

**MEMORANDUM
NO. 2021-002**

TO: ANNE GERWIG, MAYOR
TANYA SISKIND, VICE MAYOR
JOHN MCGOVERN, COUNCILMAN
MICHAEL DRAHOS, COUNCILMAN
MICHAEL NAPOLEONE, COUNCILMAN

CC: Paul Schofield
Senior Staff
Chevelle Nubin

FROM: Laurie S. Cohen

DATE: October 30, 2020

RE: Process for Selection of Village Manager

As you begin the transition period for selecting a new Village Manager, please remember that this is your process and you therefore have the ability to shape it in the way that works best for you.

As an initial step, you may want to discuss at your next Agenda Review on November 9th whether to hire a search firm to conduct a search on a national or state level, or whether to promote from within. That decision will be the key factor in determining the timeframes for this transition.

You may also wish to schedule a workshop to discuss your expectations for any new manager. This might be an opportunity for you to clearly express your goals for the future and to agree on the skill set necessary to accomplish those goals.

In either case, you should consider designating an interim manager, or perhaps entering into a short-term contract of up to one year with an existing employee whom you deem the most likely candidate. That will provide you with the time you need to make the best decision for the Village. I recommend that there be an overlap between the interim manager and the expiration of Mr. Schofield's contract to ensure a smooth transition.

With the approaching holiday season, and given that the second meetings in November and December are likely to be canceled, you have a fairly short timeframe for this transition. Below is a suggested timeline you may want to consider.

November 9:	Workshop to determine whether to conduct a search or hire from within
November 16-20:	Workshop to discuss expectations of new manager and skill set required. A facilitator may be helpful.
December 7:	Appoint Council member to negotiate interim or short-term contract
December 17:	Special Meeting to approve interim/short-term contract
Oct-Nov 2021:	Evaluations of manager and negotiation of longer term contract
Dec 2021:	Commencement date of new contract
Jan-Feb 2021	Welcome reception for new manager

If you decide to conduct a national or state-wide search, the following are additional timeframes that should be considered in 2021:

March:	Presentations from recruiting firms
April:	Selection of recruiting firm
May-June:	Recruitment of candidates and narrow field to semi-finalists
July-Aug:	Interviews/meet and greets with semi-finalists
Sept-Oct:	Selection of finalist and negotiation of contract
Nov:	Council approval of new contract
Dec:	Start date for new manager
Jan-Feb:	Welcome reception for new manager

The above timeline is simply a suggestion and you should revise this as necessary to meet your needs. I am available to discuss this with you at your convenience.