

**COMMITTEE MINUTES**  
**February 3, 2025**  
County Administrator Search Committee

1. **Call to Order**

Meeting was called to order by Nass at 11:00 a.m.

2. **Roll Call**

Members present: Jim Braughler, Kathi Cauley, Staci Hoffman, Paul Milbrath, Steve Nass, Terri Palm, Danielle Thompson, Jim Schroeder, Deb Reinbold, Michael Wineke.

Members present via ZOOM: Dick Jones, Bill Kern

Members absent: Blane Poulson

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

Thompson certified compliance with the Open Meetings Law.

4. **Review of Agenda**

5. **Public Comment**

None

6. **Communications**

None

7. **Approval of December 2, 2024, December 4, 2024, and January 16, 2025, County Administrator Search Committee minutes.** Draft minutes were provided for review.

Motion by Cauley/Braughler, to approve the minutes from December 2, 2024, December 4, 2024, and January 16, 2025, County Administrator Search Committee. Motion passed 12:0.

8. **Convene in closed session pursuant to Wis. Stat. s 19.85(1)(c) for discussion and possible action regarding applications for the position of County Administrator, as the nature of the discussion requires confidentiality in evaluating the qualifications of potential candidates**

Motion Schroeder/Milbrath to move into closed session. Roll Call Vote – Cauley, Aye; Wineke, Aye; Schroeder, Aye; Thompson, Aye; Nass, Aye; Palm, Aye; Braughler, Aye; Reinbold, Aye; Milbrath, Aye; Hoffman, Aye; Jones, Aye; Kern, Aye. Moved into closed session at 11:03 a.m.

Consensus by committee on names of semi-finalists.

9. **Reconvene in open session for action on closed session items if necessary**

Motion by Hoffman/Milbrath to reconvene in open session. Motion passed 12-0. Reconvened into open session at 12:43 p.m.

10. **Discussion and possible action regarding establishing the interview process**

Consensus of committee to have semi-finalist interviews in person, offering a remote option if it is needed; interviews to be held, preferably in the County Board Room, or Room 12 at UW Extension; and interviews to be approximately 50 minutes each, 12-13 questions. No action taken.

*Note: Kern excused at 1:00 p.m. Cauley excused at 1:10 p.m. Reinbold excused at 1:15 p.m.*

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

Consensus of committee to have semi-finalists interviews split between two days, Monday, February 17, 2025, from 12:30 p.m. to 5:00 p.m., Wednesday, February 19, 2025, from 2:00 p.m. to 6:00 p.m., and finalist interviews on March 3, 2025, starting with a tour, lunch, interviews, and meet-and-greet.

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

- Monday, February 17, 2025, from 12:30 p.m.: Discussion of interview process; Closed Session for interviews of semi-finalists
- Wednesday, February 19, 2025, from 2:00 p.m.: Closed Session for interviews of semi-finalists and discussion and selection of Finalists to be notified; Discussion/action of Final Interview process.
- Monday, March 3, 2025: Finalists interviews to include tour, lunch, interview, and meet-and-greet. Locations to be determined.

**13. Adjourn**

Motion by Braughler/Milbrath to adjourn at 1:21 p.m. Motion passed 9-0.