



August 6, 2019

Mr. Jason Lawson
Town Manager
Town of Whitestown

Dear Mr. Lawson:

In speaking with Sandra Perry from Bose McKinney & Evans LLP, I want to thank Sandra for the time and information she shared discussing the Town of Whitestown's current HR structure. In reference to our conversation, below is the Proposal presented by HR Alternative Consulting, Inc. (HRAC) to provide a Human Resource Evaluation for the Town of Whitestown.

Objective

The objective of the Human Resource Evaluation is to provide a broad, yet targeted examination of the status of the Town of Whitestown's HR related workplace and practices. A "HR Evaluation" method will be used to examine key elements that serve as indicators of the Town of Whitestown's current needs, as well as predictors of potential problem areas. In other words, the HR Evaluation method serves as a benchmark and raises "red & yellow flags", alerting you to areas where more detailed examination and specific HR assistance may be needed. At the same time, the findings of the HR Evaluation serve as a "road map, timetable and destination," guiding further development of your overall human resource activities.

During our conversation, it was mentioned that your biggest HR challenges, concerns and priorities were to ensure compliance and consistency throughout the HR structure and provide on-going HR support, on-site and/or on-call. All these items will be reviewed during the HR Evaluation.

HR Evaluation Steps

Conducting a Human Resource Evaluation involves the following steps:

Pre-Evaluation: The goal of this Pre-Evaluation is to establish date(s) and a timeline for interviewing the designated HR professional. Checklists will be provided, which will cover information and documentation needed from the responsible person.

Initial Evaluation (On-Site): Application of the standard process is to identify and assess existing HR procedures and practices. The method used will be an interview process to discuss and review current practices, document review, questions and observation techniques. The following major HR areas are reviewed:

- HR Department Structure
- Processes Currently Implemented
- Recruitment and Selection Practices, if needed
- EEO Compliance
- Employee Relations
- General Issues and Challenges

This phase, which is essential for information gathering, requires a time commitment from the HR professional to meet and gather information. It is estimated that approximately one (1) day of interview/observation time, at your location will be necessary for this phase.

Report of Findings: Based on information collected during the Initial Evaluation, HRAC will prepare a written report of our findings, which will include:

- Results of the HR Evaluation
- Recommended Action Steps
- Prioritization of Needs/Potential Exposure

Review, Discussion & Planning Presentation (On-Site): HRAC will meet with you and any other representative(s) selected by you to explain the Evaluation findings and answer any questions. The Town of Whitestown will be provided with two (2) hard copies of the written report to review the findings, observations and priorities.

Implementation of Priorities (Not included in proposed fees)

Based on the result of the Human Resource Evaluation, HRAC will be pleased to assist in the implementation of any action items you select. (This implementation phase is not included in the proposed fees and may be more applicable to on-going HR assistance.)

Timetable*

HRAC will commence this project on a mutually agreeable upon date. HRAC estimates the project will be completed in approximately 15 days from the date started.

HR Evaluation Fee

It is recommended that the HR Evaluation be conducted on a single project fee basis.

Estimated Project Fee \$2,160.00*

It is requested that 75% of the above fee \$1,620.00 be paid to begin the project, and the balance \$540.00 paid following delivery of the final report. A 10% discount applies.

(*The estimated fee and completion time are based on the reasonable availability of key contacts and accessibility of information. The estimated fee is based on completing the Evaluation in one (1) workday)

On-Site and/or On-Call Consulting Fee

On-call = \$120.00 per hour

On-site visits require a two (2) hour minimum = \$300

Additional on-site hours beyond the required two (2) hours will be billed at \$120.00 per hour

Approval

If this proposal is acceptable to the Town of Whitestown, please let me know. Upon receipt of the deposit and the signed Consulting Service Agreement I will prepare to start the HR Evaluation when you give me the "go ahead".

Thank You,

Ann Fisher, President
HR Alternative Consulting, Inc.
(317) 852-3590



Ann Fisher

10641 Medinah Drive
Indianapolis, IN 46234
(317) 852-3590
afisher@hralternativeconsulting.com

HUMAN RESOURCES PROFESSIONAL

Adaptable ... Best Practices ... Collaborative ... Compliance... Leadership...
Management ... Strategic Planning ... Training

A team-oriented professional with a master's degree and over 25 years of *hands-on* human resource experience. Ms. Fisher understands the demands and time it takes to maintain a healthy and happy work force.

PROFESSIONAL EXPERIENCE

HR Alternative Consulting, Inc.
President and Founder

2001 – Present

- Full service Human Resources consultant – local, nationwide and global experience.
- Provide expert HR testimony for employee lawsuit(s).
- Diverse clientele with diverse needs.
- Benefit program research, communication, compensation, employee development, custom Employee Handbooks, employee relations, EEOC guidelines, internal HR audits, policies/procedures, strategic planning and standard operating procedures.
- Ensure compliance and consistency to comply with federal and state employment regulations.
- Sought-after speaker. Master trainer in hot HR topics such as disciplinary, EEOC regulations, federal and state compliance, interviewing and hiring, etc.
- Counsel management on employee relations, consistency, disciplinary issues and interviewing techniques, etc.
- Develop proactive and smooth-running departments, improving creditability and communication throughout the company.

Reference – The Town of Monrovia

HR News Magazine.com 2010 - Present
Editor and Owner

- Develop and implement a monthly worldwide web-based human resource magazine.

National Association of Women Business Owners (NAWBO) 2002 – Present
Indianapolis, IN

- Board of Directors - 2008 to 2014.
- Developed, organized and chaired – Circle for Learning & Networking - 2010 to 2014.
- Chair, Education and Training committee - 2010 to 2014.
- HR consultant for Executive Director Selection Committee and Executive Directors.

Forest Health Services, Ann Arbor, MI 2001
Vice President of Organizational Development

- HR leader for a group of privately-owned hospitals with 550 employees throughout the United States.
- Insured all hospital locations were in compliance with Federal and State employment laws.
- Insured all locations followed corporate policies and procedures.
- Led all recruiting efforts, with a team of six HR Professionals.
- Researched, implemented and conducted new salary surveys for hospitals in four states.
- Developed system for tracking costs and effective apply methods for recruitment.
- Decreased reference-checking and job postings costs by approximately 35%.

GSF Safeway, Inc., Indianapolis, IN 2000
Consultant

Nice-Pak Products, Inc., Mooresville, IN 1996 - 2000
Human Resources Representative

BMG Entertainment, Indianapolis, IN 1995 - 1996
Human Resources Representative

First Data Corporation, Indianapolis, IN 1992 - 1995
Staffing Specialist

EDUCATION

Master of Science, Industrial/Organizational Psychology, Purdue University, Indianapolis, IN 1994

Bachelor of Arts, Psychology, University of Washington, Seattle, WA 1989

PROFESSIONAL CERTIFICATIONS, AFFILIATIONS AND ACCOMPLISHMENTS

- *Women Business Enterprise (WBE) Certified – Current*
- *Interview included in book publication – Single Women Entrepreneurs 5 Years Later - Written by Dr. Erin Albert -2018*
- *Member of the Year Award - National Association of Women Business Owners (NAWBO)– 2014*
- *“Dealing with Uncomfortable Work Situations” - Article Indy Star - October 2014*
- *Founding Board Member - Hendricks County Excel CEO program - 2012 to 2014*
- *Instructor - Human Resources Administration classes - Indiana Association of School Business Officials (IASBO) Certification Program – 2012 to Current*
- *Interview included in book publication - Single...Women...Entrepreneurs... - Written by Dr. Erin Albert -2013*
- *WHO'S WHO - Building Indiana Magazine - July/August 2011*
- *Business of the Year Award - sponsored by American Family Insurance - October 2010*
- *Open Forum Magazine – Article American Express Business - December 2010*
- *Business Accelerator HR e-Tips - American Family Insurance - December 2010*
- *HR Alternative Consulting, Inc. featured in “Conduit” - Minority & Women's Business Enterprises Division in Indiana - May 2010*
- *Certified by DDI as Targeted Selection Administrator, Interview training*