



**PUBLIC REQUEST TO ADDRESS  
THE BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES, CALIFORNIA**

MEMBERS OF THE BOARD

HILDA L. SOLIS  
HOLLY J. MITCHELL  
LINDSEY P. HORVATH  
JANICE HAHN  
KATHRYN BARGER

**Correspondence Received**

The following individuals submitted comments on agenda item:				
Agenda #	Relate To	Position	Name	Comments
CS-5.		<b>Other</b>	Monisha Parker	<p>Dear Board of Supervisors,</p> <p>I hope this letter finds you well. I am writing to propose a structured approach to finding an Executive Director for the Jail Closure Implementation Team. As you embark on this critical initiative, it is essential to ensure a systematic and thorough selection process that not only identifies a capable leader but also aligns with the community's goals and objectives regarding jail reform and closure.</p> <p>1. Define the Role The first step in this process is crafting a comprehensive job description that details the responsibilities and qualifications of the Executive Director. The primary responsibilities may include overseeing the closure of the jail facility, coordinating efforts among stakeholders, managing budgets, and ensuring adherence to relevant legal standards.</p> <p>Qualifications should encompass a preferred degree in criminal justice, public administration, or a related field. Additionally, relevant experience in corrections, law enforcement, community organization, or project management should be prioritized, along with key skills in leadership, communication, and strategic planning. Clearly articulating the goals and objectives of the Jail Closure Implementation Team will also provide candidates with an understanding of their anticipated contributions.</p> <p>2. Determine Selection Criteria Establishing robust selection criteria is essential for evaluating candidates. Criteria should focus on experience, leadership qualities, problem-solving skills, and their understanding of criminal justice systems and community engagement.</p> <p>3. Source Candidates To build a diverse pool of qualified candidates, we should explore several sourcing avenues:</p> <ul style="list-style-type: none"> <li>• Internal Candidates: Assess the potential of existing employees who may possess the necessary skills and qualifications.</li> <li>• Job Postings: Advertise the position through: <ul style="list-style-type: none"> <li>o Professional associations related to criminal justice and public administration.</li> <li>o Popular job websites, including LinkedIn, Indeed, and specialized public sector job boards.</li> <li>o Local community organizations that may have insights into potential candidates.</li> </ul> </li> </ul> <p>4. Engage Recruitment Professionals</p>

			<p>Engaging with recruitment agencies that specialize in executive placements can expedite the search for suitable candidates. Furthermore, leveraging professional networks and attending related conferences may help identify individuals who align with our strategic goals.</p> <p>5. Screening and Interview Process A carefully structured screening and interview process should be implemented:</p> <ul style="list-style-type: none"> <li>• Application Review: Screen resumes and cover letters to develop a shortlist.</li> <li>• Interviews: Conduct multiple rounds of interviews, starting with a selection committee or human resources representative, followed by financial interviews involving key stakeholders.</li> <li>• Assessment: Include practical assessments or scenario-based questions to gauge candidates' leadership and problem-solving capabilities.</li> </ul> <p>6. Background Checks and References It is vital to conduct thorough background checks and contact references to ensure the selected candidate has the qualifications and experience necessary for success.</p> <p>7. Offer Position Upon identifying a suitable candidate, formally extend an offer that outlines the role, salary, benefits, and onboarding details to facilitate a smooth transition into the position.</p> <p>8. Continuous Evaluation After onboarding, it will be important to establish performance metrics that ensure the Executive Director's objectives align with the Jail Closure Implementation Team's overarching goals.</p> <p>Conclusion Finding the right Executive Director requires a deliberate and engaged approach. It is crucial to involve stakeholders at each stage of the process to ensure that the selected candidate meets our collective objectives and serves the needs of the community effectively. I appreciate your attention to this matter and look forward to your thoughts on this proposal.</p> <p>Thank you for your commitment to this important initiative. Sincerely, Monisha Parker</p>
		<b>Item Total</b>	<b>1</b>
<b>Grand Total</b>			<b>1</b>