



August 19, 2024

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## MEMO

TO: Mayor & City Council Members

FROM: Glen Conklin, City Treasurer

Tony Graff, Interim City Administrator

SUBJECT: Appointment – Interim Finance Director Position

This is a request to Mayor Raymond Soliman to appoint Erica Waggoner as the Interim Finance Director with our recommendation by the City Treasurer Glen Conklin and Interim City Administrator Tony Graff.

### Background Information:

GovHr USA Temp was contacted to request if there were any interim finance directors in their network. Also, Illinois City/County Manager Association and Illinois Government Finance Association were contacted too. There was no response except through GovHR Representative Mike Earl who forwarded Erica Waggoner's contact information to Administrator Tony Graff. Erica Waggoner presented her resume for review and an interview was conducted on 8/6/2024 by Mayor Soliman, Treasurer Conklin, and Administrator Graff. After the interview, a tour of the City Offices and introduction to the city staff was conducted.

A follow up by Gov HR USA Temp stated Erica was interested in the interim position and a proposal was drafted for review. Since this position is a key to operations Treasurer Conklin recommended to begin an orientation on August 13, 2024, after the city work session discussion on August 12, 2024.

### RECOMMENDATION:

Request to Mayor Soliman to appoint Erica Waggoner as Interim Finance Director and the Request to City Council to Approve the Resolution Approving the Appointment and Licensing Contract with GovHR USA Temp.

