

**JEFFERSON COUNTY BOARD  
COMMITTEE MINUTES**

**February 4, 2013**

**County Administrator Search Committee**

**1. Call to Order**

Meeting was called to order by Supervisor Molinaro at 8:30 a.m.

**2. Roll Call**

**County Administrator Search Committee Members**

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

Others Present: Tammie Jaeger – Administrative Assistant – Confidential; Terri Palm-Kostroski – Human Resources Director; David Unmacht from Springsted Incorporated via Skype.

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

Administration staff certified compliance with the open meeting law.

**4. Review of Agenda** No changes were made.

**5. Public Comment** None

**6. Approve Minutes from January 30, 2013 meeting**

Motion made by Supervisor Reese; Second by Supervisor Kuhlman to approve the minutes from January 30, 2013 meeting as printed. (Ayes-8) Supervisor Rogers abstained. Motion carried.

**7. Communications:**

- a. Example of a Recruitment template from City of Burnsville
- b. Example of a Recruitment template from Yellow Medicine County, Minnesota
- c. Recruitment information from Jefferson County's past recruitment

**8. Discussion with Springsted Incorporated and possible action to proceed with the County Administrator Search, including but not limited to developing the position profile for the County Administrator**

A questionnaire relating to the position profile was provided for the committee to review. The committee went over the information with David Unmacht from Springsted Incorporated. They discussed and prioritized the qualifications and leadership skills that they would like to see in a County Administrator. The committee and staff addressed questions and concerns. A draft of the job posting will be ready for the committee to review and approve at their next meeting.

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

The next meeting will be held on February 14<sup>th</sup>, 2013 at 8:30 a.m. in Room 112

- Approval of February 4, 2013 County Administrator Search Committee meeting minutes.
- Discussion and possible action on approving the final job announcement.

**10. Adjourn**

Motion made by Supervisor Reese; Second by Supervisor Babcock to adjourn at 10:08 a.m. (Ayes-All) Motion Carried.