

**Thursday, July 14, 2022, 7:30 am (Special Meeting)**  
Albion EDC Offices – Conference Room  
1002 N. Eaton Street, Albion, MI 49224

**Mission Statement:** *Retain, expand and recruit business and industry to the greater Albion area and strengthen and revitalize the local economy.*

**Economic Development Strategic Plan**

- Goal 1: Stabilize the downtown, enhance its historic character, and support its economic growth.
- Goal 2: Stabilize the City's major corridors and support their economic growth.
- Goal 3: Build the human and capital capacity of key economic development agencies within Albion.
- Goal 4: Retain and attract high-leverage jobs to Albion.
- Goal 5: Strengthen housing market and stock.
- Goal 6: Create a unified brand for Albion to drive tourism, business growth, and investment. (GACC)
- Goal 7: Make strategic choices to turn Albion into a destination for current and future residents and tourists. (GACC)

**AGENDA**

- 1) Roll Call
- 2) Public Comment  
*(Persons addressing the Board shall limit their comments to no more than 3 minutes)*
- 3) CEO Search Committee Update & Discussion
- 4) Action Items:
  - a) Consent Agenda:
    - i) Approval of Minutes from June 2, 2022 Board Meeting.
    - ii) Action to Excuse Absent Directors, if applicable (EDC/TIFA/BRA)  
*All matters listed under Item 3(a), Consent Agenda, are considered routine by the board and will be enacted by one motion. There will be no separate discussion of these items. If discussion of an item is required, it will be removed from the Consent Agenda and considered separately.*
- 5) President's Report
  - a) EDC Priorities 2022-2024
- 6) Board of Directors Discussion & Comments
  - a) City of Albion
  - b) Sheridan Township
  - c) Greater Albion Chamber of Commerce
  - d) Board at Large
- 7) Public Comment  
*(Persons addressing the Board shall limit their comments to no more than 3 minutes)*
- 8) Adjournment

# EDC/TIFA/BRA BOARD OF DIRECTORS MEETING MINUTES

Held at 1002 N. Eaton Street, Albion – Albion EDC Offices  
June 2, 2022

## **EDC Board Meeting called to order by Haas at 7:33 a.m.**

Board Members Present: Ed Haas; Jerome Harvey; Mayor Snyder: Ben Wallace; Marc Newman

Board Members Absent: Annette Norris (Excused), Scott Evans (Excused), Andrew Zblewski (Excused), Vicky Clark

Ex Officio Non-Voting/Community: Haley Snyder, City Manager

Staff: Amy Deprez

### Public Comment

None.

### Approval of Consent Agenda

The items of the Consent agenda were reviewed as a group, consisting of approval of Minutes from May 5, 2022 Board Meeting, and the Consolidated Statement Ending March 31, 2022, and December 31, 2021 (Final). Norris, Evans and Zblewski were excused for absence.

- Motion by WALLACE to support consent agenda, supported by NEWMAN
- Voice Vote.
- Resolved: Motion passed unanimously.

### Approve Economic Development Strategic Plan 2022-2026

Deprez shared that there were no new revisions from the May 3<sup>rd</sup> copy of the plan that was discussed at the last meeting. She fielded questions.

- Motion by SNYDER, supported by WALLACE.
- Voice Vote.
- Resolved: Motion passes.

### Approve Site Plan for 1007 Industrial Blvd. (Happy Buds)

Deprez shared the recommendation to approve the Site Plan as presented. No deviations from the AIP Covenants were required or recommended.

- Motion by WALLACE, supported by SNYDER.
- Voice Vote.
- Resolved: Motion passes.

### **President's Report**

Depez shared a presentation with the Board that will be presented to City Council on June 6, 2022. The presentation covered both a review of 2021 successes, as well as a summary of successes over the prior EDSP timeframe of 2017-2021.

Depez shared the year end 20221 financials with the Board and offered insight on what the actual ending fund balance is compared to what is showing in the Consolidated Statement due to a couple journal entries that are still required. Those entries will show in 2022.

Depez shared an update on the CEO Search and the Committee activities. A RFQ has been formally released with a June 9<sup>th</sup> at 3 pm deadline for CEO Search Firms to be considered.

### **Board of Directors Discussion & Comments:**

City Manager Snyder and Mayor Snyder offered updates relative to the City including ongoing town halls related to the additional 6 mill to maintain the roads and the Dam Feasibility Study.

Sheridan Township Supervisor Dick Porter was not present, however he emailed a brief update to the board prior to the meeting.

Greater Albion Area Chamber of Commerce was not present.

Harvey indicated that his term is up in July and stated he would be interested in another term at the pleasure of the Mayor.

### **Public Comment**

There was no public comment.

**EDC Board Meeting adjourned by Haas at 8:46 AM.**

# Albion EDC Priorities 2022-2024

*\*Highlighted immediate focus*

## Business Retention & Growth

- **TIFA Financing Plan Rewrite**
- Development of 40-acre Industrial Park for Shovel Ready Sites (Build Ready Sites)
  - Funding Opportunities
  - Speculative Building (2024-2026)
- **Development Industrial/Business Attraction Committee – proactive approach**
- Workforce Taskforce
  - **Employment Strategy for Regional Growth (Solar, MEGA Site)**
- Entrepreneurship / Small Business
  - Funding Pathways – Access to Capital
  - **Foster development of small businesses that support the communities needs for products and services**
  - Match on Main Fall 2022 Competition
- HOT Projects 2022
  - Ninja Goldfish – AIP
  - 1007 Industrial - AIP
  - 1009 Industrial – AIP
  - Consumer Energy – AIP
  - Solar Development / Jobs – Sheridan Township
  - Match on Main – Yellow Bird Chocolate Shop (Fall 2021 Award)
- RLF
  - Inside Out Automotive Detail
  - Risner-Wade Properties
  - Development local RLF Reporting Process / Annual Update

## Community Development

- Brownfield Redevelopment Authority
  - Reporting
  - Certification
  - Project tracking
  - Local Revolving Loan Fund
  - Encourage reuse and redevelopment of challenged sites
- Housing Development – Multi Unit
  - **Zero Day / MSHDA LIHTC / Skilled Trades Apprenticeship**
  - **Place Plan Development – 500 Berrien, Dalrymple, Kalamazoo River Development Site and Urban Renewal**
  - Workforce Housing – attainable
  - Research Housing Development Resources / Real Estate Investment Trust
- **Revitalization & Placemaking Regional SubAward – AEDC Albion POC**
  - ACF – Innovate Albion Accessibility Project
- HOT Projects
  - Big Albion Plan Transformational Redevelopment
  - AMBC Expansion
  - 110-114 E Erie Rental Rehab
  - Austin School – predevelopment due diligence currently, will require BRA incentives

**AGREEMENT  
FOR PROFESSIONAL CONSULTING SERVICES**

THIS AGREEMENT, dated this 24 day of June, 2022 by and between the Albion Economic Development Corporation, whose address is 1002 N. Eaton, PO Box 725, Albion, Michigan 49224, hereinafter referred to as the "EDC" and Williamson Consulting, whose address is 1210 Burns St., Albion MI 49224, hereinafter referred to as the "Consultant", is for professional services.

WHEREAS, the EDC desires to retain a professional consulting firm to provide services for the recruitment of a new President & CEO; and

NOW, THEREFORE, WITNESSETH: That for and in consideration of the mutual covenants and promises between the parties hereto, the parties do hereby agree as follows:

**ARTICLE I - SERVICES**

Consultant agrees to diligently perform in a professional and workmanlike manner the services required to conduct an executive search for qualified candidates to fill the position of President & CEO for the Albion EDC. Such services shall include, but not be limited to, the requirements enumerated in Section II., Scope of Services, of the EDC's Request for Qualifications.

**ARTICLE II - AGREEMENT DOCUMENTS**

The services rendered by Consultant shall be in conformance with the terms of this Agreement, EDC's Request for Qualifications (RFQ) which is incorporated herein by reference and attached hereto as "Appendix A", and Consultant's response attached hereto as "Appendix B". If the provisions of any Agreement document conflict with the provisions of any other Agreement document, either specifically or as to intent, the provision which allows the strictest construction shall control.

**ARTICLE III - AGREEMENT TIME**

This Agreement becomes effective on the day and year last shown below. Work shall commence no later than one (1) week from the Agreement date. The search shall be deemed

completed when the successful candidate begins employment as President & CEO for the Albion EDC.

Both parties shall have the right to terminate this Agreement upon ten (10) days' prior written notice by Certified Mail, Return Receipt Requested, to the address mentioned above. Upon termination, the obligation of the parties for further performance of the terms of this Agreement shall thereupon cease, but they shall not be relieved of the duty to perform their obligations up to the date of termination.

#### **ARTICLE IV - GENERAL CONDITIONS**

1. The Consultant shall observe and comply with all federal, state, and local laws and ordinances that affect those employed or engaged by it on the project, or the material or equipment used, or the conduct of the work, and shall procure all necessary licenses, permits, and insurance.

2. The Consultant shall prosecute the work in a diligent and timely manner.

3. This Agreement, including payment hereunder, shall not be sub-let, assigned, or otherwise disposed of, except with the prior written consent of the EDC.

4. The Consultant warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the Consultant, to solicit or secure this Agreement and that it has not paid or agreed to pay any company or person, other than a bona fide employee working solely for the Consultant, any fee, commission, gift, or contingent fee.

5. In performance of the work covered by this Agreement, the Consultant shall not discriminate against any worker because of race, creed, color, sex, gender, sexual orientation, gender identity, political affiliation, handicap, or national origin.

6. Possession of working papers, project reports, background/credit checks, and other materials produced in connection with this Agreement shall be retained by the Consultant. Consultant shall provide copies for EDC of such records. All information provided by the EDC to Consultant shall remain confidential. All candidate information provided to the Albion EDC shall remain confidential. However, Consultant understands and agrees that the EDC is a public governmental body, and as such, any records in the possession of the EDC may be open to the public. Consultant understands and agrees that EDC shall not be liable for the release of any such records as required by law.

7. EDC shall have the right to make changes within the general scope of Consultant's services, with an appropriate change in compensation, upon execution of a mutually acceptable

amendment or change order signed by an authorized representative of EDC and the President or Vice-President of Consultant.

### **ARTICLE V - RESPONSIBILITIES**

The Consultant shall:

1. Provide a staff that is experienced in performing the work described in this Agreement.
2. Maintain the confidentiality of any information designated as confidential by the Albion EDC.
3. Consultant will exercise reasonable skill, care, and diligence in the performance of its services and will carry out its responsibilities in accordance with customarily accepted good professional recruitment practices. If Consultant fails to meet the foregoing standards, Consultant will perform at its own cost, and without additional reimbursement from EDC, the professional recruitment services necessary to correct errors and omissions caused by Consultant's failure to comply with above standards and reported to Consultant within one (1) year from the completion of Consultant's services for this Project. No warranty, express or implied, is included in this Agreement except as provided below.
4. In no event will Consultant be liable for any special, indirect, or consequential damages including, without limitation, damages or losses in the nature of increased Project costs, loss of revenue or profit, lost production, claims by customers of the EDC, or governmental fines or penalties.

The Albion EDC shall:

1. Designate one (1) person as the Project Coordinator, to serve as a liaison between the EDC and the Consultant.
2. Ensure access to EDC facilities, personnel, and information, as requested by Consultant.
3. Maintain the confidentiality of all candidate information provided to the EDC by the Consultant to the extent provided by law.

### **ARTICLE VI - COSTS AND PAYMENTS**

The EDC will be billed by invoice for professional time and services provided by Consultant in an amount not to exceed Eighteen thousand dollars (\$18,000) to be remitted as follows: (a) one-third (1/3<sup>rd</sup>) of the amount will be due upon the execution of this



Agreement; (b) one-third (1/3<sup>rd</sup>) of the fee will be due within thirty (30) days after execution of this Agreement; and (c) the final one-third (1/3<sup>rd</sup>) of the fee will be due upon the completion of hiring a candidate or within ninety (90) days of the date first written below. The EDC also agrees to pay out-of-pocket expenses incurred by the Consultant or candidates, upon the condition that the EDC has given written approval of said expenses before they are incurred. Expenses are limited to travel costs, not to exceed \$2500, with appropriate documentation.

#### **ARTICLE VII - WARRANTY**

In the event that any candidate referred by Consultant begins employment and for which a professional fee is paid in accordance with Article V of this Agreement, and is thereafter discharged, terminated, or voluntarily quits said employment within one (1) year of his/her start date, Consultant agrees to search for a replacement candidate or search for a candidate for a different position for the Albion EDC at no additional fee.

#### **ARTICLE VIII - INDEMNIFICATION AND INSURANCE**

The Consultant covenants and agrees to, and does hereby hold harmless and defend the EDC, its officers, agents and employees from and against any and all claims or suits for property loss or damage, and/or personal injury, including death, to any and all persons, of whatsoever kind or character, whether real or asserted, arising out of Consultant's negligence in the performance of services under this Agreement.

The Consultant shall maintain workers' compensation insurance as required by Michigan law, and shall maintain a policy of general liability insurance.

#### **ARTICLE IX - MISCELLANEOUS**

1. CHOICE OF LAW. This Agreement has been made, and its validity, performance and effect shall be determined, in accordance with the laws of the State of Michigan and venue for litigation between the parties shall be solely and exclusively in Calhoun County, Michigan.

2. HEADINGS. The headings of paragraphs in this Agreement are for convenience only. The headings form no part of this Agreement and shall not affect its interpretation.



3. ENTIRE AGREEMENT. This Agreement (including any Exhibits) contains the entire understanding of the parties with respect to the subject matter hereof. It may not be altered or amended except by an agreement in writing signed by both parties.

4. WAIVER OR BREACH. Waiver of any provision of this Agreement or breach of this Agreement shall not thereafter be deemed to be a consent by the waiving party to any further waiver, modification or breach by the other party, whether new or continuing, of the same or any other covenant, condition or provision of this Agreement. Failure by one of the parties to this Agreement to assert its rights for any breach of this Agreement shall not be deemed a waiver of such rights. Should EDC be required to institute legal action to enforce any of its rights set forth in this Agreement, then EDC shall be entitled to reimbursement for all reasonable attorneys' fees and costs incurred as determined by the Court in any such cause of action.

5. SEVERABILITY. If any of the provisions of this Agreement shall be construed to be invalid or illegal, the legality or validity of the other provisions of this Agreement shall not be affected thereby. Any illegal or invalid provision of this Agreement shall be severable and any other provisions shall remain in full force and effect.

6. REPRESENTATIONS. The signatories hereto represent and warrant that they have read this Agreement, that they are fully authorized in the capacities shown, that they understand the terms of this Agreement, and that they are executing the same voluntarily and solely for the consideration described herein.

7. RIGHTS AND BENEFITS. Consultant's services will be performed solely for the benefit of the EDC and not for the benefit of any other persons or entities.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first written above.

FOR THE CONSULTANT



Shane Williamson,  
Williamson Consulting

Attest:



Albion EDC



Edward Haas,  
Board Chair

Attest:



Ben Wallace, Board Vice Chair  
CEO Search Committee Chair

# **Albion Economic Development Corporation**

## **CEO & President EXECUTIVE SEARCH FIRM SERVICES Request for Qualifications**

**For more information contact:**

<b>Jill Domingo, Clerk</b>	<b>Phone: 517-629-7864</b>
<b>112 W. Cass St.</b>	<b>Fax: 517-629-2238</b>
<b>Albion, MI 49224</b>	<b>E-mail: <a href="mailto:jadomingo@cityofalbionmi.gov">jadomingo@cityofalbionmi.gov</a></b>

**ALBION EDC**  
**President & CEO EXECUTIVE SEARCH**  
**FIRM SERVICES**

The Albion Economic Development Corporation (EDC) is seeking proposals from qualified firms/ providers to perform executive search services for the position of President & CEO. The EDC will accept statements of qualifications from firms/providers interested in providing the requested services.

Statements of qualifications must be received by no later than 3:00 pm local time on June 9, 2022, at City Hall, Office of the Clerk, 112 W. Cass Street, Albion MI 49224.

Proposal documents are available by accessing the City's website at [www.cityofalbionmi.gov](http://www.cityofalbionmi.gov) or by contacting the Office of the Clerk at 517-629-5535.

Jill Domingo, Clerk  
City of Albion, Michigan

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## I. General Information

The Albion Economic Development Corporation is a public economic development organization, created by resolution of the City of Albion in 1977. The EDC manages three public organizations which work in close cooperation to encourage a healthy and growing economy for Albion, Michigan. Through the management of the Tax Increment Financing Authority (TIFA) and the Albion Brownfield Redevelopment Authority (ABRA), the corporation works to recruit new business to the Albion area and works with existing companies in Albion facing a variety of issues and challenges in the modern business world. The EDC/TIFA/ABRA Board of Directors is appointed by the Mayor of Albion and confirmed by City Council. Monthly Board meetings happen on the first Thursday of the month, at 7:30 am at the EDC offices. Appointment of the President/CEO is also confirmed by the City Council.

The Albion EDC has an operating budget of \$411,000 and has 3 planned staff positions, including the CEO. The Albion EDC is undertaking a search for their next CEO to replace their current CEO who will retire August 31, 2022. It is our intention to have a new CEO in place prior to that date for a smooth transition.

The ABRA is responsible for redevelopment of contaminated or abandoned commercial and industrial properties.

The TIFA plans and administers economic development activities in a special district encompassing the Albion Industrial Park and the surrounding area. Tax increment revenues from this area are used by the TIFA to fund economic development work for the community.

The EDC and TIFA are responsible for other projects vital to Albion's economy such as the Revolving Loan Fund, incentive assistance, and a variety of other pro-growth and community development initiatives.

## II. Scope of Work

### A. Purpose:

Assist the EDC Board of Directors and CEO Search Committee to develop a CEO profile; advertise the position; directly solicit candidates; review initial candidates with the Committee members; present a written report on background, strengths, accomplishments, interview summary, reference lists on each recommended finalist; facilitate final interview process with some suggested interview questions; assist the EDC with coordinating all correspondence, travel arrangements, and record keeping; and conduct detailed professional reference checks on recommended finalists, if requested.

### B. The EDC's Expectations:

1. The Albion EDC expects the successful respondent to develop a comprehensive CEO profile based upon information obtained in individual meetings with the EDC Board of Directors, CEO Search

Committee and other stakeholders as directed.

2. The Albion EDC expects the successful respondent to review the current compensation and recommend changes, if necessary, based upon market and competitive conditions.
3. The Albion EDC expects the successful respondent to develop a marketing strategy that utilizes professional contacts throughout the geographic area identified and supplement the candidate identification process through selected advertising, use of internet and direct solicitation of known desirable candidates.
4. The Albion EDC expects the successful respondent to implement a screening process that narrows the field of candidates to those that most closely match the needs of the EDC, including discussing results of preliminary reference checks on top candidates. The extent of screening to be conducted by the respondent will be determined by the CEO Search Committee and EDC Board of Directors.
5. The Albion EDC expects the successful respondent to conduct personal interviews with the top candidates that meet the stated criteria, if requested.
6. The Albion EDC expects the successful respondent to conduct criminal, driver's, credit and related background checks.
7. The Albion EDC expects the successful respondent to deliver a product in the form of a search report that recommends the top group of candidates and provides the EDC with detailed information about their backgrounds and experience from interviews and other sources.
8. The Albion EDC expects the successful respondent to assist during the final interview and the selection process, including developing suggested interview questions.
9. The Albion EDC expects the successful respondent to assist in establishing a process for the recruitment, including a timeline for various actions during the recruitment process.

C. *Albion EDC Responsibilities*

The CEO Search Committee, the current President & CEO and the EDC Board of Directors will be available to assist in coordinating the Recruitment process, as required.

### **III. Experience Requirements**

- A. Each respondent shall, within the past thirty-six (36) months have worked with a public entity like the Albion EDC to conduct executive recruitments.



- B. Each respondent shall have, within the past thirty-six (36) months, placed at least one (1) executive candidate with a public governmental entity or other similar entity.

#### **IV. Response Form and Content**

- A. *Title Page:* Indicate the proposal subject, name of firm, local address, telephone number, name of contact person, contact person email, and date of submittal.
- B. *Introduction:* Briefly, introduce your firm, indicating whether the firm is local, regional, national, or international. Provide a profile of the firm including, but not limited to, the approximate number of professional staff employed. Indicate the name of the person(s) who will be authorized to make representation for and to bind the firm, their titles, and telephone numbers.
- C. *Information Included in Response:*
1. Briefly state your understanding of the work to be performed. Include, but do not limit your statement to, the specific items requested in *II. Scope of Work*.
  2. Describe the experience of the firm in the past thirty-six (36) months in performing similar services. Emphasis should be placed on recruitments performed for similar-sized municipalities.
  3. Describe your proposed strategy to complete the recruitment, including a general statement of the philosophy of the firm.
  4. Provide the names and telephone numbers of at least three (3) clients for whom your firm has worked. The City reserves the right to contact any additional individuals or firms to obtain information about the respondent.
  5. Indicate the names and titles, and include resumes, of the person(s) who will be working on this project. A response to this requirement should include all contact information such as telephone number, fax number, e-mail address and web address.
  6. Provide a detailed description of how the recruitment is to be conducted.
  7. Provide a detailed description of how the recruited candidates will be screened for criminal, credit, and employment background checks.
  8. Indicate any additional information for the consideration of your firm's qualifications for conducting this project.
  9. Discuss the general nature and extent of benefits that the Albion EDC is reasonably likely to experience as a result of these services.
  10. Provide a copy of a previous position profile your firm has completed which you feel may have some similarities to the position with the Albion EDC.
  11. Provide a copy of a previous search report your firm has completed for another client similar to the Albion EDC.

12. A non-binding general indication (or range) of the cost of the service.
13. A complete description of the fee structure of the firm.

## **V. Submission of Responses**

- A. *Acceptance/Rejection/Modification to Responses:*  
The Albion EDC reserves the right to negotiate modifications to proposals that it deems acceptable, reject any and all proposals, and to waive informalities or irregularities in a proposal or in the proposal process. The EDC reserves the right to split or to make the award in any manner deemed most advantageous to the EDC at its sole and exclusive discretion.
- B. *Economy of Preparation:*  
Statements of Qualification should be prepared simply and economically, providing a straightforward, concise description of the respondent's ability to fulfill the requirements of the project.
- D. *Cost of Preparation:*  
The EDC shall not be liable for any costs incurred by a respondent in preparing or submitting a proposal.
- E. *Ownership:*  
Submitted materials become the property of the EDC and will not be returned.
- F. *Public Records:*  
Submitted responses and any agreement or other documents become public records that are subject to review and copying by any person making an appropriate request for public records.

## **VI. Due Date**

Sealed proposal and six (6) complete copies will be received at the Office of the City Clerk no later than 3:00 p.m., June 9, 2022. Proposals will not be accepted after this time. Proposals shall be addressed as follows:

Jill Domingo  
Office of the Clerk  
City of Albion  
112 W. Cass St.  
Albion, MI 49244

Each response shall be submitted in a sealed envelope prior to the time established for opening, and the envelope shall be marked with the title of the proposal and the proposal opening date. If submitted by mail, this envelope shall be enclosed in another envelope addressed to the City Clerk at the address specified above. If submitted other than by mail, it shall be delivered to the Office of the City Clerk. Proposals submitted by mail must be received in the Office of the

City Clerk by the time specified herein for the opening thereof.

## **VII. Withdrawal from Consideration**

A respondent may withdraw its statement of qualifications at any time prior to the submission deadline by submitting a written request for withdrawal to Jill Domingo, City Clerk, City of Albion, 112 W. Cass Street, Albion, MI 49224. The request for withdrawal shall be signed by the respondent or an authorized agent. Modifications offered in any manner, oral or written, will not be considered after the deadline.

## **VIII. Selection Process**

A. The CEO Search Committee shall review all statements of qualifications and evaluate them based upon, but not limited to, the following criteria:

1. Responsiveness of the proposal to the Request for Qualifications.
2. Ability, capacity, and skill of the respondent to perform the services.
3. Responses of the respondent's references.
4. Methodology for conducting the recruitment.
5. Experience of the respondent and individual members of the respondent's professional staff in performing similar services for economic development sector entities.
6. The sufficiency of financial resources and ability of the respondent in performing the contract.
7. The degrees of participation by qualified minorities within the firm and/or sub-contract with minority or women-owned business enterprises.
8. The firm's capability to meet the Scope of Work.
9. The qualifications of the supervisory personnel proposed for the project.
10. Other information as may be required or secured.

B. The CEO Search Committee shall review and evaluate all responses submitted to this Request for Qualifications. The CEO Search Committee shall conduct a preliminary evaluation process of all proposals based on information provided and other evaluation criteria as set forth in this Request for Qualifications or as reasonably determined by the Committee.

C. The Committee will first review each proposal for compliance with the minimum of qualifications and mandatory requirements for the Request for Qualifications. Failure to comply with any mandatory requirements may disqualify a proposal. The Committee may request one or more respondents to interview by telephone or in person.

D. The Committee will select a candidate. The recommended respondent(s) should be available to engage in a virtual meeting to respond to questions from the Committee.

E. The Committee shall notify unsuccessful respondents in writing.

## **IX. Conditions of Responses**

- B. Late Statements:*  
Statements of Qualifications received by the EDC after the time specified for receipt will not be considered. Respondents shall assume full responsibility for timely delivery of the statement to the location designated for receipt.
- C. Completeness:*  
All information required by the Request for Qualification must be supplied to constitute a legitimate statement of qualifications.
- D. Opening:*  
All Statements of Qualifications will be publicly opened on June 9, 2022 at 3 pm at the Office of the City Clerk, City of Albion, 112 W. Cass Street, Albion MI 49224 and will be made available for public inspection. A listing of firms or individuals submitting such statements will not be made available until after the deadline for proposals.
- E. Award Presentation:*  
Subject to agreement negotiation, the EDC Board of Directors and the CEO Search Committee will recommend one of the proposals or will reject all proposals within fourteen (14) calendar days from the opening.
- F. Statement of Qualifications Clarification Request:*  
During the period of evaluation, the EDC shall have the right to request clarification from the respondents. If any such respondent fails to respond to such a request within five (5) business days from the date of the request, the EDC shall have the right to reject the proposal.
- G. Oral Presentations:*  
After all responses have been evaluated, the EDC and CEO Search Committee may require representatives of one or more of the respondents to appear and present before the Committee/Board in Albion, Michigan, for the purpose of making a final evaluation and recommendation.
- H. Completion of Project*  
It is the EDC's goal to have this project completed within four (4) months.
- I. Contract Development:*  
If the EDC selects a firm, EDC staff will conduct contract discussions and negotiations with the apparent successful respondent. This Request for Qualifications and the respondent's successful statement will be an integral part of the contract but may be modified by the provisions of the contract. Respondents must be amenable to including in the contract any information provided either in response to this Request for Qualifications or other requested information. A draft Agreement for Professional Services is attached as Appendix A. Please note Section VI. of the draft agreement relating to costs and payment.

*J. Competition:*

It is the EDC's intent that this Request for Qualifications permit competition. It shall be the respondent's responsibility to advise the EDC, in writing, if any language, requirements, scope specifications, etc., or any combinations thereof, inadvertently restricts or limits the requirements stated in this Request for Qualifications to a single source. Such notification must be received by the EDC no later than five (5) calendar days prior to the date set for acceptance of proposals.

## Appendix B – Williamson Consulting Proposal



**Response to RFP -Albion Economic Development Authority  
CEO & President Executive Search Firm Services**

Williamson Consulting  
Shane Williamson  
shanedwilliamson@gmail.com  
1210 Burns St.  
Albion, MI 49224  
(517) 499-6457

Date of Submission: June 8, 2022



## Introduction

Williamson Consulting was formed in 2019 as a non-profit executive leadership, coaching, and fundraising consultancy. It was started by Shane Williamson and has remained a local consulting firm advising organizations throughout Calhoun County and has done state-wide consulting for various organizations. Shane Williamson is the founding consultant and will be the point of contact for the AEDC CEO & President search. Shane has over 15 years of non-profit and public leadership experience. His contact information is below.

Williamson Consulting is thrilled to respond to this RFP and hopes to be a local entity that provides the best service to the board of the AEDC in placing their new executive. Shane understands that for a board, a CEO search can be daunting, and plans to work with the board every step of the way into the first 6-months of placement of a successful candidate. Shane is ready to re-energize the AEDC as it looks for its new executive!



Shane Williamson CFRE  
(517) 499-6457  
[shanedwilliamson@gmail.com](mailto:shanedwilliamson@gmail.com)

## Response to General Questions:

1. Williamson Consulting understands and has examined the RFP for the AEDC CEO & President Search. The scope of work includes developing a CEO Profile with the AEDC Board of Directors, identify strengths that the board is looking for in their next CEO, and then moving forward with a successful marketing strategy for attracting the most qualified candidates. In addition to developing the profile and marketing the position, the AEDC board expects feedback on compensation and benefits and Williamson Consulting stands ready to support on those key attraction elements. Following that, Williamson Consulting understands performing the search, screening candidates, and presenting the most qualified candidates to the board for interviews and final selection. Upon selecting a candidate, Williamson Consulting will assist with all appropriate background and pre-employment screenings. Shane will also present final candidates in the form of a report that outlines qualifications and ratings during the screening and pre-interview process; further, Shane will structure final interviews for the board and facilitate the discussion amongst board members on selecting the new CEO & President. Finally, upon offering the position, Williamson Consulting stands ready to assist with on boarding the successful candidate and helping to establish good board working relationships.
2. Over the last 36 months Shane has worked with several organizations to recruit top level leadership, many with similar sized budgets to the AEDC. Shane has developed a job description/profile for the Executive Director for the Brass Band of Battle Creek and has worked with the Bohm Theatre and Battle Creek Family YMCA to develop Director position description/profiles for their shared roles.
3. Williamson Consulting has one philosophy when it comes to selecting the right candidate to fill a position: **"Never Settle"**. We believe that boards and hiring committees should be more than confident in their new hire and Shane performs all searches for leaders with that in mind. The general strategy for recruiting a candidate for the AEDC is combination of marketing and postings along with personal visits and reaching out to candidates and organizational connections that Williamson Consulting has built over the last three years. Like so much of Shane's work, relationships are key and to get the next generation of top talent into these leadership roles, posting a job online is not going to be the way to succeed. Williamson Consulting also believes in local and regional talent acquisition. Finding a candidate who knows the community and the unique challenges and strengths in Albion is something Shane is passionate about and will make sure to not leave any stone unturned locally and in the region.
4. Names and telephone numbers of three clients for references are below:
  - a. Shannon Aikins, Brass Band of Battle Creek, (269) 579-5091
  - b. Jill Hinde, Battle Creek Family YMCA (517) 740-9393
  - c. Caroline Hurteau, INNOVATE Albion, (517) 945-4800

5. Shane Williamson will be the sole contact on this proposal and will complete all of the work associated with searching for a new AEDC President & CEO. His resume and contact information is attached. Shane Williamson is the Principal Consultant for Williamson Consulting. His contact information is on the Resume provided as well as the title sheet of this document.
6. Detailed description and timeline below for recruitment. Timelines are flexible based on when the agreement between Williamson Consulting and the AEDC is executed.

<b>AEDC CEO &amp; President Search</b>		
<b>Action</b>	<b>Description</b>	<b>Timeline</b>
Develop profile and finalize compensation/benefit packages	Shane will interview board and board leadership, host working session with board to develop qualities and future goals that an AEDC CEO would need to accomplish-generating a thorough profile and finalized position description.	<i>July-August 2022</i>
Initial postings, recruitment travel and outreach	Shane will post position with varying organizations, web-based services, and executive agencies. Shane will also travel to meet groups of qualified individuals, reach out to known networks, and bring in interested candidates into the pool.	<i>August-September 2022</i>
Screen Candidates and prepare a slate of successful candidates, and setup final interviews with AEDC Board.	Shane will screen and do initial interviews with candidates. Upon completion of screening and interviews of top candidates, Shane will prepare a report outlining the final list of candidates, qualifications, and possibility for success for the AEDC Board.	<i>September-October 2022</i>
Conduct final interviews and assist the AEDC Board through the offer and negotiation process.	Shane will work with the AEDC Board to offer and work through negotiations for the contract of the next CEO & President.	<i>October 2022</i>

7. Williamson Consulting contracts with a Jackson based company to conduct all required background employment screens and as a policy; Williamson Consulting only completes these screenings upon an initial temporary offer based on the results of any required pre-employment screening from the AEDC Board of Directors.
8. Additional items to consider about Williamson Consulting include the level of investment that Williamson Consulting has in Albion. They are a chamber member and have provided services to so many non-profit organizations in Albion. Shane also sits on the board for the Albion Homer United Way, has consulted for major corporations in and around Albion as well as several non-profits. Williamson Consulting wants the best outcome for the community that

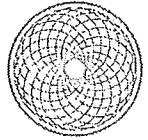
they choose to do business in and is committed to finding the right candidate for the AEDC.

9. The AEDC will experience these benefits when selecting Williamson consulting
  - a. Professional and accessible service.
  - b. Responsive to the board and staff.
  - c. Local and able to be flexible as needed.
  - d. Thoughtful and strategic in selecting professionals.
  - e. A wide network that can be accessed to find qualified candidates.
  - f. Assistance beyond the search-We ensure our candidates are successful beyond accepting an offer.
10. Attached to this document are Exhibits A and B: Position profiles and description.
11. Unfortunately, Williamson Consulting cannot provide a previous search report as those were under strict confidentiality agreements with the clients. All reports were thorough and gave a 360 degree view of candidates that helped organizations make wise decisions.
12. Proposed cost of services will total no more than **\$22,500**.
13. The following fee structure is proposed: Williamson consulting is proposing a ***\$20,000 fee to complete the search that would be paid in equal installments over the 4-month search and placement process.***, In addition to the fee, Williamson Consulting is requesting a ***\$2,500 reimbursement-based*** travel stipend for in-person visits and job postings. Receipts/invoices must be billed to the AEDC to receive reimbursement.

**SHANE WILLIAMSON**

1210 Burns St.  
Albion, MI 49224  
517-499-6457

shanedwilliamson@gmail.com

**PROFESSIONAL SUMMARY**

Community-driven professional with a career-long record of program development and team leadership success, driving financial and operational growth for organizations in the non-profit and public service sectors.

A dynamic and motivated professional with the educational background and proven work ethic to guide and support fundraising, change management, financial management, service learning, event management, and more in the non-profit sector. Known for executing decisions that reflect positively on organizational efficiency and well-being, with the skillset to analyze complex information, manage key projects and events, coordinate fundraising efforts, and build relationships with diverse individuals. Out-of-the-box thinker who is comfortable leading teams to ensure solutions consistently meet or exceed organizational goals.

**PROFESSIONAL EXPERIENCE**

Williamson Consulting, Albion, MI, September 2019 TO PRESENT

**Principal & Founding Consultant**

- Executive leadership coach, recruiter, and mentor.
- Contracted with several clients throughout Calhoun County and Michigan for strategic planning, fundraising, and organizational development.
- Works with a unique mix of public facing entities including theatres, performing arts groups, athletic organizations, STEM networks, and educational organizations.

UNITED METHODIST RETIREMENT COMMUNITIES (UMRC) FOUNDATION, CHELSEA, MI, APRIL 2017 TO PRESENT

**MAJOR GIFTS OFFICER**

- Spearhead giving campaigns for the aging and older-adult services sector, garnering a record-breaking, award-winning \$27.5M.
- Direct the cultivation, solicitation, and stewardship of a major gifts (\$10K – \$500K) portfolio consisting of 170+ constituents; personally build relationships and solicit for major gifts.
- Streamline donation processes for all types of giving, including and outside of grant requests, such as a robust planned giving program.
- Organize unique opportunities for residents, patients, participants, and donors to share space, create friendships, and build a strong relationship with the UMRC Foundation.
- Facilitate tours of the UMRC's many campuses during major donor and foundation visits, fostering specialized experiences.
- Maximize annual giving, major gifts, and relationships; serve as the primary relationship manager for most of the Foundation and UMRC Corporate Board members.
- Coordinate a team handling research, gift processing, and data management.

STARR COMMONWEALTH, ALBION, MI, JANUARY 2014 TO APRIL 2017

**DIRECTOR OF GRANT MANAGEMENT, MAJOR DONORS, ADVANCEMENT**

- Cultivated long-term external relationships with major corporate and foundation partners (e.g. several Michigan-based organizations) as well as a portfolio of 80 – 150 high-interest and high-asset individual donors, securing major gifts and participation annually.
- Disseminated up to \$6M in grant and corporate donor requests during per fiscal year.
- Piloted the fundraising and proper coordination of four educational and health service-lines operated by the organization and its subsidiaries: a global learning network reaching 61+ countries, charter school, in-home care for children with mental disturbances, and juvenile justice residential care/rehabilitation.
- Reviewed grant, corporate awards, and major gifts for compliance with funder in coordination with Finance and Program staff.
- Controlled the appropriate and timely spending of grant funds and submitted all required annual, progress, and final reports in a timely manner.

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KELLOGG COMMUNITY COLLEGE, BATTLE CREEK, MI, AUGUST 2010 TO 2017

**ADJUNCT FACULTY, SOCIAL SCIENCES DEPARTMENT**

- Designed the curriculum for and taught courses in the Social Sciences and the Arts and Human Services departments, specifically undergraduate-level introductory and advanced courses in Sociology, Human Services, Philosophy, Communication, and Service-Learning.
- Nurtured strong, lasting relationships with students by modifying instruction based on varying needs.
- Delivered providing constructive feedback on graded work, coordinating individual and group tutoring sessions to guide student development.

PLANNED PARENTHOOD, BATTLE CREEK, MI, FEBRUARY 2012 TO JANUARY 2014

**BATTLE CREEK HEALTH CENTER MANAGER**

- Recruited, hired, trained, and evaluated paid and volunteer staff for a non-profit health care facility, serving Battle Creek, Coldwater, Albion, and other West Michigan communities.
- Delivered all clinical and educational services in a fast paced medical and complex fundraising environment with quality and care for patients, from developing resources and maintaining schedules for medical staff and patients to increasing patient flow, maximizing revenue and productivity.
- Collaborated with community partners on achieving goals related to outreach, client referrals, and education for health center services and health issues.
- Maintained and updated all financial, medical, and statistical records for the Battle Creek Health center.
- Ensured compliance with reaccreditation standards for free standing health care facilities, including local, state, and federal law as well as national protocol and medical standards.

HANDSON BATTLE CREEK, BATTLE CREEK, MI, JULY 2010 TO JANUARY 2012

**COMMUNITY SERVICE LEARNING SPECIALIST**

- Orchestrated the community-wide coordination of a K-16 service learning program for all Battle Creek area public, private, and charter schools, as well as higher education institutions.
- Established partnerships between HandsOn Battle Creek, Kellogg Community College, and area non-profit organizations for service learning and civic engagement.
- Secured program resources through strategic fundraising with corporate partners and foundations.
- Conducted training for K-12 teachers and college faculty on service learning curriculum development, as well as provided project support to their classrooms.
- Designed and deployed service learning training for faculty at Kellogg Community College.
- Scheduled and managed corporate volunteer projects and activities, as well as special events, programs, and meetings on a revolving basis (e.g. city-wide volunteer programs, special committee meetings, networking meetings among local non-profits).
- Supervised a staff of three full-time Volunteers In Service To America (VISTA); efforts encompassed developing goals, daily supervision, mid-year and annual review, complicated federal government reporting on each position as they are federally funded.

KELLOGG COMMUNITY COLLEGE, BATTLE CREEK, MI, JULY 2009 TO JULY 2010

**MICHIGAN CAMPUS COMPACT AMERICORPS\*VISTA**

- Optimized service learning and civic engagement initiatives under the direction of Michigan Campus Compact by building strategic partnerships with non-profit organizations in the Battle Creek area.
- Engaged 50+ non-profit organizations in the community with students at Kellogg Community College through academic service learning and other co-curricular service activities.
- Created and executed training programs to teach faculty members how to integrate academic service learning and civic engagement into courses, implementing those concepts into 30+ courses across Kellogg Community College.
- Charted success organizing the largest Volunteer and Civic Engagement Fair held on Kellogg Community College's campus, which was one of the largest held in the Battle Creek Area.
- Planned and facilitated monthly "Bruins Give Back" events designed to build community at Kellogg Community College through common service to the Battle Creek community, specifically Habitat for Humanity.

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## EDUCATION AND CREDENTIALS

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CERTIFIED FUND RAISING EXECUTIVE (CFRE), JANUARY 2019

CFRE International, Alexandria, VA

MASTER'S DEGREE IN PUBLIC ADMINISTRATION, CONCENTRATION IN NON-PROFIT LEADERSHIP AND ADMINISTRATION, DECEMBER 2013

Western Michigan University, Kalamazoo Michigan

BACHELOR'S DEGREE IN POLITICAL SCIENCE, MINOR IN COMMUNICATION, MAY 2009

Saginaw Valley State University, University Center, MI

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## LEADERSHIP DEVELOPMENT, VOLUNTEER BOARDS, AND CONFERENCES

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- Greater Albion-Homer United Way Board of Directors (August 2014 – Present)
- Kids N' Stuff Children's Museum Development Committee (January 2017 – Present)
- Certified Fund Raising Manager, Lilly School of Philanthropy (June 2018)
- Greater Albion Chamber of Commerce Board of Directors (January 2015 – June 2017)
- Past Board Member – Albion Public Schools Board of Education (April 2015, May 2016)
- Consultant and Grant Manager for the Ella Sharp Museum of Art and History (July 2014 – August 2016)
- W.K. Kellogg Full Diversity Partners, learning lab and training retreat (July 2011)
- National Conference on Volunteering and Service (July 2010 and June 2011)
- Certified Michigan "College-Positive" Volunteer, and Volunteer Trainer (February 2010)
- The Institute, Service Learning Conference (February 2010 and 2011)

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## ADDITIONAL INFORMATION

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**Technical Proficiencies:** Microsoft Office Suite, Raiser's Edge, Mac OS, Windows

**Interests:** Golf, travel, reading, and gardening

References available upon request





## **Executive Director Position Description**

The Brass Band of Battle Creek seeks to fill the position of Executive Director that reports to the Chair and Board of Directors.

The Executive Director is responsible for the day-to-day operations of the organization, fundraising, as well as special events and projects. Duties described below reflect the multi-faceted nature of this position. A willingness to learn will be imperative for any candidate interested in this position.

The mission of the Brass Band of Battle Creek is to bring joy and understanding through the power of music to the greater Battle Creek area and around the world.

### **Responsibilities Include:**

#### **Development**

- Responsible for all Major/Annual/Grant/Planned Gift Programs
- Work with the Chair and Board of Directors to prepare, edit and submit grant proposals and reports, including budgets and other required attachments
- Manage the grants calendar
- Assist/backup for data input and management in a relationship database system
- Program Management for donor events
- Research and identify new funding prospects

#### **Administration**

- Responsible for all financial management in conjunction with a contracted book keeper/accountant
- Manage all banking activity, including reconciling accounts, keeping account ledgers updated and watching activity on all accounts.
- Work with external accounting firm to prepare annual audit review materials o Prepare 1099 forms for contractors and monitor payment all taxes and reports for the state and federal government made by payroll processor
- Assist in contractor payroll
- Prepare the annual budget for approval by the Board of Directors



## **Governance**

- Weekly check-ins with the Chair, Board of Directors
- Provide work direction in partnership with the Chair, Board of Directors to the Office Manager
- Board Communications
- Prepare agenda and materials for meetings

## **Office Management**

- Assist in monitoring and responding to Brass Band mail, email and voicemail in timely manner
- Order supplies
- Assist in formatting and mailing letters
- Assist in packing boxes/crates for marketing material and concert gear.
- Ability to lift and move boxes/crates that are approximately 30 pounds.

## **Qualifications/Requirements**

Required (minimum):

- Bachelor's Degree from an accredited college/university (e.g. Arts/Nonprofit Management,

Philanthropy & Development, etc)

- 3-5 years of relevant work experience in the arts/nonprofit field
- Effective and enthusiastic fundraiser with demonstrated ability to successfully compete for philanthropic support
- Excellent written and verbal communication skills – please submit a writing sample such as a previous grant written along with application
- Ability to manage numerous concurrent responsibilities, stay organized and meet deadlines
- Fluency in the following computer/software programs – Donor Works (or experience with similar CRM database), QuickBooks, Mac iOS, MS Office Suite, Adobe Photoshop, InDesign, Dropbox, Word and Excel.



Desired:

- Management/Leadership experience
- Ability to effectively leverage social media platforms for organization marketing/development purposes
- Appreciation of traditional British brass band music



# INNOVATE Albion

## Executive Director Position Profile

INNOVATE Albion seeks to fill the position of Executive Director that reports to the Chair and Board of Directors.

The Executive Director is responsible for the day-to-day operations of the organization, fundraising, as well as special events and projects. Duties described below reflect the multi-faceted nature of this position. A willingness to learn will be imperative for any candidate interested in this position.

### Responsibilities Include:

#### Development

- Responsible for all Major/Annual/Grant/Planned Gift Programs
- Work with the Chair and Board of Directors to prepare, edit and submit grant proposals and reports, including budgets and other required attachments
- Assist/backup for data input and management in a relationship database system
- Program Management for donor events
- Research and identify new funding prospects

#### Administration

- Responsible for all financial management in conjunction with a contracted book keeper/accountant
- Manage all banking activity, including reconciling accounts, keeping account ledgers updated and watching activity on all accounts.
- Work with external accounting firm to prepare annual audit review materials, Prepare 1099 forms for contractors and monitor payment all taxes and reports for the state and federal government made by payroll processor
- Prepare the annual budget for approval by the Board of Directors

#### Governance

- Regular communication with the Board of Directors
- Board Communications
- Prepare agenda and materials for regular board meetings



# INNOVATE Albion

## Office/Building Management

- Assist in monitoring and responding to INNOVATE Albion mail and email in timely manner
- Order supplies
- Assist in formatting and mailing letters
- Assist in preparation for classes held at INNOVATE Albion
- Ability to lift and move boxes/crates that are approximately 30 pounds.

## Qualifications/Requirements

Required (minimum):

- Bachelor's Degree from an accredited college/university (experience in manufacturing, robotics, and engineering preferred).

Philanthropy & Development, etc)

- 3-5 years of relevant work experience in the arts/nonprofit field
- Effective and enthusiastic fundraiser with demonstrated ability to successfully compete for philanthropic support
- Excellent written and verbal communication skills – please submit a writing sample such as a previous grant written along with this application
- Ability to manage numerous concurrent responsibilities, stay organized and meet deadlines
- Fluency in the following computer/software programs – Donor Works (or experience with similar CRM database), QuickBooks, Mac iOS, MS Office Suite, Adobe Photoshop, InDesign, Dropbox, Word and Excel.

Desired:

- Management/Leadership experience
- Ability to effectively leverage social media platforms for organization marketing/development purposes
- Appreciation for STEM education, robotics and engineering