

**JEFFERSON COUNTY BOARD
COMMITTEE MINUTES**

April 9, 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 - Springsted Incorporated, via Skype; Supervisor Jim Schroeder; Colleen Locke, Locke Law Office; Steve Grabow – UWX Community Development Educator.

3. Certification of compliance with Open Meeting Law Requirements

Staff certified compliance with the open meeting law.

4. Review of Agenda No changes were made.

5. Public Comment None

6. Approve Minutes from March 19, 2013 meeting

Motion made by Supervisor Reese; Second by Supervisor Kuhlman to approve the minutes from March 19, 2013 meeting as printed. (Ayes-All) Motion Carried.

7. Communications:

- a. Trust and Relationship Building report
- b. Summary information on Trust

8. Discussion of the Proceedings Report of “Input by the County Department Heads on Ideal Characteristics of a County Administrator”

A copy of the Proceedings Report was provided for the committee to review. Steve Grabow walked the committee through the information which was obtained at a special department head meeting, facilitated by Steve Grabow.

9. Update from Springsted, Inc. (via Skype) regarding the recruitment process

Dave Unmacht, from Springsted, Inc. informed the committee that he was prepared to talk about the final candidates and the interview process. There were over 55 applicants for the position.

10. Convene into closed session pursuant to Wisconsin State Statutes Section 19.85 (1)(c), to discuss and select applicants to interview for the County Administrator position.

Motion made by Supervisor Rogers; Second by Supervisor Reese to convene into closed session pursuant to Wisconsin State Statutes Section 19.85 (1)(c) to discuss and select applicants to interview for the County Administrator position. Roll call vote was taken (Ayes-All) - Motion Carried.

11. Reconvene into open session

Motion made by Supervisor Mode; Second by Supervisor Kuhlman to reconvene in open session.

12. **Consult with Springsted, Inc. regarding next step(s) in the interview process for the County Administrator position**

Dave Unmacht discussed the interview process with the Committee. He will send a sample list of interview questions ahead of time for the committee to consider. The Committee will finalize the interview questions before the interviews. The candidates will have 10-15 minutes to review the interview questions. The committee may also follow up with additional questions. Interviews will be conducted on April 22, 2013 at 8:30 a.m. Dave Unmacht suggested that additional questions will be constructed for second interviews and may also include a possible tour and meet and greet.

13. **Set next meeting date and agenda**

Tentative Interview Dates: April 22nd at 8:30 a.m. Interviews
April 29th from 6:00 – 7:30 p.m. Meet and Greet
April 30th at 9:00 a.m. – Second Interviews

- Approval of March April 9, 2013 County Administrator Search Committee meeting minutes.

14. **Adjourn**

Motion made by Supervisor Kuhlman; Second by Supervisor Rinard to adjourn at 12:43 p.m. (Ayes-All) Motion Carried.