

July 18, 2018

Ms. Jennifer Lin  
HR Division Manager  
City of Evanston  
2100 Ridge Ave.  
Evanston, IL 60201

Dear Ms. Lin:

Thank you for the opportunity to provide you with a proposal for the Chief of Police recruitment and selection process for the City of Evanston. GovHR USA ("GovHR") prides itself on a tailored, personal approach to executive recruitment and selection, able to adapt to your specific requirements for the position.

### Qualifications and Experience

GovHR is a public management consulting firm serving municipal clients and other public-sector entities on a national basis. Our headquarters offices are in Northbrook, Illinois. We are a certified Female Business Enterprise in the State of Illinois and work exclusively in the public sector. GovHR offers customized executive recruitment services and completes other management studies and consulting projects for communities. Please note the following key qualifications of our firm:

- Since our establishment in 2009, our consultants have conducted hundreds of recruitments in 29 states, with an increase in business of at least 30% each year. Twenty-eight (28%) of our clients are repeat clients, the best indicator of satisfaction with our services.
- Surveys of our clients show that 94% rate their overall experience with our firm as *Outstanding and* indicate that they plan to use our services or highly recommend us in the future.
- Our state of the art processes, including extensive use of social media for candidate outreach and skype interviews with potential finalist candidates, ensure a successful recruitment for your organization.
- Our high quality, thorough Recruitment Brochure reflects the knowledge we will have about your community and your organization and will provide important information to potential candidates.
- We provide a two-year guarantee for our recruitments. Less than 1% of our clients have had to invoke the guarantee.
- The firm has a total of twenty-seven consultants, both generalists and specialists (public safety, public works, finance, parks, etc.), who are based in Arizona, Florida, Illinois, Indiana, Michigan, and Wisconsin, as well as five reference specialists and eight support staff.

Our consultants are experienced executive recruiters who have conducted over 600 recruitments, working with cities, counties, special districts and other governmental entities of all sizes throughout the country. In addition, we have held leadership positions within local government, giving us an understanding of the complexities and challenges facing today's public-sector leaders.

630 Dundee Road, Suite 130, Northbrook, Illinois 60062  
Local: 847.380.3240 Fax: 866.401.3100 GovHRUSA.com

GovHR is led by Heidi Voorhees, President, and Joellen Earl, Chief Executive Officer. Ms. Voorhees previously spent 8 years with the nationally recognized public-sector consulting firm, The PAR Group, and was President of The PAR Group from 2006 – 2009. Ms. Voorhees has conducted more than 250 recruitments in her management consulting career, with many of her clients repeat clients, attesting to the high quality of work performed for them. In addition to her 12 years of executive recruitment and management consulting experience, Ms. Voorhees has 19 years of local government leadership and management service, with ten years as the Village Manager for the Village of Wilmette. Ms. Earl is a seasoned manager, with expertise in public sector human resources management. She has held positions from Human Resources Director and Administrative Services Director to Assistant Town Manager and Assistant County Manager. Ms. Earl has worked in forms of government ranging from Open Town Meeting to Council-Manager and has supervised all municipal and county departments ranging from Public Safety and Public Works to Mental Health and Social Services.

## Consultant Assigned

GovHR Vice President's Joe DeLopez & Lee McCann will be responsible for your recruitment and selection process. Their biographies are attached to this Proposal and their contact information is:

Joe DeLopez  
Vice President  
GovHR USA LLC  
Telephone: 773-512-2800  
[JDeLopez@GovHRusa.com](mailto:JDeLopez@GovHRusa.com)

Lee McCann  
Vice President  
GovHR USA LLC  
Telephone: 847-951-0886  
[LMcCann@GovHRusa.com](mailto:LMcCann@GovHRusa.com)

A complete list of GovHR's clients is available on our website at [www.govhrusa.com](http://www.govhrusa.com).

Mr. DeLopez & Mr. McCann will be assisted by GovHR's President, Heidi Voorhees for the outreach portion of the recruitment. Ms. Voorhees recently conducted community engagement meetings, panel interviews and data compilation and analysis for the next Chief of Police for Austin, Texas.

## References

The following references can speak to the quality of service provided by GovHR:

### **Vernon Hills, Illinois (Chief of Police, 2017) – Lee McCann & Joe De Lopez**

John M. Kalmar, AICP  
Village Manager  
Village of Vernon Hills  
290 Evergreen Drive  
Vernon Hills, IL 60061-2999  
Telephone: 847-918-3550  
[JohnK@vhills.org](mailto:JohnK@vhills.org)

### **Northbrook, IL (Chief of Police, 2017) - Joe DeLopez & Katy Rush (Fire Chief, 2015) – Lee Szymborski (Village Engineer, 2015) – Heidi Voorhees (Chief Information Officer, 2013) – Heidi Voorhees**

Richard Nahrstadt  
Village Manager  
1225 Cedar Lane  
Northbrook, IL 60062

847-664-4011

**Highland Park, IL**  
**(Chief of Police, 2017) - Heidi Voorhees**  
**(Finance Director, 2014)**  
**(Director of Community & Economic Development, 2013)**  
**(Director of Public Works, 2012)**  
**(City Manager, 2011)**  
**(Fire Chief, 2009)**

Ghida Neukirch  
City Manager  
1707 St. Johns Ave.  
Highland Park, IL 60035  
847-926-1000  
[gneukirch@cityhpil.com](mailto:gneukirch@cityhpil.com)

## Scope of Work

A typical recruitment and selection process takes approximately 175 hours to conduct. At least 50 hours of this time is administrative, including advertisement placement, reference interviews, and due diligence on candidates. We believe our experience and ability to professionally administer your recruitment will provide you with a diverse pool of highly qualified candidates for your Chief of Police search. GovHR clients are informed of the progress of a 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.

GovHR suggests the following approach to your recruitment, subject to your requests for modification:

### Phase I – Position Assessment, Position Announcement and Brochure Development

Phase I will include the following steps:

- One-on-one or group interviews will be conducted with elected officials, appointed officials, staff, business community representatives and any other stakeholders identified by the client to develop our Recruitment Brochure. The Proposal assumes up to two full days and one night depending upon the client's needs. We can also utilize dedicated email and surveys to obtain feedback from stakeholder groups. Previous clients have invited community leaders to meetings with our consultants; other clients have developed surveys for the community or organization; and some clients request we use a combination of these methods to fully understand community and organizational needs and expectations for the next Chief of Police. We will work closely with you on the format that best meets your needs.
- Development of a **Position Announcement**.
- Development of a detailed **Recruitment Brochure** for your review and approval.
- Agreement on a detailed **Recruitment Timetable** – a typical recruitment takes 90 days from the time you sign the contract until you are ready to appoint the finalist candidate.

### Phase II – Advertising, Candidate Recruitment and Outreach

We make extensive use of social media as well as traditional outreach methods to ensure a diverse and highly qualified pool of candidates. In addition, our website is well known in the local government industry

– we typically have 5,000 visits to our website each month. Finally, we develop a database customized to your recruitment and can do an email blast to thousands of potential candidates.

Phase II will include the following steps:

- Placement of the Position Announcement in appropriate professional online publications. In addition to public sector publications and websites, outreach will include LinkedIn and other private sector resources. We can provide the City with a list of where we intend to place the position announcement, if requested.
- The development of a database of potential candidates from across the country unique to the position and to the City of Evanston, focusing on the leadership and management skills identified in Phase I as well as size of organization, and experience in addressing challenges and opportunities also outlined in Phase I. This database can range from several hundred to thousands of names depending on the parameters established for the outreach. Outreach will be done in person, and through e-mail and telephone contacts. GovHR consultants have extensive knowledge of the municipal government industry and will personally identify and contact potential candidates. With more than 600 collective years of municipal and consulting experience among our consultants, we often have inside knowledge about candidates.

### **Phase III – Candidate Evaluation and Screening**

Phase III will include the following steps:

- Review and evaluation of candidates' credentials considering the criteria outlined in the Recruitment Brochure.  
  
Candidates will be interviewed by skype or facetime to fully grasp their qualifications, experience and interpersonal skills. The interviews include asking specific questions about their experiences and skill sets as well as asking questions specific to the Chief of Police. We will ask follow up questions and probe specific areas. By utilizing skype or facetime we will have an assessment of their verbal skills and their level of energy for and interest in the position.
- Formal and informal references and an internet/social media search of each candidate will be conducted to further verify candidates' abilities, work ethic, management and leadership skills, analytical skills, interpersonal skills, ability to interact with the media, and any areas identified for improvement.
- All résumés will be acknowledged and contacts and inquiries from candidates will be personally handled by GovHR, ensuring that the City of Evanston's process is professional and well regarded by all who participate.

### **Phase IV – Presentation of Recommended Candidates**

Phase IV will include the following steps:

- GovHR will prepare a Recruitment Report that presents the credentials of those candidates most qualified for the position. You will advise us of the number of reports you will need for the individuals involved in this phase of the recruitment and selection process. We provide a binder which contains the candidate's cover letter and résumé. In addition, we prepare a "mini" résumé for each candidate, so that each candidate's credentials are presented in a uniform way. GovHR will provide you with a log of all candidates who applied. You may also review all the résumés, if requested.

- GovHR will meet with you on-site to review the Recruitment Report and expand upon the information provided. The report will arrive two to three days in advance of the meeting, giving you the opportunity to fully review it. In addition to the written report, we will spend 2 to 3 hours discussing the candidates by reviewing their skype interviews and providing excerpts from the references we will have conducted on the individuals.

### **Phase V –Interviewing Process**

Phase V will include the following steps:

- After the Recruitment Report is presented, the Interviewing Process will be finalized including the discussion of any specific components you deem appropriate, such as a writing sample or oral presentation.
- GovHR will develop the first and second round interview questions for your review and comment. GovHR will provide you with interview books that include the credentials each candidate submits, a set of questions with room for interviewers to make notes, and evaluation sheets to assist interviewers in assessing the candidate's skills and abilities.
- GovHR will work with you to develop an interview schedule for the candidates, coordinating travel and accommodations. In addition to a structured interview with the City, the schedule will incorporate a tour of City of Evanston's facilities and interviews with senior staff, if the City so desires.
- Once candidates for interview are selected, additional references will be contacted, along with verification of educational credentials, criminal court, credit, and motor vehicle and records checks.
- GovHR recommends a two-step interviewing process with (typically) five or six candidates interviewed in the first round. Following this round, we strongly suggest that two or three candidates are selected for second round interviews. Again, we will prepare a second round of interview questions and an evaluation sheet.
- GovHR consultants will be present for all the interviews, serving as a resource and facilitator.

### **Phase VI – Appointment of Candidate**

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

### **Optional Assessment Center**

If desired, GovHR will perform an Assessment Center for candidates selected for interview as part of the selection process. An Assessment Center is a very useful tool for evaluating the strengths, weaknesses and skills and abilities of the City of Evanston's next Chief of Police. GovHR consultants will prepare all the related documents and scoring sheets for a choice of any of three (3) of the following exercises to be completed on the Assessment Center day:

- In-Basket Exercise
- Written/Oral Presentation Exercise
- Leaderless Group Exercise

- Structured Interview
- Budget Analysis Exercise
- Personnel Issues Exercise
- Other exercise of the Client's choosing

### Leadership/Personality Assessments

GovHR has experience working with a wide variety of leadership and personality assessment tools, depending on the qualities and experiences the client is seeking in their candidates. These include but are not limited to Luminaspark, Caliper, DISC and others. Typically these tools cost \$300 per candidate to administer. This fee is not included in our proposal.

### Optional 360° Evaluation

As a service to the City of Evanston, we offer the option to provide you with a proposal for a 360° performance evaluation for the appointed Chief of Police at about six months into his or her employment. This evaluation will include seeking feedback from both Elected Officials and Department Directors, along with any other constituent the City 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, GovHR USA will prepare a proposal for this service.

### Recruitment Schedule

A detailed recruitment schedule will be provided in Phase I. The recruitment and selection process typically takes 90 days from the time the contract is signed until the candidate is appointed. We can work with you on a shorter process, should you so desire.

Our typical recruitment process includes the following milestones and deliverables:

➤ Weeks 1 - 2	On-site interviews of City officials and staff, development and approval of recruitment brochure <b>Deliverable: recruitment brochure</b>
➤ Weeks 3 - 8	Placement of professional announcements; candidate identification, screening, interview and evaluation by consultant
➤ Week 9	Consultant recommendation to the City of qualified candidates <b>Deliverable: recruitment report</b>
➤ Week 10	Selection of candidate finalists by the City; additional background and reference checks, report preparation and presentation <b>Deliverable: interview reports including suggested questions and evaluation sheets</b>
➤ Weeks 11-12	Interviews of selected finalist candidates; recommendation of final candidate; negotiation, offer, acceptance and appointment

Summary of Costs	Price
Recruitment Fee:	<b>\$14,000</b>
Recruitment Expenses: (not to exceed) <ul style="list-style-type: none"> <li>➤ Expenses include consultant travel, postage/shipping, telephone, support services, candidate due diligence efforts. copying etc.</li> </ul>	<b>3,000</b>
Advertising: <p>*Advertising costs over \$2,500 will be placed only with client approval. If less than \$2,500, Client is billed only for actual cost.</p>	<b>2,500*</b>
<b>Total:</b>	<b>\$19,500**</b>

\*\*This fee does not include travel and accommodations for candidates interviewed. Recruitment brochures are produced as electronic files. Printed brochures can be provided, if requested, for an additional cost of \$900.

The above cost proposal is predicated on four consultant visits to the City; the first for the recruitment brochure interview process (up to two full days and one night, depending upon the client's needs; if additional days are needed they will be billed at \$500 per half day and \$950 for a full day, plus additional hotel charges, if required); the second to present recommended candidates; and the third and fourth for the candidate interview process (second round interviews are often scheduled a week or so following the first round interviews). Any additional consultant visits requested by the City will be billed at \$125/hour; \$500 for a half day and \$950 for a full day. The additional visits may also result in an increase in the travel expenses and those expenses will be billed to the client.

Optional Assessment Center Fee: \$6,000\*

\*The fee for the Assessment Center is \$6,000. The fee assumes that the Assessment Center will be held on one day and be limited to no more than five candidates. For each additional candidate, the fee will increase by \$750.

The fee includes the preparation and cost of the Assessment Center material, and a written report outlining the findings of the Assessment Center as reported by the Assessors. We will assist the City of Evanston in selecting three (3) professionals from outside the organization to serve as Assessors in evaluating each candidate's strengths and weaknesses. The City will be responsible for paying a \$500 stipend to each Assessor (and possibly mileage for the assessors).

The Assessment Center fee does not include lodging, travel and meal expenses for the GovHR facilitator(s) to be on-site for the Assessment Center. Actual expenses will be billed in addition to the \$6,000. If the City chooses to add the Assessment Center option, the fees and expenses for this will be billed separately.

## Payment for Fees and Services

Professional fees and expenses will be invoiced as follows:

**1<sup>st</sup> Payment:** 1/3 of the Recruitment Fee (invoice sent upon acceptance of our proposal).

**2<sup>nd</sup> Payment:** 1/3 of the Recruitment Fee and expenses incurred to date (invoice sent following the recommendation of candidates).

**Final Payment:** 1/3 of the Recruitment Fee and all remaining expenses (invoice sent after recruitment is completed).

Recruitment expenses and the costs for printing the Recruitment Brochure will be itemized in detail. Payment of invoices is due within thirty (30) days of receipt (unless the client advises that its normal payment procedures require 60 days.)

## Philosophy

Executive search is an important decision-making process for an organization and our primary goal is to provide our client with the information to make the best hiring decision. Our firm's executive recruitment philosophy embraces a professional process of integrity, trust, and respect toward all parties involved, and complete commitment toward meeting the expressed needs and desires of our client. All of our services are handled by principals of the firm who have established and well-regarded reputations in the search field, as well as actual operating experience in the public management fields in which they now consult. Each has impeccable professional credentials and unblemished personal reputations. Keeping both our client and prospective candidates informed on the status of the recruitment on a regular basis is also an important part of our recruitment process. Our work is carried out in an open manner with particular attention given toward seeking out critical factors of a client's organization and governance, and utilizing such information respectfully and discreetly in seeking out candidates who truly have the ability to meet the expectations and needs of the client—working strenuously in developing a fully qualified, “best match” candidate pool for client consideration. Our process includes assistance in the critical final interview and selection phases of the recruitment, and availability to both client and candidate for months following the appointment. Our process was developed and refined over the years to meet the special, and often unique, needs and circumstances facing our local government, public management, and related not-for-profit clients.

## GovHR Guarantee

It is the policy of GovHR to assist our clients until an acceptable candidate is appointed to the position. Therefore, no additional professional fee would be incurred should the City not make a selection from the initial group of recommended candidates and request additional candidates be developed for interview consideration. Additional reimbursable expenses may be incurred should the situation require consultant travel to City of Evanston beyond the planned four visits.

Upon appointment of a candidate, GovHR provides the following guarantee: should the selected and appointed candidate, at the request of the City or the employee's own determination, leave the employ of the City within the first 24 months of appointment, we will, if desired, conduct one additional recruitment for the cost of expenses and announcements only, if requested to do so within six months of the employee's departure.

In addition, in accordance with the policy of our firm as well as established ethics in the executive search industry, we will not actively recruit the placed employees for a period of five years.

## Why Choose GovHR?

We ask you to consider the following as you deliberate:

- We are a leader in the field of local government recruitment and selection with experience in more than 24 states, in communities ranging in population from 1,000 to 1,000,000. More than 28% of

our clients are repeat clients showing a high level of satisfaction with our work. We encourage you to call any of our previous clients.

- We are committed to bringing a diverse pool of candidates to your recruitment process. We network extensively with state, city and county management associations, attending more than 20 state and national conferences each year. In addition, we support and attend the meetings of Women Leading Government, the International Hispanic Network, the California Network of Asian Public Administrators, and the National Forum for Black Public Administrators.
- We conduct comprehensive due diligence on candidates. Before we recommend a candidate to you, we will have interviewed them via Skype, conducted reference calls, and media and social media searches. 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 are welcome to review all the resumes we receive, and we will share our honest assessment of the candidates.
- Our goal is your complete satisfaction. We are committed to working with you until you find the candidate that is the best fit for your position.

We believe we have provided you with a comprehensive proposal; however, if you would like a service that you do not see in our proposal, please let us know. We can most likely accommodate your request.

This proposal will remain in effect for a period of six months from the date of the proposal. We look forward to working with you on this recruitment and selection process!

Sincerely,



Heidi J. Voorhees  
President  
GovHR USA

Attachment: Consultant Biography

**ACCEPTED BY THE CITY OF EVANSTON, ILLINOIS**

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

\_\_\_\_\_

## CONSULTANT BIOGRAPHIES

### **JOSEPH A. DE LOPEZ** **Vice President**

Joseph A. De Lopez is a Vice President with GovHR USA, and an experienced and professional public safety executive and consultant. He has over 41 years of progressively responsible experience covering the spectrum of police management, to include administration, policy development, training, organizational analysis, security risk assessment, expert witness testimony and executive screening activities.

He was formerly the Vice Chancellor for Safety and Security for the City Colleges of Chicago. He was hired by the City Colleges in 2011 to coordinate the centralization and re-organization of the Office of Safety and Security. The City College of Chicago system is comprised of eight primary locations and six satellite locations serving a student population of approximately 120,000. These campuses are located throughout metropolitan Chicago, and are as diverse as the city itself. The Office of Safety and Security provides all the public safety needs of the City College system through the employment of a combination of off-duty and retired members of the Chicago Police Department, the Illinois State Police Department and the Cook County Sheriff's Department. As Vice Chancellor, Mr. De Lopez developed a plan to transition the Office of Safety and Security to a State Certified Police Department. He also implemented procedures to standardize and integrate security technology solutions, and implemented numerous programs and policies to enhance the safety on all of the campuses.

Mr. De Lopez also served as the Chief of Police in Winnetka, Illinois, a community of 12,500 residents 14 miles from downtown Chicago along the shores of Lake Michigan. He was hired as Chief in March of 2002. The Winnetka Police Department had a complement of 36 personnel, and a total budget of approximately \$6.3 million. The Department has been nationally accredited by the Commission on Accreditation for Law Enforcement Agencies. During his tenure as Chief in Winnetka, De Lopez re-organized the Police Department, enhanced training of his personnel through a collaborative effort with Oakton Community College and the Northeastern Illinois Public Training Academy (NIPSTA), where he served in roles as President, Vice-President and as an Officer of the NIPSTA Foundation.

Mr. De Lopez also had a distinguished 31 year career with the Chicago Police Department, rising through the ranks to become Deputy Superintendent. As the Deputy Superintendent of the Bureau of Technical Services for the Chicago Police Department Mr. De Lopez commanded a bureau that was comprised of the police department's Communication Division, Electronics and Motor Maintenance Division, Evidence and Recovered Property Section, and General Support Division. His duties included coordinating police communications issues and needs with the Chicago Office of Emergency Communications, which included the city's Alternate Response Program.

Mr. De Lopez has also been qualified as an expert witness in Federal Court for police operations and administrative matters, and has served as a promotional and executive search assessor for the International Association of Chiefs of Police, Metro Dade Police Department, Illinois State Police, Cook County Department of Personnel, and the Chicago Police Department.

### **Professional Education, Training and Instruction**

- Bachelor's degree in Management, University of Illinois at Chicago, IL
- Master's degree in Criminal and Social Justice, Lewis University, IL
- Police Administration at the Traffic Institute of Northwestern University
- Senior Management Institute for Police in Boston
- Northwestern University's Executive Management Program

- City of Chicago Intergovernmental Executive Development Program
- Federal Bureau of Investigation Law Enforcement Executive Development Program (LEEDS)

### **Memberships and Affiliations**

- Former President for Northeastern Illinois Public Safety Training Academy (NIPSTA)
- NIPSTA Foundation Board of Directors
- International Association of Chiefs of Police
- Illinois Association of Chiefs of Police
- Illinois Police Association

### **Awards**

- Numerous Professional, Civic and Community Awards

### **Local Government Professional Background:**

Over 41 years of police management, administration, policy development, training, expert witness testimony and executive screening activities

- |  |              |
|--|--------------|
| • Senior Security Consultant, Elert & Associates                                 | 2013-Present |
| • Vice Chancellor, City Colleges of Chicago                                      | 2011-2013    |
| • Chief of Police, Village of Winnetka, IL                                       | 2002-2009    |
| • Deputy Superintendent and various Command Positions, Chicago Police Department | 1971-2002    |

### **LEE McCANN**

#### **Vice President**

Lee McCann is a Vice President – Midwest Region for GovHR USA, and has over 36 years of active public safety experience. He works on executive search and general management consulting projects.

Following his honorable discharge from the United States Army, Mr. McCann began his career in local law enforcement as a patrol officer in Evergreen Park, Illinois. He rose through the ranks of that agency, attaining the highest merit position, Lieutenant, in less than ten years. In 1982 he was named Chief of Police in Buffalo Grove, Illinois and served as Chief of Police in Buffalo Grove & Skokie, Illinois for the next 23 years. While serving in Buffalo Grove, he led the police department in becoming one of the first 50 law enforcement agencies in the nation to be accredited.

Mr. McCann accepted numerous leadership roles with intergovernmental agencies during his tenure as Chief of Police. He helped found and manage the Lake County (Illinois) Major Crimes Task Force, served as Chairman of the Executive Committee of the Northwest Central Dispatch System and was President of the Northern Illinois Police Crime Laboratory. He was Secretary of the Executive Board of the Northwest Police Academy for ten years, and was also President of the Northern Illinois Police Alarm System - a mutual aid organization that provides manpower and other specialized services to member agencies during disaster and other emergency situations. During the five years he served as President of this organization, Mr. McCann oversaw a 100% growth in membership to over 80 law enforcement agencies serving a population of approximately 1,000,000 people.

Mr. McCann's consulting experience includes general police management studies, executive search & recruiting assignments, and service as on-site assessment team leader for the Commission on Accreditation for Law Enforcement Agencies since 1987. He also is a member of several professional organizations and has served on the governing boards of civic and charitable organizations such as OMNI Youth Services, United Way and as chairman of the Regional Action Planning Project, a local initiative to suppress street gang activity.

Mr. McCann is a graduate of the F.B.I. National Academy, the Illinois Law Enforcement Executive Institute, and Chicago State University.

### **Professional Education, Training and Instruction**

- FBI National Academy
- Illinois Law Enforcement Executive Institute
- Chicago State University

### **Memberships and Affiliations**

- Helped found and Manager - Lake County (Illinois) Major Crimes Task Force
- Former Chairman of the Executive Committee of the Northwest Central Dispatch System
- Former President of the Northern Illinois Police Crime Laboratory
- Former Secretary of the Executive Board of the Northwest Police Academy
- Former President of the Northern Illinois Police Alarm System
- Former Governing Boards of OMNI Youth Services
- Former Governing Board of United Way
- Former Chairman of the Regional Action Planning Project

### **Local Government Professional Background**

Over 36 years of active public safety experience

- Chief of Police, Skokie, IL
- Chief of Police, Buffalo Grove, IL
- Lieutenant and Various Command Positions, Evergreen Park, IL

### **HEIDI J. VOORHEES** **President**

Heidi Voorhees is the president and co-owner of GovHR USA, and possesses more than 30 years of collective experience working in local government. She has served as both a municipal leader and partner with local governments and nonprofits, handling executive search and management consulting. Heidi's exceptional communication style and lasting relationships have positioned her as a widely-respected leader in her field across the U.S. She is deeply focused on understanding the culture of each organization that GovHR USA serves.

Executive searches conducted by Heidi for GovHR USA are uniquely tailored around clients, and achieved through consensus-building and decision making with a wide range of community leaders. This in-depth and thorough consulting method sets Heidi apart from others in her industry; she leads executive talent searches that expertly identify imperative skill-sets, and provide a robust match for core values and professional environment.

The crucial ability to understand the needs, challenges and perspectives within clients' organizations are ingrained in Heidi's fundamental strengths; she works in a highly-effective manner with elected and appointed officials to assist them in making critical personnel decisions. Through this exemplary approach, she understands the intricacies that exist within organizations and communities. Realizing the importance of her clients' human resource and executive management needs, Heidi works tirelessly to advise and consult, so that she can strategically connect the best talent available with her clients.

Heidi is extremely passionate about her commitment to advancing women and minorities in local government, which is also a strong emphasis of GovHR USA. She believes in conducting extensive outreach in the search for talented individuals which results in highly qualified candidates from all backgrounds.

### **Professional Education, Training and Instruction**

- Bachelor of Science degree in Political Science, Illinois State University, IL
- Master's degree in Public Affairs from the School of Public and Environmental Affairs, Indiana University, IN
  - Fellow at Eli Lilly State and Local Government Fellowship Program
  - Distinguished Alumnus

### **Professional Development and Speaking Engagements**

- Trainer/Speaker on Recruitment Selection: Legacy Project Annual Conference, International City and County Management Association annual conference, Illinois City and County Management Association (ILCMA) conference, Wisconsin City and County Management Association conference, Michigan Municipal Executives, Ohio City and County Management Association, American Public Works Association—Chicago Metro Chapter, Illinois Association of Municipal Management Assistants, Northern Illinois University Civic Leadership Program, and Great Lakes Leadership Academy
- Former Adjunct Instructor: Center for Public Safety, Northwestern University Campus
- Former Instructor: Master's Degree Program in Public Policy and Administration, Northwestern University
- Former Trainer: Executive Management Program on Management, Community Relations, and Organizational Culture for Law Enforcement

### **Memberships and Affiliations**

- Co-founder of The Legacy Project, an organization dedicated to advancing women in Illinois local government
- Chicago Metropolitan Managers' Association, Past Board Member
- Illinois City and County Management Association (ILCMA), Past Board Member
- International City and County Management Association (ICMA), Member
- Leadership Greater Chicago Program, Past Participant
- Active Rotarian for 26 years, Charter Member for Wilmette Harbor Rotary

### **Local Government Professional Background:**

19 Years of Local Government Leadership and Management

- Village Manager, Village of Wilmette, IL 1990-2001
- Assistant Village Manager, Village of Wilmette, IL 1986-1990
- Assistant to the Village Manager, Village of Schaumburg, IL 1984-1986
- Budget Analyst, City of Kansas City, MO 1983-1984
- Cookingham-Noll Fellow, City of Kansas City, MO 1982-1983