

**JEFFERSON COUNTY BOARD
COMMITTEE MINUTES**

**County Administrator Search Committee
May 8, 2013**

1. **Call to Order.** Meeting was called to order by Supervisor Molinaro at 8:00 a.m.
2. **Roll Call**

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

Others Present: Terri Palm – Human Resources Director; David Unmacht - Springsted Incorporated via Skype; Lydia Statz – Report, Jefferson Daily Union
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 30, 2013 meeting**
Motion made by Supervisor Reese; Second by Supervisor Babcock to approve the minutes from April 30, 2013 meeting as printed. (Ayes-All) Motion Carried.
7. **Communications**
 - Thank you email from Joshua Smith
8. **Motion by Supervisor Kuhlman, second by Supervisor Rogers, to convene into closed session pursuant to Wisconsin State Statutes Section 19.85 (1)(c), to consult with Springsted, Inc. (via Skype) the terms of employment for the County Administrator position.** Roll call taken with all present responding Aye. Moved into closed session at 8:05 a.m.

Note: Also present in closed session were: T. Palm and D. Unmacht via Skype.
9. **Motion by Supervisor Reese, second by Supervisor Babcock, to reconvene into open session. Roll call taken with all present responding Aye.** Moved into open session at 8:19 a.m.
10. **Select candidate to recommend to County Board for the County Administrator position including terms of employment.**
Motion made by Supervisor Braughler; Second by Supervisor Rinard to approve the agreement as presented with amendment to add 3 months in #5. (Ayes-All) Motion Carried.
11. **Consult with Springsted, Inc. on final steps of placement and transition of a new County Administrator**
Springsted, Inc. will be in contact with the candidate and County periodically for a minimum of 6 months. If the County needs further assistance during the transition, Springsted is available as part of the agreement for one year.
12. **Motion by Supervisor Kuhlman, second by Supervisor Rogers, to adjourn.** Meeting adjourned at 8:28 a.m.