

**JEFFERSON COUNTY BOARD
COMMITTEE MINUTES**

**County Administrator Search Committee
April 22, 2013**

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: Terri Palm-Kostroski – Human Resources Director; David Unmacht - Springsted Incorporated; Supervisor Walt Christensen

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

T. Palm, HR Director, certified compliance with the open meeting law.

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

5. **Citizens Comment** None

6. **Approve Minutes from April 9, 2013 meeting**

Motion made by Supervisor Reese; Second by Supervisor Rogers to approve the minutes from April 9, 2013 meeting as printed. (Ayes-All) Motion Carried.

7. **Communications:** None.

8. **Motion by Supervisor Kuhlman, second by Supervisor Reese, to convene into closed session pursuant to Wisconsin State Statutes Section 19.85 (1)(c), to approve interview questions and interview, discuss and possibly select final applicants for the County Administrator position.** Roll call taken with all present responding Aye. Moved into closed session at 8:32 a.m.

Note: Also present in closed session were: Palm, Unmacht and Christensen.

Committee discussed and approved interview questions.

9:00 a.m. – 10:00 a.m. – Interview #1

10:15 a.m. – 11:15 a.m. – Interview #2

11:30 a.m. – 12:30 p.m. – Interview #3

12:30 p.m. – 1:30 p.m. – Committee recessed for lunch

1:30 p.m. – 2:30 p.m. – Interview # 4 (Note: Supervisor Christensen not present)

Committee discussed interviews and selected three candidates for second interviews as well as potential second interview questions and format.

9. **Motion by Supervisor Mode, second by Supervisor Babcock, to reconvene into open session. Roll call taken with all present responding Aye.** Moved into open session at 3:19 p.m.

10. Consulted with Springsted to confirm next steps in interview process, including inviting the three candidates (Charles Kell, Joshua Smith, and Benjamin Weiheimer) back for tours of county facilities on the afternoon of Monday, April 29; the Meet and Greet from 6:00 p.m. – 7:30 p.m. on Monday, April 29; Second interviews on Tuesday, April 30. Further discussed that department heads and Board supervisors can provide feedback to Committee members the evening of the Meet and Greet or by email to T. Palm by 8:00 a.m. on Tuesday morning.

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

Monday April 29, 6:00 p.m., for the Meet and Greet and Tuesday, April 30 at 9:00 a.m. for second interviews.

12. **Motion by Supervisor Reese, second by Supervisor Kuhlman, to adjourn.** Meeting adjourned at 3:23 p.m.