

COMMITTEE MINUTES
November 6, 2024
County Administrator Search Committee

1. **Call to Order**

Meeting was called to order by Nass at 9:30 a.m.

2. **Roll Call**

Members present: Staci Hoffman, Dick Jones, Paul Milbrath, Steve Nass, Terri Palm, Jim Schroeder, Danielle Thompson, Michael Wineke

Members present via ZOOM: Jim Braughler, Kathi Cauley, Deb Reinbold

Members Absent: Bill Kern, Blane Poulson

Others Present: Tammie Jaeger, Administration; Patricia Cicero, Land & Water Conservation

Others Present via ZOOM: Sarana Stolar, Corporation Counsel, David Niemeyer, CPS HR Consulting

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

Thompson certified compliance with the Open Meetings Law.

4. **Review of Agenda**

No changes.

5. **Public Comment**

None

6. **Communications**

None

7. **Discussion and possible action selecting Chair and Vice-Chair**

Motion by Jones/Milbrath to nominate Nass as Chair. Motion passed 11-0.

Motion by Palm/Hoffman to nominate Milbrath as Vice Chair. Motion passed 11-0.

8. **Introduction of CPS HR Consulting**

Niemeyer shared some background information and talked about the process of finding a new County Administrator. No action taken.

9. **Discussion and possible action regarding development of the position profile for the County Administrator Search**

Niemeyer asked the committee to share a list of major priorities and characteristics. Members of the committee shared their thoughts on what we should be looking for in a new County Administrator. Niemeyer asked the committee to share their thoughts on what will make Jefferson County attractive to a candidate. Niemeyer will use this information to develop a brochure for the committee to review. No action taken.

10. Discussion and possible action regarding establishment of a tentative timetable for recruitment, development of a plan for stakeholder involvement, and other miscellaneous matters relevant to the recruitment process

Niemeyer went over a proposed timeline. A survey will be sent out to gather information from other stakeholders. The goal would be to conduct interviews in February with a final appointment at the April County Board meeting. No action taken.

11. Tentative future agenda items and meeting dates

- Approval of November 6, 2024 County Administrator Search Committee minutes
- Review and possible action on marketing brochure
- Next meeting Monday, December 2, 2024 at 10:00 a.m.

12. Adjourn

Motion by Jones/Hoffman to adjourn. Motion passed 11-0.

DRAFT