



Elements of Success~ Elected Official & Staff Relations

NWMC Elected Officials Institute

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Welcome to Public Service!



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Understand your form of government

- ▶ What's your organization mission/vision?
- ▶ Form of government sets forth responsible party for appointment of staff/counsel
- ▶ Managing professional vs personal relationships between elected/staff
- ▶ Be well informed & understand how decisions get made
 - ▶ One elected official does not drive policy decisions
 - ▶ Set clear priorities and goals
 - ▶ Don't assume
- ▶ Management vs Policy & Policy Setting vs Working Boards



Ethics

- Know your organization Ethics Statement / Guidelines
- Understand the process for disclosure and recusal
- Keep confidences ~ Be loyal to the absent





Best practices in communication

- ▶ Who speaks for the Board/Council?
- ▶ Chief Elected/Chief Administrator – who speaks on behalf of the municipality?
- ▶ Elected to elected communication
- ▶ Elected / Administrator
- ▶ Government Partner communication
- ▶ Communication with the public – when to include your manager
- ▶ Communication with the media

Council/Board Meeting Best Practices

- ▶ Role of the Elected Official
- ▶ Role of Staff





Managing Personnel

- ▶ Personnel Evaluation Process
- ▶ Best practices if an elected official is unhappy with a staff member
- ▶ Performance review of the manager/administrator

When Things Go Wrong

- ▶ Undermining Staff
- ▶ The Rogue Elected Official
- ▶ Addressing problematic situations or individuals





Questions?

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Public Service is not just a way of life, it is a way to live fully.

For every issue, there are (at a minimum) 3 sides. Don't over process and don't assume.

Leadership is not about being liked.