

LakeComm

Lake Consolidated
Emergency Communications

5.1 Executive Committee Report

Procurement Policy

- **Intent of this policy is to establish guidelines and directions for the acquisition of goods and services. When used with good judgment, the policies allow LakeComm to obtain required supplies and services efficiently and economically.**
- **Purpose of this policy is to obtain goods and services at the lowest possible price consistent with the quality needed, to exercise financial control over purchases, to clearly define authority for the purchasing function, to allow fair and equal opportunity among qualified suppliers, and to provide for accountability and transparency.**

Procurement Policy

- **Authorization**
 - Executive Director
 - Department Head
 - Purchaser
- **Types of purchases**
 - Routine
 - Joint purchasing agreements
 - Sole source
 - Emergency
- **Procurement options**
 - Competitive pricing
 - Formal bid
 - Bid exception
- **Methods of payment**
 - Purchase order / accounts payable check
 - Credit card
 - Check request

Executive Director Recruitment

- **MGT (formerly GovHR) hired for recruitment**
 - Experience with this type of recruitment
 - Regional / national reach
 - Provide analysis of salary range
 - Recommended review and interview processes

- **Future: Determine review team and process**
 - **Executive Board**
 - *“Recommend the hiring or termination of the LakeComm Executive Director to the Member Board.” (Bylaws)*
 - **Member Board**
 - *“Approve the hiring or removal of the Executive Director as recommended by the Executive Committee.” (Bylaws)*

Executive Director Recruitment Timeline

Date	Task
September 12, 2024	Input on recruitment expectations, background, organizational challenges, opportunities.
Week of September 16, 2024	Position Announcement to the Transition Manager for review and approval. Developing Recruitment Profile. Add source list is reviewed and approved.
Week of September 23, 2024	Position announcement adds placed. Consultant submits draft Recruitment Profile to Transition Manager for review and approval (content only).
Week of September 30, 2024	Consultant and Transition Manager finalize profile; Recruitment Profile is placed on MGT Website and sent to potential candidates.
October 21, 2024	Deadline for resumes.
October 21 through December 2024	Resume review, due diligence, interviews, hiring
NLT January 6 th , 2025	Executive Director begins employment

- Review Team
 - LakeComm Officers
 - Fire Chief
 - Police Chief
 - Telecommunicator expertise

Transition Manager

- Reviewing requirements and options
- Will continue forward with transition actions
- Chair and Treasurer assume Transition Manager / Exec. Director authorities

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