



Response to Request for Information/Quote

**EXECUTIVE SEARCH
HUMAN RESOURCE DIRECTOR; FINANCE DIRECTOR; COMPENSATION MANAGER
JACKSON COUNTY GOVERNMENT**

Prepared by:
Stacey Cowan
Local Government Practice Leader, Senior Search Consultant
Michelle Anderson
Vice President, Executive Search

OMNI Human Resource Solutions
7311 West 132nd Street, Suite 320 Overland Park, KS 66213
Overland Park, KS 66210
www.omnihrm.com

TABLE OF CONTENTS

Company Overview	2
About OMNI	2
Key Staff	2
Stacey Cowan, Local Government Practice Leader, Senior Search Consultant	2
Michelle Anderson, Vice President of Executive Search	2
Our Experience	3
Executive Level Searches	3
Local Government Searches	3
Recruitment Approach, Deliverables, and Proposed Timeline.....	3
Our Approach	3
Best Practices	3
Relationships Matter	3
Market Intelligence.....	4
Our People	4
Confidentiality	4
Personalized Approach	4
Communication	4
Communication with the County	4
Communication with Candidates.....	4
Deliverables.....	5
Phase I: Key Stakeholder Engagement & Strategy Development.....	5
Phase II: Market Research, Announcement, & Candidate Sourcing.....	5
Phase III: Candidate Presentation & Evaluation	5
Phase IV: Candidate Assessment & Project Management	5
Proposed Timeline	6
Sourcing Strategy.....	6
Professional Associations.....	6
Online Job Boards.....	6
Proactive Outreach.....	6
Networking & Referrals	6
Social Media.....	6
References	7
Fees & Terms of Services	7
Search Support	8
Fees.....	8
Included in our Fees	8
A La Carte Services.....	8
Background Checks.....	9
Marketing Recommendations	9
Assessments.....	9
Placement Guarantee.....	9
Acknowledgement	9

COMPANY OVERVIEW

ABOUT OMNI

OMNI Human Resource Solutions is a HR consulting and executive search firm based in Overland Park, KS that has partnered closely with for-profit, nonprofit, and local government organizations across the Midwest and the U.S. since 1998.

- Our mission is to elevate organizations to achieve more with people through expert HR solutions.
- We believe organizational success comes when the right people are doing the right things for the right reasons, and this principle guides our work.
- OMNI is highly respected in executive search, especially in the public and nonprofit sectors. Our experience in filling C-suite and leadership roles at all levels has allowed us to build a strong network of top talent. (See our Representative Search document in Appendix A for more details.)
- Our leadership and consultants are experienced in partnering with local governments; active in the community, serving on boards and volunteering for nonprofits.
- Our consultants' diverse leadership experience across industries gives us a well-rounded approach to recruitment and hiring, ensuring full alignment with each client's goals.

KEY STAFF

STACEY COWAN, PRACTICE LEADER, SENIOR SEARCH CONSULTANT

Stacey brings extensive experience in local government recruitment with an understanding of local government challenges and needs. With a proven track record in national searches, she excels at identifying and securing top talent for highly specialized, technical roles, including those focused on public human resources, and finance.

Stacey has demonstrated her expertise in aligning top-tier talent with critical leadership roles in local government. Her notable placements include leadership positions for the Cities of Independence, Blue Springs, Raytown, Missouri, and Overland Park, Kansas, Johnson County (KS) Government and MARC.

Stacey served as Membership Director at the Overland Park Chamber of Commerce & Economic Development Council. There she honed her stakeholder collaboration skills and expanded her professional network and local government collaboration, making her an invaluable asset to OMNI's search practice.

MICHELLE ANDERSON, VICE PRESIDENT OF EXECUTIVE SEARCH

Michelle has played a pivotal role in building OMNI's nonprofit and local government search practice. Her strong network of strategic relationships and dedication to successfully completing projects ensures that her clients are matched with the best talent available.

Under her leadership, OMNI's executive search team has successfully completed more than 225 assignments for local government and nonprofit executive and leadership roles in the past five years, including 75% of those roles being filled by a woman and/or other diverse candidate and 25% of those placements were individuals of color.

OUR EXPERIENCE

EXECUTIVE LEVEL SEARCHES

With over 25 years of experience, OMNI has built a strong reputation for delivering exceptional Executive Search and Talent Acquisition solutions, achieving an impressive 90% placement rate for executive-level roles over the past five years. Our expertise encompasses a wide range of C-suite and leadership positions with a proven ability to source and recruit top talent on a national scale. We are happy to discuss specific questions and a more detailed list.

LOCAL GOVERNMENT AND PUBLIC SECTOR SEARCHES

OMNI has a proven track record in local government recruitment, having successfully partnered with leadership, internal HR, and governing bodies to fill key positions. Our team is well-versed in protocols, compliance requirements, and stakeholder engagement, ensuring a smooth and effective recruitment process. Key engagements include:

- City of Riverside, Missouri – *City Administrator (in process)*
- City of Blue Springs, Missouri – *Director of Information Technology, Director of Public Works, and Superintendent of Public Works*
- City of Independence, Missouri – *Director of Human Resources*
- City of Raytown, Missouri – *Human Resources Manager*
- City of Oak Grove, Missouri – *Director of Public Works & Community Development Director*
- City of Warrensburg, Missouri – *City Manager (in partnership with Ever Strive Solutions)*
- City of Olathe, Kansas – *Human Resources Officer*
- City of Overland Park, Kansas – *Chief Human Resources Officer, Manager of Benefits and Retirement, Manager of Human Resources, Payroll Manager, and Senior Assistant City Attorney*
- Johnson County Government, Kansas – *County Appraiser, Director of Communications & Engagement, Director of Treasury, Taxation & Vehicles (in process)*
- Mid-America Regional Council – *Executive Director (in process), Finance Director, Director of Aging and Adult Services, Director of Early Learning and Head Start, Solid Waste Management District Program Manager, and Manager of Aging Administrative Services, Director of Local Government Services*
- Rolla Municipal Utility – *Executive Director (in partnership with Ever Strive Solutions)*

3

RECRUITMENT APPROACH, DELIVERABLES, AND PROPOSED TIMELINE

OUR APPROACH

BEST PRACTICES

Our experienced consultants have mastered the process of executive and professional search. They know how to engage and listen to boards and search committees to identify qualifications and skills required for key roles. They design the best search methods, conduct interviews, and keep candidates engaged, ensuring an exceptional experience for everyone involved. This helps protect your employer brand and keeps the right candidates interested in your organization.

RELATIONSHIPS MATTER

We believe trusted relationships are just as important as expertise. We don't just act as vendors; we work as partners, building strong bonds with both clients and candidates based on trust to help them succeed.

7311 West 132nd Street, Suite 320 • Overland Park, KS 66213
913.341.2119 • www.omnihrm.com

MARKET INTELLIGENCE

Executive and professional search is our exclusive focus. By maintaining continuous engagement with referral partners, candidates, and employers, we gain valuable insights into how your employer brand compares to competitors and how you can enhance your ability to attract top talent.

OUR PEOPLE

Our team's success comes from their extensive experience, in-depth knowledge, and broad networks, built over many years. We're able to find top talent nationwide, including those who aren't actively looking for new roles, but would be a great fit for your organization.

CONFIDENTIALITY

Trust is key to our work. We protect client and candidate privacy, particularly during confidential searches for key leadership roles, ensuring all information is handled with care.

PERSONALIZED APPROACH

While we follow a proven search process, we tailor each search to fit the unique needs, culture, and budget of our clients. We value clear communication, collaborative decision-making, and long-term partnerships for continued success. We believe that in-person, face-to-face meetings are key to delivering a truly personalized experience.

COMMUNICATION

During the search process, our consultants will serve as trusted advisors to both Jackson County Government and the candidates, ensuring a smooth and positive experience for all. Strong relationships, transparency, and open communication are the foundation of successful searches.

4

COMMUNICATION WITH JACKSON COUNTY GOVERNMENT

At the start of the project, we will collaborate with the designated representatives of the County to determine your preferred communication methods and cadence of schedule. Our standard approach includes:

- In-person kick-off meeting with all stakeholders including internal leaders & executives.
- Regular updates via call or email to designated representatives and other stakeholders.
- In-person or virtual meetings with the designated representatives and other stakeholders.
- Bi-weekly written project updates.
- Additional meetings or presentations upon request.
- Clear next steps and action plans after every update.
- Regular communication about scheduled meetings, expectations, and time requirements.

COMMUNICATION WITH CANDIDATES

We will ensure candidates view Jackson County Government as an employer of choice by:

- Helping you convey your mission and values authentically.
- Building strong connections with candidates from the start.
- Developing trust with each candidate we identify.
- Acting as a liaison to ensure candidates fully understand the role and fit your culture.
- Keeping candidates engaged throughout the process, so they remain interested until you make a final decision.
- Ensuring candidates feel valued while we prioritize the needs of Jackson County Government.

DELIVERABLES

OMNI's proposed project plan for the **Human Resource Director, Finance Director and Compensation Manager** searches are outlined below and is reflective of the unique approach we bring to our full-cycle executive search practice. It has always been OMNI's practice to tailor all aspects of our client services to the specific needs and circumstances of each client. **The below phased timeline will be assigned specific dates following established kick off. OMNI can engage immediately.**

PHASE I: KEY STAKEHOLDER ENGAGEMENT & STRATEGY DEVELOPMENT

- In-person kick-off meeting with designated representatives of Jackson County Government
- Review existing position description, provide feedback, and submit a job profile.
- Clarify compensation, role expectations, and performance metrics in alignment with the strategic plan.
- Confirmation of any "do not recruit from" lists.
- Identify and engage key stakeholders for input.
- Distribute an online survey to gather feedback from staff and designated representatives and prepare a report on findings.

PHASE II: MARKET RESEARCH, ANNOUNCEMENT, & CANDIDATE SOURCING/EVALUATION

- Collaborate with designated representatives to identify suitable job boards and publications for announcements. OMNI will provide a recommended job board list.
- Conduct initial candidate screenings and recommend a shortlist for the designated representatives.
- Gather additional candidate recommendations from stakeholders.
- Utilize our network to identify traditional and non-traditional candidates, as well as key influencers.
- Distribute the position announcement to a wide audience to raise awareness.
- Engage passive candidates using our recruitment tools and maintain professional relationships throughout the process.
- We will also engage with and interview internal candidates using the same process as with passive candidates.

PHASE III: CANDIDATE PRESENTATION & CLIENT EVALUATION

- Facilitate discussions to identify a narrowed slate of 3-4 candidates for virtual interviews.
- Prepare candidate presentations, including resumes and analysis, for review by designated representatives.
- Provide comprehensive support for the interview process, including guides and logistics.
- Conduct preliminary reference checks for final candidate of each position.

PHASE IV: CANDIDATE ASSESSMENT & PROJECT MANAGEMENT

- Collaborate with designated representatives to narrow the selection to 2-3 finalists for on-site interviews.
- Maintain clear communication with candidates and designated representatives.
- Facilitate scheduling interviews and assist in final candidate selection with your OMNI search consultant on-site for the interviews.
- Conduct background checks through our partner, Sterling upon request for final candidate.
- Support designated representatives in crafting and delivering the formal employment offer.
- Maintain communication with the newly hired candidate during the first 90 days to address any concerns.

PROPOSED TIMELINE

Based on our experience with executive searches at this level, we estimate a timeline of approximately 75-90 days for this process. As Jackson County Government’s timeline requirements are developed, we can ensure the timely execution of the search.

Date	Milestone
Week 1	Phase I: Key Stakeholder Engagement & Strategy Development
Weeks 2 - 5	Phase II: Market Research, Announcement & Candidate Sourcing/Evaluation
Weeks 6 - 8	Phase III: Candidate Presentation & Client Evaluation
Weeks 9 and beyond	Phase IV: Candidate Assessment & Project Management

Note: Specific timeline dates will be determined following the kick-off meeting with the search committee.

SOURCING STRATEGY

PROFESSIONAL ASSOCIATIONS

- Advertise on association job boards such as the International City/County Management Association, MARC, GFOA, Missouri Municipal League and PSHRA-KC to target professionals with local government expertise in each of the requisition disciplines, human resources, finance and compensation.

ONLINE JOB BOARDS

- Post on relevant platforms such as LinkedIn or Indeed to reach a broad audience.
- Utilize niche job boards specific to reach candidates with specialized expertise.

PROACTIVE OUTREACH

- Utilize top-notch recruitment technology to directly connect with experienced local government professionals in human resources, finance, and compensation.

NETWORKING & REFERRALS

- Engage with regional leaders and networks within the local government & business sectors to identify individuals with experience applicable to each of the search disciplines and for candidate referrals.
- Connect with regional, local government officials, and community stakeholders to identify potential candidates and gather referrals.
- Identify prospective candidates utilizing OMNI’s extensive candidate network for each of these disciplines.

SOCIAL MEDIA

- Promote the opportunity on social media platforms, including LinkedIn, to target experienced professionals.
- Employ targeted social media campaigns to reach professionals and increase visibility among relevant discipline groups in human resources and finance.



REFERENCES

Contact Information	OMNI Relationship
<p>David Warm, Chief Executive Officer Mid-America Regional Council Email: dwarm@omnihrm.com Ph: 816.474.4240</p>	<p>OMNI has worked with David and other members of the Mid-America Regional Council to fill roles of; Solid Waste Management District Program Manager, Manager of Aging Administrative Services, Finance Director, Director of Aging and Adult Services, and Director of Early Learning and Head Start, Director of Local Government Services (in process).</p>
<p>Kristy Stallings, Deputy City Manager City of Overland Park Email: kristy.stallings@opkansas.org Ph: 913.895.6152</p>	<p>OMNI collaborated closely with Kristy and the City of Overland Park on numerous key searches, including roles for Chief Human Resources Officer, Senior Assistant City Attorney, Manager of Human Resources, Payroll Manager, and Manager of Benefits and Retirement.</p>
<p>Kayla Holloway, SPHR, SHRM-SCP, ODCP Human Resources Director Johnson County (KS) Government Email: kayla.holloway@jocogov.org Ph: 913.715.1423</p>	<p>OMNI partnered closely with Kayla, the ELT and elected board in the successful search for the County Appraiser, the Director of Communications and Engagement and currently the Director of Taxation, Treasury and Vehicles.</p>

FEES & TERMS OF SERVICES

FEE STRUCTURE

- We are a bit of a disruptor within the traditional executive search industry when it comes to our schedule of fees. **Our approach to billing for executive search is on an hourly versus the traditional fee basis.** We choose to disassociate our fees with the compensation package for a successful hire. We only bill for hours worked.
- Our hourly rate alternative encourages the client/OMNI partnership to complete assignments in an efficient and expeditious manner.
- We allow the client to cancel a project at any time and only be billed for time and expenses incurred.
- Clients are free and clear to hire any candidates sourced through our efforts at any time without any additional cost or penalty.
- Any additional charges for third-party candidate assessments, background checks, travel, marketing, or related items will be passed through as incurred and requested and approved by the client.
- We invoice each month for hours and expenses incurred. Invoices are due upon receipt.

SEARCH SUPPORT

FEES

Search/Recruitment - Human Resource Director	Estimated Cost
Senior Search Consultant \$225/hr. w/ maximum of 115 hrs.)	\$25,875
Project Administration (Job posting content [does not include job board cost], branding & advertising, creation of requisition for candidate tracking, pre-employment screening support)	\$550.00
Job Board – direct pass through; LinkedIn (\$275); ICMA (\$225); MML (\$90); PSHRA (\$50 chapter members)	\$640
Total Cost (including job posting costs; not including candidate background checks)	\$27,065
Search/Recruitment - Finance Director	
	Estimated Cost
Senior Search Consultant \$225/hr. w/ maximum of 115 hrs.)	\$25,875
Project Administration (Job posting content [does not include job board cost], branding & advertising, creation of requisition for candidate tracking, pre-employment screening support)	\$550.00
Job Board – direct pass through; LinkedIn (\$275); ICMA (\$225); GFOA (\$200 for members; \$500 non-members) are you a member?	estimated \$1000
Total Cost (including job posting costs; not including candidate background checks)	\$27,425
Search/Recruitment - Compensation Manager	
	Estimated Cost
Senior Search Consultant \$225/hr. w/ maximum of 95 hrs.)	\$21,375
Project Administration (Job posting content [does not include job board cost], branding & advertising, creation of requisition for candidate tracking, pre-employment screening support)	\$550.00
Job Board – direct pass through; LinkedIn (\$275); MML (\$90)	\$365
Total Cost (including job posting costs; not including candidate background checks)	\$22,290

8

INCLUDED IN OUR FEES

- Stakeholder Meetings and/or Surveys virtually and in-person for initial kick-off and on-site interview day.
- Virtual and In-Person Candidate Interviews.
- Onsite Client Visits for initial kick-off meeting and interview day.
- Reference Check for Final Candidate of each position.

A LA CARTE SERVICES

All expenses will be passed through as incurred, requested, and approved by Jackson County Government, including candidate travel, mileage, job announcements & postings, background checks, formal assessments.

BACKGROUND CHECKS

- Kindly be aware that all background checks conducted at OMNI are confidential and cannot be sent to the client. We will inform you of their clearance status or any rising concerns, however, specific details must remain internal, pursuant to our contractual agreement with our third-party provider, Sterling.
- The cost listed below are provided as estimates and may be subject to variation based on the specific city, county, or state searches involved.

Item	Estimated Cost
Background Check + Drug Screen	\$150-\$200/per individual
Social Media Check	\$300-\$500/per individual

ASSESSMENTS

Item	Estimated Cost
DiSC Assessment	\$110/per assessment
EmployTest	\$50/per assessment
StrengthFinders	\$80/per assessment

PLACEMENT GUARANTEE

To ensure the success and satisfaction of our clients, we offer a six-month placement guarantee for executive-level placements. If the candidate hired through our full and comprehensive search process as described in this proposal leaves the role or is terminated within six months of their start date, we commit to reinitiating the search at no additional charge. This does not include the a la carte services listed above.

Our team will work closely with you to re-evaluate the position's requirements and candidate profile to ensure the best possible long-term fit. This guarantee reflects our dedication to delivering exceptional results and the confidence we place in our rigorous search process.

ACKNOWLEDGEMENT

Thank you again for the opportunity to submit this proposal for your consideration. Upon your acceptance of this proposal as outlined, we will formalize a Master Services Agreement and quote document. Please feel free to call me with any questions.

Sincerely,



Stacey Cowan
Senior Search Consultant
913.653.8085
3/23/26