

**JEFFERSON COUNTY BOARD  
COMMITTEE MINUTES**

**February 14, 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, James Mode, John Molinaro, Donald Reese, Amy Rinard and Pamela Rogers. Rick Kuhlman – Excused.

Others Present: Tammie Jaeger – Administrative Assistant – Confidential; Terri Palm-Kostroski – Human Resources Director; Steve Grabow – UW Extension Community Development Coordinator; Lydia Statz – Daily Union Reporter; 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 February 4, 2013 meeting**

Motion made by Supervisor Jones; Second by Supervisor Rogers to approve the minutes from February 4, 2013 meeting as printed. (Ayes-All) Motion Carried.

**7. Communications:**

- a. County Administrator Position Profile
- b. Job Posting

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

The Committee reviewed a draft of the County Administrator Position Profile. The educational requirements and essential accountabilities were discussed and suggested changes were made. The committee went over the revisions with Dave Unmacht from Springsted, Inc. The edits will be made and the job announcement will be posted on Monday, February 18<sup>th</sup>. The posting will close on March 18<sup>th</sup>. It is anticipated that interviews could be scheduled during the second or third week in April.

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

Next meeting to be determined.

- Approval of February 14, 2013 County Administrator Search Committee meeting minutes.

**10. Adjourn**

Motion made by Supervisor Reese; Second by Supervisor Rogers to adjourn at 9:21 a.m. (Ayes-All) Motion Carried.