

**COMMITTEE MINUTES**  
**December 2, 2024**  
County Administrator Search Committee

**1. Call to Order**

Meeting was called to order by Nass at 10:00 a.m.

**2. Roll Call**

Members present: Jim Braughler, Staci Hoffman, Bill Kern, Paul Milbrath, Steve Nass, Deb Reinbold, Danielle Thompson, Michael Wineke

Members excused: Dick Jones

Members absent: Blane Poulson

Members present via ZOOM: Terri Palm, Kathi Cauley, Jim Schroeder

Others Present: Tammie Jaeger, Patricia Cicero

Others Present via ZOOM: Sarana Stolar, Corporation Counsel, David Niemeyer, CPS HR Consulting, Jenn Robinson, Sarana Stolar, Kevin Weismann

**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. Approval of November 6, 2024 County Administrator Search Committee minutes**

Draft minutes were provided for review.

Motion by Hoffman/Thompson to approve the November 6, 2024 meeting minutes as printed.

Motion passed 11-0.

**8. Review and possible approval of recruitment brochure**

A draft brochure was provided for review. The goal is to get the brochure posted this week. The committee provided feedback on the brochure. The committee will hold another meeting on December 4<sup>th</sup> at 5:00 p.m. to review the final draft of the brochure. No action taken.

**9. Discussion regarding data obtained from survey and stakeholder communications**

Reports were provided for review. No action taken.

**10. Discussion and possible action regarding next steps, timeline for recruitment, and other miscellaneous matters relevant to the recruitment process**

Review final draft of recruitment brochure and review data survey and stakeholder communications. No action taken.

**11. Tentative future agenda items and meeting dates**

- Approval of December 2, 2024 County Administrator Search Committee minutes
- Review and approve recruitment brochure
- Next meeting: December 4, 2024 at 5:00 p.m.

**12. Adjourn**

Motion by Milbrath/Reinbold to adjourn. Motion passed 11-0.