

**JEFFERSON COUNTY BOARD
COMMITTEE MINUTES**

March 19, 2013

County Administrator Search Committee

1. Call to Order

Meeting was called to order by Supervisor Molinaro at 11:00 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 Secretary; Terri Palm-Kostroski – Human Resources Director; Lydia Statz – Daily Union Reporter; David Unmacht and Sharon Klumpp - Springsted Incorporated.

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 14, 2013 meeting

Motion made by Supervisor Kuhlman; Second by Supervisor Rogers to approve the minutes from February 14, 2013 meeting as printed. (Ayes-All) Motion Carried.

7. Communications:

- a. County Administrator Ad Information
- b. Candidate Matrix
- c. Working Timeline

8. Discussion with Springsted Incorporated and possible action setting forth the interview details, including but not limited to the process, timeline, summary of the applications received and an assessment of department head feedback

Dave Unmacht informed the committee that 46 applications were received so far. Currently they are conducting the applicant screening. The applications will be reviewed and narrowed down to 8-15. A questionnaire will be sent out to these applicants as a second screening. After the second screening, a spreadsheet will be prepared for the committee containing a summary of information for those candidates. The committee is comfortable with having Springsted and the HR Director review the applications to select 8-15 candidates. David Unmacht reviewed the screening questionnaire and candidate matrix with the Committee. The matrix and the questionnaire should be available for the committee to review during the first week in April. Telephone interviews and reference checks will also be conducted. The committee will review this information and determine how the final candidates should be selected for interviews. The committee suggested a meet and greet with the final candidates, department heads and County Board Supervisors.

Motion made by Supervisor Rogers; Second by Supervisor Braugher to close the posting on April 1st. (Ayes-All) Motion Carried.

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

April 9, 2013 at 11:00 a.m.

Tentative Interview Dates: April 22nd at 8:30 a.m.

April 24th at 10:30 a.m.

- Approval of March 19, 2013 County Administrator Search Committee meeting minutes.

10. **Adjourn**

Motion made by Supervisor Reese; Second by Supervisor Babcock to adjourn at 12:18 p.m. (Ayes-All) Motion Carried.