

COMMITTEE MINUTES

January 16, 2025

County Administrator Search Committee

1. **Call to Order**

Meeting was called to order by Nass at 2:00 p.m.

2. **Roll Call**

Members present: Jim Braughler, Staci Hoffman, Dick Jones, Bill Kern, Steve Nass, Terri Palm, Danielle Thompson, Jim Schroeder, Deb Reinbold

Members present via ZOOM: Michael Wineke, Kathi Cauley

Members absent: Paul Milbrath, Blane Poulson

Others present: Tammie Jaeger, Administration

Others present via ZOOM: Patricia Cicero, LWCD; Mark O'Connell, WCA; Kyle Christianson, WCA; Michale Luckey, Administration.

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 December 2, 2024 County Administrator Search Committee minutes**

No action taken.

8. **Discussion with Wisconsin Counties Association (WCA) Staff regarding competencies for a successful County Administrator, including possible interview questions, evaluation criteria, and best practices**

O'Connell talked about County Administrator vacancies. He talked about what he would be looking for in an administrator. Vision for the county, energy, well positioned with some executive experience and a lot of years ahead of them, have relationships or build relationships, know the county, state and municipal systems and understands the players and how it all works, ability to interact with the private sector in a positive way, future thinking years down the road, listens well and has respect for department heads in their own area and respect for county board regardless of political leans, balance wants of the county board with departments, foster relationships with county board. Christianson said the WCA has relationships with County Administrators across the state. He says we need to find somebody who is a good fit for Jefferson County to work with our existing challenges and opportunities. Each county has different challenges and opportunities. He thinks an administrator with a broad perspective might be best for Jefferson County. The counties that evolve and innovate will be successful. Vision and know where they want to go to succeed. Jefferson county is in a position to set long term goals. Find somebody who fits Jefferson County. Open minded with the attitude of "tell me more about your idea and let's see how we can make it work" We should ask Ben to help make our selection opinion

and perspective. Wisconsin counties are unique and are run differently than counties in other states. The learning curve would be greater for a person being hired out of state. Look for somebody with Understanding of how Wisconsin works, how people in Jefferson County view the world. Management and personal skills to interact with department heads, skill to interact with people outside the county, intangible qualities including interpersonal skills that we are comfortable with them they interact with the board and others, good vision, feeling that they will be around for a long time. Do they have a vision and you are confident following them. If they don't make these cuts, do they have the ability to grow, learn and achieve these things. Reputation of candidate is important. Ask WCA staff for advice and feedback on final candidates. We don't want a know it all. We want a respectful person. Look for somebody who meets the cuts but fits the county.

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

Thompson will reach out to Ben Wehmeier to see if would consider helping the committee with the selection of a candidate. No action taken.

10. Tentative future agenda items and meeting dates

- Approval of December 2, 2024, December 4, 2024 and January 16, 2025 County Administrator Search Committee meeting minutes
- Next meeting: February 3, 2025 at 11:00 a.m.

11. Adjourn

Motion to adjourn by Reinbold/Thompson at 3:10 p.m. Motion passed 11-0