



City Council Work Session

Crest Hill, IL

July 22, 2024

7:00 PM

Council Chambers

20600 City Center Boulevard, Crest Hill, IL 60403

Agenda

1. [Presentation by Charlene Stevens, GovHR USA - Recruitment Services](#)
2. Public Comments
3. Mayor's Updates
4. Committee/Liaison Updates
5. City Administrator Updates
6. 5ILCS 120/2(c)(1): The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.

The Agenda for each regular meeting and special meeting (except a meeting held in the event of a bona fide emergency, rescheduled regular meeting, or any reconvened meeting) shall be posted at the City Hall and at the location where the meeting is to be held at least forty-eight (48) hours in advance of the holding of the meeting. The City Council shall also post on its website the agenda for any regular or special meetings. The City Council may modify its agenda for any regular or special meetings. The City Council may modify its agenda before or at the meeting for which public notice is given, provided that, in no event may the City Council act upon any matters which are not posted on the agenda at least forty-eight (48) hours in advance of the time for the holding of the meeting.



Executive Vice President for Recruiting Services | GovHR, within MGT's Social Impact Solutions

Charlene Stevens

Charlene Stevens joined GovHR USA in 2019 and has conducted over 70 executive recruitments across the country with a wide variety of jurisdictions. Charlene currently leads GovHR's Recruitment Services and continues to directly conduct recruitments as well as offer general consulting services and strategic planning facilitation.

Charlene has over 20 years of experience in municipal management, serving as either a CAO or Assistant CAO. She has worked in rural communities, suburban and urban communities. Charlene was fortunate to have a diverse career that allowed her to serve in both city and county government and to serve in three states: Minnesota, Kansas, and Pennsylvania.



During her local government career, Charlene held numerous national, regional, and state leadership positions including Regional Vice President for ICMA. Charlene has expertise in community and civic engagement, having started her career in neighborhood services and led community-wide visioning and strategic planning efforts for two communities. Charlene enjoys working with diverse stakeholders and with different forms of engagement. Charlene also enjoys mentoring young professionals and women. She has also regularly presented at state and national conferences.

Professional Education

Master of Public Administration, University of Kansas, Lawrence, Kansas

Bachelor of Arts, International Relations, Pomona College, Claremont, California

Professional Development & Speaking Engagements

Instructor, International City and County Management Association (ICMA), Emerging Leaders Development Program

Instructor, ICMA Mid-Career Institute

Speaker, numerous conferences

Memberships & Affiliations

- International City and County Management Association (ICMA), Current Member
- ICMA Task Force on Members in Transition, Co-Chair, 2020-2021
- ICMA Task Force on Welcoming New Members, Chair, 2009-2015
- ICMA Task Force on Women in the Profession, Member, 2012-2014
- ICMA Regional Vice President, ICMA Executive Board Member, 2003-2006
- ICMA Committee of Professional Conduct, Chair, 2006
- ICMA Conference Host Committee, Co-Chair, 2002
- League of Minnesota Cities (LMC), Board Member, 2013-2015
- Coalition of Greater Minnesota Cities (CGMC), Board Member, 2011-2015
- Minnesota City and County Management Association (MCMA), Current Member
- YMCA of Woodbury Community Board, Past Board Chair, 2017-2023
- KUCIMAT President, University of Kansas, 2013-2014
- Willmar Area Rotary, 2011-2015
- Kansas Association of City and County Managers (KACM), Member, 2006-2011
- Leadership Wichita Graduate
- Founding Member, Women in Public Service, Wichita/Sedgwick County, KS
- Association of Pennsylvania Municipal Managers (APMM), Member, 1997-2006

Professional Background

Over 20 Years of Local Government Leadership and Management Experience.

- City Administrator, Cottage Grove, MN, 2015-2018
- City Administrator, Willmar, MN, 2011-2015
- Assistant County Manager, Sedgwick County, KS, 2006-2011
- Assistant Township Manager, Lower Gwynedd, PA, 1999-2006
- Assistant Township Manager, Buckingham, PA, 1997-1999
- Neighborhood Assistant, City of Wichita, KS, 1995-1996