

## Executive Search Firm Reference Check Summary

### S. Renee Narloch & Associates References

#### City of Cape Coral Florida

Mr. Dave Anderson, Talent Acquisition Manager

239-573-3161; [danderson@capecoral.gov](mailto:danderson@capecoral.gov)

Position: City Attorney

Questions:

*Who was your contact during the search?*

Renee herself

*How well did the firm understand your needs?*

Very well, she worked with the Council, attending the meetings; great communication skills throughout the process; she understood the dynamics of Cape Coral and the culture.

*How long did the search take and did they stay on schedule?*

Yes, she stayed on schedule; took about three and a half months with about 8 candidates; invited the top three for interviews.

*Please describe the search process and how the firm handled the search.*

Coordinated the interviews with Council and staff; arranged for Q & A session; managed the process as outlined; facilitated an internal candidate in the process as well.

*How responsive was the firm throughout the process?*

Very responsive. She is quick and even with her other workload always responded within hours.

*If you could change anything in the search process what would that be?*

More candidates to choose from, but with the current market this was not possible.

*Would you hire them again?*

For sure, absolutely. Renee's firm is probably at the top of the list or executive search firms for CC. She is not only affordable but has contracts in the state that you can piggyback on. Reached out to several other firms but chose Renee's firm.

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### S. Renee Narloch & Associates References

#### City of Baytown, Texas

Ms. Carol Flynt, Assistant City Manager

281-420-621; [carol.flynt@baytown.org](mailto:carol.flynt@baytown.org)

Positions: City Attorney; Police Chief, City Manager; Assistant City Manager: Director of Public Affairs

Questions:

*Who was your contact during the search?*

Renee

*How well did the firm understand your needs?*

Really well, she is my favorite consultant; she understood how the team aligns, our perspective, the candidates raved about her understanding of what was going on in the city and how well she managed the process; she spent time talking to our staff, elected officials to get a good perspective.

*How long did the search take and did they stay on schedule?*

About 16 weeks; we wanted a 30-day posting window.

*Please describe the search process and how the firm handled the search.*

Top Tier: She was present for interviews and the in-person process; very reasonable timeline; did public forums for the Police Chief position, worked with advisory committees, she facilitated the whole process; she is extremely knowledgeable with local government executive positions and understand the politics with the process.

*How responsive was the firm throughout the process?*

Very, no issue ever.

*If you could change anything in the search process what would that be?*

Nothing!

*Would you hire them again?*

Yes!

## Executive Search Firm Reference Check Summary

### S. Renee Narloch & Associates References

#### Seminole County Florida

Ms. Meloney Koontz, Assistant County Manager

407-665-7225; [mkoontz@seminolecountyfl.gov](mailto:mkoontz@seminolecountyfl.gov)

Positions: County Attorney; County Manager

Questions:

*Who was your contact during the search?*

Renee Narloch

*How well did the firm understand your needs?*

Renee spoke with each commissioner and with the deputy and assistant county managers to understand the needs. She did a fantastic job meeting the requirements.

*How long did the search take and did they stay on schedule?*

The timeline from engagement to interviews was three to four months. The county manager recruitment was over the fall/winter holidays and was closer to four months.

*Please describe the search process and how the firm handled the search.*

Renee met with each commissioner and senior staff, as mentioned above. I assisted Renee with information necessary for the development of the recruitment brochure. Narloch and Associates created the brochure and posted it on the FAC website, ICMA, and other appropriate websites. Renee reviewed the resumes and conducted initial interviews with the top ranked candidates. She conducted Nexis newspaper and Google searches on top candidates. She then provided her top ranked candidates to the commissioners. Background checks for criminal, civil, education and credit checks were conducted. Interviews took place with commissioners. County directors meet in a group setting with each county manager candidate and we also held a reception to allow the public to meet and greet the candidates. Finally, we held a special public meeting to allow the commissioner to ask questions in public, allow residents to make comments and finally to make a recommendation. The county manager and county attorney processes were similar except we did not hold a reception for the county attorney position.

*How responsive was the firm throughout the process?*

I was able to reach Renee any time of day or week. Very responsive.

*If you could change anything in the search process what would that be?*

I don't think I would change anything. Two extremely successful searches.

*Would you hire them again?* Absolutely!

## **Executive Search Firm Reference Check Summary**

### **S. Renee Narloch & Associates References**

#### **City of Dunedin, Florida**

Ms. Theresa Smalling, Director of Human Resources & Risk Management  
727-298-3042; [tsmalling@dunedinfl.net](mailto:tsmalling@dunedinfl.net)

Positions: City Manager; Finance Director; City Clerk; Director of Community Development;  
Director of Communications

#### ***Who was your contact during the search?***

Renee

#### ***How well did the firm understand your needs?***

Renee really understood the environment of the city. She worked with the Council directly with the assistance of HR in the City Manager position; she worked directly with HR for the other positions.

#### ***How long did the search take and did they stay on schedule?***

We started the search process with a different firm and went with Renee's firm in the end.

#### ***Please describe the search process and how the firm handled the search.***

She worked with the commission and human resources on what we were looking for, developed the brochure, the job description, postings, recruitment book, created a writing exercise, narrowed down the candidates, assisted with the public meetings, attended the meetings, walked the commission through each applicant/background, and helped with negotiations. She even reached out to potential candidates directly to tell them about our opportunity and garner interest directly.

#### ***How responsive was the firm throughout the process?***

Very responsive. She is available by phone, email and text and responded in less than 24 hours.

#### ***If you could change anything in the search process what would that be?***

Nothing.

#### ***Would you hire them again?***

Yes! Over a third of our team has come from her searches.

**BOARD OF COUNTY COMMISSIONERS**



January 26, 2023

Ms. Renee Narloch, President  
Narloch & Associates  
2910 Kerry Forest Parkway  
D4-242  
Tallahassee, FL 32309

Dear Ms. Narloch:

The Seminole County Board of County Commissioners would like to commend you on the tremendous performance of you and your team, as you guided us through the critically important task of finding the perfect fit to fill the County Manager role in our organization.

From start to finish, Narloch & Associates' efforts in a nation-wide search was done with excellence, experience, and a well-executed plan to cross the finish line with success.

Your expertise and dedication to understanding the needs of every constituency in this process was evident and much appreciated. On behalf of the employees, citizens, and Board, we thank you, for bringing us the very best candidates from which to choose.

Sincerely,

Amy Lockhart, Chairman  
Seminole County Board of County Commissioners

cc: BCC

## Executive Search Firm Reference Check Summary

### GovHR References

#### Deerfield Beach, Florida

Dave Santucci, City Manager

954-480-4263; [dsantucci@deerfield-beach.com](mailto:dsantucci@deerfield-beach.com)

Positions: Director of Parks & Recreation; Director of Human Resources; Assistant City Manger

Questions:

*Who was your contact that conducted the search?*

Jim.

*How well did (search firm) understand your needs?*

Pretty well, the firm has strong relationships, and they had a good feel for the needs of the organization.

*How long did the search take and did they stay on schedule?*

They have done several searches for the city, takes about three to four months but they can accelerate the process if you need.

*Please describe the search process and the how (firm) handled the search:*

They worked with HR and my office, assisted with the brochure, recommended where to publish, and list, worked on the short list of candidates, reviewed the packets with us, did the first round of interviews by zoom and the second in person where Jim attended. I made the offer directly to the candidates. Great communication with the candidates.

*How responsive was the (search firm) throughout the process:*

Very responsive.

*If you could change anything in the search process what would that be?*

Nothing really, maybe provide a list of recommended interview questions.

*Would you hire them again?*

Yes!

## Executive Search Firm Reference Check Summary

### GovHR References

#### Orlando Florida

Ana Palenzuela, Human Resources Director

407-246-2057; [ana.palenzuela@cityoforlando.net](mailto:ana.palenzuela@cityoforlando.net)

Positions: Compensation Manager; Director of Public Works; Fire Chief

Questions:

*Who was your contact during the search?*

Fire Chief - Tim Sashko

Public Works Director: Joan Walko and Dele Lowman

*How well did the firm understand your needs? –*

Very well.

*How long did the search take and did they stay on schedule?*

Stayed on schedule.

Fire Chief - 4 months (from posting to job offer)

Public Works Director - Three months (from posting to job offer)

*Please describe the search process and how the firm handled the search.*

Very pleased with how the firm handled the search.

*How responsive was the firm throughout the process?*

Very responsive

*If you could change anything in the search process what would that be?*

Can't think of anything

*Would you hire them again?*

Yes

## Executive Search Firm Reference Check Summary

### GovHR References

#### Englewood Colorado

J. Shawn Lewis, City Manager

303-762-2310

Positions: City Attorney; Finance Director; City Manager

Questions:

*Who was your contact that conducted the search?*

Darlene.

*How well did (search firm) understand your needs?*

Very well, spent lots of time with Council; took the time understand the needs of the organization. I was the City Manager candidate that was hired so I worked both sides with the firm.

*How long did the search take and did they stay on schedule?*

Kept on schedule; received applications from all over the country; the time period felt relatively short for the recruitment process; the firm cast a wide net for candidates.

*Please describe the search process and the how (firm) handled the search:*

They worked with the Mayor and Human Resources.

*How responsive was the (search firm) throughout the process:*

They get government so they knew how to work with staff on the process. They were very communicative and professional.

*If you could change anything in the search process what would that be?*

Well done, can't think of anything.

*Would you hire them again?*

Yes.



## Executive Search Firm Reference Check Summary

### GovHR References

#### **Bethel Alaska**

Lori Strickler, City Clerk

907-543-1384; [lstrickler@cityofbethel.net](mailto:lstrickler@cityofbethel.net)

Positions: City Manager in process; City Attorney

Questions:

*Who was your contact that conducted the search?*

Sarah.

*How well did (search firm) understand your needs?*

Really well. We are a unique community, a very rural and remote area of Alaska, and small population, hard to get people to move here. They understood our community and staff.

*How long did the search take and did they stay on schedule?*

They stayed on schedule. My Council was not in a hurry and did not want to rush the process. We had two candidates that were not right for us, and we went out a second time for the search.

*Please describe the search process and the how (firm) handled the search:*

Our Council met with Sarah, worked on the job description and contract terms, the brochure, advertising, focused on military sites, brought back the top candidates.

*How responsive was the (search firm) throughout the process:*

Very communicative. They moved quickly through the process.

*If you could change anything in the search process what would that be?*

Nothing. We did zoom interviews and onsite interviews, meetings with Council and staff. Sarah came to the onsite interviews.

*Would you hire them again?*

Absolutely, they are very flexible.

## Executive Search Firm Reference Check Summary

### GovHR References

Boulder City Nevada

Bryce Boldt, HR Director

702-293-9295; [bboldt@bcnv.org](mailto:bboldt@bcnv.org)

Positions: City Manager, City Attorney

Questions:

*Who was your contact that conducted the search?*

Sarah.

*How well did (search firm) understand your needs?*

She worked with Council and HR. They understood our needs.

*How long did the search take and did they stay on schedule?*

Took about six months because of the delay on our end, not theirs.

*Please describe the search process and the how (firm) handled the search:*

They developed the brochure, advertised nationwide, narrowed down the candidate pool, suggested phone interviews, Council questions, then the top three candidates interviewed in person with Council.

*How responsive was the (search firm) throughout the process:*

No delays, very responsive to our needs.

*If you could change anything in the search process what would that be?*

I would change our internal process. We toured the candidates at the same time and that did not work well.

*Would you hire them again?*

Yes, I recommended a different firm, but we ended up working with GovHR and it turned out great.