

ORDINANCE NO. 2012-20

AN ORDINANCE RATIFYING AND CONFIRMING THE EXECUTION OF A
PREVIOUSLY EXECUTED AGREEMENT—GOVHR

BE IT ORDAINED by the Mayor and Board of Trustees of the Village of Hawthorn Woods, Illinois, that this ordinance is ratification in furtherance of a previously executed Messaging Service Agreement with GovHR. Such Agreement is by and between the Village of Hawthorn Woods and GovHR, a copy of which is attached hereto as Exhibit "A", and, by this reference made a part hereof.

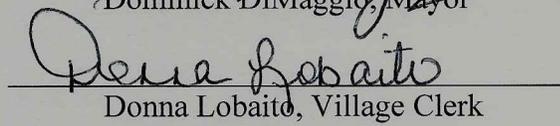
The foregoing Ordinance was adopted by the Village Board of the Village of Hawthorn Woods, Illinois, on March 17, 2020:

AYES: Kaiser, Kesik, Rizzo, Corrigan, David

NAYS: 0

ABSENT AND NOT VOTING: 0

APPROVED: 
Dominick DiMaggio, Mayor

ATTEST: 
Donna Lobaito, Village Clerk

PASSED: March 17, 2020

APPROVED: March 17, 2020

PUBLISHED: March 17, 2020

Village of Hawthorn Woods, IL

Chief Financial Officer

Limited Scope Recruitment Proposal

March 2, 2020



GovHR USA
GovTEMPS USA

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About Us

GovHR is a public management consulting firm serving local government clients and other public-sector entities across the country. Our headquarters are in Northbrook, Illinois. We are a certified Female Business Enterprise in the State of Illinois and work exclusively in the public sector. GovHR offers customized executive recruitment services, management studies and consulting projects for local government. Please note the following key qualifications of our firm:

- Since our establishment in 2009, our consultants have conducted more than 450 recruitments in 31 states, with an increase in business of at least 30% each year. Twenty-eight (28%) of our clients are repeat clients, the best indicator of satisfaction with our services.
- Surveys of our clients show that 94% rate their overall experience with our firm as Outstanding and indicate they plan to use our services or highly recommend us in the future.
- Our state of the art processes, including extensive use of social media for candidate outreach and video interviews with potential finalist candidates, ensure a successful recruitment for your organization.
- Our high quality, thorough recruitment brochure reflects the knowledge we will have about your community and your organization and will provide important information to potential candidates.
- We are committed to providing you with a pool of candidates that reflects the diversity of your community. We support the following organizations with our time as well as provide financial resources: National Forum for Black Public Administrators, Local Government Hispanic Network and League of Women in Government.

Our Consultants

Our consultants are experienced executive recruiters who have conducted over 600 recruitments, working with cities, counties, special districts and other governmental entities of all sizes throughout the country. In addition, we have held leadership positions within local government, giving us an understanding of the complexities and challenges facing today's public sector leaders.

GovHR is led by Heidi Voorhees, President, and Joellen Cademartori, Chief Executive Officer.

Ms. Voorhees has conducted more than 250 recruitments in her management consulting career, with many of her clients repeat clients, attesting to the high quality of work performed for them. In addition to her 17 years of executive recruitment and management consulting experience, Ms. Voorhees has 19 years of local government leadership and management service, with ten years as the Village Manager for the Village of Wilmette, Illinois.

Ms. Cademartori is a seasoned manager, with expertise in public sector human resources management. She has held positions from Human Resources Director and Administrative Services Director to Assistant Town Manager and Assistant County Manager. Ms. Cademartori has worked in forms of government ranging from Open Town Meeting to Council-Manager and has supervised all municipal and county departments ranging from Public Safety and Public Works to Mental Health and Social Services. She has worked in Massachusetts, North Carolina, and Illinois.

Our Team

Consultant Assigned to Recruitment & Main point of contact:

Kathleen Rush
Vice President
224-282-8312
KRush@GovHRusa.com

Proposal Inquiry:

Laurie Pederson
Administrative Services Director
847-380-3198
LPederson@GovHRusa.com

GovHR Owners:

Heidi J. Voorhees
President
847-380-3243
HVoorhees@GovHRusa.com

Joellen J. Cademartori
Chief Executive Officer
847-380-3239
JCademartori@GovHRusa.com

References

The following references can speak to the quality of service provided by GovHR.

Village of Barrington, Illinois

Mayor Karen Darch
Village Hall
200 S. Hough Street
Barrington, IL 60010
(847) 544-8031
kdarch@barrington-il.gov

Recruitments conducted:
Village Manager, 2018

Village of Oak Park, Illinois

Ms. Cara Pavlicek
Village Manager
123 Madison
Oak Park, Illinois 60302
708-358-5770
cpavlicek@oak-park.us

Recruitments conducted:
Assistant Village Manager/HR Director, 2019
Assistant Director of Development Customer
Services, 2017
Human Resources Director, 2013

Village of Lisle, Illinois

Eric Ertmoed, Village Manager
925 Burlington Avenue
Lisle, IL 60532
630-271-4116
eertmoed@villageoflisle.org

Jack Knight, Assistant Village Manager
630-271-4144
jknight@villageoflisle.org

Recruitments conducted:
Chief of Police, 2019
Finance Director, 2019

Scope of Services – Limited Scope Recruitment

A typical recruitment and selection process takes approximately 175 hours to conduct. At least 50 hours of this time is administrative, including advertisement placement, reference interviews, and due diligence on candidates. We believe our experience and ability to professionally administer your recruitment will provide you with a diverse pool of highly qualified candidates for your position search. GovHR clients are informed of the progress of a recruitment throughout the entire process. We are always available by mobile phone or email should you have a question or need information about the recruitment.

Phase I: Position Assessment, Position Announcement & Brochure

One-on-one or group interviews will be conducted with stakeholders identified by the client to develop the Recruitment Flyer. We have a variety of other options for gathering input:

- Dedicated email and surveys to obtain feedback from stakeholder groups
- Public Forums with our consultants

A combination of the above items can be used to fully understand community and organizational needs and expectations for the position.

Development of a **Position Announcement** to be placed on websites and social media

Development of a brief Recruitment Flyer for client review and approval

Agreement on a detailed **Recruitment Timetable** – a typical recruitment takes between 90 to 120 days from the time you sign the contract to appointment of the finalist candidate.



Phase II: Advertising, Candidate Recruitment & Outreach

We make extensive use of social media as well as traditional outreach methods to ensure a diverse and highly qualified pool of candidates. In addition, our website is well known in the local government industry – we typically have 6,000 visits to our website each month. Finally, we develop a database customized to your recruitment and can do an email blast to thousands of potential candidates.

Phase II will include the following:

- GovHR consultants will personally identify and contact potential candidates in person, via email, and also via telephone.
- Develop a database of potential candidates from across the country unique to the position and to the client, focusing on:
 - Leadership and management skills
 - Size of organization
 - Experience in addressing challenges and opportunities also outlined in Phase I
- The database will range from several hundred to thousands of names and an email blast will be sent to each potential candidate.



Scope of Services - Continued

- Placement of the Position Announcement in appropriate professional online publications:
 - Public sector publications & websites
 - Social media
 - LinkedIn (over 15,000 connections)
 - Facebook
 - Twitter
 - Instagram
- GovHR will provide you with a list of advertising options for approval



PHASE III Candidate Evaluation & Screening

Phase III will include the following steps:

- Review and evaluation of candidates' credentials considering the criteria outlined in the Recruitment Brochure
- Candidates will be narrowed down to a select group that meets the qualification criteria
- Candidate evaluation process:
 - Fill out a questionnaire explaining prior work experience
 - Live Video Interview (45 minutes to 1 hour) asking specific questions about their experiences and skill sets as well as questions specific to the position
 - References (at least 2 references per candidate will be contacted at this time)
 - Formal and informal references will be contacted
 - Internet/Social Media search conducted



All résumés will be acknowledged and inquiries from candidates will be personally handled by GovHR, ensuring that the client's process is professional and well regarded by all who participate.

Phase IV Presentation of Recommended Candidates

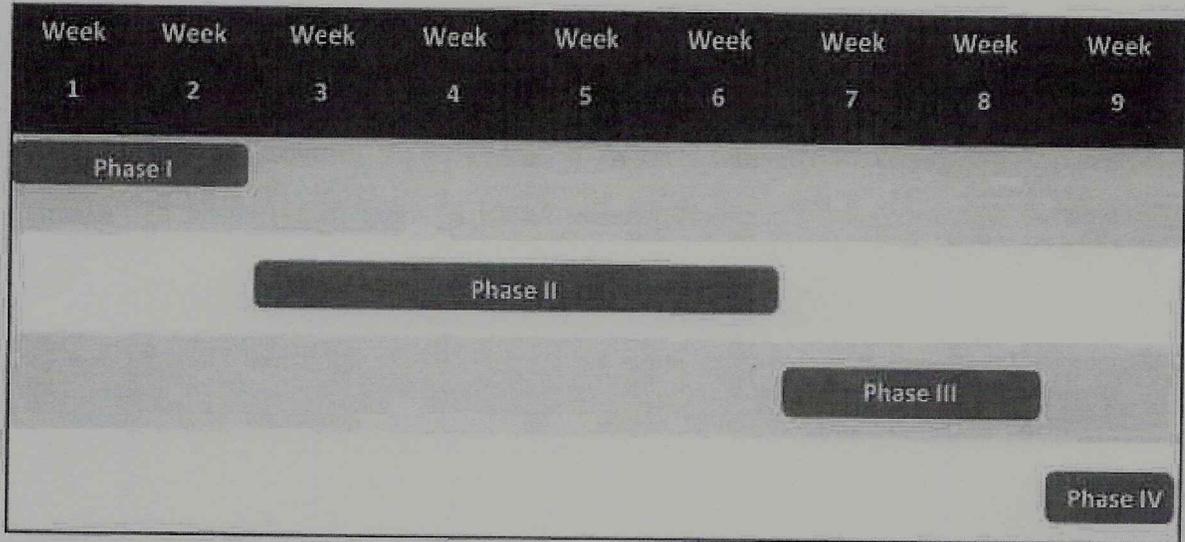
Phase IV will include the following steps:

- GovHR will prepare a Recruitment Report presenting the credentials of those candidates most qualified for the position.
- Client will advise the number of Recruitment Reports you will need.
- GovHR will provide a binder which contains the candidates' materials along with a "mini" résumé for each candidate so that each candidate's credentials are presented in a uniform way.
- Client will receive a log of all applicants and may review résumés if requested.
- Report will arrive in advance of the Recruitment Report Presentation.



GovHR will spend 2-3 hours discussing the candidates by reviewing live video interviews and reference information received.

Project Timeline



Weeks 1 & 2

Phase 1: On Site Interviews & Brochure Development

Weeks 3 thru 6

Phase 2: Advertising, Candidate Recruitment & Outreach

Weeks 7 & 8

Phase 3: Candidate Evaluation & Background Screening

Week 9

Phase 4: Presentation of Recommended Candidates

Limited Scope Recruitment – Price Proposal

Summary of Costs:

A Limited Scope recruitment will include Phase II through Phase IV of our scope of services. Phase I will produce a 2 page flyer instead of a brochure. The client will conduct interviews without the assistance of GovHR. GovHR will not be involved in any components of the Recruitment Process beyond the presentation of candidates. This Limited Scope Recruitment process will not include the following:

- background investigations (court, credit, motor vehicle records checks, etc.)
- interview questions or arrangements for the candidate interviews.
- assistance with contract negotiations with finalist candidates.
- any guarantee of tenure of the candidates or “redo” the recruitment process if the Client is unsuccessful in hiring someone from the group of recommended candidates.

The cost proposal is predicated on two consultant visits to the Client.

1. Recruitment flyer interview process
2. Presentation of recommended candidates.

Any additional consultant visits requested by the client will be billed at \$125/hour; \$500 for a half day and \$950 for a full day. The additional visits may also results in an increase in the travel expenses and those expenses will be billed to the client.

Payments for Fees & Services

Professional fees and expenses will be invoiced as follows:

1st Payment: 1/2 of the Recruitment Fee (invoice sent upon acceptance of our proposal).

Final Payment: 1/2 of the Recruitment Fee and expenses incurred (invoice sent following the recommendation of candidates).

Recruitment expenses will be itemized in detail. Payment of invoices is due within thirty (30) days of receipt.

Recruitment Fee:	\$12,000
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Recruitment Expenses: (not to exceed)	
Expenses include consultant travel, shipping, support services, candidate due diligence efforts, recruitment portfolio materials, etc.	\$2,500
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Advertising:	
Advertising costs over \$2,500 will be placed only with client approval. Client is billed only for actual cost.	\$2,500
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Total:	\$17,000**

Why Choose GovHR?

- We are a leader in the field of local government recruitment and selection with experience in more than 31 states, in communities ranging in population from 1,000 to 1,000,000. More than 28% of our clients are repeat clients showing a high level of satisfaction with our work. We encourage you to call any of our previous clients.
- We are committed to bringing a diverse pool of candidates to your recruitment process. We network extensively with state, city and county management associations, attending more than 20 state and national conferences each year. In addition, we support and attend the meetings of Women Leading Government, the Local Government Hispanic Network, and the National Forum for Black Public Administrators.
- We conduct comprehensive due diligence on candidates. Before we recommend a candidate to you, we will have interview them via Video, conducted reference calls, and media and social media searches. Our knowledge of local government ensures that we can ask probing questions that will verify their expertise.
- We are your partners in this important process. You are welcome to review all the resumes we receive and we will share our honest assessment of the candidates.
- Our goal is your complete satisfaction. We are committed to working with you until you find the candidate that is the best fit for your position.

Signature Page

We believe we have provided you with a comprehensive proposal; however, if you would like a service that you do not see in our proposal, please let us know. We can most likely accommodate your request.

This proposal will remain in effect for a period of six months from the date of the proposal. We look forward to working with you on this recruitment and selection process!

Client Name/Organization Village of Hawthorn Woods

Client Contact Name/Position Pamela O. Newton, COO

Signature Pamela O. Newton

Date 3/2/20

Billing Contact Pamela Newton

Billing Contact Email pnewton@vhw.org
and/or

Danette Russell
drussell@vhw.org

Consultant Biography

KATHLEEN F. RUSH

Vice President

Kathleen F. Rush has over 30 years experience as a local government management professional including Woodridge and Riverside, Illinois. She is known for her extensive professional network. From 2009 until 2017, Ms. Rush served as the Village Administrator in Woodridge, a progressive, vibrant, diverse community in south central DuPage County. During her tenure in Woodridge, Ms. Rush was responsible for an approximate \$44.5 million budget and 126 full-time employees. During her tenure in Woodridge award-winning intergovernmental cooperation and regional service, arrangements were initiated. She participated extensively at a leadership level in regional and County-wide agencies ensuring the implications of decisions were considered during decision making. Advancement of internal support systems were championed.

Ms. Rush served as the Village Manager In Riverside, Illinois (a national historic landmark) from 1998 to 2009. Riverside is a unique, small town with a high demand for resident service and attention to historic preservation. Designed by Frederick Law Olmsted, designer of Central Park, NY, the Village of Riverside presented a unique set of challenges and projects. The community is known for its significant amount of open space, distinctive zoning and curvilinear streets. The community retains its historic character that essentially has been unchanged since 1879. The community is part of the National Park Service inventory of designated landmarks. Significant financial challenges offered an opportunity for innovated financial solutions. Capital project financing, operational reductions and increased service demands were a focus. Significant water, street, sewer, forestry projects were completed. Significant grant funding and partnership with the National Park Service assisted in the financial undertakings. The Village of Riverside provided parks/recreation and fire services in addition to the primary Village operations.

Prior to serving in the Manager's role in Riverside, Ms. Rush did serve as the Assistant Village Administrator in Woodridge where she was responsible for human resources, information technology, purchasing, agenda management, community relations, special events and Village Board support. She served as the acting Director of Public Works and served as the project manager during the construction of a new Village Hall.

Ms. Rush holds a Bachelor of Science degree in Political Science and a graduate degree in Public Administration from Northern Illinois University. **Professional Education, Training and Instruction**

- Bachelor of Science degree in Political Science
- Graduate Degree in Public Administration, Northern Illinois University

Professional Development and Speaking Engagements

- ILCMA, panelist at various conferences
- IAMMA, panelist at various conferences
- The Legacy Project, Panelist 2017 Annual Conference and luncheon speaker

Memberships and Affiliations

- Board member and secretary for the DuPage Credit Union
- Board of Directors for the DuPage Federation on Human Services Reform, Vice Chairperson
- Former President of the Board of Advisor's for the Northern Illinois University division of Public Administration
- Former President of the Illinois City/County Manager's Association
- Former President of the Illinois Municipal Management Assistants Association
- Former Chairperson of the Intergovernmental Risk Management Agency
- Former member of the DuPage Mayors and Managers Association Executive Board, and Transportation Committee Chairperson

Awards

- ASPA Administrator of the Year in 2014
- Robert B. Morris Lifetime Achievement Award, ILCMA, 2017

Local Government Background

Over 30 years' experience as a local government management professional

- Village Administrator, Village of Woodridge, IL 2009 – 2017
- Village Manager, Village of Riverside, IL 1998 – 2009
- Assistant Village Administrator, Woodridge, IL 1985 – 1998