

MEETING DATE: 06/20/23	REPORT TO APC			AGENDA ITEM #
PRESENTING COMMITTEE: APC	COMMITTEE CONTACT:	STAFF CONTACT:	PREPARED BY: Bobbi Birk-LaBarge	
<p><u>ISSUE:</u> The Village posted for the permanent Administrator in August of 2022. We have been struggling to fill that roll with a permanent Administrator</p>				
<p><u>OBJECTIVES:</u> Re-evaluate the plan for hiring a permanent Village Administrator, i.e., re-post or explore a headhunter group to seek out qualified candidates for this position.</p>				
<p><u>ISSUE BACKGROUND/PREVIOUS ACTIONS:</u> At the February 13, 2023 Village Board meeting, Duane Gau recommended the Village hire a firm and estimated the cost at 12k-15k, depending on services. The Board decided to post the position 'tin house" and see if we would get quality applicants prior to spending that much money. Thus far, the process has not been great, as we received only one applicant who had actual municipal experience as an Administrator. The Village has been without a permanent Administrator since early July 2022.</p> <p>I've been advised it can take up to three months to hire an Administrator from start to finish. We have gotten by with Interim Administrators and utilizing our Chief of Police. Due to negative social media and numerous past turnover at the village, it needs to strongly consider hiring a headhunter agency to recruit for an Administrator.</p>				
<p><u>PROPOSAL:</u> Allow staff to find a headhunter agency for our next permanent Administrator similar to PAA.</p> <p>PAA President Kevin Brunner advised the following via e-mail to Chief McHugh I March of 2023:</p> <p>Chief McHugh,</p> <p>Yes, PAA does provide executive search services. We perform about 30 municipal CEO searches each year for Wisconsin municipalities. Last Fall, we assisted the village of Rothschild with the search for their new administrator and have conducted similar searches for many communities in central Wisconsin. The prices for our executive search services range in price depending on the level of service requested but a typical search will be in the \$13K\$15K range which includes all marketing costs, candidate reference background reports, candidate assessment center including emotional intelligence and psychological testing and employment agreement drafting/negotiating. It is a 'turn-key' approach where PAA does all of the necessary candidate recruitment/assessment with the governing body charged with selecting the semi-final and ultimately the final candidates that they want to consider for the position,</p>				

ADVANTAGES: The Village could see a greater quantity of candidates who have municipal experience, particularly those with experience as an Administrator. Keeping this item moving means that we're prepared and staying ahead of the game. A firm like PAA does all the "heavy lifting," which frees up the staff from these hiring tasks and saves us time and money.

DISADVANTAGES: Cost—this is obviously going to cost more than the "in house" recruitment process. However, we have saved money by not paying the Administrator salary since February 20th.

ITEMIZE ALL ANTICIPATED COSTS (Direct or Indirect, Start-Up/One-Time, Capital, Ongoing & Annual, Debt Service, etc.)

Kevin Brunner of PAA advised me they would charge approximately 13k-15k depending on services. Former Interim Administrator Gau budgeted 15k for this expense and 5k for relocation expenses into the 2023 budget. The money for a firm has been budgeted for 2023.

RECOMMENDED ACTION:

Recommend the Village contract with PAA or another similar firm to hire our next permanent Administrator.

OTHER OPTIONS CONSIDERED:

N/A

TIMING REQUIREMENTS/CONSTRAINTS:

As stated, the sooner we begin this process the better.

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

Former Interim Administrator Gau budgeted 15k for this expense and 5k for relocation expenses into the 2023 budget.

ATTACHMENTS (describe briefly):