



To: Gregg Guetschow, City of Charlotte City Manager

From: Ryan Cotton, Vice President
rcotton@govhrusa.com; 616-638-8910

Date: September 10, 2020

Subject: Interim City Manager Services and Candidates

It is my pleasure to provide information on six potential candidates to fill the Interim City Manager’s position.

GovTemps discussed and created a tentative list of candidates after your request last week. We made phone calls, sent emails, and found nine (9) individuals who are qualified, are interested, and otherwise fit the profile needed.

Attached are the resumes for the **six best candidates** that we feel fit Charlotte’s needs. They range in diversity and experience. Most have an interest in the potential full-time position. One is interested in the interim position only.

I listed them in two groups below in alphabetical order below based on proximity.

Name (alphabetical)	Key Experience	Notes
Michigan Candidates		
[REDACTED]	Current Executive Director, Downtown Main Street Program, [REDACTED], MI and former Mayor of [REDACTED], MI. 3 years of relevant experience. MPA in progress from Ashford University, Alameda, CA	Current finalist in another CM recruitment in Michigan.
Aaron Thelenwood	Current West Michigan Airport Operations Manager, City of Holland, MI. Has been an Administrative Pinch Hitter for City of Holland and former assistant to me as City Manager. MPA from GVSU. 6 years of relevant experience.	Current finalist in another CM recruitment in Michigan. Lives in Grand Rapids.
[REDACTED]	Current [REDACTED] Township Supervisor/Manager. Business Management	Elected official first then the Board added management duties three years ago.

	Bachelors at Ferris State. 15 years of relevant experience.	
National Candidates		
██████████	Former City Manager in ██████████, WI. 7 years of relevant experience. MPA from CA State University.	Would need accommodation reimbursement.
Tom Guerino	Former Bourne, MA City Manager. Bachelors from University of Southern Maine, 30 years of relevant experience.	Former colleague of Ryan Cotton's in Vermont. Is interested in the Interim role only. Would need accommodation reimbursement.
Thomas Thomas	Former City Manager of Unalaska, AK. 19 years of relevant experience.	Former finalist in another CM recruitment in Michigan.

I have spoken to each of the candidates about Charlotte and have known some of them as professional colleagues when I was a City Manager.

Once you get a chance to review and determine who you would like to recommend to the City Council for interviews, I will send them Charlotte's Charter and other documents you provided. Feel free to provide any updates that you mentioned in the meantime to make more current.

Also attached is a draft Interim City Manager employee leasing agreement for whichever candidate you and the Council prefer. The dollar range to the employee would be \$50/hour to \$55/hour. The amount to Charlotte would be \$70/hour to \$77/hour once the administrative fee is added.

I will coordinate these interviews at your request, or you may do so if you prefer.

About GovTemps USA

GovTemps USA is the interim staffing line of business of GovHR USA. It was formed in 2011 by Joellen Cademartori and Heidi Voorhees. Both have distinguished careers in local government management and saw a need for a firm to focus on providing short and long-term staffing solutions to local governments. As of October 2019, GovTemps has assisted more than 180 organizations in 14 states with over 450 placements.

GovTemps Positions. GovTemps has placed employees in a variety of temporary positions at local jurisdictions. They include: Managers and Administrators, Parks and Recreation Administrators, Police Chiefs, Executive Assistants, Clerks, HR Directors, HR Generalists, Finance Directors, CFO's, Accountants, Community Development Directors, Planners, Plan Reviewers, Permit Clerks, Public Works Directors and Superintendents, Engineers, Building Officials, and more.

Why Employees Choose GovTemps. Employees choose GovTemps because of its reputation as a leader in short and long-term staffing services for local governments. The senior staff at GovTemps are former local government employees and care about assisting good and talented people find positions in local governments. GovTemps employee benefits include:

- Professional liability and workers' compensation coverage
- Contribution to health insurance for eligible employees
- Matching contribution towards an IRA for eligible employees

Because GovTemps carries professional liability insurance coverage, individuals who might otherwise consider working as an independent contractor have opted to work through GovTemps thus avoiding the high cost of liability insurance and simplifying year-end tax filing.

Why Local Governments Choose GovTemps. Local governments choose GovTemps for the following reasons:

Talented and Skilled Candidates. GovTemps understands the unique position needs and expectations of local governments. GovTemps actively recruits employees through regular attendance at professional conferences and other events, outreach to its professional network, and pro-active recruitment.

Cost Avoidance. By partnering with GovTemps, local governments avoid the costs associated with employee recruitment and selection, as well as the expense of payroll withholdings, employee health insurance and pensions. In addition, GovTemps carries workers' compensation and unemployment insurance on all employees.

Flexible Staffing Arrangements. GovTemps recognizes that local governments often need to fill a position on a short term or project basis due to employee transitions, illness, or seasonal demand. Accordingly, GovTemps actively recruits employees who embrace flexible work schedules.

GovTemps Fee. The employee hourly rate is determined by matching what the employee wishes to earn versus what the jurisdiction desires to pay. The GovTemps 40% fee is in added to the employee's hourly rate. Employees are typically paid only for hours worked.

Selection Process. Upon notification from a local government that it needs to fill a temporary position, GovTemps staff will discuss the position requirements with potential candidate(s) and present those that are best suited. The local government will decide if it desires to interview any or all the presented candidates. If a suitable candidate is not immediately available, GovTemps will recruit candidates at no cost to the local government. Once a candidate has been identified and the hourly rate is set, GovTemps and the jurisdiction will enter into an employee leasing agreement.

To discuss your interim staffing needs in the State of Michigan, contact Vice President Ryan Cotton at 616-638-8910 or rcotton@govhrusa.com or Senior Vice President Mike Earl at 224-2618366 or mearl@govhrusa.com.



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