

**JEFFERSON COUNTY BOARD
COMMITTEE MINUTES**

**County Administrator Search Committee
April 30, 2013**

1. **Call to Order.** Meeting was called to order by Supervisor Molinaro at 9:00 a.m.

2. **Roll Call**

County Administrator Search Committee Members

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

Others Present: Terri Palm – Human Resources Director; David Unmacht - Springsted Incorporated

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 22, 2013 meeting**

Motion made by Supervisor Reese; Second by Supervisor Rogers to approve the minutes from April 22, 2013 meeting as printed. (Ayes-All) Motion Carried.

7. **Communications:** None.

8. Dave Unmacht, Springsted, outlined purpose of second interviews, to find out more about each candidate's leadership style and specific experiences each individual has had. Then, to make a selection based on the most important needs of Jefferson County.

9. **Motion by Supervisor Kuhlman, second by Supervisor Babcock, to convene into closed session pursuant to Wisconsin State Statutes Section 19.85 (1)(c), to approve interview questions, interview finalists and discuss final applicants and terms of employment for the County Administrator position.** Roll call taken with all present responding Aye. Moved into closed session at 9:05 a.m.

Note: Also present in closed session were: T. Palm and D. Unmacht

Committee discussed and approved interview questions.

9:30 a.m. – 10:30 a.m. – Interview #1, Joshua Smith

10:45 a.m. – 11:45 a.m. – Interview #2, Benjamin Wehmeier

12:00 a.m. – 1:00 p.m. – Interview #3, Charles Kell

Committee discussed feedback from Department heads and supervisors, the interviews and parameters of terms of employment, authorizing Springsted to negotiate a contract with the preferred candidate.

10. **Motion by Supervisor Rogers, second by Supervisor Reese, to reconvene into open session. Roll call taken with all present responding Aye.** Moved into open session at 2:25 p.m.

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

Wednesday, May 8, 8:00 a.m., to confirm recommended candidate for County Administrator and the terms of employment

12. **Motion by Supervisor Rogers, second by Supervisor Reese, to adjourn.** Meeting adjourned at 2:26 p.m.