

Executive Director Search Options Narrative

1. Continue ED Search using MOS/Clinic & Board personnel

- a. Cost of using staff & volunteer time, risk of not completing adequate due diligence, no 3 yr guarantee (guarantee offered in COORS search proposal)
- b. New ED in place by potentially Nov 30th ~ approximately \$45,700 total Interim Fees + Thomas salary, already budgeted (\$7,600/mo for June-Nov)
- c. Salary research must be done
- d. Additional costs for bringing new ED in, relocation fees, overlap with Thomas, etc.

2a. Hire COORS for Full Time ED Search Right Away

- a. Pay COORS for search at approximately \$56,000 (28% of \$200k salary for new ED) + expenses, over 3 payments, last payment may potentially be in January for new budget cycle
- b. Continue paying COORS Interim Fee (reduced by COORS to 20% from 28%) for Thomas ~ \$5,400/mo until new ED is found & have ~1 month overlap between new ED & Thomas (utilize 30 day out-clause if needed), assuming 7 months: \$38,100 in Interim COORS fees
- c. If new ED found by Nov 31st, approximately \$15,200 savings in Interim Fees
- d. Additional costs for bringing new ED in, relocation fees, overlap with Thomas, etc.

2b. Hire COORS for FT ED Search, with ED scheduled to be in place in Jan

- a. Pay COORS for search ~\$56,000 + expenses
- b. Extend Thomas' contract to the end of 2023, pay reduced Interim fees for (~\$5,400 for June-Dec = \$38,100 in Interim Fees ~ already budgeted)
- c. Prepare new budget cycle to reflect new ED coming in & overlap with Thomas

3. Hire Thomas in June under contract thru August 2024 to eliminate COORS Interim Fee

- a. Pay COORS Search Fee: 28% of Thomas' Take Home Pay approximately $\$235,000 \times 0.28 = \$65,800$ (COORS has agreed to approximately \$235k)
- b. Eliminate COORS Interim Fee which is 28% fee of Thomas' pay ~ \$7,600/mo (total savings June-Nov = 6 months of \$45,700)
- c. Possible COORS search for new FT ED ready by Sept 2024 would need to be budgeted, as well as costs of bringing on new ED

4. Retain COORS, Retain Thomas Steiner as Interim

See spreadsheet

	Option 1	
Municipality & Board Search		
	Estimate	
Base Salary	\$ 183,760.00	
Total Compensation, Benefits & PERS	\$ 285,130.25	
Retention Bonus		
Performance Incentive (10% of Salary)	\$ 18,376.00	
Thomas through Six-Month Search	\$ 175,828.70	
COORS through Six-Month Search	\$ 45,668.00	
Background Check		
Advertising	\$ 5,100.00	
On-Site Visit	\$ 6,000.00	
Relocation Expense	\$ 6,000.00	
Housing	\$ 16,800.00	
Total MOS Expense Year-One	\$ 558,902.95	
Total MOS Expense Year-Two	\$ 320,306.25	
Total MOS Expense Year-Three	\$ 320,306.25	
	\$ 1,199,515.45	
(1) How will the committee evaluate between candidates with seemingly similar experiences?		
(2) How will the committee prioritize job duties, education, training & experience - what is the most important and what is the least important?		
(3) How much time is the committee willing to devote? Will the committee be able to make a decision in a timely manner?		

		Option 2	
Immediate and/or Future Search			
		Estimate	
Base Salary		\$ 200,000.00	
Total Compensation, Benefits & PERS		\$ 306,185.41	
Retention Bonus		\$ 20,000.00	
Performance Incentive		\$ 20,000.00	
Thomas through Six-Month Search		\$ 175,828.70	
COORS through Six-Month Search	20%	\$ 35,165.74	
COORS Proposal (28% of Salary)		\$ 56,000.00	
TRIMETRIX EQ Assessment	Slate of 3	\$ 1,500.00	
Background Check			
Advertising		\$ 5,100.00	
On-Site Visit		\$ 6,000.00	
Relocation Expense		\$ 30,000.00	
Housing		\$ 16,800.00	
Total MOS Expense Year-One		\$ 672,579.85	
Total MOS Expense Year-Two		\$ 362,985.41	
Total MOS Expense Year-Three		\$ 362,985.41	
		\$ 1,398,550.67	

	Option 3			
Keep Thomas; buy out COORS				
	Actual			
Base Salary	\$ 235,000.00			
Total Compensation	\$ 351,562.91			
Ferry, Hotel, Shuttle	\$ 5,355.60			
Airline Estimate	\$ 12,000.00			
Housing	\$ 16,800.00			
COORS (28% of Salary)	\$ 65,800.00			
Buy out COORS (Jan - June)	\$ 45,668.00			
Total MOS Expense Year-One	\$ 497,186.51			
Total MOS Expense Year-Two	\$ 385,718.51			
Total MOS Expense Year-Three	\$ 385,718.51			
	\$ 1,268,623.53			

	Option 4	
Keep COORS		
	Actual	
Base Salary \$1,400 X 233	\$ 326,200.00	
Total Compensation	\$ 351,657.40	
Ferry, Hotel, Shuttle	\$ 5,355.60	
Airline Estimate	\$ 12,000.00	
Housing	\$ 16,800.00	
COORS (28% of Worked Day*)	\$ 91,336.00	
Total MOS Expense Year-One	\$ 477,149.00	
Total MOS Expense Year-Two	\$ 477,149.00	
Total MOS Expense Year-Three	\$ 477,149.00	
	\$ 1,431,447.00	
*COORS' fee \$392 X 233 = \$91,336		
\$91,336 / 12 = \$7,611.33 per mo.		

MUNICIPALITY OF SKAGWAY																									
CLINIC																									
FY23 BUDGET																									
PAYROLL ESTIMATES																									
											MAX:	\$	503.10												
											COLA:	0.00%	RATE:	7.65%	1.30%	22.00%	\$	7.56	annually	2.6%					
GL ACCT	FT/PT	Employee	Grade	Step	Hours	FY22 Rate	FY23 Rate w/COLA	Gross Wages	FICA/MC	SUI	PERS	Life Ins	Payroll Expense Total	Health Insurance	GRAND TOTAL	Monthly Health Premiums									
200-1060-5170	ft	Interim Executive Director	CONTRACT RATE					326,200.00	24,954.30	503.10	-	-	25,457.40	-	351,657.40	-	F								
200-1060-5171	ft	Permanent Executive Director	CONTRACT RATE					235,000.00	17,977.50	503.10	51,700.00	7.56	70,188.16	46,374.75	351,562.91	3,766.63	F								
GL ACCT													1060-5140-HC	1060-5145-HC											