**MEMORANDUM**

**TO:** KyMEA Board of Directors

**FROM:** Executive Committee

**DATE:** February 17, 2017

**SUBJECT:** Search for KyMEA General Manager

The Executive Committee of the Board of Directors of the Kentucky Municipal Energy Agency (KyMEA) met today by phone to discuss certain business matters of the agency as you have previously authorized. The Executive Committee discussed the timing of the Agency hiring a General Manager/CEO. Because of the estimated $4 million plus in Agency startup costs that we face over the next 2 years, the need to aggressively manage that expense and to provide direction to our advisors, the Executive Committee is recommending that the board authorize the solicitation of proposals from executive search firms that specialize in public power companies. The selection of the right General Manger/CEO of the Agency is critical and the firms that do this type of specialized search will provide a valuable service in screening candidates and recommending finalists to the KyMEA Board. None of the members of the board have the time or resources to properly execute this activity, which is likely to have the greatest impact on the success of the KyMEA.

At this time, the Executive Committee is recommending that we hire only the General Manager/CEO and that the balance of the staff not be hired until later in 2018 as they are needed to provide necessary agency functions. Our proposed contract with the Kentucky Municipal Power Agency (KMPA) will still be necessary as those services are focused on administrative, accounting and financial matters for KyMEA.

The Executive Committee of KyMEA formally requests authorization to solicit proposals from qualified executive search firms at this time. Once proposals are received the Executive Committee or a Search Committee approved by the Board, would evaluate the bids and recommend a firm to the full Board for the development of a professional services contract.