

Ordinance No. 09- 09

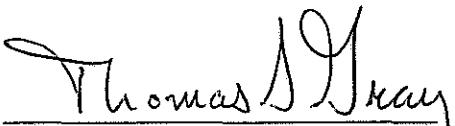
AN ORDINANCE RETAINING HUMAN NATURE, LLC,
CONSULTANT TO PERFORM HUMAN RESOURCE DEVELOPMENT

SECTION 1: the Village of Chatham hereby retains Human Nature, LLC to study, investigate and recommend improvements to the functionality of the village's current human resource practices and policies. There shall be three phases consisting of three stages, each costing \$5,000, each approximately 160 hours. Phase One will be completed in the current fiscal year with future phases to be completed as budget permits. The monies shall be paid from the several funds of the Village that are benefited by the Consultants work, as determined from time to time by the corporate authorities of the Village. The monies shall be paid from the Professional Services line item.

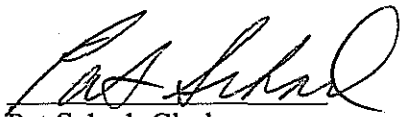
SECTION 2: The Consultant shall report weekly to the Director of Administration as to status of current objectives or further request for action. The Consultant shall update the appropriate committees of the Village Board as activities occur which will require future Board action.

SECTION 3: This Ordinance shall be effective immediately.

PASSED this 10th day of March, 2009


Thomas S. Gray, President

ATTEST:


Pat Schad, Clerk

APPROVED: 3-10-09

AYES: McGRATH, KAVANAGH, HERR, SCHATTEMAN, DOYLE, REYNOLDS,

NAYS: 0

ABSENT: 0



HUMAN NATURE

THE SCIENCE OF INSIGHT

Invoice #
08-021-004

Date
03/05/09

Invoice

Bill To
Village of Chatham 116 E. Mulberry Chatham, IL 62629

Date	Description	Amount
06/2008 through 03/04/2009	Human Resource Consulting Project: Phase One - 160 total hours Stage one within Phase one complete - 40 hours Stage two within Phase one complete - 40 hours	Paid Paid
03/05/09	Continuation of Human Resource project /services Stage three of Phase One - 40 hours pending	\$ 5,000.00
Total Balance Due		\$5,000.00

----- please detach and return with payment -----

Please remit payment to:
Human Nature
327 Aspen Drive
Chatham, IL 62629

Balance Due	\$5,000.00
Amount Enclosed	
Invoice #	08-021-004
Date Due	Upon Receipt

Am 3/06/09

June 16, 2008

Randy Council
President/Owner
Human Nature, LLC

RE: Contract of Services Agreement

Dear Mr. Council:

In accordance with our most recent conversation this Contract of Service Agreement shall consist of the first Developmental Phase of Human Nature's services to the Village of Chatham. As per our discussion, You are viewing the work to take the form of three separate phases. The results obtained from Phase one will provide you with essential information required to determine the functionality of the current human resource practices and policies that need to be revised, improved or implemented and dictate priority initiatives for the next two phases. As we have discussed, each phase will consist of approximately 160 hours of services, plus independent TriMetrix assessments used to assist in the understanding and benchmarking of key Director and Management level positions.

Description of Services:

1. Human Nature will schedule time with me to obtain a general understanding of current personnel and their respective roles and responsibilities. We will need to identify a liaison to assist us in accessing information required to complete our initial assessment and for ongoing scheduling of services. This individual should be a strong consideration to receive additional human resource training and development for future accountability of this role.
2. Human nature will schedule and meet with each Director to complete a job analysis. This will consist of one-on-one time with each Director to complete a job function worksheet and position description. In addition we will ask each Director to complete on-line TriMetrix assessments in an effort to benchmark their unique individual positions.
3. Human Nature will gather, review and analyze the information gathered from the assessments to create a communications and teambuilding template to assist the group in achieving the goals of the village. We will provide a detailed debriefing of each assessment and conduct a Team building and Communications workshop for the upper management team.
4. Human Nature will continue conducting job analyses, position descriptions and job functions for each of the other levels of management throughout the Village of Chatham. This will be conducted in a descending order throughout the management structure. As noted in step #3 communication and team building checklist, group debriefings and workshops will be conducted with appropriate groups.
5. Human Nature will provide other human resource related services as agreed upon and allowed within the allotted time period.

Terms of Agreement:

It is estimated these projects will take an estimated commitment of 160 hours beginning on June 25th and continuing through completion, based on available funding. The first phase is budgeted for a total amount of \$20,000.00 at

\$5,000 blocks. Human Nature will provide a detailed billing summary on a monthly basis to the Village of Chatham. In the event that the services hours do not meet the monthly retainer amount, or are not completed within the allotted amount of time due to availability of personnel and scheduling conflicts, Human Nature will roll the service hours. The three additional development phases will be structured in the same format and will begin upon successful acquisition of funds and within the budget of the Village of Chatham. Each of the remaining phases of service will be determined and based on Human Nature's recommendations, mutual agreement and at the discretion of the Village of Chatham.

Implementation: Human Nature will commence work on this project beginning June 25, 2008. This will include Human Nature representatives working on site as agreed upon as well as independent work off site. Human Nature will utilize on-line TriMetrix assessments to assist in benchmarking and developing reports for employees within the Village of Chatham.

Payment Terms: An initial retainer of \$5000 is due upon the signing of this agreement to cover the beginning portion of Phase 1 and is due within ten days when funds are available for continuation. TriMetrix Assessments will be billed separately as products and independent of the monthly services. TriMetrix assessments range in cost from \$145.00 to \$250.00 each. All required assessments will be discussed and agreed upon prior to their use in this project. Services and assessments will not exceed the established budget for the first phase of this project.

Confidentiality: Human Nature agrees to keep in total confidence the Village of Chatham's business and non-public activities without specific written authorization and consent.


If you are interested in proceeding, please sign both originals of this letter and return one of them to me by U.S. mail with the first months retainer check.

I look forward to working with you and the Village of Chatham over the coming months. If you have any questions, please do not hesitate to contact me anytime.

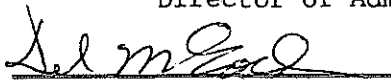
Sincerely,

Accepted:

For: Human Nature, LLC
President/Owner

 6/25/08
Randy Council Date

For: The Village of Chatham
Director of Administration

 6/25/08
Del McCord Date