



# Village of Oak Park

123 Madison Street  
Oak Park, Illinois 60302  
[www.oak-park.us](http://www.oak-park.us)

## Meeting Minutes

### Personnel Committee

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Thursday, July 29, 2021

6:30 PM

remote meeting

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#### 1. Call To Order

Village President Scaman called the meeting to order at 6:31 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 Manager Cara Pavlicek, Deputy Village Manager Lisa Shelley, Human Resource Director / Assistant Village Manager Kira Tchang, Village Attorney Paul Stephanides, and Deputy Village Clerk Linda DeViller.

#### 3. Public Comment

There was no Public Comment.

#### 4. Approval of Minutes

##### A. [MOT 21-82](#) Minutes from the July 6, 2021 Meeting of the Personnel Committee

It was moved by Village Trustee Taglia, seconded by Village Trustee Robinson 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

##### B. [ID 21-232](#) Review and Discuss Proposals Received Pursuant to the Request for Proposals (RFP) for Executive Search Services for Recruitment of a Village Manager

Human Resource Director / Assistant Village Manager Kira Tchang introduced the Item and expectations for the outcome of the meeting. Staff is looking for guidance related to the Request for Proposal (RFP) from the Personnel Committee:

- Concurrence with the scheduling for the process moving forward
- Determining who should participate in the interview process
- Selection of the firms to move forward with from the 5 respondents to the RFP

Human Resource Director / Assistant Village Manager Kira Tchang then gave an overview of the responses.

Trustee Robinson made a suggestion to have the committee name their top selections.

The committee members then spoke to their top two recommendations with an explanation regarding why they selected their choices.

The committee narrowed down the choices to Baker Tilly, GovHR, and Slavin Management Consultants.

Amongst the three selected firms, the biggest difference seen between them were community engagement and time frames.

The committee gave the following feedback for the three firms:

Trustee Taglia commented engagement is key, and a robust engagement is desired.

Trustee Robinson agreed that engagement is important, and liked that Baker Tilly included a brochure from their previous recruitment as a sample of their work and would like to see something similar from the other firms. Trustee Enyia was in agreement with the committees feedback for the firms.

Trustee Enyia requested clarification on how many more meetings would be needed for these interviews and this step in the process.

Human Resource Director / Assistant Village Manager Kira Tchang responded ideally one meeting for the interviews, with the committee making a recommendation for the selected firm. If further discussion is needed, a second meeting could be scheduled.

President Scaman suggested to interview all three firms in one meeting, aiming to selecting one firm for recommendation to the Board.

Trustee Taglia added President Scaman's suggestion seemed to be the most efficient and expedient way to bring this forth to the Board. The goal should be to have a single recommendation presented to the Board for a vote.

Trustees Robinson and Enyia agreed.

President Scaman recommended to try to have a firm selected for recommendation for the August 30th Board meeting.

## **6. Adjournment**

It was moved by Village Trustee Enyia, seconded by Village Trustee Taglia, to adjourn. The motion was approved. The meeting adjourned at 7:12 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**