



Date: July 2, 2021

To: Personnel Committee (Village President Scaman, Trustee Enyia, Robinson and Taglia)

Fr: Cara Pavlicek, Village Manager

Re: July 6, 2021 Meeting of the Personnel Committee

Cc: Board of Trustees

Asst. Village Manager/HR Director Tchang

Village Attorney Stephanides

A meeting of the Personnel Committee of the Village Board has been scheduled for Tuesday, July 6, 2021 at 6 p.m. via zoom, in advance of the 7 p.m. meeting of the Village Board.

The Personnel Committee of the Village Board is comprised of Trustees Enyia, Robinson and Taglia. President Scaman is an ex-officio member of committees of the Village Board as well. The Committee will meet in open public session.

The meeting is to provide an opportunity for Director Kira Tchang to review with the Committee a Request for Proposals (RFP) for Executive Search Services for issuance as early as July 7, 2021 for recruitment of a Village Manager. This timing would potentially allow the Committee and/or the Village Board to interview prospective firms in early August.

While the Personnel Committee is being asked to provide consensus on the issuance of the RFP, the full Village Board would be required to approve any contract for services.

Attached is an outline of a possible schedule for recruitment as well as a draft scope of work. The Personnel Committee will be asked to provide input on these documents as they would be incorporated into an RFP.

Please feel free to call me in advance of the meeting with any questions.

Village Manager Recruitment Schedule

July 6, 2021	Personnel Committee – Discussion of RFP and Timetable
July 7 -9	Issue RFP
July 23 - 26	Proposals Due
Week of July 26	Personnel Committee Identification of Firms to Interview
Week of August 2 or 9	Hold Search Firm Interviews
On or before August 30	Village Board approval of Contract for Services

The following schedule is *TO BE DETERMINED* based upon RFP responses and in collaboration with the Village Board and the selected executive search firm. In general, the following steps would occur:

September	Development and Issuance of Recruitment Brochures
October	Applications Accepted and Reviewed by Firm
November - December	Qualified Candidates presented to Village Board and Interviewed
December - January	Selection of Candidate and Negotiation of Employment Contract

Draft for Discussion Only

Scope of Work

1. Review and make compensation recommendations based on market analysis.
2. Develop a candidate profile.
3. Meet in person, by video or by telephone with each Trustee and the Village President to understand individual goals and objectives in the hiring process.
4. Meet with the Department Directors by video or in person, as a group, to gain an understanding of the leadership team's perspectives.
5. Develop a recruitment strategy including recommending appropriate advertisements.
6. Develop a community engagement strategy that gathers information from stakeholders in the community regarding Village Manager qualifications, experience and personal dimensions.
7. Carry out the recruitment process using local, regional and national channels, journals and publications with a focus on attracting a diverse range of candidates.
8. Receive and review resumes of candidates to determine if candidates meet minimum qualifications and identifying candidates' qualifications, experience and personal dimensions.
9. Provide weekly updates outlining status of recruitment.
10. Create a recommended candidate list to present to the Village Board that includes a written summary of at least 5-10 primary candidates with the most promising qualifications and experience.
11. Follow up with primary candidates for telephone or virtual interviews.
12. Assist Village Board in evaluating primary candidates and identifying top 2-4 candidates for serious consideration.
13. Design and finalize interview process, prepare interview questions for the Board's consideration, a scoring rubric, suggest a panel make-up and other associated tasks.
14. Conduct the Interview Process:
 - a. Coordinate schedules and participate in interviews;
 - b. Debrief the interview committee following each candidate interview and identify additional candidates if necessary; and
 - c. Notify candidates not selected.
15. Set up and coordinate public forums, gathering feedback and presenting summarized results.
16. Perform appropriate background and reference checks, verify selected candidate's education background, employment record, in-depth reference checks, criminal history, financial background and any other pertinent factors. This may include assessment such as Clifton Strengths Finder or other assessment if desired.
17. Assist the Village Board with compensation negotiations if necessary.