

**Illinois Municipal Retirement Fund  
Minutes of the  
Executive Director Search Committee Meeting**

16-12-EDSC

The Executive Director Search Committee met Thursday, December 15, 2016 at 2:00 p.m. Committee Members Henry, Kuehne, Stanish Thompson and Wallace were present. Also present were Trustees Copper and Miller, and IMRF staff members Kosiba and Shah.

Ms. Henry served as Chairperson and called the meeting to order.

(16-12-01) (Approval of Timeline) The Committee reviewed the attached Executive Search Timeline.

It was moved by Ms. Henry, seconded by Mr. Kuehne, to approve the Executive Search Timeline.

Vote:

Aye: Henry, Kuehne, Stanish, Thompson, Wallace

Nay: None

(16-12-02) (Executive Director Job Description) The Committee reviewed the position description last updated in February 2016.

(16-12-03) (Adjournment) It was moved by Mr. Wallace, seconded by Mr. Kuehne, to adjourn the Executive Director Search Committee Meeting at 2:07 p.m.

Joan Henry  
Secretary *Chairperson*

Timothy Kuehne  
Chairperson *Secretary*

12/16/16  
Date

12.16.16  
Date



**Executive Director Search  
Time Line**

<b>December 16, 2016</b>	<b>Committee update to full Board. Establish official time line.</b>
<b>January 1, 2017 - February 9, 2017</b>	<b>Revise Executive Director Job Description; revise Performance Appraisal Form; develop Request For Proposal (Executive Search Firm)</b>
<b>February 17, 2017</b>	<b>Full Board approval of RFP; Job Description; Performance Appraisal Form.</b>
<b>April 10, 2017</b>	<b>Release RFP with a May 1, 2017 Response Date.</b>
<b>May 5, 2017</b>	<b>Search Committee selects Executive Director Search Firm and submits recommendation to full Board.</b>
<b>May 19, 2017</b>	<b>Full Board approves Contract with Executive Director Search Firm.</b>
<b>June 1, 2017</b>	<b>Executive Director Search Firm begins work.</b> <ul style="list-style-type: none"><li>- Define objectives, strategy and leadership characteristics</li><li>- Obtain consensus on specifications</li><li>- Initiate research and outreach</li><li>- Contact candidates; conduct initial telephone evaluations</li></ul>
<b>July, 2017 – August 2017</b>	<b>Executive Director Search Committee and Executive Search Firm</b> <ul style="list-style-type: none"><li>- Schedule meetings to prioritize candidates; review progress</li><li>- Conduct face-to-face interviews with priority candidates</li><li>- Conduct interviews with top three candidates (full Board)</li><li>- Select candidate</li><li>- Check references; verify education and background</li></ul>
<b>September, 2017</b>	<b>Executive Director Search Firm</b> <ul style="list-style-type: none"><li>- Based on direction from Executive Director Search Committee conduct compensation negotiation; extending offer to selected candidate</li></ul>
<b>October, 2017</b>	<b>Negotiate Contract with selected candidate</b>
<b>November 17, 2017</b>	<b>Full Board approves Contract with selected candidate</b>
<b>January 2, 2018</b>	<b>New Executive Director assumes responsibilities</b>