanent replacement Executive Director is underway, but will not be completed until the middle of February. Your Board has requested that Mr. Williams continue to administer the agency during the recruitment period and to provide a few weeks of transitional assistance at the discretion of the new Executive Director. Under the attached contract, Mr. Williams will be compensated for hourly services during January and February in an amount not to exceed \$22,500.

Attachment