



## Agenda Item Summary

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### **Submitted By**

Kira Tchang, Assistant Village Manager/Human Resources Director

### **Agenda Item Title**

**Review and Discuss Issuance of a Request for Proposals (RFP) for Executive Search Services for Recruitment of a Village Manager**

### **Overview**

The Personnel Committee of the Village Board is being asked to review the with the Asst. Village Manager/HR Director the scope of work and draft schedule for recruitment of a new Village Manager to be contained in a Request for Proposals for Executive Search Services.

### **Report**

A meeting of the Personnel Committee of the Village Board has been scheduled to begin discussions related to the recruitment of a Village Manager. Current Village Manager Cara Pavlicek has resigned her position effective August 19, 2021.

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.

Information related to a Request for Proposals (RFP) for Executive Search Services to be issued as early as July 7, 2021 for recruitment of a Village Manager is attached in a memorandum. The Personnel Committee will be asked to discuss the scope of work and draft schedule as detailed in the memorandum.

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.