



**Proposal**

APR 1, 2026

## **Village Administrator Recruitment Services**

**Village of Roscoe, Illinois**

**Submitted by:**

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# Cover Letter

Apr 1, 2026

Mr. Thomas Green  
Village Attorney  
Village of Roscoe  
10631 Main Street  
Roscoe, IL 61073



Dear Mr. Green:

As the nation's leading provider of executive recruitment and selection solutions, MGT Impact Solutions, LLC (MGT) is uniquely well qualified to partner with the Village of Roscoe ("Village") to exceed all your expectations on this Village Administrator Recruitment project.

## HOW CAN WE SUPPORT YOU?

We understand you are seeking Village Administrator Recruitment Services. Following are the keys to our successful methodology:

- **Industry Leadership:** With over 1,500 completed executive recruitment engagements in 46 states and a diverse range of communities, we're a proven leader in local government recruitment. Over 40% of our clients are repeat customers, and 94% rate our performance as **Outstanding**.
- **Subject Matter Expertise:** Our team includes former local government leaders, human resources experts, and industry veterans, ensuring that we understand the specific challenges and opportunities in government, education, and nonprofit sectors. We leverage our deep understanding of organizational culture and sector-specific needs to identify top-tier candidates who align with our clients' goals.
- **Top Talent, Guaranteed:** We use advanced recruitment strategies, including social media outreach and video interviews, to thoroughly vet candidates. Our Recruitment Brochures showcase in-depth knowledge of your community, and we conduct extensive reference checks and background searches to ensure we recommend the best fit.
- **True Partnership:** From start to finish, we collaborate closely with you. You'll have full access to candidate resumes, and we'll offer honest assessments to ensure the perfect match. Whether evaluating internal candidates or exploring non-traditional talent, we're committed to your complete satisfaction.
- **Flexible Solutions:** We offer customizable recruitment services to suit any budget, from Full Executive Searches to Limited Scope and Virtual Recruitments. Our proposal outlines the service scope that best meets your needs.

Our comprehensive and tailored executive recruitment services are designed to meet the unique needs of your organization. With a proven track record, a focus on quality, and a commitment to partnership, we ensure that every step of the process is handled with expertise and care. Whether you're seeking top-tier talent, exploring non-traditional candidates, or working within a specific budget, we are here to deliver the best fit for your organization. We look forward to

COVER LETTER

working with you to find the ideal candidate who will drive success and elevate your community's leadership.

**MGT CONTACT INFORMATION**

<b>MGT HEADQUARTERS</b>	<b>MGT Impact Solutions, LLC</b> 4320 West Kennedy Boulevard   Tampa, Florida 33609 FEIN: 81-0890071   www.mgt.us
<b>PROPOSAL CONTACT</b>	<b>Michele Morawski, Client Services Manager</b> 224.415.3791   mmorawski@mgt.us

The following proposal has been tailored to your specifications and provides a detailed plan of how we will partner with you to meet your objectives. Thank you for the opportunity to present our qualifications to the Village of Roscoe. Should you have questions on any aspect of this proposal, please contact **Michele Morawski** at **224.415.3791** or **mmorawski@mgt.us**.

Regards,



Lawrence Cowan, Chief Operations Officer for Revenue Operations  
*Authorized to bind the firm*



# Firm Profile

*Impacting communities for good.*

MGT brings **50 years** of experience driving positive social change and performance in education, government, nonprofits, and critical infrastructure/private industries through **assisting clients to strengthen their foundation, change systematically, and enable resiliencies for long-lasting change**. Since inception, MGT has significantly grown in size and capacity – working with state and local governments and education partners. Today, we bring a team of over **1,200 professionals** who offer in-depth market knowledge and understanding so we can hit the ground running.

MGT is a privately held, employee-owned and financially stable limited liability company with a deep roster of staff and a commitment to serving the public. Our clients care about addressing the world’s most-pressing problems, and so do we. Their “why” is our why.

**What sets us apart** is our ability to customize and offer individualized support but also the resources of a larger infrastructure to enable flexibility in impacting to-scale. Throughout our history, MGT has successfully delivered more than **30,000 projects** through a thoughtful balance of balancing the “immediate” needs while changing systems to plan for future resilience and success.

## MGT | FIRST LOOK

**Name:** MGT Impact Solutions, LLC (MGT)  
**Locations:** Headquarters in Tampa, FL; branch offices nationwide.  
**Cooperative Contracts:**  
ASC 20-7359, 24-7484  
OMNIA LS4612  
Sourcewell 060624MGT  
TIPS 220601, 220802, 230105  
TXShare 2024-019  
**Structure:** Privately held, employee-owned, client-driven Limited Liability Company.  
**Lines of Business:** Strategy and Implementation, Performance and Operations, IT Infrastructure, and Cyber Security and Resilience for public sector and commercial companies.

## Markets we serve:

- Higher Education
- Prek-12
- Government
- Nonprofits
- Commercial Industries

 **50**  
years

 **1,200**  
consultants

 **30,000**  
projects

**Specialized technology and advisory solutions for society’s most mission-critical challenges.**



## Our Commitment

MGT embraces the most complex challenges on the leadership agenda, with deep commitment, agility, and local expertise to make a measurable and profound impact. Simply stated, **we are impacting communities for good.**

## DEFINED BY IMPACT

Making a profound impact on society is at the heart of who we are and what we do. Village of Roscoe should be proud to make a difference in the lives of the citizens in your community, and we are proud to work with you toward this goal. Our team empowers organizations through innovations in people, processes, and technology to lift and strengthen your solutions.

### People



We believe in the power of connecting people and ideas to solve mission-critical, complex challenges to foster trusted partnerships with clients, for life.

### Purpose



We are led by a singular purpose—to offer partnerships and design solutions that provide enduring opportunities for individual prosperity and community well-being.

### Performance



We partner with our clients to advance learning outcomes, manage technology networks, reduce operational costs, improve workflows, and engineer resilient IT infrastructure.

### Education State & Local Government Enterprise & Critical Industries

#### Technology Solutions

We provide engineering expertise to modernize and manage IT infrastructure and ensure technology implementation is properly designed, integrated, optimized, and maintained. MGT delivers end-to-end solutions tailored to your unique needs, spanning managed services, cybersecurity, physical security, network infrastructure, cloud and data, SaaS offerings, and communications.

As your trusted advisors, we partner with you to develop strategic technology architectures and/or assist you in quickly procuring and installing equipment for immediate needs or to resolve an IT issue.

#### Advisory Solutions

We empower organizations to make data-informed decisions by unlocking and organizing critical information—financial and operational—to support strategic, evidence-based planning.

With that insight, we partner with clients to develop tailored strategies and actionable road maps that drive meaningful outcomes.

Our expertise spans data, talent, processes, and technology—optimizing each to achieve measurable impact with efficiency. From PMO support to workforce placement and development, we work alongside our clients to implement solutions and deliver results that matter.

#### Beyond the Project: Comprehensive People Solutions

We support clients in addressing their most mission-critical human capital needs, with specialized expertise in executive recruitment, staffing solutions, and human resources consulting. With over 1,250 clients, 3,100 completed projects, and a 93% client satisfaction rate, MGT delivers tailored solutions to help organizations attract top talent, meet urgent short- or long-term staffing demands, support critical IT project staffing needs, and strengthen their workforce strategies.

**To schedule a complimentary consultation, contact:**  
**Senior Vice President Joellen Cademartori**, MGT's head of Human Capital, at [jcademartori@mgt.us](mailto:jcademartori@mgt.us).



# Project Team


*The success of a consulting engagement is founded on the qualifications of the project team and the way in which it is structured and managed.*

MGT employs a team of professionals with backgrounds in local government and the not-for-profit sector. With the Village’s staffing needs in mind and due to the significance of this recruitment, we have assigned our highly knowledgeable and experienced consultant, Mark Peterson. He will act as your Recruitment Lead and the primary point of contact for this project. All Recruitment Leads are supported by the Vice President of Human Capital Solutions, a Recruitment Coordinator, and Reference Specialist. Depending on availability at the time a contract is awarded, MGT reserves the right to assign another Recruitment Lead to ensure the recruitment is completed within an appropriate time frame. Staff biographies are located in **Appendix A.**


## Recruitment Lead & Main Point of Contact

	<p><b>MARK PETERSON</b> MGT Approved Independent Executive Recruiter 309-825-5091 MPeterson@mgt.us</p>	<p>Mark Peterson has 30+ years of municipal administration leadership experience (including two decades as City Manager), leveraging deep local government networks and strategic judgment to deliver executive recruitments for city managers and department head roles across multiple states.</p>
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## Director | Recruitment Support

	<p><b>YOLANDA HOWZE</b> Director – Executive Recruitment 314.304.2889 YHowze@mgt.us</p>	<p>Yolanda Howze is a well-regarded human resources professional with more than 25 years of leadership experience in public sector human resources, primarily in municipal government.</p>
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## Project Executive

	<p><b>CHARLENE STEVENS</b> Vice President – Human Capital Solutions 320.262.0303 CStevens@mgt.us</p>	<p>Charlene leads MGT’s Executive Recruitment practice and has over 25 years of leadership and recruitment experience in public sector management.</p>
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# Project Approach & Methodology

*A detailed plan specifically designed for you.*

## Project Understanding

A typical recruitment and selection process requires a significant investment of time and effort. A substantial portion of this involves administrative tasks such as advertisement placement, reference checks, and candidate due diligence.

We believe our experience and ability to professionally administer your recruitment will provide you with a diverse pool of highly qualified candidates for your position search.

Our clients are informed of the progress of their recruitment throughout the entire process. We are always available by mobile phone or email should you have a question or need information about the recruitment.



### Success Stories

**“The coordination by the consultant helped to alleviate the workload of internal staff. Consultant was willing to customize the process based on the City’s needs.”**

## Proposed Work Plan

### PHASE 1 – POSITION ASSESSMENT, ANNOUNCEMENT, & BROCHURE

MGT treats each executive recruitment as a transparent partnership with our client. We believe in engaging with stakeholders early in each recruitment process to fully understand the challenges and opportunities inherent in the position. Understanding the organizational culture is critical to successful recruitment. We gain this insight and information through meetings (one on one and in small groups), surveys, and a review of relevant information. This information is reflected in a polished marketing piece that showcases the organization and the area it serves.

#### INFORMATION GATHERING

- One-on-one or group interviews with stakeholders identified by the Village.
- Community forums (in-person or via video) can be used to gather input and feedback.
- Surveys can be used for department personnel and/or the community to gather feedback.
- Conversations/interviews with department heads.

A combination of the items listed above can be used to fully understand community and organizational needs and expectations for the position (this proposal includes 12 hours of meetings – additional meetings can be added for a fee of \$225/hour plus actual expenses if incurred). One organizational survey is included. A separate Community Survey with detailed analytics can be conducted for \$3,500. Community Forums are conducted as an optional service.

Development of a **POSITION ANNOUNCEMENT** to be placed on websites and social media.

Development of a thorough **RECRUITMENT BROCHURE** for Village review and approval.

Agreement on a detailed **RECRUITMENT TIMETABLE** – a typical recruitment takes between 90 to 120 days from the time you sign the contract to the appointment of the finalist candidate.

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## PHASE 2 – ADVERTISING, CANDIDATE RECRUITMENT, & OUTREACH

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We make extensive use of social media as well as traditional outreach methods to ensure a diverse and highly qualified pool of candidates. Our website is well known in the local government industry – we typically have 17,000+ visits monthly to our website and career center. Additionally, our weekly jobs listings are sent to over 8,000 subscribers.

Phase 2 will include the following:

- MGT consultants will personally identify and contact potential candidates.
- Develop a database of potential candidates from across the country unique to the position and to the Village, focusing on:
  - Leadership and management skills.
  - Size of organization.
  - Experience in addressing challenges and opportunities also outlined in Phase 1.
  - The database will range from several hundred to thousands of names. An email campaign will be sent to each potential candidate.
- Placement of the Position Announcement:
  - Public sector online Career Centers.
  - **Social media:** LinkedIn (posted on MGT Executives LinkedIn news feeds to reach over 50,000 connections), Facebook, and Instagram.
  - MGT will provide the Village with a list of advertising options for approval.

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## PHASE 3 – CANDIDATE EVALUATION & SCREENING

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Phase 3 will include the following steps:

- Review and evaluation of candidates' credentials with consideration to the criteria outlined in the Recruitment Brochure.
- Candidates will be narrowed down to those that meet the qualification criteria.
- Candidate evaluation process:
  - Completion of a questionnaire explaining prior work experience.
  - Live Video Interview (45 minutes to 1 hour) conducted by consultant with each finalist candidate.
  - References provided by the candidate are contacted.
  - Internet/Social Media search conducted on each finalist candidate.

All resumes will be acknowledged and inquiries from candidates will be personally handled by MGT, ensuring the Village's process is professional and well regarded by all who participate.

## PHASE 4 – PRESENTATION OF RECOMMENDED CANDIDATES

Phase 4 will include the following steps:

- MGT will prepare a Recruitment Report presenting the credentials of those candidates most qualified for the position.
- MGT will provide an electronic recruitment portfolio which contains the candidates' materials along with a "mini" resume for each candidate so that credentials are presented in a uniform way.
- The Village will receive a log of all applicants and may review resumes if requested.
- Report will arrive in advance of the Recruitment Report Presentation.

MGT will meet with the Village to review the recruitment report and provide additional information on the candidates.

## PHASE 5 – INTERVIEWING PROCESS & BACKGROUND SCREENING

Phase 5 will include MGT completing the following steps:

- Develop the first and second round interview questions for Village review and comment.
- Coordinate candidate travel and accommodations.
- Provide Village with an electronic file that includes:
  - Candidates' credentials.
  - Set of questions with room for interviewers to make notes.
  - Evaluation sheets to assist interviewers in assessing the candidate's skills and abilities.

Background screening will be conducted along with additional references contacted:

### MGT BACKGROUND SCREENING

- |  |   |
|--|---|
| ✓ Social Security Trace & Verification   | ✓ County/Statewide Criminal Search  |
| ✓ US Federal Criminal Search   | ✓ Civil Search  |
| ✓ Verified Enhanced National Criminal Search   | ✓ Bankruptcy, Liens, and Judgements   |
| – National Sex Offender Registry   | ✓ Motor Vehicle Record  |
| – Most Wanted Lists: Federal Bureau of Investigation (FBI), Drug Enforcement Agency (DEA), Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF), Interpol | ✓ Education Verification – All Degrees Earned   |
| – Office of Foreign Assets Control (OFAC) Terrorist Database Search  | <b>Optional:</b> Credit Report – Transunion with score (based on position and state laws) |
| – Office of the Inspector General (OIG), General Services Administration (GSA), System for Award Management (SAM), Food and Drug Administration (FDA)          | <b>Optional:</b>  |
| – All felonies and misdemeanors reported to the National Database  | – Professional License Verification   |
|  | – Drug Screen   |
|  | – Employment Verification   |

PROJECT APPROACH & METHODOLOGY

MGT will work with you to develop an interview schedule for the candidates and coordinate travel and accommodations. MGT consultants will be present for all the interviews, serving as a resource and facilitator.

MGT will coordinate a 2-Step Interview process. The first-round interviews will include four to five candidates. The second-round interviews will include two or three candidates. MGT will supply interview questions and an evaluation form.

In addition to a structured interview, the schedule can incorporate:

- Tour of Village facilities.
- Interviews with senior staff.

PHASE 6 – APPOINTMENT OF CANDIDATE

Activities

- MGT will assist you as much as requested with the salary and benefit negotiations and drafting of an employment agreement, if appropriate.
- MGT will notify all applicants of the final appointment, providing professional background information on the successful candidate.

Project Timeline

Based on our experience in conducting similar projects, we anticipate the proposed project can be completed within 14 weeks of project initiation as illustrated in **Exhibit 1**.

Exhibit 1. Proposed Schedule

WORK PLAN TASKS	WEEK													
	1	2	3	4	5	6	7	8	9	10	11	12	13	14
Phase 1: Position Assessment, Position Announcement, & Brochure	█	█												
Phase 2: Advertising, Candidate Recruitment, & Outreach			█	█	█	█								
Phase 3: Candidate Evaluation & Screening							█	█	█					
Phase 4: Presentation of Recommended Candidates										█				
Phase 5: Interviewing Process & Background Screening											█	█		
Phase 6: Appointment of Candidate													█	█

## **Commitment to Diverse, Highly Qualified Applicant Pool**

MGT is a national leader in consulting, strategic planning, and organizational transformation that helps public-sector organizations strengthen inclusive, representative workplaces. In executive recruitment, we are intentional about building diverse, highly qualified candidate pools by expanding outreach beyond traditional channels and applying structured, job-related evaluation practices to support a fair, consistent, and merit-based selection process.

MGT is also a pioneering firm in disparity research. Since 1990, we have completed more than 230 disparity studies for public agencies to help strengthen procurement operations, improve accountability, and expand participation among historically underrepresented groups, including minority- and women-owned businesses. By analyzing policies, practices, and programs, our clients are better positioned to improve access to economic opportunity and develop stronger business and workforce pipelines in communities that have faced longstanding barriers.

We actively support organizations that advance broader representation in local government through volunteer engagement and financial contributions. Partners include the National Forum for Black Public Administrators, the Local Government Hispanic Network, the League of Women in Government, and CivicPride. Our team has presented on inclusive leadership at ICMA and state conferences, and staff participate in relevant professional development, including implicit-bias training. We also provide curated learning resources at [mgt.us](http://mgt.us).

MGT has partnered with i4x, the consulting arm of the National Forum for Black Public Administrators, to support recruitment and selection efforts in multiple cities. This collaboration reinforces our focus on broad outreach and selection processes that help clients identify leaders who can effectively serve their communities.



# Cost Proposal

*Defined by Impact. Driven by People.  
Dedicated to the Community.*

We take pride in customizing our client’s needs – and we will work with you to ensure our fees are aligned with your expectations and budget.

## Full Scope Recruitment

Summary of Costs	Price
<b>Recruitment Fee</b>	\$22,000
<b>Recruitment Expenses (not to exceed)</b> Expenses include candidate due diligence efforts on presented candidates and background screenings for up to four finalists.	\$2,000
<b>Advertising</b> <i>*Advertising costs over \$2,000 will be placed only with client approval. If less than \$2,000, client is only billed for actual cost.</i>	\$2,000*
<b>TOTAL:</b>	<b>\$26,000**</b>

*\*\*Consultant travel expenses are not included in the price proposal. If the consultant is requested to travel to the client, travel costs will be estimated at time of request. Only actual expenses will be billed to the Village for reimbursement.*

Possible in-person meetings could include:

- Recruitment brochure interview process
- Presentation of recommended candidates
- Interview Process

Any additional consultant visits requested by the Village (beyond the three visits listed above) will be billed at \$225/hour. The additional visits may also result in an increase in the travel expenses billed.

\*This fee does not include travel and accommodation for candidates interviewed.

### RECOMMENDED OPTIONAL SERVICE

Our Classification and Compensation team can conduct a review and analysis of the job description, qualifications, and classification, and provide comparable insights using reliable compensation and job data sources. This analysis helps ensure the position’s skill requirements and salary range are aligned with the broader market. **Cost: \$900**

## Payment for Fees & Services

- **1<sup>st</sup> Invoice:** Contract Award (40% of the Recruitment Fee).
- **2<sup>nd</sup> Invoice:** Presentation of Candidates (40% of the Recruitment Fee & expenses incurred to date).
- **Final Invoice:** Completion of Recruitment (20% of the Recruitment Fee plus all remaining expenses).

Proposal pricing is valid for 90 days. Payment of invoices is due within 30 days of receipt.

## Our Guarantee – Full Scope Recruitment

MGT will present well-qualified candidates and support the client through selection and appointment. Because top candidates move quickly, the client agrees to provide timely direction and decisions. If the client does not respond to multiple written requests for decisions and/or guidance within six weeks of (i) delivery of the candidate slate for interviews or (ii) completion of finalist interviews, MGT may, at its discretion, terminate the engagement and invoice for services performed and expenses incurred to date.

If the client rejects a slate of qualified candidates and/or does not negotiate in good faith to finalize an offer, and instead elects to re-advertise the position, MGT reserves the right to assess additional consulting fees commensurate with the incremental scope and work requested.

Upon appointment of a candidate, MGT provides the following guarantee: should the selected and appointed candidate, at the request of the Village or the employee's own determination, leave the employ of the Village within the first 12 months of appointment, we will, if desired, conduct one additional recruitment for the cost of expenses, including advertising and consultant travel. To enact the guarantee, the Village:

1. Must request the replacement search within 30 days of the candidate's departure.
2. Must provide documentation of (i) regular onboarding meetings with the governing body (or designee) and (ii) at least one formal evaluation, including the candidate self-evaluation, Board of Commissioners input, and a written evaluation summary provided to the candidate.

## HIRING OF ADDITIONAL CANDIDATES

If the Village hires more than one candidate introduced by MGT as a result of this recruitment process during the subsequent 12-month period, an additional placement fee equivalent to 50% of the recruitment fee will apply for each additional hire. The guarantee stated above will only apply to the initial candidate hired by the Village.



# Optional Recruitment Services

## *The Nation's Recruitment Leader.*

Having a solid plan in place is the only way to reach your long-term vision and goals, and we want to see you thrive. Our variety of services can be personalized to make the most of your strengths and give you an extra layer of support where you need it. We offer the following additional service offerings:

### **FACILITATED PERFORMANCE EVALUATION**

As a service to the Village, we offer the option of providing you with a proposal for a 360° performance evaluation for the appointed position at six months and one year into their employment. This evaluation will include seeking feedback from both elected officials and department directors, along with any other stakeholder the Village feels would be relevant and beneficial. This input will be obtained on a confidential basis with comments known only to the consultant. If you are interested in this option, MGT will prepare a proposal for this service.

### **LEADERSHIP/PERSONALITY TESTING**

MGT has experience working with a wide variety of leadership and personality assessment tools, depending on the qualities and experiences the Village is seeking in their candidates. These include but are not limited to Luminaspark, Caliper, DISC, and others. Depending on the evaluation type, selected fees will vary.

### **RECORDED ONE-WAY VIDEO INTERVIEW OF CANDIDATES**

Candidates we recommend for your consideration can complete a one-way video interview with three to five questions that will be recorded and which you can review electronically at your convenience. This can occur prior to making your decision on which candidates to invite for an interview at an additional cost.



# Human Capital Consulting

MGT partners with public sector and nonprofit clients to address mission-critical human capital challenges through integrated staffing solutions and HR consulting. Our tailored approach helps organizations attract top talent, respond to urgent staffing needs, support complex IT initiatives, and strengthen long-term workforce strategy.

To schedule a complimentary consultation, contact MGT's head of Human Capital:  
**Joellen Cademartori, Senior Vice President** | [jcademartori@mgt.us](mailto:jcademartori@mgt.us)

## **MGT STAFFING SOLUTIONS**

Flexible staffing support to bridge workforce gaps and sustain operations. We serve cities, counties, school districts, and nonprofits with professionals across management, finance, IT, public safety, education, and more. We connect clients to skilled talent quickly through short-term assignments, longer-term placements, and outsourced arrangements to maintain continuity and stability.

## **CLASSIFICATION & COMPENSATION STUDIES**

Classification and compensation expertise supported by current market salary and benefits data. We provide practical recommendations to guide workforce decisions and keep compensation competitive and equitable.

## **ORGANIZATIONAL & STAFFING REVIEWS**

Assessment of organizational structure, workforce allocation, and operating dynamics to identify improvement opportunities. Data-driven insights help streamline processes, optimize and forecast staffing levels, and improve productivity.

## **LEADERSHIP DEVELOPMENT TRAINING**

Leadership development for public sector supervisors, including an 8-week online supervisory course. We also offer tailored trainings and assessments to strengthen core leadership capabilities at every level.

## **HUMAN RESOURCES AUDITS AND ASSESSMENTS**

Support that blends strategy and implementation, including strategic planning, change management, HR audits, staffing analysis, and policy review and development. This work strengthens compliance, aligns resources, and builds long-term organizational capacity.

## **EMPLOYEE ENGAGEMENT SURVEYS**

Engagement surveys and workplace climate assessments, delivered with our University of North Carolina–Chapel Hill partner, to measure morale and identify actionable improvements.

## **SUCCESSION PLANNING**

Succession strategies that build leadership continuity by aligning competencies with development opportunities and strengthening talent pipelines for near-term stability and long-term adaptability.



# Appendix A. Consultant Biographies

Biographies of our proposed consultants are provided on the following pages.



**Mark Peterson**  
 MGT Approved Independent  
 Executive Recruiter

Mark Peterson is a seasoned expert in Capital Improvement Funding, State and Federal Grant Procurement, and Financial Management, with over thirty years of municipal administration experience. Holding an M.A. in Public Affairs from the University of Iowa and a B.A. in Political Science, Mark's notable roles include City Manager of Town of Normal, IL (1998-2018), Chair of the Metro McLean County Centralized Communications Board (Metcom), and Trustee of the Bloomington-Normal Public Transit Systems Board (BNPTS). His career reflects a strong commitment to effective governance and public service, marked by his work in community policing, insurance administration, and sustainability initiatives.

At MGT, Mark utilizes his extensive network and strategic skills to enhance municipal policies and foster inter-agency collaborations. His expertise extends to executive recruitments across multiple states, including Illinois, Iowa, Missouri, Kentucky, and Wisconsin, covering roles from city managers to department heads in various sectors. Additionally, Mark has supported municipalities with strategic planning, team building, and performance evaluations, contributing to both long-term organizational growth and temporary staffing needs through GovTemps.

**Areas of Expertise**

- Capital Improvement Funding
- State and Federal Grant Procurement
- Financial Management
- Community Policing
- Insurance Administration
- Electric Vehicle Technology Deployment

**Education**

- M.A., Public Affairs, Local Government Management, University of Iowa
- B.A., Political Science, University of Iowa

**Memberships & Affiliations**

Municipal Insurance Cooperative Association (MICA), Former Treasurer

Metro McLean County Centralized Communications Board (Metcom), Former Chair

Bloomington-Normal Public Transit Systems Board (BNPTS), Former Trustee

Illinois City/County Management Association (ILCMA), Past President

Illinois Municipal League Managers Committee, Past Chair

Central Illinois Regional Broadband Network Board (CIRBN), Past Chair

**Professional Experience**

Town of Normal, IL, City Manager, 1998-2018; Assistant City Manager, 1988-1998

City of Liberty, MO, Assistant to the City Administrator, 1984-1988

City of Coralville, IA, Administrative Intern, 1980-1981

City of Ankeny, IA, Administrative Intern, 1978



## Yolanda Howze, MPA

### Director

Yolanda Howze is a well-regarded human resources professional with more than 20 years of leadership experience in public sector human resources, primarily in municipal government. At MGT, Yolanda serves as a Director with the firm's public sector executive recruitment team, leading projects across local government, nonprofit, K-12, and higher education clients. She brings deep expertise in executive search, classification and compensation systems, and human capital strategy, providing clients with comprehensive, tailored recruitment and HR solutions.

Prior to joining MGT, Yolanda held senior leadership roles in local government including Assistant to the City Manager/Director of Human Resources in Missouri and Director of Human Resources in Texas. She also served as a Director of Executive Search and Senior Consultant with national consulting firms, managing large-scale executive recruitment projects and advising clients on HR operations and organizational design and classification and compensation strategies. A recognized thought leader, Yolanda is a frequent speaker and author on HR topics and was honored by the Texas Municipal Human Resources Association (TMHRA) as Human Resources Professional of the Year.

#### Areas of Expertise

- Executive Recruitment & Human Capital Strategy
- Classification, Compensation & Total Rewards
- Organizational Development, Training & Performance Management
- HRIS, Process Improvement & Change Management
- Employee Relations, Risk & Emergency Management

#### Education

- M.A., Public Administration & Policy Analysis, Southern Illinois University Edwardsville
- B.A., Psychology and Organizational Leadership, Maryville University

#### Training & Instruction

- Senior Certified Professional, PSHRA-SCP, SPHR, SHRM-SCP
- Extensive Public Sector HR Leadership Training, PSHRA and SHRM
- Continuing Education & Professional Development Programs, Human Resources Certification Institute (HRCI), International City/County Management Association (ICMA)
- Conference Presenter and Workshop Facilitator, PSHRA

#### Memberships & Affiliations

International City/County Management Association (ICMA), Current Member  
 Public Sector Human Resources Association (PSHRA), Current Member  
 PSHRA Greater St. Louis Chapter, Current Member & Past President  
 Society for Human Resource Management (SHRM), Current Member  
 Texas Municipal Human Resources Association (TMHRA), Former Member  
 PSHRA Texas Chapter, Former Member  
 PSHRA Central Region, Former Member & Past Vice President

#### Professional Experience

MGT Impact Solutions, Director, Executive Recruitment, 2025-Present  
 National Executive Search Firms, Director of Executive Search & Senior Consultant II, 2020-2025  
 City of University City, Missouri, Assistant to the City Manager/Director of Human Resources, 2018-2020; Director of Human Resources, 2005-2010; HR Coordinator/Specialist, 2002-2005; City Manager's Executive Assistant, 1996-2002; Planning and Development Administrative Assistant, 1994-1996  
 City of Bellaire, Texas, Director of Human Resources, 2012-2018  
 Independent/Contract Consulting, 2011-2012



## Charlene Stevens

### Vice President

Charlene Stevens brings over 25 years of municipal management and 7 years of public sector recruitment experience to her role as Vice President at MGT. Charlene leads MGT's Executive Recruitment practice and provides consulting support for the Human Capital Consulting practice. Her career spans rural, suburban, and urban communities across Minnesota, Kansas, and Pennsylvania, giving her a strong ability to work effectively with diverse individuals and groups.

Her public sector background includes leadership in civic engagement, community visioning, workforce development, and downtown revitalization. Known for her professionalism and dedication to public service, Charlene is widely recognized for her leadership within the profession. She is a committed mentor and advocate for inclusive workplaces, with a strong track record in community engagement and project management.

Charlene is a frequent presenter at state and national conferences.

#### Areas of Expertise

- Executive Recruitment
- Human Resources
- Staff Development
- Strategic Planning
- Civic Engagement
- Community Visioning
- Parks and Greenspace Preservation
- Workforce Training Initiatives
- Municipal Management

#### Education

- M.P.A., University of Kansas
- B.A., International Relations, Pomona College

#### Training & Instruction

- Instructor, International City and County Management Association (ICMA), Emerging Leaders Development Program and Mid-Career Institute
- Presenter and Speaker for ICMA, MCMA, and State Association and Affiliate Groups

#### Memberships & Affiliations

International City/County Manager Association (ICMA), Current Member, Past Regional Vice President, Past Committee and Task Force Chair

Minnesota City/County Managers Association (MCMA), Current Member

League of Minnesota Cities, Past Board Member

Coalition of Greater Minnesota Cities, Past Board Member

Women in Public Service Wichita/Sedgwick County, Kansas, Founding Member

#### Professional Experience

MGT Impact Solutions, LLC, Vice President, 2019-Present

City of Cottage Grove, MN, City Administrator, 2015-2018

City of Willmar, MN, City Administrator, 2011-2015

Sedgwick County, KS, Assistant County Manager, 2006-2011

Township of Lower Gwynedd, PA, Assistant Township Manager, 1999-2006

Township of Buckingham, PA, Assistant Township Manager, 1997-1999

City of Wichita, KS, Neighborhood Assistant, 1995-1996



# Appendix B. Client List

A list of the clients we have had the pleasure of partnering with that complement the Village's recruitment request is provided on the following pages.



**City/County Management Executive Recruitment Client List 2023 to Present**

State	Client	Position Title	Population	Year
Alaska	Bethel	City Manager	6,500	2024
	Homer	City Manager (Professional Outreach)	5,300	2024
Arizona	Buckeye	City Manager	69,744	2025
	Kingman	City Manager	34,669	2023
California	Antioch	City Manager	115,264	2024
Colorado	Adams County	Deputy County Manager	519,572	2024
	Longmont	Assistant City Manager - External Services	100,758	2025
	Loveland	City Manager	82,460	2024
Connecticut	Bloomfield	Town Manager	21,301	2024
	Granby	Town Manager	11,375	2023
	Simsbury	Town Manager	25,517	2023
Delaware	Milford	City Manager	12,272	2024
Florida	Apopka	City Administrator	55,496	2024
	Clearwater	Assistant City Manager	116,850	2024
	Deerfield Beach	City Manager	80,000	2024
	Fort Lauderdale	City Manager	184,255	2024
	Melbourne Beach	Town Manager	3,281	2025
	Miami Beach	City Manager	88,000	2024
	Pinellas County	Assistant County Administrator	970,600	2024
	St. Johns County	County Administrator	292,466	2023
Georgia	Walton County	County Administrator	75,305	2023
	Augusta	Deputy Administrator	200,000	2025
	Chatham County	Assistant County Manager	296,329	2025
Illinois	Cary	Assistant City Administrator	17,840	2024
	Crest Hill	City Administrator	21,169	2025
	Evanston	Deputy City Manager (2)	75,000	2024
	Farmer City	City Manager	1,828	2024
	Galesburg	City Manager	33,706	2023
	Hampshire	Village Manager	6,347	2025
	Hanover Park	Deputy Village Manager	38,510	2024
		Village Manager	38,510	2025
	Kenilworth	Village Manager	2,562	2024
	Lake Bluff	Assistant to the Village Administrator	5,698	2023
	Lake Villa	Assistant to the Village Administrator	8,774	2023
	Lincolnshire	Assistant Village Manager/Community & Economic Development Director	7,500	2025
		Lisle Township	Township Administrator (Virtual)	119,040
	Long Grove	Village Manager	8,153	2023
	Maryville	Village Administrator	8,316	2024
	McHenry	City Administrator	27,135	2023
	Morton Grove	Village Administrator	23,500	2024
	Northfield	Village Manager	5,400	2023
	Oak Park Township	Township Manager	51,774	2023
	Park Forest	Village Manager	21,975	2025
Pingree Grove	Village Manager	10,000	2023	
Rockton	Village Administrator	7,863	2025	
Vernon Hills	Assistant Village Manager (Limited)	25,911	2025	
West Chicago	City Administrator	27,221	2025	
West Dundee	Assistant Village Manager/Administrative Services Director (Virtual)	8,000	2024	
	Winfield	Village Manager	9,418	2025
	Winnetka	Deputy Village Manager	12,417	2025
Iowa	Ames	Assistant City Manager (Limited)	66,498	2023
	Indianola	City Manager	15,833	2025
	Marshalltown	City Administrator	27,338	2024
	Sioux City	City Manager	83,000	2025
	Urbandale	City Manager	45,580	2024
Windsor Heights	City Administrator	4,860	2023	
Maryland	Takoma Park	City Manager	17,629	2023
Michigan	Barry County	County Administrator	60,540	2024
	Berkley	City Manager	14,970	2024
	Laketown	Township Manager	6,192	2025

	Troy	City Manager	83,181	2024
Minnesota	Blaine	Director of Administrative Services	67,939	2024
	Breezy Point	City Administrator/Clerk/Treasurer	2,396	2025
	Edina	Assistant City Manager (Limited)	53,318	2023
	Fairmont	City Administrator	10,477	2025
	Golden Valley	City Manager	22,715	2024
	Lindström	City Administrator	4,888	2023
	Ramsey County	County Manager	536,000	2024
	Scandia	City Administrator	4,149	2023
	Wayzata	City Manager	4,363	2025
Missouri	Creve Coeur	City Administrator	18,538	2025
	Frontenac	City Administrator	3,640	2025
	Jackson	City Administrator	15,702	2024
	Ozark	City Administrator	21,284	2024
	University City	Deputy City Manager - Support Services	35,172	2024
Nebraska	La Vista	City Administrator	16,746	2025
New Mexico	Los Alamos County	County Manager	19,330	2023
North Carolina	Albemarle	City Manager	16,404	2024
	Ayden	Town Manager	5,000	2023
	Cumberland County	Assistant County Manager	336,000	2025
	Mecklenburg County	County Manager	1,100,000	2025
North Dakota	Minot	Assistant City Manager	45,700	2023
Pennsylvania	Allegheny County	County Manager (Professional Outreach)	1,230,000	2024
Tennessee	Franklin	Assistant City Administrator	88,558	2025
	Oak Ridge	City Manager	31,402	2023
Virginia	Alleghany County	County Administrator	14,500	2025
	Fairfax County	Deputy County Executive	1,150,309	2024
	Hampton	Assistant City Manager	137,436	2024
	Newport News	City Manager	181,958	2023
	Pittsylvania County	County Administrator	59,571	2025
Wisconsin	Lake Geneva	City Administrator	7,710	2025
	Oshkosh	City Manager	66,700	2024
	Sheboygan	City Administrator	48,327	2023
	Waukesha	City Administrator	71,158	2023
	West Bend	City Administrator	31,540	2025