

**COMMITTEE MINUTES**  
**December 4, 2024**  
County Administrator Search Committee

1. **Call to Order**  
Meeting was called to order by Nass at 5:00 p.m.
2. **Roll Call**  
Members present: Staci Hoffman, Paul Milbrath, Steve Nass, Terri Palm, Danielle Thompson, Michael Wineke, Jim Schroeder  
  
Members present via ZOOM: Kathi Cauley  
  
Members excused: Dick Jones, Jim Braughler, Deb Reinbold, Bill Kern  
  
Members absent: Blane Poulson  
  
Others Present: Walt Christensen, David Niemeyer
3. **Certification of compliance with Open Meeting Law Requirements**  
Thompson certified compliance with the Open Meetings Law.
4. **Review of Agenda**  
No changes. Motion by Hoffman/Milbrath to approve agenda as presented. Passed 8:0.
5. **Public Comment**  
Christensen commented on the brochure and survey.
6. **Communications**  
Palm handed out condensed version of brochure to use internally
7. **Approval of November 6, 2024 County Administrator Search Committee minutes**  
No action taken.
8. **Review and possible approval of recruitment brochure**  
A draft brochure was provided for review.  
  
Motion by Wineke/Hoffman to approve the brochure. Motion passed 8-0.
9. **Discussion regarding data obtained from survey and stakeholder communications**  
No action taken.
10. **Discussion and possible action regarding next steps, timeline for recruitment, and other miscellaneous matters relevant to the recruitment process**  
The final brochure will be done Friday, December 6, 2024. The ad will run the following week. Neimeyer will review the applications and have a list of potential applicants ready by February 3. No action taken.
11. **Tentative future agenda items and meeting dates**
  - Approval of November 6, 2024, and December 4, 2024 County Administrator Search Committee minutes
  - Next meeting: February 3, 2025
12. **Adjourn**  
Motion to adjourn by Palm/Hoffman at 5:27 p.m. Motion passed 8-0.