



July 9, 2024  
Patricia Abbott  
Munster Interim Town Manager

Ms. Abbott;

Thank you for reaching out and considering Organizational Development Solutions, Inc. for the recruitment of the Director of Public Works. Thank you, also, for taking the time to speak with us about the department and current organizational structure. We believe with our experience working with a similar department at the City of Valparaiso and our experience with local job searches we would be a great fit for the work! We are delighted to have the opportunity to partner with you.

If executed, the following letter of engagement outlines the assistance that will be provided as well as the search fees for the Director position we discussed.

We look forward to our continued work with your organization.

Sincerely,

A handwritten signature in black ink that reads 'Desila Rosetti'.

Desila Rosetti  
President & Founder  
Organizational Development Solutions, Inc.

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## LETTER OF ENGAGEMENT

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Organization: Town of Munster  
Project: Director, Public Works  
Proposal Date: July 2024

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### Executive Recruitment

ODS would provide search services as follows:

1. Timeline and responsibilities of the Council/Search Committee and ODS will be verbalized so that there are no misunderstandings. We have found in the past some searches have been delayed or derailed when a Search Committee is not available for interviews or cannot agree on a candidate. In some cases, and in a good economy, good candidates are lost.
2. ODS will work with the Search Committee to ensure salary range for the position and summary of benefits has been prepared. If necessary, ODS can prepare the benefits summary that will be used.
3. ODS will work with the Town Manager and Council to ensure clarity on the most important qualifications for the position based on the job description and an initial conversation with the Council. ODS would value conversations with key staff as well to get their input into the process. This assures that the best candidates are considered and brought forward. Few candidates have ALL the things organizations want!
4. ODS will write the postings with adherence to the EEO requirements for various posting including state and national publications, Indeed, as well as all social media. ODS will post with the local and national organizations and other publications that turn around quickly and offer good value. Preparing job postings and post in both paid and unpaid locations. Estimated budgeted \$1500.00
5. ODS will screen applicants which requires a review of all applicants' including their education, qualifications, as well as what we believe is a good culture fit. Will take into consideration candidates work history and other pertinent information.
6. We will then conduct brief telephone interviews with top 10-25 applicants to determine skill set and fit to organization and position. We will qualify candidates at this time according to the most important job criteria, salary expectations, availability, as well as work experience. The Town Manager will be informed at each step of the process.
7. ODS will interview the top 10 candidates to determine the next steps. These may take place on site and be combined with the Town Managers calendar so that best candidates could be interviewed by Town Manager and ODS to determine if candidates seem to be a good fit. This process also ensures an expeditious process and may provide some cost savings. Quick turnaround will impress candidates and assure the best candidates are not lost to other positions.
8. Interviews with the top candidates will then be scheduled with the Council or members of a search committee. If qualified candidates are not located in the process as outlined, additional costs can be

negotiated. When qualified candidates are presented and the council fails to make a decision, all costs involved will be billed as outlined. ODS will facilitate all parts of the on-site interview.

The goal would be to provide a qualified group of candidates that fit most of the organizational requirements. Project will be billed at \$125.00 per hour plus posting expenses. Most searches range from \$5500.00-\$7500.00.

If both parties agree moving forward, both parties reserve and retain their respective entitlement to terminate this Agreement in its entirety and without cause upon thirty (30) day notice to the other party. ODS shall be entitled to be compensated for any services provided prior to termination of the Agreement.

**This Agreement having been approved by each of the parties and memorialized by the signatures contained hereon.**

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Desila Rosetti, President  
Organizational Development Solutions, Inc

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President,  
Munster Town Council