

**JEFFERSON COUNTY BOARD  
COMMITTEE MINUTES**

**January 30, 2013  
County Administrator Search Committee**

**1. Call to Order**

Meeting was called to order by Supervisor Molinaro at 8:04 a.m.

**2. Roll Call**

**Administration and Rules Committee Members**

Members present: Paul Babcock, James Braughler, Richard Jones, Rick Kuhlman, James Mode, John Molinaro, Donald Reese and Amy Rinard. Pamela Rogers – Excused.

Others Present: Gary Petre – County Administrator; Tammie Jaeger – Administrative Assistant – Confidential; Terri Palm-Kostroski – Human Resources Director; Steve Grabow – UW Extension Education; Supervisor Walt Christensen.

**3. Certification of compliance with Open Meeting Law Requirements**

Gary Petre certified compliance with the open meeting law.

**4. Review of Agenda**

**5. Election of Committee Chair, Vice Chair, and Secretary**

Supervisor Reese nominated John Molinaro for Chairman; Second by Supervisor Kuhlman. (Ayes – All) Motion Carried.

Supervisor Babcock nominated Jim Mode for Vice Chairman; Second by Supervisor Reese. (Ayes – All) Motion Carried.

Supervisor Molinaro nominated Jim Braughler for Secretary; Second by Supervisor Reese. (Ayes – All) Motion Carried.

**6. Public Comment**

Steve Grabow discussed how department heads and other staff may have a role in the County Administrator selection process.

**7. Communications** None

**8. Status report from staff regarding the Request for Proposal and selection process for an Executive Search Firm**

Terri Palm explained what steps have been taken in the selection process so far. A Request for Proposal was put together and 9 responses were received. Committee members were provided with a website link to all 9 proposals. Terri Palm and Gary Petre reviewed the proposals and ranked the firms individually. A copy of that ranking was provided to Committee members. They were in agreement that Springsted Incorporated and Public Administration Associates, LLC should be recommended as the two firms to be interviewed by the Committee.

**9. Convene into closed session pursuant to Wisconsin State Statute Section 19.85 (1)(e), discussion and consideration of competitive proposals and negotiations**

Motion made by Supervisor Mode; Second by Supervisor Kuhlman to convene in closed session pursuant to §19.85 (1)(e) discussion and consideration of competitive proposals and negotiations. (Roll Call Vote was taken - Ayes-All) Motion Carried.

**a. Review of proposals for an executive search firm and selection method**

**b. Interviews with potential firms to conduct an executive search for the position of County Administrator**

**i. Springsted Incorporated**

**ii. Public Administration Associates, LLC**

10. **Reconvene into open session for discussion and selection of a final candidate to conduct an executive search for the County Administrator position**

Motion made by Supervisor Rinard; Second by Supervisor Mode to reconvene in open session at 9:55 a.m.

The Committee discussed both firms. The Committee members and staff agreed that Springsted Incorporated would be the better firm to conduct the executive search for the County Administrator.

Supervisor Christensen suggested that Phil Ristow be appointed as the new County Administrator, without going through a competitive recruitment process.

Motion made by Supervisor Kuhlman; Second by Supervisor Braughler to select Springsted Incorporated to conduct the search for the County Administrator. (Ayes – All) Motion Carried.

11. **Tentative Future Agenda Items and Meeting Dates**

The next meeting will be held on February 4<sup>th</sup> at 8:30 a.m. in Room 112

- Approval of January 30, 2013 County Administrator Search Committee meeting minutes
- Discussion with Springsted consultants about the position profile, job description and job announcement

12. **Adjourn**

Motion made by Supervisor Reese; Second by Supervisor Mode to adjourn at 10:28 a.m. (Ayes-All) Motion Carried.