



LE SUEUR COUNTY

Planning & Zoning Director Search Proposal

Submitted by **DDA Human Resources, Inc.**

February 8, 2021



Prepared by:
Liza Donabauer
Management Consultant

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DESCRIPTION OF THE FIRM

Proudly based in Minnesota, David Drown Associates (DDA) is a full-service consulting firm with more than 20 years working with local governments providing a full range of fiscal and economic development services, along with compensation and classification services and executive searches, to over 450 government clients throughout Minnesota. Over these years, we have gotten to know local government well, and we have worked hard to keep our services up to date to meet the ever-changing needs of our clients.

In 2013, we expanded our scope to provide human resources services — we started with executive recruitment and organizational studies and more recently added classification and compensation studies. Because of growth in our human resource service area, a new human resource affiliate company was created in 2017. DDA Human Resources Inc. currently employs nine individuals serving cities, counties, and special districts throughout Minnesota. The vast majority of our consultants are recent practitioners having served as Administrators or Human Resource Managers.

We have provided executive search services to over 100 cities and counties throughout Minnesota, including Le Sueur County. We take great pride in providing the best service at a fair and equitable price. We think you will find that our small company is nimble, efficient, and personable. We know and understand local government, and that will always guide our work.

APPROACH TO THE PROCESS

Our approach to this search will be to focus on finding the best fit for Le Sueur County. This is accomplished, first and foremost, by listening to what you are saying, understanding your goals and objectives, and building the search process off of that foundation.

After gathering background information, we comprehensively advertise the position and make sure that the posting gets into the hands of prospective candidates. In some cases, those persons are not active job seekers, so we will make every effort to find those folks through direct outreach efforts.

Communication with the County is a high priority. In addition to our Consultant Liza Donabauer being on site periodically, the County will receive weekly email updates, and Liza will always be available for questions.

SERVICE TEAM

LIZA DONABAUER

Liza came to DDA with both private and public-sector experience. With a background in construction and finance administration, her passion for public sector work led her to Wright County where she provided support to the HR Department, County Coordinator, and Commissioners. While pursuing her MBA, Liza entered city management for Clearwater, Kansas, and then later moved to Arlington, Minnesota.



During her four years in Arlington as a City Administrator, she completed a reorganization of the administration department, developed an orientation and capital planning process for two new councils, conducted compensation studies for several departments, engaged in a strategic planning session, and took part in developing a leadership curriculum for up and coming leaders in Sibley County. Her work has centered on human resource management, strong community participation, and leadership development. Liza enjoys working with colleagues throughout the state through her involvement in MCMA, a state affiliation of ICMA. She currently serves on the MCMA Women in the Profession Committee and Annual Conference Planning Committee.

Since joining DDA, Liza has conducted over 30 Administrator/Manager and Department Director searches. Liza will serve as project lead.

Contact Information:

liza@daviddrown.com

612-920-3320 x111

4796 Merganser Drive

St. Bonifacius, MN 55375

LIZ FOSTER

Liz is an Assistant Consultant that provides support and assistance within our Human Resources Division. Since joining DDA in 2015, Liz has been involved in numerous executive searches and other HR projects.



Some of Liz's duties include community research, creating position profiles, assembling interview materials for our clients, and providing general administrative support to our consultants.

Contact Information:

liz@daviddrown.com

612-920-3320 x108

704 10th Ave SE

Austin, MN 55912

MARK CASEY

Mark joined DDA in September as a Management Consultant specializing in executive searches, strategic planning, and organizational consulting in the Twin Cities metropolitan area. In his thirty-three years of public service, Mark has served as the City Manager for the City of St. Anthony Village, City Administrator for the City of Annandale, and Director of Community Education for both the Annandale and Maple Lake school districts. He also worked for the Cities of Faribault, Saint Peter, and Columbia Heights.



Mark received his undergraduate degree from the University of Minnesota and a master's from St. Cloud State University. He has served on numerous boards and commissions including the League of Minnesota Cities, Metro Cites (President), Metro Area Management Association, and the Allina Hospital Board of Directors (Buffalo, MN), and he has been a frequent guest lecturer at the University of Minnesota, Hamline University, and Metro State University.

Mark will assist with recruitment and consulting as needed.

Contact Information:

mark@daviddrown.com

612-920-3320 x113

2241 17th Street NW

New Brighton, MN 55112

GARY WEIERS

Prior to joining DDA in 2013, Gary had over 20 years of county government management experience, the last 11 years as County Administrator in Rice County. Prior to becoming Administrator, Gary served as the Social Service Department Director in Rice County and worked as a Social Service Supervisor in Mower County and Sherburne County. Gary received his bachelor's degree from the University of St. Thomas and has honed his skills by working his way up from an entry level social worker position to be the head of a \$50 million organization with over 350 employees.



Gary has worked with local governments ranging in size from a couple thousand residents to counties of over 1 million residents.

In addition to conducting executive searches, Gary has done work with communities on sharing services, organizational analysis, strategic planning, and other management related work.

Gary has conducted over 80 executive searches and numerous organizational studies. Gary will assist with recruitment and consulting as needed.

Contact Information:

gary@daviddrown.com

612-920-3320 x109

1327 Merrywood Court

Faribault, MN 55021

TIMELINE

This timeline is tentative. The final timeline will be set after the County Board's decision to proceed.

ITEM	TASK	COMPLETION DATE
Decision by County to proceed		February 16, 2021
Information gathering	<ul style="list-style-type: none"> ▪ Gather all pertinent background information ▪ Remotely meet with stakeholders, and each member of the County Board if requested 	February 24, 2021
Advertisement	Develop one-page advertisement	March 2, 2021
Approve advertisement	Board or subcommittee of the Board approves advertisement, job description, salary range, and hiring process	March 16, 2021
Candidate recruitment	<ul style="list-style-type: none"> ▪ Post position immediately upon approval of advertisement ▪ Comprehensively advertise ▪ Email and phone calls to prospective candidates 	March 17, 2021- April 14, 2021
Screening of applicants	DDA will review and rank applicants based on job related criteria and select semifinalists	April 15, 2021
Selection of finalists	<ul style="list-style-type: none"> ▪ County Board subcommittee selects finalists for interviews ▪ DDA will notify candidates not selected as finalists 	April 20, 2021
Background check of all finalists	Includes: <ul style="list-style-type: none"> ▪ Criminal background: county, state, national ▪ Sex offender registry ▪ Social Security number verification ▪ Employment and education verification ▪ Credit check 	May 4, 2021
Reference check on all finalists	DDA will conduct reference checks with current and former employers on all finalists	May 4, 2021
Intellectual profile	DDA will administer an intellect profile measuring verbal reasoning, mathematical and logical reasoning, and overall mental aptitude.	May 4, 2021
Personality Index	DDA will administer a work-related personality index to all finalists	May 4, 2021
Finalist packet	DDA will provide the Board information including: <ul style="list-style-type: none"> ▪ Summary of references ▪ Results of background checks ▪ Personality index reports ▪ Video interview ▪ Resumes, etc. 	May 5, 2021
Interviews	DDA will prepare all interview materials and be present at all interviews and other functions. It is recommended that Board interviews be at a special meeting	May 12, 2021
Decision	County Board will select candidate for offer	May 12, 2021
Offer and agreement	DDA will negotiate agreement with selected candidate	May 18, 2021
Projected start date	New Planning & Zoning Director begins	June 2021
Follow up	DDA will follow up periodically with the new Planning & Zoning Director	June 2022

PROCESS DETAILS

STEP 1: INFORMATION GATHERING

DDA will gather and assemble background information pertaining to the position. In addition, Liza will meet individually with all Board members (remotely due to COVID) to discuss candidate attributes, experience, and other important qualifications. Others will be interviewed as per the direction of the County. At the same time, the job description will be reviewed and, if needed, we will gather relevant comparative salary information for consideration by the Board. We will quickly develop a comprehensive understanding of the position.

Deliverables:

- Information gathering via interviews with County stakeholders
- DDA receives information from the County such as existing job description, etc.

STEP 2: DEVELOPMENT OF ADVERTISEMENT

Based on the information received from the County Board and others, DDA will develop a one-page advertisement that presents information about the position and organization. A draft will be presented to the County Board hiring committee for consideration and approval prior to advertising.

Deliverables:

- Draft profile sent to County Board hiring committee for approval
- Review and approval of job description and salary range by Board
- Review and approve proposed search timeline for purposes of advertisement and scheduling

STEP 3: ADVERTISEMENT AND RECRUITMENT

DDA will comprehensively advertise the position and make direct contact with possible candidates who are not active job seekers. Some of the places the position will be advertised include: League of Minnesota Cities, Association of Minnesota Counties, municipal associations in Iowa, Wisconsin, North Dakota, and South Dakota, as well as a large number of colleges and universities. In addition, the posting will be shared with the Minnesota Municipal Utilities Association, American Public Works Association, Minnesota Society of Professional Engineers, and the Minnesota Rural Water Association.

Other local advertising will be done as per direction from the County. Regular communication with candidates will occur throughout the process.

The simple DDA online application process will be used unless the County prefers to use an existing County methodology. Our online application system enables us to efficiently manage applicant flow, and corresponding reference information, and allows us to communicate with each applicant quickly and effectively. We are known for our communication with both the applicant and our client which engages and informs both parties of each step. Our system also allows us to access, review, and evaluate thousands of prior applicants who may not be actively seeking a job but who may be open the “right opportunity.”

Deliverables:

- Advertising outreach begins with posting on identified websites and social media platforms
- Direct contact through established professional network
- We utilize our database of identified prospective candidates to contact via email or phone call

STEP 4: INITIAL SCREENING AND REVIEW

DDA will complete a comprehensive analysis of every application received and work with a subcommittee of the Board and/or the Administrator to select finalists to interview.

Deliverables:

- Confirm interview schedule and logistics
- DDA will contact those not selected

STEP 5: SELECTION

After the Board subcommittee selects finalists, DDA will complete comprehensive background screenings including criminal history, civil court history, verification of recent employment, verification of education, driver's license review, credit check, and other items. Along with background checking all finalists, DDA will conduct character references with current and former supervisors to discuss various work responsibilities, projects, initiatives, leadership style, personality characteristics, etc.

In addition, DDA will administer an intellectual profile measuring verbal reasoning, mathematical and logical reasoning, and overall mental aptitude. We will also administer a personality index that provides insight into working relationships and other work-related personality characteristics.

Approximately one week prior to the final interview process, the County Board will have access to each of the candidate's application materials, background check results, reference information, information disclosure, a work personality report, and an intellectual profile on each person.

Early in the search process, Liza will discuss interview possibilities for the interview process that are appropriate to the position.

Prior to interviews, Liza will prepare questions and then facilitate all interviews and other activities the County Board determines appropriate. Our goal is to make the process smooth and painless so the Board can focus all its energy on finding the right person for the job and minimize staff disruptions to ensure the County can focus on the tasks at hand.

Deliverables:

- List of 3 to 5 finalists, confirming interview schedule and logistics
- Summary of References
- Results of background checks
- Personality Index
- Intellect Profile
- Information Disclosure
- Cover letter and resume

STEP 6: OFFER

After interviews are complete, Liza will assist the County Board with deliberations, and she will facilitate the offer to the selected candidate. Liza will negotiate the terms with the candidate based on the parameters established by the County Board.

Deliverables:

- Employment agreement
- DDA will contact those not selected

STEP 7: FOLLOW UP

DDA will make periodic contact with the new Planning & Zoning Director for at least the first year of employment.

Deliverables:

- Periodic check in with new Planning & Zoning Director and Board representative

LIST OF SEARCH CLIENTS FROM THE PAST TWO YEARS

In addition to the specific references listed on the following page, Le Sueur County is encouraged to speak with any of the entities listed below:

Entity	Type of Search	Entity	Type of Search
City of St. Anthony Village, MN	Manager	City of Prior Lake, MN	Manager
City of Cannon Falls, MN	Public Works Director	City of Pequot Lakes, MN	Administrator
Monticello, MN	Administrator	Paynesville, MN	Administrator/ED Dir.
Beltrami County, MN	Administrator	Kittson County, MN	Administrator
City of Albert Lea, MN	Manager	Cook County, MN	Administrator
City of Crookston, MN	Administrator	City of Waseca, MN	Director of Engineering
Brainerd HRA, MN	Executive Director	City of Aitkin, MN	Administrator
City of New Brighton, MN	Administrator	City of Lake City, MN	Finance Director
City of St. James, MN	Manager	Waseca County, MN	Administrator
Isanti County, MN	Administrator	City of Brainerd, MN	Administrator
City of Kasson, MN	Administrator	City of Staples, MN	Public Works Director
City of Scandia, MN	Administrator	Mahnomen County, MN	Administrator
City of Sleepy Eye, MN	Manager	Albert Lea HRA, MN	Executive Director
City of Albert Lea, MN	Manager	Sherburne County, MN	Administrator
City of Waseca, MN	Finance Director	Murray County, MN	Administrator
City of Plainview, MN	Public Works Director	City of Montevideo, MN	Police Chief
City of Montevideo, MN	Manager	City of Melrose, MN	Administrator
Kitchigami Regional Library System	Director	City of Dundas, MN	Administrator
City of Maple Lake, MN	Administrator/Clerk/Treasurer	Brown County, MN	Administrator
City of New Ulm, MN	Manager	City of Olivia, MN	Police Chief
City of Sleepy Eye, MN	Manager	City of Blooming Prairie, MN	Administrator
Albert Lea EDA, MN	Executive Director		

DDA is currently conducting searches for Hubbard, Jackson, Kittson, Le Sueur, Roseau, and Waseca Counties, the City of Chisholm, the Red Wing HRA, Prairie Lakes Youth Programs, and the City of Watertown, South Dakota.

FEES

The fee for the search process is \$13,500, payable at the completion of the search. This all-inclusive fee covers professional services and all expenses including travel, advertising, personality index, intellectual profile, background checks on all finalists, etc.

If Le Sueur County chooses to offer a travel stipend or reimbursement for expenses of the candidates, that cost is handled directly between the County and the candidates. DDA would be available to provide input and guidance on this item.

REFERENCES

Dave Borchert

Board Chair, Brown County Commissioner

County Administrator Search

Phone Number: 504-354-3295

Email: commissionerdistrict1@co.brown.mn.us

Brian Stumpf

Mayor, City of Monticello

City Administrator Search

Phone Number: 612-598-4016

Email: brian.stumpf@ci.monticello.mn.us

Vern Rasmussen, Jr.

Mayor, City of Albert Lea

City Manager, Econ. Dev. Executive Director (ALEDA) & HRA Executive Director Searches

Phone Number: 507-377-4330

Email: mayor@ci.albertlea.mn.us

Roy Srp

Mayor, City of Waseca

City Manager Search

Phone Number: 507-521-1185

Email: roy.srp@pinnaclefoods.com

“After working with then, City Administrator Liza Donabauer for over 2 1/2 years, I can truthfully say she is the epitome of hard work and dedication to her profession. Her communication skills and procedures are without compare, and she did not shy away from any challenge. I have no doubt that she will continue to provide exemplary service in any work endeavor.”

**-Rich Nagel, Mayor
City of Arlington, MN**

“We hired David Drown Associates to facilitate our search and subsequent hire of our new City Administrator. They did an outstanding job of walking our City Council through all stages of the hiring process. Liza Donabauer was in constant contact with me and able to quickly answer any question that came up. I would highly recommend DDA Human Resources, Inc. to any city.”

**-Mike Nelson, Mayor
City of Mountain Lake, MN**

“Thank you again, Liza, for a well-organized, professional, and detail-oriented process/search with us. It went so smoothly. I’ve been on Council through quite a few hires now, and this by far has been the best.”

**-Charlotte Gabler, City Council Member
City of Monticello, MN**

“We are very pleased with the professional services that you and your firm provided for a City Administrator. The process was stress free and provided us with many qualified candidates; this would have been very difficult for us to accomplish on our own. Thank you to Liza and her colleagues for guiding us from start to finish. Would highly recommend other organizations to consider DDA Human Resources for their hiring needs.”

**-Chris McKern, Mayor
City of Kasson, MN**