



Village of Oak Park

123 Madison Street
Oak Park, Illinois 60302
www.oak-park.us

Meeting Minutes

Personnel Committee

Tuesday, July 6, 2021

6:00 PM

Remote

Personnel Committee

Meeting Minutes

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1. Call To Order

Village President Scaman called the meeting to order at 6:01 P.M. She authorized a statement be read providing that the meeting is being held remotely due to COVID-19 restrictions and guidelines and that it is not prudent to have people present at the Village Board's regular meeting location due to public health concerns related to that pandemic.

2. Roll Call

Present: Village Trustees Enyia, Robinson, and Taglia; Village President Scaman

Absent: None

Also Present: Village Trustees Buchanan, Parakkat, and Walker-Peddakotla; Village Manager Cara Pavlicek, Deputy Village Manager Lisa Shelley, Village Attorney Paul Stephanides, Human Resource Director / Assistant Village Manager Kira Tchang, and Deputy Village Clerk Linda DeViller.

3. Public Comment

There was no public comment.

4. Approval of Minutes

A. [ID 21-187](#) Minutes from the February 3, 2020 Meeting of the Personnel Committee

It was moved by Village Trustee Taglia, seconded by Village Trustee Enyia, to approve the Minutes. The motion was approved. The roll call on the vote was as follows:

AYES: 4 - Village President Scaman, Village Trustee Enyia, Village Trustee Robinson, and Village Trustee Taglia

NAYS: 0

ABSENT: 0

5. New Business

[ID 21-197](#)**Review and Discuss Issuance of a Request for Proposals (RFP) for Executive Search Services for Recruitment of a Village Manager**

Village Manager Cara Pavlicek introduced Human Resource Director / Assistant Village Manager Kira Tchang.

Human Resource Director / Assistant Village Manager Kira Tchang gave an overview of to review the scope of work and a draft schedule for the Request for Proposal (RFP) process for the Executive Search Services for Recruitment of a Village Manager.

Human Resource Director / Assistant Village Manager Kira Tchang indicated they were approaching the recruitment schedule with a sense of urgency but also setting some attainable timelines, with the hopes of having an approved contract for services in place by the end of August.

Village Trustee Robinson requested clarification on the suggested due date for initial responses.

Human Resource Director / Assistant Village Manager Kira Tchang responded the suggested deadline for responses is July 26th.

Village Trustee Parakkat requested clarification on the timeline for the Board's input regarding the village manager qualifications and characteristics.

Human Resource Director / Assistant Village Manager Kira Tchang responded it will be part of the contracted vendors' work plan on how they would gain an understanding from the Board and other stakeholders of best characteristics and qualifications for the new village manager.

Village Trustee Taglia asked if this seemed like an appropriate timeline for this process; does this give vendors enough time to respond?

Human Resource Director / Assistant Village Manager Kira Tchang responded affirmative; the RFP would be posted for a few weeks, and the executive search firms who specialize in this area have their processes in place to respond.

Human Resource Director / Assistant Village Manager Kira Tchang then reviewed the proposed scope of services.

Village Trustee Robinson requested confirmation that the vendor updates would happen throughout the entire recruitment process.

Human Resource Director / Assistant Village Manager Kira Tchang responded in the affirmative.

Village Trustee Taglia would like to know to what degree the chosen firm would be involved with compensation negotiations.

Human Resource Director / Assistant Village Manager Kira Tchang responded it would be part of the firms' scope of work to make some recommendations to competitive recruitment given their understanding of national, state and local markets.

Village Trustee Walker-Peddakotla asked if this process will allow for internal candidates to apply and be considered for this position?

Human Resource Director / Assistant Village Manager Kira Tchang responded in the affirmative.

Village Trustee Buchanan questioned the urgency of this situation; is there something right now with our situation that is more urgent than a usual village manager replacement?

Human Resource Director / Assistant Village Manager Kira Tchang responded just a general sense of urgency to fill a critical position, nothing out of the ordinary otherwise.

6. Adjournment

It was moved by Village Trustee Robinson, seconded by Village Trustee Taglia, to adjourn. The motion was approved. The meeting adjourned at 6:25 P.M., Tuesday, July 6, 2021.

Respectfully Submitted,
Deputy Clerk DeViller

AYES: 4 - Village President Scaman, Village Trustee Enyia, Village Trustee Robinson, and Village Trustee Taglia

NAYS: 0

ABSENT: 0