

Douglas S. Dorando

February 3, 2025

Chet Janik, Consultant

Via Email: cjanikmli@geneseecisd.org

Dear Mr. Janik:

I am submitting a resume for consideration for the Village Manager position for the Village of Northport. My professional experience demonstrates my strong commitment to public service, and I am both proud of and deeply committed to my more than decade long record of providing guidance to foster responsible, open and transparent, cost-effective government to a wide range of communities. Although my professional experience has been across the Midwest, I am a native Michigander, and have strong personal connections to Leelanau County, and Northport specifically. Northport holds a special place in my heart, and provides incentive for me to seek this role, as the Village looks to continue providing a strong and stable local government services to its residents and visitors alike.

For a decade I have worked as an attorney representing units of government. Presently, I serve as General Counsel for the Illinois Emergency Management Agency and Office of Homeland Security. In this role, I serve as senior counsel on a wide range of legal, compliance, transactional, regulatory, policy, and ethics issues. This role also requires various administrative tasks as a supervisor and Division Chief, as well as providing a deep level of service on fiscal matters for the Agency and budgeting processes. This role, like my prior work as a local government lawyer is well suited to a Village Manager role. I have been an advisor and litigator for a number of local governmental clients ranging in size from villages of 7,000 residents to Cities of 100,000 residents and more than 400 paid employees. This work requires attention to detail and the ability to clearly communicate to a broad audience ranging from the elected corporate authorities to members of the public, as well as in more traditional legal settings, administrative hearings, and courts of law.

My work experience demonstrates that I am able to quickly develop a substantial depth of understanding of both statutory and case law in order to present recommendations to mayors, councils, and staff, and to learn and understand the most complex legal issues, which I demonstrate on a broad range of issues from land use and zoning (a set of issues I have a deep love for), to water distribution networks, to taxation, election law, and alleged discrimination and harassment claims. Similarly, I have experience practicing in litigation and appellate courts, many on unanticipated topics, as exhibited by my work during COVID-19 in *McHenry Co. Sheriff v. McHenry Co. Dept. of Health*, 2020 IL App (2d) 200339, which communicates my drive to always learn and provide guidance on these novel issues.

I firmly believe in public service, and to providing the best legal advice and service to those I represent, and am deeply committed to responsible, open, and transparent government. Additionally, I have a clear record of more than a decade working as an effective communicator able to be a successful project manager and to be detailed oriented under conditions of high pressure, high stress, and media scrutiny. These skills all translate directly to a Village Manager role.

Attached please find my resume with some selected and relevant experience. Please feel free to contact me by phone at 319.471.3943 or via email at ddorando@gmail.com at your convenience. I am so excited by the prospect of being able to move full time to Northport, and to bring my passion for the community to a leadership role in it. Thank you for your time and consideration, and I look forward to hearing from you!

Respectfully Yours,

/S/

Douglas S. Dorando

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BAR ADMISSIONS

State of Michigan, State of Illinois State of Iowa, District of Columbia, US Southern District of Iowa

SELECTED LEGAL EXPERIENCE

State of Illinois

Springfield, IL

General Counsel, Illinois Emergency Management Agency & Office of Homeland Security

September 2023 – Present

Chief Nuclear Safety Counsel, Illinois Emergency Management Agency

June – September 2023

- Serves as senior counsel to Agency Director, leadership, and programs on a wide and complex range of legal, compliance, transactional, regulatory, policy, legislative and ethics issues.
- Senior counsel for Agency audits, fiscal administration, procurement, and contract matters.
- Primary counsel and principal legal advisor for State response to multiple federal major disaster declarations, and served on USSS DNC Special Event Legal Steering Subcommittee. Has included legal oversight of both public assistance and individual assistance programs, and other needs assistance programs, including disaster case mitigation and Small Business Administration (SBA) loan programs.
- Principal legal advisor to the Agency Director, leadership, and governor's office of legal counsel on the Robert T. Stafford Disaster Relief and Emergency Assistance Act, and other FEMA regulations, guidance, policy, and federal executive orders.
- Provide legal guidance to Agency on application and interpretation of disaster preparedness, response, recovery, and mitigation, flood insurance and floodplain management, environmental law (including nuclear safety, hazardous material, and brownfield programs), and historic preservation programs.
- Provide legal analysis and guidance to agency on state and federal grant programs, including hazard mitigation, flood mitigation, cyber-security, homeland security, non for profit security, and radon grants.
- Provide legal advice and guidance relative to State's COVID-19 closeout, including guidance on state and federal laws, regulations, guidance, policy and executive orders. Including APRA and CARES funding programs, procurement and grant issues, and other reporting obligations.
- Serving as chief personnel and employment law attorney. Significant experience with Agency labor-relations processes, discipline, and grievances.
- Conducting investigations on personnel and ethics matters. Serves as Agency Ethics Officer, providing advice and guidance to Agency Director on ethics matters, and facilitating communication with the Office of the Executive Inspector General.
- Oversees Agency Freedom of Information Act program, records management programs, and rulemaking programs.
- Supervising up to four full time legal staff and up to five full time attorneys.

General Counsel, Illinois Health Facilities and Services Review Board

February – June 2023

- Serves as senior counsel to Executive Director and Board members on a wide range of legal, compliance, transactional, regulatory, policy, legislative and ethics issues.
- Provide guidance on state regulations relative to the issuance of certificates of need.
- Work with applicants on potential health facilities projects to identify processes.
- Ensure compliance with Open Meetings Act, Freedom of Information Act, and ex parte communication reporting.

Deputy General Counsel & Ethics Officer, Illinois Department of Public Health

January 2022 – June 2023

- Served as senior counsel on a wide range of legal, compliance, transactional, regulatory, policy, legislative and ethics issues.
- Senior Counsel to Agency leadership on matters of state and federal COVID-19 pandemic response, fiscal closeout, state and federal procurement and grant programs.
- Served as Department's chief personnel and employment law attorney. Significant experience with Agency labor-relations processes, discipline, and grievances.
- Conducted investigations on personnel and ethics matters. Served as Department Ethics Officer, providing advice and guidance to Agency Director on ethics matters, and facilitating communication with the Office of the Executive Inspector General.
- Oversaw Department's Freedom of Information Act responses.
- Supervising up to two legal staff and up to five attorneys.
- Served as Department of Agriculture Administrative Law Judge, applying administrative rules and holding due process hearings.

Ottosen, DiNolfo Hasenbalg & Castaldo, Ltd.
Associate Attorney

Naperville, IL
June 2021 – January 2022

- Represented numerous public-sector entities in all legal affairs, with a focus on municipal government and fire protection districts, especially on issues of personnel and labor relations, zoning and land-use, state and federal taxation matters, and procurement.
- Senior legal advisor to elected and appointed senior leadership of multiple units of local government
- Oversaw paralegal support.

Daniels, Long & Pinsel, LLC
Attorney

Waukegan, IL
April 2017 – June 2021

- Represented public-sector entities, including the City of Waukegan, Illinois, in all legal affairs as corporation counsel and litigator.
- Senior legal advisor to Mayors, Aldermen, Boards & Commissions, and senior staff of multiple units of local government.
- Prepared contracts, intergovernmental agreements, and municipal ordinances. Attend public meetings and provide legal advice to city leadership.
- Principal Freedom of Information Act and Open Meetings Act attorney.
- Senior counsel on matters of Land Use Law, environmental law and regulation, historic preservation programs.
- Provided legal guidance and advice on Community Development Block Grant programs.
- Appointed Special Assistant State's Attorney to litigate case of note: *McHenry Co. Sheriff v. McHenry Co. Dept. of Health*, 2020 IL App (2d) 200339.
- Oversight of paralegal support for Freedom of Information Act responses.

City of Keokuk, Iowa
City Attorney

Keokuk, IA
April 2015 – May 2017

- Represented the City in all legal affairs as corporation counsel and litigator.
- Principal legal advisor to Mayor, Aldermen, City Administrator, Boards & Commissions, and senior staff.
- Prepared contracts, intergovernmental agreements, and municipal ordinances. Attend public meetings and provide legal advice to city leadership.
- Principal Freedom of Information Act and Open Meetings Act attorney.
- Senior counsel on matters of land use law, environmental law and regulation, historic preservation programs.
- Ensured compliance with code regulation programs.
- Provided legal guidance and advice on Community Development Block Grant programs.
- Renegotiated a regional joint dispatch agreement.

U.S. Senate HELP Committee
Law Clerk, Office of Oversight and Investigations

Washington, DC
May – August 2012

- Assisted HELP Committee Oversight and Investigation staff to write and edit Committee reports.
- Met with attorneys and executive leadership from report target companies, and minority staff to prepare final report.

Office of Congressman Dave Loebsack
Staff Assistant

Cedar Rapids, IA
January – October 2009

- Researched information on available grants and loans for constituents, non-profits, small businesses, and local governments.
- Assisted with constituent affairs and intergovernmental communications.
- Drafted letters of support for institutions that applied for federal grants or loans.

PUBLICATIONS

STAFF OF S. COMM. ON HEALTH, EDUCATION, LABOR, AND PENSIONS, 112 CONG., FOR PROFIT HIGHER EDUCATION: THE FAILURE TO SAFEGUARD THE FEDERAL INVESTMENT AND ENSURE STUDENT SUCCESS (COMM. PRINT 2012).

EDUCATION

The University of Iowa College of Law
Juris Doctor

Iowa City, IA
May 2014

Cornell College

Bachelor of Specialized Studies, Majors in Politics, Theatre, and Women's Studies
Pi Sigma Alpha Political Science Honor Society, Member

Mount Vernon, IA
May 2007

BOARDS AND COMMISSIONS

Lake County Bar Foundation Board of Trustees, *President (formerly Trustee, 2018-21)*
Lake County Bar Association Local Government Committee, *Chair*
Johnson County Compensation Board, *Appointee of the County Attorney*

June 2021 – June 2023
June 2017 – June 2021
January 2012 – July 2016