



REPORT TO APC

ITEM NAME:	Discussion and Possible Action: To review and select a firm to conduct the executive search for the Administrator position
MEETING DATE:	9/19/2024
PRESENTING COMMITTEE:	APC
COMMITTEE CONTACT:	
STAFF CONTACT:	Lisa Kerstner
PREPARED BY:	Lisa Kerstner

OBJECTIVES: Locate a firm to help find a qualified Administrator.

PROPOSAL: Pick a firm to work with on hiring a full-time Administrator.

ADVANTAGES: The company will get to know the Village and help match applicants with the Village needs. They have a larger pool of applicants to help with recruiting the correct candidate(s).

DISADVANTAGES: cost (\$24,000 - \$28,750)

RECOMMENDED ACTION: Pick a firm to work with Village Staff/Village President on hiring a full-time Administrator.

FUNDING SOURCE(s) – Must include Account Number/Description/Budgeted Amt CFY/% Used CFY/\$

Remaining CFY

Account Number:

Description: Undesignated Funds

Budgeted Amount:

Spent to Date:

Percentage Used:

Remaining:

ATTACHMENTS (describe briefly): MSLLC, GPS, Express, GovTemp