

VILLAGE OF ORLAND PARK

14700 Ravinia Avenue
Orland Park, IL 60462
www.orland-park.il.us



Meeting Minutes

Monday, August 8, 2016

5:00 PM

Special Meeting

Village Hall

Board of Trustees

Village President Daniel J. McLaughlin

Village Clerk John C. Mehalek

*Trustees, Kathleen M. Fenton, James V. Dodge, Jr., Patricia Gira,
Carole Griffin Ruzich, Daniel T. Calandriello, and Michael F. Carroll*

CALL TO ORDER/ROLL CALL

The meeting was called to order at 5:20 PM.

Present: 6 - Trustee Fenton, Trustee Gira, Trustee Griffin Ruzich, Trustee Calandriello, Trustee Carroll and President McLaughlin

Absent: 1 - Trustee Dodge

ITEM FOR DISCUSSION

2016-0564 Recruiting Firms for Village Manager's Search - Interviewing

President McLaughlin commented that the Board instructed staff to research several search firms for the Village Managers position. Three firms were selected and are with us tonight to give their presentations and interview with the Board.

The following firms were selected:

- Waters & Company, a Springsted Company, St. Paul, Mn.
- PAA Public Administration Associates, Oshkosh, WI.
- GovHR, Deerfield, IL.

A decision by the Board will then be made on which firm fits the Village the best.

Public Administration Associates, LLC

Art Osten, Jr., Associate from Public Administration Associates, LLC (PAA) from Fox River Grove began his power point presentation (EXHIBIT A).

Mr. Osten reviewed PAA's approach to an executive search; he outlined the process; he reviewed the time scheduled; and their proposal.

President McLaughlin questioned that this did not make a difference eight years ago when the search was on for a Village Manager, but there is an upcoming election in April, 2017. He has no idea if there will be opposition at this point, there is a possibility that the Board could change come May, 2017. He asked if this would make a difference to a candidate.

Mr. Osten stated certainly, especially if this candidate is moving from another state. But if there is a history of non-contentious elections for the Village in the past, then maybe this would be fine.

President McLaughlin stated that his concern was that possibly some really good candidates would skip over applying because they would see there was an

upcoming election. His thoughts were to wait until after the election to search for the new Village Manager.

Mr. Osten stated he does not see this as a problem.

President McLaughlin asked if required residency within the Village would be a problem for a new candidate.

Mr. Osten did not believe this would be a problem.

President McLaughlin stated that he was hoping to tighten up a four month search to happen sooner.

Mr. Osten stated that could happen.

Clerk Mehalek asked if after a few months of searching and no one was found and the Board decided to wait till after the election and start again, would that be a problem.

Mr. Osten stated that would not.

President McLaughlin thanked Mr. Osten and stated that this decision will be made soon.

Mr. Osten thanked the Board and looks forward to working with them.

Waters & Company, a Springsted Company

Miguel Ozuna, Vice President and Consultant of Waters & Company located in Addison, Texas and St. Paul, Minnesota thanked the Board for this opportunity and began his power point presentation (EXHIBIT B). He stated that Senior Vice President and Consultant Sharon Klumpp would have been with him tonight, but she is tending to some medical issues. Ms. Klumpp and Mr. Ozuna will be the Villages Team.

Mr. Ozuna reviewed Waters & Company's general information; discussed Waters & Company staff; discussed the different tasks; recruitment; interviewing; timeline; proposed costs; triple guarantee.

ROLL CALL - 6:35 PM

Trustee Dodge joined the meeting via telephone conferencing. He is away on a business trip.

Present: 7 - Trustee Fenton, Trustee Dodge, Trustee Gira, Trustee Griffin Ruzich, Trustee Calandriello, Trustee Carroll and President McLaughlin

Recruiting Firms for Village Manager's Search - Interviewing (Continued)

(Continued 6:37 PM)

Waters & Company, a Springsted Company - Continued

Miguel Ozuna, Vice President and Consultant of Waters & Company continued with his power point presentation (EXHIBIT B).

He explained commence advertising that would be done and recruitment strategy and candidate outreach, along with candidate screening.

President McLaughlin questioned that there is an upcoming election in April, 2017. He has no idea if there will be opposition at this point, there is a possibility that the Board could change in May, 2017. He asked if this would make a difference in the number and quality of candidates.

Mr. Ozuna stated that possibly yes, he stated that the Village of Orland Park is a positive Village and he does not see it being a problem.

President McLaughlin asked what Waters & Company's timeframe would be.

Mr. Ozuna stated that his target is 90 days. It will depend on the quality of candidates that are received, so it could be 120 days or more.

President McLaughlin asked if required residency within the Village would be a problem for a new candidate.

Mr. Ozuna stated that with a Village of this size, this is a normal request and this is a very desirable community.

President McLaughlin thanked Mr. Ozuna and stated that a decision will be made soon.

Mr. Ozuna thanked the Board for this opportunity and looks forward to hearing from the Board.

RECESS – 6:50 PM

A motion was made by Trustee Carroll, seconded by Trustee Calandriello, that this matter be RECESS. The motion carried by the following vote:

Aye: 7 - Trustee Fenton, Trustee Dodge, Trustee Gira, Trustee Griffin Ruzich, Trustee Calandriello, Trustee Carroll, and President McLaughlin

Nay: 0

RECONVENE SPECIAL BOARD MEETING

The roll was called to reconvene the Regular Meeting and Trustees Fenton,

Dodge, Gira, Ruzich, Calandriello, Carroll and President McLaughlin were present.

Recruiting Firms for Village Manager's Search - Interviewing (Continued)

(Continued - 7:05 PM)

GovHR USA

Heidi Voorhees, President of GovHR USA thanked the Board for inviting her back. Ms. Voorhees was employed back in 2008 with the PAR Group who was contracted by the Village to search for its next Village Manager, and at that time Paul Grimes was hired.

She stated that the ICMA Conference is the third week in September in Kansas City and if chosen, she would like to showcase Orland Park nationally for its search for a new Village Manager at her booth during this event.

Ms. Voorhees began her power point presentation (EXHIBIT C). She reviewed GovHR USA's philosophy, experience, process and path to success. She explained their advertising, outreach, guarantee, commitment and communication, and her proposal.

President McLaughlin asked what GovHR USA's timeframe would be.

Ms. Voorhees stated 90 days from the time the contract is signed to the appointment of your new Village Manager.

President McLaughlin questioned that there is an upcoming election in April, 2017. He has no idea if there will be opposition at this point, there is a possibility that the Board could change in May, 2017. He asked if this would make a difference in the number and quality of candidates.

Ms. Voorhees stated that it can, but the Village has a very good track record with stability and that is what would be told to candidates.

President McLaughlin asked if required residency within the Village would be a problem for a new candidate.

Ms. Voorhees stated that residency requirements will always reduce the pool of candidates. She always tells candidates if this is something that they really want and is a problem, it needs to be discussed up front. She asked if the Board could be flexible on this requirement.

Trustee Dodge asked regarding the residency requirement, does Ms. Voorhees believe there will be a decent set of candidates from the Illinois area.

Ms. Voorhees stated that is hard to say. Most recruitment's will be regional; most will come from the Metropolitan area. Orland Park is a larger community; the larger the community the pool grows smaller due to the qualifications to manage a community of this size.

Trustee Gira asked if the Board can also watch her interviewing candidate's on facetime or skype.

Ms. Voorhees explained there is a brand new program called Spark Hire that GovHR is using to video tape the candidates. The candidates are given three questions that they will answer. A type of YouTube video would then be sent to the Board for you to review how the candidate answers these three questions. The cost of using this program is not very expense.

President McLaughlin thanked Ms. Voorhees and stated that a decision will be made soon.

Ms. Voorhees thanked the Board for their time and hopes to work with them once again.

Discussion

President McLaughlin asked the Board if an additional Special Meeting was needed or was the Board ready to discuss which search firm is best for the Village.

The Board discussed that Miguel Ozuna, Vice President and Consultant of Waters & Company had a lot of bigger municipalities.

Art Osten, Jr., Associate from Public Administration Associates, LLC (PAA) was too small of a company.

Heidi Voorhees from GovHR USA gave the best presentation and seemed to have the best fit on what the Village is looking for in a search firm for the new Village Manager.

The entire Board agreed to offer Heidi Voorhees from GovHR USA the job of being the recruitment service for the Village's new Village Manager search.

The Board discussed the residency requirements and believes it should be placed in the brochure. Wordage on the lines of – Residency required but will negotiate a timeframe.

If a candidate is moving from another state or a far distance they would be required to have residency in Orland Park. However, if someone applies and lives in another community close by, a timeframe should be given that they would need to relocate into the Village.

The Board believes it makes a difference when you live in the Village, you take more pride in the community you live in and that reflects in their job. In today's environment for a corporate position, they should realize they need to have residency in the community where they are employed. With the salary that will be offered for this position, it is affordable to relocate.

The Board agreed that even though Ms. Voorhees stated there could be a timeframe of 90 days - the Board does not want to rush through this process.

Clerk Mehalek requested to have Ms. Voorhees give a cost on the use of the program Spark Hire that she discussed.

President McLaughlin requested that the Board review the Orland Park Village Managers brochure and make any additions needed. He would like this ready so that Ms. Voorhees will bring this brochure to the ICMA Conference in Kansas City.

A formal motion will be made at the August 15, 2016 Board of Trustee meeting.

NO ACTION - Discussion Only

ADJOURNMENT - 8:00 PM

A motion was made by Trustee Carroll, seconded by Trustee Gira, that this matter be ADJOURNED. The motion carried by the following vote:

Aye: 7 - Trustee Fenton, Trustee Dodge, Trustee Gira, Trustee Griffin Ruzich, Trustee Calandriello, Trustee Carroll, and President McLaughlin

Nay: 0

/nm

APPROVED: August 15, 2016

Respectfully Submitted,

/s/ John C. Mehalek

John C. Mehalek, Village Clerk