

VILLAGE OF GERMANTOWN
COMMITTEE OF THE WHOLE
MEETING MINUTES
JUNE 5, 2017

CALL TO ORDER: The meeting was called to order at 7:33 p.m. by Village Clerk Goeckner in the Village Hall Boardroom.

ROLL CALL: Present: Trustees Baum, Campbell, Hughes, Warren and Zabel. Absent and excused: President Wolter, Trustees Kaminski, Miller and Myers. Also present: Administrator Schornack, DPW Director Ratayczak, CDD Planner Retzlaff, Attorney Sajdak and Clerk Goeckner

MOTION (Warren/Hughes) to appoint Trustee Baum as President Pro Tempore, carried.

Interview Firms to Conduct Search for Village Administrator:

Administrator Schornack presented background information related to hiring Firm to conduct Village Administrator search, Firm interview process, and options for Interim Administrator.

10 minutes for presentation and 10 minutes for questions.

GOV HR – Lee Szymborski, Senior Vice President of GOV HR, office in Milwaukee. former City Administrator of Mequon, Company has been around for about 45 years, previously Vorhees and Associates; do Executive recruiting strictly for local Governments. Develop recruitment profile by talking with all Trustees and all Department Directors, can also meet with the Community; opportunity for all to articulate desired skills and attributes; provides clear understanding of what is wanted and serves as touchpoint to refer back to judge quality of candidate in creating portfolio. Extensive outreach process involving advertising using 12-18 different outlets including direct emailing people who are best targeted for Village Administrator, all Social Media-Linked-in, Facebook, Twitter, and phone calling. Vetting process, what Village can expect, ideas of how to be competitive in market, opinion of position market price, review resumes to identify those meeting minimum profile criteria, talk with each of them, present Village 8-12 candidates to decide which to offer interview. Service also includes reference checks, complete background check to include criminal, financial and educational, and social media search. Schedule tailored interview process. Search process takes about 12 weeks, additional 1 to 2 months for Village Administrator to be in the office. Also provide Interim Administrator service.

Questions:

Trustee Warren asked what is fee structure based on; Mr. Szymborski responded fee structure broken down to 3 components: 1) recruitment fee; \$13,000, covers cost of services, 2) expenses; support services, background checks, travel-noted just 16 miles round trip, total not to exceed cost estimated at \$3,000, 3) advertising; costs not to exceed \$2,500; ICMA, WCMA, Leagues, Midwest area, others as requested by Village.

Trustee Warren questioned if any guarantee on the number of candidates; Mr. Szymborski indicated generally bring portfolio of 8-12 candidates, very competitive market, depends on salary.

Trustee Zabel commented search process takes about 12 weeks, additional 2-month process to fill position; Mr. Szymborski confirmed. Trustee Zabel asked if portfolio presented will include all information on people brought forward to Village; Mr. Szymborski noted will have conversations with candidates, extensive background check and will walk through each candidate, provide commentary. Will also do matrix, comparing Village wants to how candidate stacks up. Trustee Zabel questioned if Firm provides contract for Administrator; Mr. Szymborski stated can negotiate terms of agreement on Village's behalf, can supply Village with sample employment agreements. Attorney Sajdak questioned benefit of Firm advertising versus Village placing ads; Mr. Szymborski noted recruiting is more than just advertising; includes contacts developed over years; Firm has broadest and deepest pool, attend all conferences, all in Firm have worked the field, know how to read candidates and understand elected officials.

Trustee Baum asked who have you placed in area already; Mr. Szymborski responded, in last year or so, have done Waukesha, St. Francis, Town of Rome, Racine, Glendale, Hobart, City of West Bend, Town of Cedarburg, Town of Beloit. Trustee Baum questioned what do you base your idea of salary on; Mr. Szymborski stated will do survey using salary data available through WCMA; recent searches in area, Glendale, Shorewood, Oak Creek, give idea of what candidates were offered, know what area municipalities are paying; provides a measure to be competitive. Trustee Baum questioned if all Village Administrators will make the same regardless; Mr. Szymborski stated, won't find Administrator making under \$100,000 in greater Milwaukee area; Glendale and Shorewood are communities smaller in area and population, advertised range \$120,000 to \$130,000; Germantown should take that into consideration. Trustee Baum asked if candidate has 37 years experience does that garner a higher wage than someone with 5 years of experience; Mr. Szymborski indicated it does, advertise salary range depending on qualifications. Trustee Baum asked what key interest item administrators look for in a job; Mr. Szymborski responded, what will grab their eye is salary; will also consider how they are going to click with the Board; look for collegiality, how Board relates to Community, overall environment and culture. Trustee Zabel commented Firm will supply price for Interim Administrator.

Special meeting June 12th at 5:30 p.m.; Board will make decision and contact Firm.

INTEGRATED PUBLIC RESOURCES (IPR):

Russ Van Gompel, former resident of Germantown; over 30 years in local government between partner and himself. IPR, division of McMann Engineering Group out of Neenah; work on Public-Private partnerships and Executive recruitment. Recently conducted recruitment for City of Mondovi, Kimberly/Little Chute, Village of Cambria; currently recruiting for Village of Cambridge and City of Weyauwega. Goal to attract best candidate for position; thorough, professional and timely selection process. Work with elected body to review position description and determine personality characteristics desired then prepare candidate profile. Advertisement will include area history and background information; determine where to advertise: ICMA, League of Wisconsin Municipalities, WCMA; may also utilize recruiting sites such as Indeed; actual listing and posting will be confirmed with Village Board. Strong presence in Social media, Twitter, Facebook and

Linked-In; also reach out to existing professionals with contacts in professional associations. After applications received, prepare candidate list and profile; if requested, will show all candidates and assist in screening process to come up with 5 or 6 candidates to interview; can assist with interview process. Village to establish a primary contact, schedule meetings and interviews, and payment of publication and advertising. Firm fee to include all expenses, not to exceed estimate of \$10,000, negotiate a not to exceed fee. Trustee Warren asked for timeline to get someone on board; Mr. Van Gompel indicated 2 months to 10 weeks, to identify selected candidates, then interview process. Assistance with Interim Administrator services, \$110 per hour.

Questions:

Trustee Zabel asked for goal established is to present profiles for predetermined number of candidates to Board and Firm would review with Board; Mr. Van Gompel confirmed, do screening of resumes, cover letters, professional references, summarize data for each into similar format. Trustee Zabel asked if they assist with contract negotiation; Mr. Van Gompel noted they would assist with negotiation of final terms and conditions. Trustee Zabel asked for idea of what current salary should be; Mr. Van Gompel indicated review of job description; recommended advertising with salary range depending on qualifications, comparable salary range for area. Trustee Zabel asked if qualifications of candidate would determine salary and how many years experience would Firm recommend; Mr. Van Gompel stated would look for candidate with 5-8 years, maybe 10 years; want some flexibility, may have potentially good quality candidates outside realm of current Managers and Administrators; consider individual's characteristics and experiences. First step is phone interview to ensure good fit for the position; would come back and talk to Board about possible reimbursement of expenses for candidates from other states looking to relocate or come back to area.

Attorney Sajdak, same question, why would Village spend money to hire Firm to do advertising versus Village doing it; Mr. Van Gompel stated Village might not have staff resources; Firm has contacts in professional organizations and social media to assist in recruiting quality candidates, assist Village with recruiting and interview process, ask appropriate questions, bring level of professionalism and expertise.

Trustee Zabel asked \$10,000 fee based on what has been done previously but final amount may change; Mr. Van Gompel noted fee based on estimate of time necessary to get process through to completion; indicated interview process is 4 step process; 1) public meet and greet, open forum component, 2) interview process with elected body, 3) followed by interview with key personnel – Finance, DPW, Police and Fire Chiefs, and 4th component is written exam to get idea of candidate's writing experience; gather input from all components. Can customize services, eliminate processes. Fee includes everything mentioned; \$10,000 would include all expenses.

PUBLIC ADMINISTRATION ASSOCIATES:

William Frueh provided background information on the firm and proposal to the Village. Have assisted with recruitment of 232+ City Managers and Administrators; 3rd most active firm in the United States. Reasonable cost of services due to minimal Firm advertising, marketing is a business card; jobs are from reputation, word of mouth. Philosophy is to gather information, get it to Village so Village gets best possible candidates to make best decision. If hired, will attend all board meetings for consulting, final decision is Village Board's. Will meet with you personally and individually to go over challenges and

requirements of the position. time schedule, advertising strategy etc. Have relationship with colleges offering public administration programs; provide ad to alumni. Benefit of many years in profession. Meet with Village Board and Department Directors, disclose every applicant, Village chooses 8-10 for interview. Candidates prepare 6-minute video to include answering those 6 basic questions. Thorough background check done. Meet with Village Board and provide reference report of each candidate. Then select 3-5 candidates for final interviews; use a 4-step process: 1) most important is interview by Village Board, 2) involve staff, interview in less formal setting and give Village Board what they see as strengths and weaknesses in candidates, 3) give tour of Village, selling Village to them, 4) last is a 45-minute written round robin exercise; good administrator has to be in constant communications. Criminal background and College transcripts. Informal meeting in social setting. Available to assist with negotiating final contract. No interim payments, want to be sure you are satisfied before you are billed; \$11,500 plus actual cost of expenses, approximately \$400-\$800 and advertising costs between \$700-\$900. Actual cost of expenses and actual costs of advertising plus our \$11,500. Guarantee, if don't like any candidates, will start over, just bill for expenses; also, if Administrator is dismissed for cause or resigns within 2 years, will recruit for no additional fee. Would like to start process right away, available to meet with you; closing date of July 14th, final reviews around August 18th/19th, make offer, new Administrator arriving on job around September 21st. Suggested best department head made interim administrator.

Questions:

Trustee Warren asked if preparation and negotiation of employment agreement is part of fee presented; Mr. Frueh stated, yes; only billed after satisfied with efforts. Trustee Warren asked how many times have they needed to use the guarantee; Mr. Frueh stated, none.

Trustee Zabel asked for proposal for interim administrator to be provided to Clerk.

Trustee Zabel suggested deferring #4 Discussion on Hiring Interim Administrator, until Special Village Board meeting on Monday, June 12th at 5:30 p.m.; tabled until special meeting.

ADJOURNMENT: There being no further business, meeting adjourned at 8:59 p.m.

Respectfully Submitted,

Kathleen M. Strebe
Deputy Clerk
On Behalf of Barbara K. D. Goeckner
Village Clerk