



Meeting Agenda

Location:

Village Hall -
10631 Main Street
Roscoe, IL 61073

Selection Committee for Village Administrator Recruitment Services

Tuesday, May 05, 2026

6:55 PM

CALL TO ORDER

[Immediately following the meeting of the Committee of the Whole]

ROLL CALL

APPROVAL OF THE MINUTES

- 1. Approval of the Minutes** for the meeting of the Selection Committee from **April 21, 2026.**

OLD BUSINESS

- 2. Discussion of Supplemental Recruitment Proposals for Interim Village Administrator and Recommendation to the Village Board**

OTHER BUSINESS

PUBLIC COMMENT (Limited to 3 minutes per speaker)

EXECUTIVE SESSION (IF NECESSARY)

ADJOURNMENT



Meeting Minutes

Location:

Village Hall -
10631 Main Street
Roscoe, IL 61073

Selection Committee for Village Administrator Recruitment Services

Tuesday, April 21, 2026

7:00 PM

CALL TO ORDER

[Immediately following the meeting of the Committee of the Whole]

ROLL CALL

PRESENT

Trustee John Broda
Trustee Molly Butz
Trustee Dayne Mead
Trustee Michael Sima - remotely
Trustee Michael Wright
Village President Carol Gustafson

ABSENT

Trustee William - Babcock was called away on a medical emergency.

Motion was made to bring Trustee Sima into the meeting remotely. Motion was made by Trustee Broda, second by Trustee Wright. Voting yes: Broda, Butz, Mead, Wright, Sima 5-0-1.

APPROVAL OF THE MINUTES

1. **Approval of the Minutes** for the meeting of the Selection Committee from [April 7, 2026].

Trustee Wright asked for a motion for the approval of Minutes.

Motion was made By Trustee Broda, second by Trustee Mead. Voting yes: Trustees Sima, Wright, Mead, Butz, Broda 5-0-1.

OLD BUSINESS

2. Discussion of Recruitment Proposals and Recommendation to the Village Board

Proposals:

MGT Impact Solutions: Mark Peterson

Arndt Municipal Support: Jim Arndt and Randy Bukas

Workplace: Cheryl Church

The committee's discussion on the recruitment proposals unfolded as a detailed comparison of the three firms- MGT Impact Solutions, Arndt Municipal Support, and Workplace- each offering different strengths for leading the Village Administrator search.

Arndt's representative, Randy Bukas, provided an in-person overview of his firm's 60 plus years of combined municipal experience, emphasizing their individualized candidate-matching process, their refusal to "recycle" candidates, and their on-year guarantee that includes coaching and onboarding support.

Trustee Broda acknowledged that both MGT and Arndt had strong reputations, with MGT currently conducting searches in nearby communities such as Rockton and Beloit. Workplace, while appreciated, was viewed as a weaker fit and did not generate the same level of confidence. Trustee Wright asked about timelines, references, and whether firms could provide interim administrators; MGT was reported to have three to four interim-ready candidates available immediately, while Arndt typically does not provide interim placements but could potentially identify someone if needed.

As the conversation progressed, trustee Sima shifted toward a broader strategic concern: the timing of hiring a permanent administrator during an election year, with four trustee seats and the Village President position turning over within the next year, several trustees argued that launching a full search now could deter strong candidates who would be uncertain about the future board they would serve. Trustee Sima speaking remotely, expressed discomfort making a final selection that night and emphasized the importance of stability during political transition. Trustee Broda and Mead echoed the sentiment that an interim administrator could bridge the gap, maintain operations, and allow the next administration to participate in selecting the long-term hire. This led to a consensus around a dual-track model: hire an interim administrator through a search firm while simultaneously preparing for a more deliberate permanent search. President Gustafson discussed the need for cost estimates, contract structure, and clarity on responsibilities for an interim role, noting that the village's small staff could not absorb additional administrative burden. Ultimately, trustee Broda voted to eliminate Workplace, and to request a written interim-administrator proposals from both MGT and Arndt-including cost, duration and candidate availability to be reviewed on May 5, at the Selection Committee meeting.

Motion was made by Trustee Broda, second by Trustee Wright. Voting yes: Wright, Butz, Sima, Mead, Broda. Voting no: President Gustafson. Absent is Trustee Babcock 5-1-1.

OTHER BUSINESS

No Other Business.

PUBLIC COMMENT (Limited to 3 minutes per speaker)

EXECUTIVE SESSION (IF NECESSARY)

ADJOURNMENT

Trustee Wright asked for a motion to Adjourn the meeting.

Motion was made by Trustee Broda, second by Trustee Mead. Voting yes: Trustees Mead, Broda, Butz, Wright, Sima 5-0-1.

Meeting was Adjourn at 8:54 pm.



Proposal

APR 1, 2026

Village Administrator Recruitment Services

Village of Roscoe, Illinois

Submitted by:

MICHELE MORAWSKI
CLIENT SERVICES MANAGER

224.415.3791

MMORAWSKI@MGT.US

VILLAGE OF ROSCOE, IL
 VILLAGE ADMINISTRATOR
 APR 1, 2026

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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

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

MGT CONTACT INFORMATION

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

Sourcwell 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.

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



MARK PETERSON

MGT Approved
Independent Executive
Recruiter
309-825-5091
MPeterson@mgt.us

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.

Director | Recruitment Support



YOLANDA HOWZE

Director – Executive
Recruitment
314.304.2889
YHowze@mgt.us

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.

Project Executive



CHARLENE STEVENS

Vice President –
Human Capital
Solutions
320.262.0303
CStevens@mgt.us

Charlene leads MGT's Executive Recruitment practice and has over 25 years of leadership and recruitment experience in public sector management.

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.

PHASE 2 – ADVERTISING, CANDIDATE RECRUITMENT, & OUTREACH

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.

PHASE 3 – CANDIDATE EVALUATION & SCREENING

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 | Optional: 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) | Optional: |
| – All felonies and misdemeanors reported to the National Database | – Professional License Verification |
| | – Drug Screen |
| | – Employment Verification |

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.

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
Recruitment Fee	\$22,000
Recruitment Expenses (not to exceed) Expenses include candidate due diligence efforts on presented candidates and background screenings for up to four finalists.	\$2,000
Advertising <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*
TOTAL:	\$26,000**

****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

- **1st Invoice:** Contract Award (40% of the Recruitment Fee).
- **2nd 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

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



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

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.

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
	Walton County	County Administrator	75,305	2023
	Augusta	Deputy Administrator	200,000	2025
Georgia	Chatham County	Assistant County Manager	296,329	2025
	Cary	Assistant City Administrator	17,840	2024
Illinois	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	2024
	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	2024
	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

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Interim City/County Management Client List

State	Client	Position Title	Population	Year
Illinois	Anna	Outsourced - City Administrator	11,940	2018
	Barrington Hills	Interim Director of Administration	4,232	2025
	Berkeley	Interim Village Administrator	5,148	2016
	Berkeley	Interim Village Administrator	5,148	2014
	Berkeley	Village Administrator (Annual Contract)	5,148	2014
	Bloomington	Temp-to-Hire Assistant City Manager	78,005	2014
	Buffalo Grove	Interim Deputy Village Manager	42,909	2012
	Campton Hills	Interim Village Manager	11,310	2023
	Campton Hills	Interim Village Manager	11,310	2016
	Cary	Municipal Consultant	17,840	2016
	Clarendon Hills	Interim Village Manager	8,653	2014
	Crest Hill	Interim City Manager	21,169	2024
	Darien	Outsourced - City Administrator	22,086	2018
	DeKalb	Interim Assistant City Manager	43,423	2014
	Farmer City	Interim City Manager	1,828	2024
	Forest View	Interim Village Administrator	792	2024
	Fox Lake	Interim Village Administrator	10,550	2013
	Gilberts	Interim Village Administrator	7,724	2018
	Glen Ellyn	Interim Assistant Village Manager	27,000	2017
	Glen Ellyn	Management Consultant	27,000	2025
	Hainesville	Management Consultant	3,665	2017
	Highwood	Temp-to-Hire City Manager	5,407	2011
	Homer Glen	Interim Village Manager	24,365	2018
	Homewood	Interim Assistant Village Manager	19,464	2017
	Joliet	Interim City Manager	147,806	2020
	Kenilworth	Interim Village Manager	2,562	2024
	La Grange Park	Interim Assistant Village Manager	13,483	2016
	Libertyville	Interim Deputy Village Administrator	20,405	2018
	Lincoln	Interim City Administrator	13,288	2017
	Lincoln	Temp-to-Hire City Administrator	14,186	2013
	Lisle Township	Interim Township Administrator	119,040	2025
	Lisle Township	Interim Township Administrator	119,040	2024
	Lockport	Interim City Administrator	25,077	2013
	Maple Park	Interim Village Manager	1,325	2022
	Maple Park	Interim Village Manager	1,325	2019
	Marengo	Interim City Administrator	7,614	2021
	Maywood	Interim Village Manager	24,148	2022
	Moline	Interim City Administrator	43,100	2020
	Niles	Interim Assistant Village Manager	30,001	2013
	Norridge	Interim Village Administrator	15,251	2025
	Northfield	Interim Village Manager	5,400	2023
	Oak Brook	Interim Assistant Village Manager	8,058	2014
	Oak Park	Interim Assistant Village Manager	52,000	2015
	Oak Park	Interim Assistant Village Manager/Human Resources D	52,000	2019
	Prairie Grove	Village Manager - Direct Hire	1,857	2018
	River Forest	Management Consultant	11,635	2021
	Round Lake Beach	Interim Village Administrator	26,732	2021
	Schiller Park	Interim Village Manager	11,692	2019
	Schiller Park	Interim Village Manager	11,692	2015
	South Barrington	Interim Village Administrator	4,808	2014
	Wheeling	Management Consultant	38,878	2021
	Willowbrook	Interim Village Administrator	8,967	2019
	Wilmington	Interim City Administrator	5,724	2016
	Winnebago County	Interim County Administrator	284,778	2020
	Winnetka	Interim Assistant Village Manager	12,417	2019
Iowa	Davenport	Interim City Administrator	101,724	2025
Massachusetts	Wayland	Interim Town Manager	13,882	2022
Michigan	Adrian	Interim City Administrator	20,676	2018

	Charlotte	Interim City Manager	9,100	2020
	Clawson	Interim City Manager	11,946	2020
	Eastpointe	Interim City Manager	32,673	2020
	Eastpointe	Interim City Manager	32,673	2018
	Oxford	Interim Village Manager	3,532	2017
	Royal Oak Township	Interim City Administrator	2,600	2022
	Royal Oak Township	Interim Township Manager	59,112	2022
	Royal Oak Township	Project Manager	2,600	2022
	Sparta	Interim Village Manager	4,269	2023
Minnesota	Watertown	Interim City Administrator	4,629	2021
	Watertown	Planning Consultant	4,629	2021
Missouri	Bel-Ridge	Project Manager	2,703	2021
New York	Long Beach	Interim City Manager - Direct Hire	33,275	2020
North Carolina	Fayetteville	Interim Project Manager	210,000	2017
	Fayetteville	Project Manager	210,000	2020
Oregon	Coquille	Interim City Manager	3,900	2019
Wisconsin	Lake Geneva	Interim City Administrator	7,710	2024
	New Holstein	Interim City Administrator	3,106	2022
	Shorewood	Interim Village Manager	16,948	2017
	Whitewater	Interim City Manager	14,300	2022

Item # 2.



Village of Roscoe, Illinois

Staffing Services

Submitted by:

JAY GILLIS
VICE PRESIDENT, STAFFING
SOLUTIONS
JGILLIS@MGT.US

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April 9, 2026

Village of Roscoe, Illinois
Attn: Thomas Green, Village Attorney

RE: MGT STAFFING SERVICES

Dear Mr Green:

Thank you for the opportunity to provide you with information around MGT's Staff Augmentation Services. The information contained herein includes bio's of our highly experienced team, firm qualifications, key experience, and associated fees to provide services that exceed expectations. MGT provides comprehensive interim staffing for local governments, school districts, businesses, and nonprofits. We have hands-on experience in staffing city and county management, human capital, public safety, finance, information technology, and public works.

MGT Impact Solutions, LLC (MGT) is a nationally respected leader in public sector management consulting and technology services with a long track record in support of state, local, and education clients. MGT takes the next step in offering integrated solutions that can accelerate our most important goal: dramatically improving lives by ***advancing and lifting up the communities we serve.***

Our consultants have worked in all areas of local government leadership including city/county management, human resources, public safety, finance, public works, parks and recreation, and utilities. This combined hands-on knowledge and experience has made MGT a proven leader in public sector consulting.

Thank you for your time and consideration. Should you have questions on any aspect of this proposal, please contact me at jgillis@mgt.us

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Jay Gillis", is written over a light blue circular stamp.

Jay Gillis
Vice President, Staffing Solutions

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 **900 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.

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.**

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

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.

MGT's Differentiator: Full Suite of Services

Cyber & Network Solutions

Our Cyber Security and Network Security Solutions team offers a deep technical engineering bench of seasoned, certified experts, working in the "security trenches" in complex IT environments. For the Managed Detection and Response (MDR) solution, our Security Operations Center (SOC) doesn't sleep so our clients can. Our flagship, best-in-class managed firewall services are unparalleled. We detect, respond, and recover from cyber incidents proactively and harden our clients' security posture.

 **100 in-house certified engineers**
24x7 NOC and SOC

Human Capital Solutions

Our experts are former local government and school leaders who understand the challenges facing today's public sector organizations. We offer consulting, recruiting, and staffing solutions that include a full suite of human resources and management studies; executive recruitment services; and interim, managed, and outsourced staffing options. Our experts can assess your organizational culture, permanent and temporary staffing needs, and evaluate your systems and structures, all to maximize efficiency and effectiveness.

 **1,725+ interim employees placed**
1,500+ executive recruitments
500+ consulting studies
In 48 states!

Education Solutions

We create recommendations for our educational clients that are reliable, actionable, and based on proven research and a thorough understanding of each district or system's program needs and long-term goals. Our team is led by former state education commissioners, district superintendents, school board members, principals, and teachers. Our partnerships have allowed clients to reinvest hundreds of millions of dollars back into the classroom.

 **50 million students served**
38 state DOEs as clients

Financial Solutions

Public agencies face increasing pressure to improve effectiveness and efficiency, while operating in a transparent and sustainable manner. We partner with government organizations, school districts, higher education institutions, and not-for-profits to help them achieve long-term success.

 **50+ years of trusted relationships**
Proprietary software

Diversity, Equity, & Inclusion (DEI) Solutions

We help public sector clients address issues and challenges related to policies and practices which adversely impact DEI. We are one of the largest providers of disparity studies and other DEI solutions designed to increase equitable and inclusive organizational outcomes.

 **225 disparity studies**
DEI assessments & training
Equity Audits

Public Affairs Solutions

Our team of former nationwide leaders in policy development and education leadership partner with our clients to provide business advisory and public opinion architecture solutions which lift up and evolve education ecosystems and impacts public policy programs.

 **Global clientele**
Staff are former policy makers

Experience and Qualifications

Empowering Employers with Cutting-Edge Talent Solutions

MGT knows that building the right-sized team is critical to any successful project. Our professional staffing services offer the expertise and flexibility that our clients need to augment their teams in a productive, convenient, and cost-effective way. We understand public service leadership requires talented staff to support the well-being of the communities they serve. With decades of experience working across the country, MGT strives for excellence by offering many services to meet our clients' ever-changing needs and budgets.

Success Stories

"Your support not only ensured that our HR operations continued smoothly, but it brought a sense of stability and optimism to the workplace (and to me!). Your proactive approach and dedication to excellence sets a great example for everyone. Thank you once again for being such a great and positive help and influence. I appreciate you!"



Tailored Staffing Solutions

PROFESSIONAL STAFFING SERVICES

Staffing on demand is critical for local governments across the nation. MGT can meet these demands with our interim staffing services in positions across your organization. Most municipal departments are understaffed, underfunded, and have tremendous expectations from public officials. That's why MGT offers professional staffing services flexible enough to cater to each client's needs. Whether you're a Fortune 500 corporation, major university, or small municipality, MGT's Professional Staffing Services are flexible and adaptable to cater to your precise requirements.

ADVANCED CANDIDATE SOURCING

We leverage the latest communication tools, including social media, subscribe to national databases for public management employees, and maintain memberships in professional organizations to access the most qualified candidates.

TEMP-TO-HIRE

Prefer to "test drive" the relationship with a candidate for a few months before deciding to make an offer? MGT can solicit, vet, and present candidates under a temp-to-hire scenario.

OUTSOURCING

Do you have a position that will only need to be filled for a few months or a couple of years and would rather avoid hiring the person directly? MGT can take the lead and find you the right candidate.

Why Choose MGT?

- Our network includes over 300,000 public sector contacts.
- To entice quality candidates to consider MGT, we network extensively with professional associations and regularly attend professional conferences.
- We conduct due diligence on candidates. Our knowledge of local government ensures that we can ask probing questions that will verify their expertise.
- We are your partners in this important process. You will receive resumes of qualified candidates.
- Our goal is your complete satisfaction. We are committed to working with you until you find the candidate that is best suited for your needs.

Our Team

Access Our Proven Talent Network, Leaders in Professional Staffing

Armed with expertise across local government leadership, from finance and human resources (HR) to technology and C-suite positions, we help you find the best talent on time for the right fit within your organization. For the past 50 years, public sector leaders have relied on our proven track record and government talent network to help them attract and retain top talent to lead public agencies forward to best serve their communities.

Placement Manager



VIVIAN TORRES

Staffing Consultant

vtorres@mgt.us

Vivian Torres is a results-oriented staffing professional with a proven track record of success across diverse sectors, including industrial, healthcare, pharmaceutical, and education.

With a BBA in Marketing from Texas State University and an AAS in Public Relations from Amarillo College, Vivian seamlessly blends academic knowledge with practical experience to deliver tailored staffing solutions. She excels at matching top talent with the unique requirements of her clients, ensuring successful placements in roles spanning light industrial, healthcare, pharmaceutical, and educational settings.

Vivian's deep understanding of each industry allows her to navigate the complexities of the staffing landscape and provide high-quality solutions that drive operational success for her clients.

Known for her strong communication, professionalism, and commitment to building lasting relationships, Vivian provides exceptional service to both clients and candidates. She continuously strives to enhance her expertise by staying abreast of industry trends and best practices, ensuring she consistently delivers the highest level of service to the evolving workforce.

Operational Oversight



JAY GILLIS

Vice President, Staffing Solutions

jgillis@mgt.us

Jay Gillis is a seasoned municipal staffing executive with more than 20 years of experience supporting cities, towns, counties, and quasi-governmental organizations through reliable temporary and contingent staffing solutions.

As Vice President at MGT Impact Solutions, Jay oversees the delivery of staffing programs that help municipal governments maintain day-to-day operations, backfill vacancies, and respond quickly to workforce disruptions while staying within budget and procurement guidelines.

Jay specializes in developing scalable, compliant temporary staffing models that enable municipalities to maintain service continuity, control labor costs, and meet resident expectations. His background includes leading staffing operations that support clerical, administrative, technical, leadership, and program-based roles, balancing speed of placement, supplier performance, and audit readiness. Known for his practical and collaborative approach, Jay helps municipal leaders solve immediate staffing challenges without sacrificing transparency or accountability.

Throughout his career, Jay has remained focused on supporting frontline public services and helping local governments keep essential operations running smoothly. He is recognized for building dependable staffing pipelines, strengthening vendor partnerships, and delivering measurable results in highly visible, publicly funded environments.

Project Approach & Methodology

A detailed plan specifically designed for you.

Project Understanding

MGT provides expert staff augmentation services tailored to the unique needs of local governments, school districts, businesses, and nonprofits. With extensive experience in key areas such as city and county management, human capital, public safety, finance, information technology (IT), and public works, MGT understands the critical role that well-matched staffing plays in project success. Our hands-on approach ensures that we build the right-sized teams that enhance productivity and meet project goals efficiently. By offering flexible and cost-effective solutions, we empower our clients to seamlessly integrate skilled professionals into their operations, thereby addressing immediate staffing needs while supporting long-term objectives.



Success Stories

"I want to express my sincere thanks to you for your help in identifying someone to support our team during this transition! Tom was wonderful to work with - incredibly knowledgeable, professional, and willing to do anything we needed help with. We were fortunate to have him with us during this vacancy."

Our commitment to excellence is underpinned by decades of experience across various sectors and geographies. We recognize that effective public service leadership is dependent on having talented staff in place to foster community well-being. MGT's comprehensive staffing solutions are designed to adapt to the evolving demands and budgets of our clients, providing them with the expertise and support necessary to achieve optimal results. We strive to deliver exceptional service and build lasting partnerships through our dedication to meeting the diverse needs of those we serve.

Customized Work Plans

The plan below is provided as a sample only and is intended to illustrate our typical approach, methodology, and deliverable structure. It may be customized and expanded based on your specific needs, priorities, and expectations.

TASK 1.0: DEVELOP AN UNDERSTANDING

Activities

- 1.1 MGT will meet with the client to understand the requirements for the position. This will include qualifications such as:
 - Professional credentials
 - Personal characteristics

- Salary range
- Responsibilities of the position
- Reporting relationship

TASK 2.0: CANDIDATE SOURCING

Activities

- 2.1 MGT will use our resources to undertake an intensive search to locate candidates whose qualifications match the position requirements.
- 2.2 MGT will start mining our network and reach out to pipeline candidates whose skillset matches the client's requirements. We also use LinkedIn, referrals, and other internet sourcing tools to contact our vast network. If necessary, an abbreviated job announcement may be posted on niche job boards (with client approval).

TASK 3.0: IDENTIFYING QUALIFIED CANDIDATES

Activities

- 3.1 MGT will qualify candidates by interview or resume review to obtain a thorough understanding of their accomplishments, capabilities, and potential.
- 3.2 A comprehensive resume describing past work experience and education will be presented to the client for each candidate whom we recommend.

TASK 4.0: PRESENTATION OF CANDIDATES

Activities

- 4.1 MGT will present candidates who best fill the position requirements. Candidates will be ready to be interviewed by the client.
- 4.2 Client personnel will interview the candidates and make a final determination.

TASK 5.0: SCREENING PROCESS

Activities

- 5.1 MGT will conduct a thorough background screening process including federal, state, and county criminal history; federal and local civil search; and motor vehicle record.

Pricing

Staffing Services Pricing:

The hourly bill rate for temporary staffing is calculated by adding a markup to the assigned employee's base hourly wage. This markup covers all statutory costs, including wages, benefits, taxes, workers' compensation, screenings, and unemployment insurance.

Labor Category	Markup
Administrative/Clerical	45%
Finance	45%
Human Resources	45%
Legal	45%
Procurement	45%
IT	45%

Conversion to Permanent Employment:

Clients may hire an assigned employee permanently or temporarily at any time during the contract term. Temp-to-Hire fees will apply according to the following schedule:

Time on Assignment	Conversion Fee
3 Months	25.00%
4-6 Months	20.00%
7-12 Months	15.00%
13-24 Months	5.00%
25+ Months	No Fee

We look forward to partnering with you.

ARNDT MUNICIPAL SUPPORT INC.

86-1211128

1542 W Polk Ave
Charleston, IL 61920

*OPTIONAL INTERIM VILLAGE ADMINISTRATOR
PLACEMENT AGREEMENT - SEE PAGES 9-10*





Executive Recruitment Services for the Position of Village Administrator Proposal

Village of Roscoe
Tom Green,

Thank you for the opportunity to provide you with a proposal to work with the Village in the recruitment of your next Village Administrator. Arndt Municipal Support, Inc. prides itself on a tailored, personal approach to executive recruitment for local governments. We can adapt to your specific requirements for the project. We strive to exceed your expectations.

Arndt Municipal Support is known for being a “candidate preferred” recruitment service. We strive to build relationships with the candidates and guide them through the recruitment process to make sure they can focus on becoming your next Village Administrator. The following are strengths we provide that help us stand out from the crowd:

- Quicker process
- Quicker project kickoff time – we begin immediately upon contract execution
- Hands-on effective and regular communication with the Village throughout the process
- Strong connection with the candidates at the beginning, during, and after the process
- Amazing local government reach
- Each recruitment is supported by a minimum of three professional team members

UNDERSTANDING OF ENGAGEMENT – SUMMARY

The Village seeks to undertake an executive recruitment for its next Village Administrator in early April 2026.

The Executive Recruitment process will include:

- Preparation and distribution of an Opportunity Teaser on social media prior to the official kickoff meeting to get the conversation started amongst passive job seekers.
- Deep dive data gathering for the Recruitment Brochure prior to the kickoff meeting.
- Research salary and employee benefit market trends and recommend a competitive job package.
- On-site kickoff meeting with the Mayor and Village Board.
- Maxwell DISC Assessments for the Mayor and each Board Member.

- Virtual individual interviews with the Village's Leadership Team.
- Virtual individual interviews with the Mayor and each Board Member.
- Preparation and advertisement of a professional executive job announcement.
- Preparation and distribution of a social media/website promotional document.
- Preparation and distribution of an executive job brochure.
- In-depth professional background checks that include up to six national background checks for finalists that include credit, criminal, driver's history, and education verification, and reference checks.
- Up to six Maxwell DISC Assessments for finalists.
- Preparation and submission of a Roscoe Organizational DISC Wheel.
- Preparation and submission of Team Roscoe DISC Communication Guide.
- Social media background searches.
- News article background searches.
- Preliminary virtual interviews with each semi-finalist.
- On-site candidate presentation to the Mayor and Board.
- Candidate portfolios for each finalist.
- Final interview coordination and facilitation.
- Preparation and submission of an interview guide that includes DISC highlights for each finalist.
- One-year guarantee (if candidate leaves for any reason before the end of one-year, consultant will complete a new recruitment at no cost except for costs associated with the background checks, DISC Assessments, and advertisement).
- Employment Agreement negotiation assistance.
- Delivery of a leadership book to the newly appointed Village Administrator.
- Three-month check-in with the Mayor and Village Administrator.

CONSULTING FIRM BACKGROUND

Arndt Municipal Support Inc. is a public-sector management consulting firm specializing in meeting the needs of local government.

Arndt Municipal Support Inc. provides services to jurisdictions and agencies on a variety of contemporary issues, including providing board training, **executive recruitment**, leadership development, leadership training, classification and compensation studies, and planning assistance. The company opened in January 2021. Arndt Municipal Support recently successfully completed the recruitment of a City Manager for Salem, IL, Mattoon, IL, Decatur, IL; the Village Manager for Niles, IL; the Village Administrator for Antioch, IL; and the City Administrator for Washington, IL. We are currently assisting the City of Rochelle, IL and the City of Streator, IL with the recruitment of their next City Managers. Our partnership with cities and villages within the State of Illinois places Arndt Municipal Support in a unique position to better meet the needs of Roscoe in this critical recruitment. Our incredible reach in the ICMA and ILCMA network connects with passive and active job seekers. We also have a tremendous connection with more than 12,000 professionals on LinkedIn.

PROPOSED CONSULTING TEAM

President/CEO James Arndt will serve as the project administrator and executive recruiter. Jim is connected with the International City Administrators Association, the Illinois City Administrators Association, and the Illinois Municipal League. Jim recently gave a speech at the annual Illinois Municipal

League in Chicago, IL about recruiting your next City Administrator/Manager. Jim has five years of successful experience as an executive recruiter.

Office Administrator/CFO Kimberly Arndt will serve as the recruitment coordinator. Kim is the co-owner of Arndt Municipal Support and serves as the AMS Office Manager.

Associate Katy Miller will also serve as the recruitment coordinator.

Consultant Randy Bukas will serve as an assistant recruiter.

Recruitment Testimonial:

"As Mayor of Salem, Illinois, I had the pleasure of working with Jim Arndt as a consultant during our search for a new City Administrator. Jim's expertise was instrumental throughout the entire process. From conducting DISC assessments and background checks to marketing our city and leading initial candidate outreach, he ensured that we attracted and evaluated top-tier candidates. His guidance during negotiations was invaluable, and his strategic approach made the entire hiring process seamless and efficient. Jim's professionalism, knowledge, and dedication to municipal leadership are truly top-notch. I highly recommend his services to any city looking for a skilled consultant to assist with executive recruitment, leadership and management."

Nic Farley – Mayor, Salem, Illinois

Recruitments

City of Decatur, Illinois Pop. 69,097
City Manager Recruitment
Mayor Julie Moore-Wolfe
217-424-2804
JMoore-Wolfe@decaturil.gov

Village of Antioch, Illinois Pop. 14,751
Village Administrator Recruitment
HR Manager Lori Romine
847-395-1000 ext. 1304
lromine@antioch.il.gov

Village of Niles, Illinois Pop. 29,918
Village Manager Recruitment
Human Resources Donna Dunn
847-488-8004
dmd@vniles.com

City of Washington, Illinois Pop. 15,857
City Administrator Recruitment
Mayor Lilija Stevens
309-258-6582
lsteven@ci.washington.il.us

Village of Mahomet, IL Pop. 9,434
Chief of Police Recruitment
Village Administrator Patrick Brown

217-621-2602

pbrown@mahomet-il.gov

Letters of Recommendation attached.

EXECUTIVE RECRUITMENT PROCESS

The following proposed scope of services assumes kickoff of the project in early April 2026. We will begin as soon as the Village is ready to proceed. Time is of the essence.

PROPOSED SCOPE OF SERVICES

TASK 1

Outcome – Pre-kickoff support

Description – The Consultant will tease this opportunity within our vast municipal management network prior to the kickoff meeting on social media and by direct outreach. Consultant will gather brochure details from the Village staff prior to the official kickoff.

Method and Timeline – *Immediately* after contract execution

TASK 2

Outcome – Provide a Maxwell DISC Assessment for the Mayor and each Board Member and complete the virtual leadership team, virtual Mayor, and the virtual Board Members interviews.

Description – In this task, the Consultant will electronically submit a DISC Assessment to Mayor and each Board Member for use within this recruitment process. Consultants will meet virtually with departmental directors, the Mayor and Board Members.

Method and Timeline – *Immediately* after contract execution

TASK 3

Outcome – Completion of On-site Kickoff Meeting.

Description – The Consultant will conduct an on-site recruitment kickoff meeting with the Mayor and Board to discuss the recruitment process, discuss the culture of the Village, gather job announcement data, and establish advertisement sources. Consultant will share compensation and benefits recommendations.

Method and Timeline – April 2026

TASK 4

Outcome – Creation of Job Announcement and Advertisement

Description – In this task, after the completion of the kickoff meeting, the Consultant will create a job announcement and advertise this position with the approved advertisement sources. This project includes up to \$2,750.00 in advertising expenses for this position. Additional advertising costs, if desired by the client, will be billed directly to the client.

Method and Timeline – The 30-day advertisement period will begin the same week as the kickoff meeting.

TASK 5

Outcome – Virtual Preliminary Interviews and Initial Background Checks

Description – The Consultant will complete virtual interviews with all semi-finalists who meet or exceed the qualifications desired by the Village. At this time, we will complete a social media check and internet news check on each semi-finalist candidate.

Method and Timeline – Through virtual interviews at the completion of the 30-day advertisement process

TASK 6

Outcome – On-site Semi-finalist Presentation

Description – The consultant will prepare a candidate portfolio and present the semi-finalists to the Mayor and Village Board (on-site).

Timeline – After the completion of the preliminary interviews

TASK 7

Outcome – On-site Final Interview Support

Description – The Consultant will schedule, coordinate, and facilitate on-site interviews. This may include public stakeholders, department directors, Mayor, and Board. Prior to the final interviews, the Consultant will complete the DISC Assessment, the Organizational DISC Wheel, a DISC Analysis, reference checks, and final background checks for up to six finalists. If more than six are desired, the Village will be billed the additional expense of these services per additional finalist.

Timeline – As dictated by the flow of the recruitment process and the successful completion of a background check

TASK 8

Outcome – Job Offer

Description – The Consultant will make the job offer to the preferred candidate and assist with negotiating final employment terms with the preferred candidate.

Timeline – After the completion of the final interviews.

TASK 9

Outcome – Post Offer Services and Support

Description – The Consultant will distribute a Roscoe DISC wheel and Roscoe Communication Guide to the Village. The Consultant will provide the newly appointed Village Administrator with a leadership book. The Consultant will check in on the Village Administrator and the Mayor three months after the start of employment. The Consultant will notify all finalists about the Village’s decision and provide them with positive and encouraging feedback and encourage them to apply for other amazing management opportunities.

Timeline – Post offer.

NOT-TO-EXCEED FEES FOR THE REQUESTED SERVICES

For Village Administrator Recruitment Services:

- **Total Cost of \$26,500.00**
- **Total Cost does not include actual costs for candidate’s travel expenses.**

Billing

40% contractual fee after Task 3 – on-site kickoff meeting

40% contractual fee after Task 6 – on-site semi-finalist presentations

20% contractual fee after Task 8 – job offer made and accepted by preferred candidate

Arndt Municipal Support, Inc. is driven by our three core organizational values: dependability, integrity, and enthusiasm. Arndt Municipal Support, Inc. exists to support local governments, and we strive to exceed your expectations with every service we provide.

Following your review of this proposal, and if you find it acceptable, please sign the Contract Acceptance on the next page and return to my office via email to james@arndtmunicipalsupport.com. We appreciate your consideration of this Proposal.

Sincerely,

A handwritten signature in black ink that reads "James Arndt". The signature is written in a cursive, flowing style.

James W. Arndt
President/CEO
Arndt Municipal Support, Inc.

Optional Interim Village Administrator Placement Agreement

1. AMS will identify and contact qualified individuals from its network to determine interest in the interim position.
2. AMS will present the Village with a select pool of candidates who have expressed interest and meet the position's requirements.
3. AMS will assist the Village in coordinating and conducting in-person interviews with the selected candidates.
4. AMS will support the Village in negotiating employment terms and finalizing the interim candidate's contract. Upon selection, the chosen candidate will report directly to the Village as Interim Village Administrator for the duration of the agreement.

Optional Interim Village Administrator Placement Agreement project costs \$3,5000.00.

EXECUTIVE RECRUITMENT CONTRACT

Between Roscoe, Illinois and Arndt Municipal Support, Inc.

The Village of Roscoe, Illinois agrees to have Arndt Municipal Support, Inc. conduct executive recruitment for the position of Village Administrator.

Total Project Recruitment Cost for All Tasks Outlined in the Proposal:

\$26,500.00 plus additional expenses, if applicable as noted above

The Village will be invoiced 40% of the Total Project Costs after the completion of Task 3, 40% after the completion of Task 6, and the final 20% after the acceptance of the job offer Task 8.

Optional Interim Placement Agreement:

Total optional project costs **\$3,5000.00.** Yes _____ No _____

The Village will be invoiced for 50% of the optional 1 project cost after Task 2 identifying candidate pool and the final 50% after Task 4 contract agreement for interim Village Administrator.

ACCEPTED BY ROSCOE, ILLINOIS:

BY: _____

TITLE: _____

DATE: _____

ACCEPTED BY ARNDT MUNICIPAL SUPPORT, INC.:

BY: _____ *James Arndt*

TITLE: _____ President/CEO

DATE: _____ 4/24/2026

