



November 27, 2018

Boone County Schools
8330 U.S. Hwy 42
Florence, KY 41042

VonLehman Human Resources Consulting

VonLehman provides strategic human resource services to clients throughout various industry sectors that drive our regional economy. By focusing on three pivotal aspects -- organization, talent and transformation, our HR Consulting Group helps companies steward their most valuable assets in an ever-changing business climate.

Our Process

Our process follows a proven, customized approach for each of our customers. Beginning with the client intake phase, our professionals collaborate closely with your team to gain a comprehensive understanding of your culture and the success factors associated with the respective role, as well as, the development of a job specification unique to your organization's needs. Next, we selectively source active and passive candidates in our network. We conduct a comprehensive interview process to identify a plurality of viable candidates who meet the job specification. From here, we can assist your team in coordinating and evaluating candidates through your organization's final interview process. Our efficient recruitment process dramatically reduces the risk of expensive hiring mistakes.

Related Experience

VonLehman's HR Consulting team has supported numerous organizations with talent acquisition services across the government and nonprofit landscape. A sample of these recent engagements includes: Controller for Phi Delta Theta, Accountant for Legal Aid of the Bluegrass, and Executive Director of Discover Zone for Florence Christian Church. Recent engagements in other industries include: Accounting Manager for Raybourn Group International, Controller for Jewel-Craft, Accounting Manager for DeBra-Kuempel, and Controller for WorkSmart Systems.

Commitment to the Government and Nonprofit Industry

Our team has extensive experience with over 250 government and nonprofit organizations. Thirty professionals work in our Government and Nonprofit Service Group providing audit, accounting, tax, and consulting service expertise to clients. We perform all services using our own in-house staff and do not subcontract to outside firms. Our team can supply you with insight from successes and challenges at similar organizations; whenever asked, whenever needed. We believe the long lasting relationships we have with our clients provide us unmatched experience above our competitors.

Your Choices, Our Advice

Our team collaborates with clients, becoming an extension of their internal staff, in order to anticipate their changing organizational and employment needs, develop talent across functional areas and avoid costly employment and culture related problems. Whether your organizational, talent or transformation challenges are internally or externally driven, our team can help you to assess and implement solutions that align with your business strategy, helping to drive success at every level. The following list includes additional services provided by our team.

- Change Management
- Effective Performance Reviews
- Management Training
- Employee Handbook Development
- Human Resources on Demand
- Workforce Development Strategy

Your VonLehman Team



Erin Young, SHRM-CP

Erin has over 10 years of human resources experience to our team, with a specialization in talent management, including recruiting, workforce planning, training, performance management, employee development, employee engagement, and succession planning. Her experience in HR management gives her a wealth of knowledge in managing employee relations, strategic planning and succession, tackling compliance issues, and technology selection and implementation. Erin is passionate about assisting businesses to make the most of their resources and talent, through a tailored and personalized approach. Erin has her Master's in HR Development, and is certified as a Society for Human Resource Management Certified Professional.



Deirdre F. Bird, PHR, SHRM-CP

Deirdre has over 20 years of human resources management and management consulting experience. What distinguishes her from others in her field of expertise is her passion for enhancing organizations' and employees' effectiveness through talent. She has a track record for partnering with company leadership to develop creative solutions that achieve organizational goals and impact bottom-line performance. Deirdre has her Master's in HR Development, and is certified as a Professional in Human Resources and a Society for Human Resource Management Certified Professional. She holds certifications in a number of HR tools, including Devine Inventory, DISC, 360 feedback reports, DDI, and AchieveGlobal.



Beth D. Vice, Shareholder, CPA

Beth is a Shareholder and 20-year veteran at VonLehman. Her public accounting experience includes auditing, review, compilation and business advisory services to a wide range of closely-held businesses. She is involved in many of the firm's audit clients which range in a variety of industries including nonprofit, government, manufacturing, and retirement plans. Beth is familiar with the procedures and personnel at Boone County Schools, having previously served as a member of the audit team for five years. She is also a member of the VL Cares committee and former director of the quality control committee.

Proposed Fees

Scope of Services: VonLehman will facilitate and coordinate the design, sourcing and recruiting of a finance position to be compensated at market competitive rates (where no constraint is currently defined) and chosen by Boone County Schools for hire. Design of the job specification will be done in collaboration with organization leadership. The targeted search will be based on this agreed-upon job specification. This is a full-service partnership for success. Activities in scope will include the search design, sourcing, review of resumes, phone screenings, in-person interviews, regular status updates, and interview facilitation, coordination and deliberation with Boone County Schools on interview day. To the greatest extent possible, Boone County Schools' personnel will be expedient in supporting this project.

A time and material project with estimated fees for services in scope, with not to exceed limits of:

\$14,700 for 1 role

\$26,600 for 2 roles

\$35,700 for 3 roles

A 20% retainer will be billed upon acceptance of this agreement. Post-commencement cancelation or placing a "hold" on the project will result in surrender of the retainer. Boone County Schools will reimburse VonLehman for reasonable direct out of pocket expenses such as travel and lodging related to the execution of this project. As consideration for the performance of the Services, Boone County Schools shall pay VonLehman the fees set forth above. Fees for all services will be based on VonLehman's standard billing practices.

A SAMPLE SERVICE AGREEMENT IS INCLUDED ON THE FOLLOWING PAGES

Please contact us to discuss how VonLehman can relieve the burden of human resource efforts and set your organization on a path for greater success.

Deirdre Bird, PHR, SHRM-CP

Director of HR Consulting
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Erin Young, SHRM-CP

Human Capital Consultant
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Beth Vice, Shareholder, CPA

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Time and Material Service Agreement

CLIENT: Boone County Schools

DATE: November 27, 2018

This Consulting Services Agreement ("Agreement") entered into on the date stated above, by Boone County Schools ("Client") and VonLehman & Company Inc. ("VonLehman"). VonLehman shall perform the services described below:

Project Name	Retained Search – Finance Position
Estimated Timing	Start January, 2019 and end March/April, 2019. This is an estimate of timing.
Scope of Services	VonLehman will facilitate and coordinate the design, sourcing and recruiting of a finance position to be compensated at market competitive rates (where no constraint is currently defined) and chosen by Client for hire. Design of the job specification will be done in collaboration with company leadership. The targeted search will be based on this agreed-upon job specification. This is a full-service partnership for success. Activities in scope will include the search design, sourcing, review of resumes, phone screenings, in-person interviews, regular status updates, and interview facilitation, coordination and deliberation with Client on interview day. To the greatest extent possible, Client's personnel will be expedient in supporting this project.
Estimated Fees	This is a time and material project with fees not to exceed \$14,700 for services in scope.

SERVICES, FEES AND PERSONNEL

- Any change in the scope of the Services ("Additional Services") and the fees for such additional services shall be agreed upon by Client and VonLehman prior to the commencement of the work.
- As consideration for the performance of the Services, Client shall pay VonLehman the fees set forth and summarized above. Fees for all of our services will be based on VonLehman's standard billing practices. A 20% retainer will be billed upon acceptance of this agreement. Post-commencement cancellation or placing a "hold" on the project will result in surrender of the retainer.
- All invoices are payable forty-five (45) days after receipt. Applicable taxes required under law for services may apply. Invoices paid late will have a 1.5% service charge added each month. VonLehman reserves the right to withdraw from this engagement if a fee becomes delinquent and/or remains unpaid in excess of 90 days from the date of billing.
- Client will reimburse VonLehman for reasonable direct out of pocket expenses such as travel and lodging.
- Client will refrain from solicitation of VonLehman personnel during this agreement period and for a period of 12 months following the completion of this agreement. Should Client violate this agreement, Client shall reimburse VonLehman an amount equal to the total salary and expenses incurred for the last 3 months of the personnel's employment with VonLehman.

CONFIDENTIALITY, INTELLECTUAL PROPERTY AND LIMITATION OF LIABILITY

- Client and VonLehman agree not to disclose to third parties or employees without a need to know, information received from the other party which has been identified as proprietary or confidential. Client and VonLehman agree that it shall treat and safeguard the other party's information in the same standard of care employed for its own information.
- Client and VonLehman agree that work product created in support of the scope of this agreement shall be owned by both parties. All intellectual property held by either party prior to this agreement shall be owned exclusively by the originating party.
- THE TOTAL LIABILITY, IF ANY, OF VONLEHMAN, INCLUDING BUT NOT LIMITED TO, LIABILITY ARISING OUT OF CONTRACT, TORT, BREACH OR FAILURE OF WARRANTY, OR OTHERWISE SHALL NOT IN ANY EVENT EXCEED THE FEES PAID BY CLIENT UNDER THIS AGREEMENT TO THE APPLICABLE PARTY. VONLEHMAN SHALL NOT BE LIABLE FOR INDIRECT, SPECIAL, INCIDENTAL OR CONSEQUENTIAL DAMAGES. THIS SECTION SHALL SURVIVE TERMINATION OF THIS AGREEMENT.
- The provisions of this Section allocate the bargained for risks under this Agreement between VonLehman and Client. Client has agreed to accept the risk of these damages in consideration of the price and other material terms of the Agreement.
- THIS AGREEMENT SHALL BE GOVERNED BY AND CONSTRUED UNDER THE LAWS OF THE STATE OF KENTUCKY EXCLUDING ITS CONFLICT OF LAWS RULES.
- If any provision of this Agreement is held by a court of competent jurisdiction to be unenforceable, such unenforceability shall not affect the enforceability of the remaining provisions of this Agreement, and the parties shall substitute for the affected provision an enforceable provision which approximates the intent and economic effect of the affected provision as closely as possible.

The parties have caused this Agreement to be executed by their respective authorized representatives as of the date written above.

Boone County Schools By: _____ Printed Name: _____ Title: _____	VonLehman & Company, Inc. By: _____ Printed Name: Deirdre Bird Title: Director, HR Consulting Services
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