

Request For Board Action

REFERRED TO BOARD: October 3, 2016

AGENDA ITEM NO: 6

ORIGINATING DEPARTMENT: Administration

SUBJECT: Consideration of Resolution Authorizing the Administrator to execute a contract with a Human Resources Consultant

SUMMARY AND BACKGROUND OF SUBJECT MATTER:

The Village has been without a human resource professional for several years. While the need for human resources to support administrative staff has not been diminished, financial constraints has forced existing staff to take on those duties. The Village had a full time HR position which was not filled upon the departure of previous staff. This has left remaining staff burdened with those duties and perhaps put the village in a disadvantaged position with regard to employment issues such as hiring and keeping up to date with modern policy.

This year staff has budgeted to add an HR professional as a consultant or as a staff member to support the administrative staff and assist all employees with HR consultation. Staff interviewed two consultants that were recommended for their experience and competency in providing HR support. Kathy Lampkin has been selected as the top consultant and is recommended to the Board to act as the Village's HR consultant. Her duties will begin with an assessment of our HR procedures and policies and then move to prioritize assignments to improve our HR functions throughout the Village.

FINANCIAL IMPACT: \$ 1,600.00 monthly

DOCUMENTS ATTACHED:

1. Resolution
2. Contract
3. Resume

RECOMMENDED MOTION:

Move to approve a Resolution Authorizing the Administrator to Execute a Contract with a Human Resources Consultant

RESOLUTION 2016 - _____

**A RESOLUTION AUTHORIZING THE ADMINISTRATOR TO EXECUTE A
CONTRACT WITH HUMAN RESOURCE CONSULTANT HR2U**

WHEREAS, the Village has previously had a position for a human resources professional, and

WHEREAS, with the onset of the economic recession, the human resource position was vacated to reduce budget expenses, and

WHEREAS, the Village has a need for a human resource professional to support administrative staff and to keep the Village current with human resource policy and procedures, and

WHEREAS, HR2U and Kathy Lampkin are human resource consultants and are experienced in providing human resource consultancy, and

WHEREAS, the Village has budgeted for the expense of said human resource consultant,

NOW THEREFORE, BE IT RESOLVED by the Village of Antioch, Lake County, Illinois, as follows:

SECTION ONE: The Village Administrator is authorized to retain HR2U on the terms and conditions set forth in the draft contract attached as Exhibit A hereto.

SECTION TWO: This resolution shall take effect immediately upon passage.

PASSED BY THE BOARD OF TRUSTEES OF THE VILLAGE OF ANTIOCH, ILLINOIS,
ON THIS ____ DAY OF _____, 2016.

ATTEST:

LAWRENCE M. HANSON, MAYOR

LORI K. ROMINE, VILLAGE CLERK