

**RESOLUTION 2018-071**

**PASSED: JUNE 25, 2018**

**AUTHORIZING AN AGREEMENT WITH GOVHR USA, LLC FOR THE PURPOSE OF ASSISTING IN THE RECRUITMENT AND SELECTION OF A CITY MANAGER IN AN AMOUNT NOT TO EXCEED \$13,000, WITH STAFF AUTHORIZATION FOR ADDITIONAL EXPENSES.**

**WHEREAS**, the City of DeKalb is a home-rule Illinois Municipal Corporation with powers and authority pursuant to the Illinois Constitution of 1970 and the applicable provisions of the Illinois Municipal Code; and,

**WHEREAS**, the City has negotiated a professional consulting agreement with GOV HR USA, LLC and the City Council finds that said agreement is necessary and advantageous to the City, and protects the health, welfare and morals of the City's residents and students within the City;

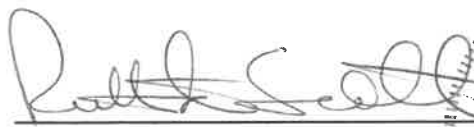
**NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF DEKALB, ILLINOIS:**


**Section 1:** The Professional Services Agreement is approved in the format attached hereto, subject to such minor changes as shall be acceptable to the Mayor with the recommendation of the City staff, with total expenditures with GOVHR USA, LLC for this project not to exceed \$13,500. Further, City staff is authorized and directed to take all actions contemplated therein, including but not limited to actions relating to the coordination of undertaking a City Manager selection process and related matters. In addition, staff is authorized to incur and pay expenses relating to the travel or accommodations of candidates for the City Manager selection process as may be necessary for conduct of the process (it being recognized that such expenses are outside the scope of the Agreement).

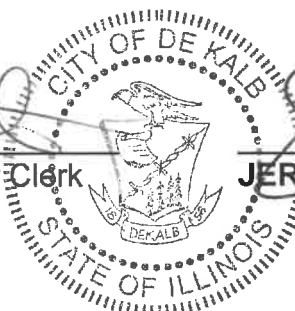
**Section 2:** That the Deputy City Clerk of the City of DeKalb, Illinois be authorized and directed to attest the Mayor's Signature and shall be effective thereupon.

**PASSED BY THE CITY COUNCIL** of the City of DeKalb, Illinois, at a Regular meeting thereof held on the 25<sup>th</sup> day of June 2018, and approved by me as Mayor on the same day. Passed by an Omnibus 7-0-1 roll call vote under the Consent Agenda. Aye: Jacobson, Finucane, Marquardt, Fagan, Verbic, Faivre, Smith. Nay: None. Absent: Noreiko.

**ATTEST:**

  
**RUTH A. SCOTT**, Deputy City Clerk

  
**JERRY SMITH**, Mayor






**CONTRACT  
DeKALB, ILLINOIS  
AND  
GovHR USA. LLC**

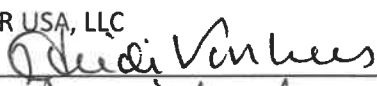
The City of DeKalb, Illinois agrees to retain GovHR USA, LLC ("GovHR") for the purpose of assisting in the recruitment and selection of the City Manager of DeKalb. The City issued an RFP for executive search services for the City Manager on or about April 24, 2018, and GovHR responded with a Proposal dated May 10, 2018. The City and GovHR then agreed to narrow the scope of services to those outlined in the attached letter from GovHR to the City dated June 12, 2018. GovHR will conduct only the services described in the June 12<sup>th</sup> letter. The Guarantee described in GovHR's original proposal will not apply to the services provided herein.

**Total Project Cost:** \$11,500 (\$8,000 for recruitment fee; \$3,000 not-to-exceed advertising costs; and \$500 not-to-exceed expenses). Advertising costs and recruitment expenses will be itemized on our invoices.

**Optional Services:** Third Party Background Checks - \$175 per candidate

**Payment Terms:** The Recruitment Fee will be invoiced in two (2) equal payments, billed during the course of the recruitment. The first invoice for the Recruitment Fee will be sent upon execution of the contract. The second invoice will be sent following the recommendation of candidates and will include any expenses incurred to date. Payment is due within 30 days of receipt of the invoice. Payments not received within 30 days will incur a 2% monthly surcharge.

ACCEPTED:   
THE CITY OF DeKALB, ILLINOIS  
BY: \_\_\_\_\_  
TITLE: \_\_\_\_\_  
DATE: 6-25-18

GovHR USA, LLC  
BY:   
TITLE: President  
DATE: 6-25-18



June 12, 2018

Ms. Cris Randall  
Human Resources Director  
City of DeKalb  
200 S. Fourth Street  
DeKalb, IL 60115

Dear Ms. Randall,

Thank you for the opportunity to provide the City of DeKalb with additional information regarding our proposal to assist in the recruitment and selection process for DeKalb's next City Manager. Here is additional detail as requested:

**Provide access to qualified candidates - \$2,000**

GovHR has conducted over 400 recruitments in 29 different states. This provides us with a database of candidates and contacts that we can draw upon for DeKalb's City Manager opportunity. More than 5,000 candidates have requested to have position announcements sent to them whenever we have a new opportunity. In addition to our headquarters in Illinois, we have consultants located in Arizona, Wisconsin, Indiana, Michigan and Florida. The contacts each of these consultants has will assist us in identifying potential candidates.

**• Create a professional profile - \$3,000 (assumes two full days and one night of stakeholder interviews)**

GovHR's consultant will conduct individual interviews with each member of the council, each department head and any other stakeholders the City designates. That is typically two full days of work plus often an evening. The cost for these interviews plus review of the City's budget, strategic plan, comprehensive plan and other documents is approximately \$2000. The actual drafting of the brochure and the layout of the brochure costs approximately \$1000.

**• Direct an effective advertising and marketing of the opportunity on a regional or national scope - \$3,000**

Attached is a list of websites we typically use. The staff cost to place these announcements is \$500. We pass through the actual costs to the client and do not upcharge advertising fees. In addition, we pay for access to a database of all city managers in the country (the database is updated quarterly for accuracy). We can obtain the emails and do a targeted outreach on behalf of the City of DeKalb. We can target candidates who serve cities similarly sized to DeKalb and also target regions of the country. Finally, we will personally contact candidates we think would



be a good fit for the position and market the opportunity at professional conferences we attend this summer such as the Michigan City Managers' conference in mid-July.

- **Pre-screen candidates - \$3,000**

GovHR typically spends an hour in a skype or facetime interview with potential finalist candidates. Typically, we will interview 15-20 candidates. We also conduct two reference calls on each candidate that is presented to the City. This does not preclude the City from reviewing all of the resumes and selecting candidates to interview that were not pre-screened. Pre-screening provides an objective, third party assessment of the candidates' skills and abilities as well as their professional demeanor. We would also conduct a social media search and print media search on each of the finalist candidates. All of this provides important information on the candidates to the Mayor and City Council.

Please let me know if I can provide you with additional information. I can be reached at 847-902-4110.

We hope to have the opportunity to work with the City of DeKalb on this important recruitment!

Best wishes,

A handwritten signature in black ink that reads 'Heidi Voorhees'.

Heidi Voorhees  
President, GovHRUSA



June 12, 2018

Ms. Cris Randall  
Human Resources Director  
City of DeKalb  
200 S. Fourth Street  
DeKalb, IL 60115

Dear Ms. Randall,

Thank you for the opportunity to provide the City of DeKalb with additional information regarding our proposal to assist in the recruitment and selection process for DeKalb's next City Manager. Here is additional detail as requested:

**Provide access to qualified candidates - \$2,000**

GovHR has conducted over 400 recruitments in 29 different states. This provides us with a database of candidates and contacts that we can draw upon for DeKalb's City Manager opportunity. More than 5,000 candidates have requested to have position announcements sent to them whenever we have a new opportunity. In addition to our headquarters in Illinois, we have consultants located in Arizona, Wisconsin, Indiana, Michigan and Florida. The contacts each of these consultants has will assist us in identifying potential candidates.

**• Create a professional profile - \$3,000 (assumes two full days and one night of stakeholder interviews)**

GovHR's consultant will conduct individual interviews with each member of the council, each department head and any other stakeholders the City designates. That is typically two full days of work plus often an evening. The cost for these interviews plus review of the City's budget, strategic plan, comprehensive plan and other documents is approximately \$2000. The actual drafting of the brochure and the layout of the brochure costs approximately \$1000.

**• Direct an effective advertising and marketing of the opportunity on a regional or national scope - \$3,000**

Attached is a list of websites we typically use. The staff cost to place these announcements is \$500. We pass through the actual costs to the client and do not upcharge advertising fees. In addition, we pay for access to a database of all city managers in the country (the database is updated quarterly for accuracy). We can obtain the emails and do a targeted outreach on behalf of the City of DeKalb. We can target candidates who serve cities similarly sized to DeKalb and also target regions of the country. Finally, we will personally contact candidates we think would



be a good fit for the position and market the opportunity at professional conferences we attend this summer such as the Michigan City Managers' conference in mid-July.

- **Pre-screen candidates - \$3,000**

GovHR typically spends an hour in a skype or facetime interview with potential finalist candidates. Typically, we will interview 15-20 candidates. We also conduct two reference calls on each candidate that is presented to the City. This does not preclude the City from reviewing all of the resumes and selecting candidates to interview that were not pre-screened. Pre-screening provides an objective, third party assessment of the candidates' skills and abilities as well as their professional demeanor. We would also conduct a social media search and print media search on each of the finalist candidates. All of this provides important information on the candidates to the Mayor and City Council.

Please let me know if I can provide you with additional information. I can be reached at 847-902-4110.

We hope to have the opportunity to work with the City of DeKalb on this important recruitment!

Best wishes,

A handwritten signature in cursive script that reads 'Heidi Voorhees'.

Heidi Voorhees  
President, GovHRUSA

## Advertising Sources and Estimated Costs - GovHR

Organization	Cost of Advertisement
International City/County Management Association (ICMA)	\$445
Illinois City/County Management Association (IAMMA)	\$50
Iowa League of Cities	\$130
LinkedIn.com	\$250
Local Government Hispanic Network (LGHN)	\$75
Michigan Municipal League	\$225
Minnesota Municipal League-League of MN Cities	\$150
Missouri Municipal League	\$150
National Forum for Black Public Administrators (NFBPA)	\$350
National League of Cities (NLC)	\$350
Professional Diversity Network	\$395
Strategic Government Resources	\$50
Wisconsin City/County Management Association	\$50
<b>Total</b>	<b>\$2,670</b>

## Additional Advertising Sources and Estimated Costs - HR

American Society for Public Administration (ASPA)	\$250
GovernmentJobs.com	No fee (included in NeoGov's subscription)
Illinois Municipal League (IML)	\$35
Northern Illinois University (Huskies Get Hired)	No fee
PublicSalary.com	No fee (included in annual subscription)
<b>Total</b>	<b>\$285</b>