

NOTICE AND AGENDA



Special Meeting of the Niagara Falls Water Board

January 25, 2021 12:00 PM

This special meeting will be conducted via teleconference without public in-person attendance pursuant to Governor Cuomo's Executive Order 202.1 as extended through January 29, 2021 by Executive Order 202.87.

Members of the public may listen live to the meeting and may view a screen share showing this notice and agenda from a computer, tablet or smartphone by following this link: <https://www.gotomeet.me/NFWB>

To download the GoToMeeting app, visit:

<https://global.gotomeeting.com/install/621861429>

You can also dial in using your phone. Call (646) 749-3131 and enter access code 816-472-309.

AGENDA

1. Attendance

a. Brown ___ Forster ___ Kimble ___ Larkin ___ Leffler ___

2. Resolution 2021-01-007 – RETENTION OF SELECTIVE STAFFING SOLUTIONS FOR EXECUTIVE DIRECTOR SEARCH

a. Selective Staffing Solutions Agreement and Brochure

3. Adjournment of Meeting

**RETENTION OF SELECTIVE STAFFING SOLUTIONS
FOR EXECUTIVE DIRECTOR SEARCH**

WHEREAS, the Niagara Falls Water Board (“Water Board”) seeks to recruit a well-qualified Executive Director to lead the organization; and

WHEREAS, the Water Board recognizes the benefit of working with a professional executive search firm to assist in identifying candidates qualified for the important work performed by the Executive Director, including planning, managing, directing, assigning, controlling, and directing the operation of the Water Board’s water and wastewater facilities; and

WHEREAS, the Water Board desires to appoint a permanent Executive Director as soon as practicable in order to advance objectives and maintain stability within the organization, and employing an executive search firm will help complete the search faster, to proactively identify and recruit qualified candidates in addition to those who might apply through a traditional job posting, and to assist in objective evaluation of candidates; and

WHEREAS, Selective Staffing Solutions LLC, doing business as Selective Staffing Solutions-Alberts Executive Search, is a New York State Certified Women-Owned Business Enterprise and has presented a proposal dated January 15, 2021 to perform an exclusive executive search to identify and recruit qualified candidates to fill the position of Executive Director in exchange for a fee based on the Executive Director’s starting salary;

* CONTINUED ON NEXT PAGE *

NOW THEREFORE BE IT

RESOLVED, that the Water Board hereby directs General Counsel to accept the January 15, 2021 proposal from Selective Staffing Solutions to perform an executive search for candidates to fill the position of Executive Director and authorizes payment of a fee to Selective Staffing Solution consistent with the terms set forth in that proposal.

Water Board Personnel Responsible for Implementation of this Resolution:
General Counsel

Water Board Budget Line with Funds for this Resolution:
Consultants FGB.8000.0000.0451.000
Budget Line Supplied by: K. Walker
Available Funds Confirmed by: K. Walker

On January 25, 2021, the question of the adoption of the foregoing Resolution was duly put to a vote on roll call, which resulted as follows:

	Yes	No	Abstain	Absent
Board Member Forster	[]	[]	[]	[]
Board Member Kimble	[]	[]	[]	[]
Board Member Larkin	[]	[]	[]	[]
Board Member Leffler	[]	[]	[]	[]
Chairperson Brown	[]	[]	[]	[]

Signed By:

Vote Witnessed By:

Patrick D. Brown, Chairperson

Sean W. Costello, Secretary to Board

January 15th 2020

Niagara Falls Water Board
Niagara Falls, NY 14304

RETAINED SEARCH SERVICE AGREEMENT

SERVICES:

Selective Staffing Solutions will perform an Executive Search for a candidate to fill the position of Executive Director.

FEES:

Our Professional Fee for conducting this search is twenty percent (20%) of the annual base salary of the placed candidate. In addition, Albert's Executive Search will bill any out-of-pocket expense incurred related to the search and approved by your company. For example, out of pocket expenses may include candidate travel, lodging, meals or other necessary and reasonable expenses.

TERMS:

Our Professional Fee will be due in three (3) installments as follows:

1. \$7,500 due upon the signing of this Agreement. *
2. \$7,500 due in 30 days from the signed Agreement.
3. Remaining fee, plus expenses, are due within the 10 days following the successful candidate's start date.

*Please note Albert's Executive Search will not initiate the search prior to receiving the initial installment.

LIMITED WARRANTY:

Please note that we offer a 180-calendar day replacement guarantee on all direct hire placements. This guarantee is secured by receipt of payment of the placement fee to Selective Staffing within ten (10) calendar days from the chosen candidate's start date. Should the applicant leave your employ voluntarily or be discharged for just cause during the first 180 days of employment, we will, at your request provide you with a replacement candidate. If the candidate is downsized or their position is eliminated within the first 180 days, Selective Staffing Solutions will not be responsible for providing you with a replacement candidate. If the replacement candidate is hired at a salary higher than the applicant initially hired, we will not charge the difference in fee. If the job description changed for the replacement candidate after the initial candidate leaves your employ, Selective Staffing Solutions will charge another 20% fee. A job description is considered different if the duties and responsibilities are changed, if the location of the job changes, or if the department changes.



WBE Certified Woman-Owned Business
1775 Wehrle Drive | Williamsville, NY 14221
P: 716-634-3300 | www.ssswny.com

*Please review, sign and return this fee agreement at your earliest convenience so we can begin sourcing and qualifying candidates for you! We look forward to building and maintaining a strong partnership with you and. If you have any further questions, please don't hesitate to contact me at any time.

Thom Jennings | Executive Recruiter

716.634.3300

tjennings@ssswny.com

I hereby acknowledge and agree to the terms and conditions listed above. I also acknowledge that I have the authority to accept said terms and conditions on behalf of **the Niagara Falls Water Board.**

Name (printed): _____

Name (signed): _____ **Date:** _____

Title: _____ **Email:** _____

Accounts Payables Contact Person (printed): _____

Email address of AP contact: _____

Mailing address: _____

Phone number: _____

Preferred method of receiving invoices (mail/email): _____

PAYMENT TERMS Net 10

Why Choose Us?

Alberts Executive Search is the premier boutique executive search firm of WNY that works to find talent for all levels of your firm. We excel at recruiting talented middle managers just as we do in our senior management search engagements. By serving your needs in this area, we help you recruit the next generation of key executives.

We have developed a network that has the extended reach to ensure that the standards you set for key managers & executives are met by all the candidates we provide for you. We take the time to understand your organization, from Core Values and Culture to the quarterly Performance Objectives. We meet with all necessary personnel to fully understand your entire organization and all its unique dynamics. We know that skills or talent will not make the right fit for you. More often, cultural compatibility with the entire team becomes the most critical attribute of a candidate.

Having Alberts Executive Search represent your organization in the market tells the business community and prospective candidates that your company takes recruiting seriously-it elevates the status of the position in their eyes. High-level executives do know the difference.

Our Search Process...

The Executive Search Consultant will work with you to conduct an in-depth assessment, thus gaining a thorough understanding of the organization and its culture. All members of the management team are encouraged to participate. These meetings will produce mutually agreed upon strategies and tactics, thus providing the platform for the next step in quality and timely search fulfillment. Based on the information gathered from these meetings, Alberts Executive Search will create a detailed description of the position. After our client's approval of the position specification, a candidate profile is created. Our Research & Recruiting team will use this profile as a basis for assessing potential candidates.

The position specification includes:

- company profile
- the opportunity
- scope and responsibilities
- six (6) and twelve (12) month Mission Critical Objectives
- required experience and knowledge of candidates
- personal attributes of candidates

Under the direction of the Search Consultant, our internal Research & Recruiting team systematically identifies every possible qualified individual. This is done by building a list of target companies, utilizing direct sourcing, in-house proprietary databases, network referrals, leveraged association contacts, and collective industry experience. This initial phase of sourcing will generate a concentrated list of candidates without regard to their interest in a career change. The Research & Recruiting team collectively develops a strategy to recruit these individuals. We do not simply advertise or use Internet job search engines. Our sourcing methodology generates candidates solely on qualifications, not employment status.

In addition, the Search Consultant will interview and qualify candidates prior to formally submitting them to our clients. A written summary is generated on all candidates detailing the basis for submission. Alberts Executive Search Consultants are very selective about our candidate submissions.

The candidate profile includes:

- required skills, education, tenure
- targeted characteristics (personality, drive, etc.) to combine well with the client's team and culture
- key performance indicators

As the client interviews candidates, we are continually collecting feedback. This information is used to recalibrate, potentially resulting in the introduction of additional candidates.

The Executive Search Consultant will participate in and/or lead conversations from the candidate's reference list. Once the proper individual has been identified, the Executive Search Consultants offer guidance and resources to ensure the negotiation process results in a successful acceptance by the candidate. While many executive search firms would consider the deal completed at this point, Alberts Executive Search provides ongoing support and contact to ensure a smooth transition and successful first year for the client and the executive placement.

Our Executive Search Leaders

Michelle Alberts



Michelle Alberts Michelle Alberts is the President and Founder of Selective Staffing Solutions and Alberts Executive Search. She has been honored as one of the top Western New York Women Owned

Businesses for consecutive years in Buffalo's Business First, as well as receiving numerous Sales and Marketing Awards. Michelle has been excelling in the staffing industry since 1999, and before opening Selective Staffing Solutions held a sales management position with a national staffing agency where she was ranked #1 in the country. Her years of experience in the industry have abetted her to establish client needs and deliver solutions.

Thom Jennings



Thom Jennings spearheads Albert's Executive Search. Thom started his career with a national executive search firm before moving to Albert's Executive Search to focus on Executive Search in his own

backyard – Western New York. Thom's experience recruiting for global, fortune 500 organizations and his local expertise make him a premier recruiter for WNY employees who need the service and experience you would expect from a national firm at a local level.

Services We Offer:

Contingency Search

A contingency search represents a limited commitment from Alberts Executive Search to present in-profile candidates as we uncover them over the course of our daily business activities. We do not conduct original research, make dedicated recruiting calls, or guarantee to deliver candidates; nevertheless we still have a high likelihood of presenting candidates based on our total activity in the market. If Alberts Executive Search presents a candidate that is hired, a success fee is due.

Most clients choose a contingency search for low to mid-level managers and personnel. Some of the benefits of a contingency search consist of no upfront financial commitment and the flexibility to hire outside the Alberts Executive Search relationship from any source you choose. Some of the drawbacks include no performance guarantee, no candidate exclusivity (candidates are presented to other contingency clients simultaneously), and a limited candidate guarantee.

Dedicated Search (Most Popular Option)

A dedicated search represents a specific and devoted commitment from Alberts Executive Search to present a minimum of three to five in-profile candidates typically within 30 days from beginning the search. We assign our client a dedicated search team which performs original research, makes dedicated recruiting calls on your behalf and conducts full behavioral and chronological interviews with each candidate prior to presentation. Each candidate is recruited specifically for the search, and each candidate is presented exclusively to the client, meaning Alberts Executive Search never sends a dedicated candidate to two clients at once. Alberts Executive Search requires an exclusive agreement to begin a dedicated search and a final success fee is due at its conclusion.

Because our dedicated search success rate is greater than 98%, most clients choose a dedicated search for Mid-Level Management openings, team lift-outs and critical time to fill roles. Additional benefits of a dedicated search include a performance guarantee to present in-profile candidates within a certain period of time, full 90 day replacement guarantee, dedicated project team and weekly update calls upon request.

Retained Search

A retained search represents a total commitment from Alberts Executive Search to present a minimum of five to eight in-profile candidates typically within 60 days of beginning the search, and ultimately as many candidates as required until the role is filled with the perfect fit. We work closely with our clients to develop and organize a turnkey hiring strategy. This includes the development of a formal job description, organizing and executing a confidential recruitment campaign, conducting full behavioral and chronological interviews and screening and assessing all candidates in a consistent fashion.

Alberts Executive Search meets each candidate in person (and/or Virtually), and/or attends client interviews to facilitate the process at our clients' request. Each candidate is recruited specifically for the search, and each candidate is presented exclusively to the client. We also check professional references and coordinate credit and criminal background checks as well as personality Assessments. Alberts Executive Search requires an engagement fee to start the search and a success fee at the completion of each retained search.

Most clients choose a retained search for SVP, EVP and C-Level roles. The main benefits of a retained search include a total commitment from Alberts Executive Search to fill each search, meanwhile saving you time and money.