

**APPROVED MINUTES - SPECIAL BOARD MEETING
PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF OAK PARK
HELD ON TUESDAY, MAY 1ST, 2012 AT 6:00 P.M.
IN ROOM 101 OF OAK PARK VILLAGE HALL**

I. CALL TO ORDER

President Pope called the meeting to order at 6:03 p.m.

II. ROLL CALL

PRESENT: Trustees Brewer, Hedges, Johnson, Lueck, Salzman (7:35) and Tucker; President Pope

ABSENT: None

IV. PUBLIC COMMENT

There was no public comment.

V. INTERVIEW OF SEARCH FIRMS FOR THE VILLAGE MANAGER RECRUITMENT

President Pope stated that all four firms would have 50 minutes each to give their presentations, including discussion, questions and answers. He noted that a final decision on the search firm to be selected will be conducted following board discussion during a subsequent meeting.

1. Affion Public

Chief Executive Officer Scott Reilly introduced his firm, noting that they have been doing executive recruitment exclusively in the public sector for over nine years, with 99% of work for municipalities.

Mr. Reilly discussed the recruitment process used by his company, which includes creating position and candidate profiles, various background checks and interviews of candidates by two recruiters in addition to himself. Each candidate will be asked to submit a written statement concerning their interest in becoming Village Manager of Oak Park and/or any other topics that the Board requests. His goal is to present eight to ten qualified individuals for consideration and assist the Board in reducing this list to four to six final candidates. Mr. Reilly added that he will assist the Board with their interview process at their direction or can offer suggestions regarding what has been successful for clients in the past, as well as helping to finalize an agreement with the successful candidate. His firm will take a proactive approach by seeking out candidates they believe are a good fit for the position rather than by publicly advertising for resumes to be submitted.

Trustee Hedges asked how candidates are identified and how the firm would know of them. Mr. Reilly responded that Affion has a large database of people from around the country, categorized by various skill sets that they have identified over time. The Board will be asked to provide direction to Affion regarding skills being sought.

Trustee Lueck raised the subject of community involvement and how this firm would balance a candidate's wish for confidentiality with the community's desire for input. Mr. Reilly stated confidentiality should be kept up to the point of the candidates' interviews with the Board. He noted that several cities have opted to create a community interview panel to provide feedback, but the decision is ultimately the Board's.

Trustee Brewer asked Mr. Reilly to describe his methods for ensuring that there is a diverse pool of candidates. Mr. Reilly stated that they will make every attempt to get a very qualified diverse candidate pool and to target diverse organizations, but ultimately, the task is to bring in those who best match the criteria set forth by the Board.

Mr. Reilly described his firm's previous city manager searches in Ann Arbor, Michigan and Hollywood, Florida and noted that they are currently working on two other searches. He added that they have never had to fulfill their guarantee of a no-cost repeat search if the candidate leaves their position for any reason within the first 24 months. He also discussed how they will assist in contract negotiation for the successful candidate as well as how they will provide someone whose management style is compatible with the requirements of the Board.

2. Bob Murray and Associates

Vice President Renee Narloch introduced her company. Both she and partner Bob Murray have over 20 years experience in the recruitment business and have conducted 800 searches, primarily in the public sector, since their firm was incorporated in 2000. Nationwide searches are conducted from their two offices in California and Florida. She added that her firm is well respected in the industry, financially stable and has a long-term staff trained to do recruitment. She is currently in the process of recruiting a city manager for Topeka, Kansas, and spoke about other searches completed in Ft. Lauderdale, Florida and Oak Creek, Wisconsin.

Ms. Narloch discussed recruitment strategy which includes development of a brochure and advertising. She stated that this position will be advertised where it will reach their target audience but also beyond that to get to candidates who are not presently looking for a new position. A no-cost repeat search will be done if the successful candidate is terminated for cause within a year.

Trustee Johnson asked Ms. Narloch to describe how they would create a candidate profile for Oak Park, noting that the community has a very active citizenry. Ms. Narloch responded that she would discuss the requirements in depth with the Board and any appropriate staff or perhaps through a public forum. She stated that goals and initiatives of the Board, education, experience and strengths, weaknesses and challenges of the Village will all be taken into consideration when creating the profile.

Trustee Brewer asked how her firm ensures that a diverse pool of candidates is presented. Ms. Narloch stated that it is unusual not to have a diverse pool. She added that they advertise in publications that are geared toward diverse groups as well as reaching out to contacts in the industry.

Trustee Lueck asked if this diversity included candidates with a non-traditional background or whose experience is private sector. Ms. Narloch said that it does and discussed an example of her firm's placement of a private sector manager as a public sector manager.

President Pope commented that the majority of their recruitment has been done in California and asked what the value is in terms of a national search versus one done in a specific state or region. Ms. Narloch stated that the nationwide search is done to reach people who may have previously lived in this area who are possibly looking for the right opportunity to return. She added that familiarity with the area may or may not be important depending on the strengths of the candidates. She will also recruit heavily in the Midwest and the Chicago region but wanted to ensure that it be known across the country that Oak Park is looking for a village manager.

Trustee Lueck asked to describe the process once the recruitment is completed. Ms. Narloch stated that she will conduct preliminary interviews and refer the top 12 to 15 candidates to the Board for consideration. She will assist the Board with preparation of interview questions. Once the Board focuses on a particular candidate, she will conduct background checks including criminal, credit, social security trace and education confirmation, as well as assist in contract negotiation.

President Pope asked Ms. Narloch how she identifies appropriate candidates to fit with the needs of a municipality. She responded that she is very specific when asking the Board what type of manager they are looking for and very specific when interviewing candidates regarding direction she has received from the Board.

4. Voorhees Associates

President Heidi Voorhees referred to the materials from her firm distributed to the Board, including a draft recruitment schedule, a recruitment brochure for a community she recently worked with, her biography and a list of recruitments that she has conducted throughout her career. She noted that she has 19 years of local government management experience in the Villages of Wilmette and Schaumburg, as well as in Kansas City, Missouri. She has done 125 to 140 recruitments around the country, the core of which have been in the Chicago Metropolitan Area.

Ms. Voorhees stated that her recruitment process begins with discussions with the Board as a group and individually, as well as talking with department heads and any community organizations that the Board thinks she should meet with. During these stakeholder interviews, the job announcement will be sent out via the recruitment brochure to a database of people that have requested notification of any job openings and to community leaders accessed through a national database. Traditional advertising methods on government job websites as well as LinkedIn and other private sector sources will be used. Resumes will be available for Board review at all times, and the Board will select those whom they wish to interview. Ms. Voorhees described interview processes she helped facilitate in Evanston, Janesville, Wisconsin, Burleson, Texas and other cities and discussed her city manager searches in Elmhurst and Glen Ellyn.

Trustee Salzman asked Ms. Voorhees if her firm seeks out private sector candidates only at the direction of the municipality that is engaging her services. She stated that if

someone was a good candidate she would bring them forward, but noted that a good mix of public and private sector experience would be ideal.

Trustee Hedges commented that a large portion of Ms. Voorhees' placements in local municipalities were Illinois residents and asked how she found those who were not from Illinois. She stated that she attends national conferences and her staff has various connections across the country as well.

Trustee Lueck asked Ms. Voorhees if there is anything that makes her organization's process unique or whether they are likely to get the same pool of candidates regardless of which firm does the search. Ms. Voorhees noted that by talking to the Board as a group and individually, she will get a sense of what they are looking for and what will work best with the community. She added that she reaches out to people who are not looking for a job, cold calls people she doesn't know and contacts those that she does know. The screening process would include a media search, research of their community's website, Skype interviewing and asking questions regarding how they would take on specific situations if they were Village Manager of Oak Park.

Discussion followed regarding balancing confidentiality and public input during interviews and the benefits or disadvantages of candidates with both public and private sector experience.

President Pope asked Ms. Voorhees what percentage of her searches have been unsuccessful. She stated that out of 125 searches, only three or four have not worked out. He asked what her role is during the configuration of the employment agreement. She responded that she confirms upfront that the candidate's compensation expectations are in line with the municipality. Also, any special considerations such as relocation expenses will be discussed early in the process. Once a decision is made, a term sheet is created for the municipality to fill out and is then presented to the candidate. Ms. Voorhees added that she will act as the intermediate until terms are agreed to.

3. Slavin Management Consultants

President Bob Slavin stated that he has been recruiting for 33 years and spoke about himself and his company, a small firm in Georgia that focuses most of its efforts in local government recruiting. His company has placed over 250 C.E.O's in local government in addition to an even greater number of department heads. His personal efforts have resulted in the placement of over 750 people nationwide during his career in the recruitment business. Over 95% of his placements have stayed in their positions longer than the average city manager tenure of five years; a no-cost search is conducted should anyone leave within the first two years. He noted that 25% of his placements have been either minorities or women.

Mr. Slavin described his recruitment process. A set of criteria is developed, and once approved by the Board, the opportunity is brought to the attention of those who meet that criteria. Resources include an extensive database and a network of contacts established over 30 years. Once candidates are established, that network is used to conduct references. Part of the screening process includes going to a candidate's present location and spending time with them in their actual work environment. How people relate and react to them, how they interact with co-workers, their management

and leadership styles and other characteristics are all taken into consideration. After candidates that meet the Board's criteria are identified, a semifinalist group of approximately 12 individuals will be interviewed by telephone and be asked to complete a supplemental questionnaire.

Mr. Slavin stated that a progress meeting with the Board will be held, where he will present all the information compiled, including resumes, cover letters and the questionnaires that have been completed. He would then like the Board to meet with each candidate and rank them. The list of candidates will then be interviewed by the Board in priority order. Mr. Slavin added that it typically takes 90 days from the time the profile is set up to the actual interviewing of candidates.

Trustee Brewer commented that their presentation refers to helping to facilitate the establishment of first year performance goals and asked Mr. Slavin to elaborate. Mr. Slavin responded that a list of several pre-established goals the Board would expect to be met during the first year would be created and becomes the basis of the first year appraisal. Trustee Brewer also asked how their 25% level of diverse placements is maintained and achieved. Mr. Slavin stated that he is a member of the National Forum for Black Public Administrators and is also connected to various professional associations where people of protected groups are members.

The Board asked Mr. Slavin about his placement of the Executive Director of METRA as well as other searches completed. He discussed these placements and the special issues involved in some of the searches.

President Pope asked Mr. Slavin to describe his approach to negotiating employment agreements. Mr. Slavin stated that he works with the candidate in compiling a list of items that they are interested in to present to the Board. Once the components of the deal are established, he will work with the Village Attorney to draft the final agreement.

President Pope thanked all the firms for their presentations and noted that a follow up discussion would be held on May 7 at 6:30.

VII. ADJOURN

It was moved and seconded to adjourn. A voice vote was taken and the motion was approved. The meeting adjourned at 10:04 P.M. Tuesday, May 1, 2012.

SUBMITTED AND RECORDED IN THE OFFICE OF:

Teresa Powell, Village Clerk

By: MaryAnn Schoenneman
Interim Deputy Village Clerk