

**HUMAN RESOURCES DEPARTMENT**  
**600 W. 4<sup>TH</sup> Street**  
**Davenport, IA 52801**

**Office: (563) 326-8767**  
**Fax: (563) 328-3285**  
**[www.scottcountyiowa.gov](http://www.scottcountyiowa.gov)**



---

**Date:** February 24, 2023

**To:** Mahesh Sharma, County Administrator

**From:** Vanessa Wierman, Human Resources Director

**Subject:** Executive Search Firm Services

In January 2023, Human Resources issued a Request for Qualifications seeking professional services to assist with our anticipated recruitment for an EMS Director. A selection team including you, Budget and Administrative Services Director David Farmer, Health Director Amy Thoreson, and Human Resources Director Vanessa Wierman reviewed the seven (7) responses received. We spoke with the top two (2) respondents.

A report by our EMS acquisition consultants is expected by March 31, 2023. In order to keep the process moving forward for a potential acquisition, we believe it necessary to engage external recruitment services at this time. If the acquisition does not proceed, all future services and recruitment would cease.

We recommend the selection of GovHR USA to provide professional recruitment services for the EMS Director search. The proposal fee is \$24,500 plus reimbursable travel expenses.

**Cc:** David Farmer, Budget and Administrative Services Director  
Amy Thoreson, Health Director

THE COUNTY AUDITOR'S SIGNATURE CERTIFIES  
THAT THIS RESOLUTION HAS BEEN FORMALLY  
APPROVED BY THE BOARD OF SUPERVISORS ON

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SCOTT COUNTY AUDITOR

## R E S O L U T I O N

SCOTT COUNTY BOARD OF SUPERVISORS

MARCH 2, 2023

RESOLUTION APPROVING AGREEMENT OF EXECUTIVE SEARCH FIRM SERVICES  
WITH GOVHR USA FOR \$24,500 PLUS REIMBURSABLE TRAVEL EXPENSES

BE IT RESOLVED BY the Scott County Board of Supervisors as follows:

Section 1. The authority of the Human Resources Director to sign an agreement for professional services from GovHR USA for the anticipated EMS Director recruitment.

Section 2. This resolution shall take effect immediately.