

Agenda

**County Administrator Search Committee
Jefferson County Courthouse
320 S Main St, Room 112
Jefferson, WI 53549**

May 8, 2013 @ 8:00 a.m.

Committee Members: Paul Babcock, James Braughler, Richard Jones, Rick Kuhlman, James Mode, John Molinaro, Donald Reese, Amy Rinard, Pamela Rogers

1. Call to order
2. Roll call
3. Certification of compliance with the Open Meetings Law
4. Review of the Agenda
5. Citizen comments
6. Approve Minutes from April 30, 2013 meeting
7. Communications
8. Convene into closed session pursuant to Wisconsin State Statutes Section 19.85 (1)(c), to consult with Springsted, Inc (via Skype or conference call) the terms of employment for the County Administrator position
9. Reconvene into open session
10. Select candidate to recommend to County Board for the County Administrator position, including terms of employment
11. Consult with Springsted, Inc. on final steps of placement and transition of a new County Administrator
12. Set next meeting date and agenda
13. Adjournment

The Committee may discuss and/or take action on any item specifically listed on the agenda

Individuals requiring special accommodations for attendance at the meeting should contact the County Administrator's Office 24 hours prior to the meeting at 920-674-7101 so appropriate arrangements can be made.

**JEFFERSON COUNTY BOARD
COMMITTEE MINUTES**

**County Administrator Search Committee
April 30, 2013**

1. **Call to Order.** Meeting was called to order by Supervisor Molinaro at 9:00 a.m.

2. **Roll Call**

County Administrator Search Committee Members

Members present: Paul Babcock, James Braughler, Richard Jones, Rick Kuhlman, James Mode, John Molinaro, Donald Reese, Amy Rinard and Pamela Rogers.

Others Present: Terri Palm – Human Resources Director; David Unmacht - Springsted Incorporated

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

T. Palm, HR Director, certified compliance with the open meeting law.

4. **Review of Agenda** No changes were made.

5. **Citizens Comment** None

6. **Approve Minutes from April 22, 2013 meeting**

Motion made by Supervisor Reese; Second by Supervisor Rogers to approve the minutes from April 22, 2013 meeting as printed. (Ayes-All) Motion Carried.

7. **Communications:** None.

8. Dave Unmacht, Springsted, outlined purpose of second interviews, to find out more about each candidate's leadership style and specific experiences each individual has had. Then, to make a selection based on the most important needs of Jefferson County.

9. **Motion by Supervisor Kuhlman, second by Supervisor Babcock, to convene into closed session pursuant to Wisconsin State Statutes Section 19.85 (1)(c), to approve interview questions, interview finalists and discuss final applicants and terms of employment for the County Administrator position.** Roll call taken with all present responding Aye. Moved into closed session at 9:05 a.m.

Note: Also present in closed session were: T. Palm and D. Unmacht

Committee discussed and approved interview questions.

9:30 a.m. – 10:30 a.m. – Interview #1, Joshua Smith

10:45 a.m. – 11:45 a.m. – Interview #2, Benjamin Wehmeier

12:00 a.m. – 1:00 p.m. – Interview #3, Charles Kell

Committee discussed feedback from Department heads and supervisors, the interviews and parameters of terms of employment, authorizing Springsted to negotiate a contract with the preferred candidate.

10. **Motion by Supervisor Rogers, second by Supervisor Reese, to reconvene into open session. Roll call taken with all present responding Aye.** Moved into open session at 2:25 p.m.

11. **Tentative Future Agenda Items and Meeting Dates**

Wednesday, May 8, 8:00 a.m., to confirm recommended candidate for County Administrator and the terms of employment

12. **Motion by Supervisor Rogers, second by Supervisor Reese, to adjourn.** Meeting adjourned at 2:26 p.m.

8. **Interviews** — Work with the County Board to design and administer the interview process. The County Board may elect to interview the candidates alone. In addition, we can develop a structured interview process that maximizes the input of any participants selected by the County Board. For example, we can prepare different situations for the candidates – the Board may have a formal interview; the staff may have a candidate presentation on a critical subject the County is facing followed by a question and answer session and the community members may engage and interact in a more informal setting. The specifics and details will be discussed and determined, the critical objective is that for each group involved they will assess each candidate in a different setting and situation. We provide a template to help organize and evaluate the candidates on an equitable basis. Mr. Unmacht will be in attendance at the interviews to provide support as needed while the Board narrows the field of candidates who could be invited to a second interview. After a first interview a decision is made on how to move forward – at minimum three candidates will be invited back for a second interview. We work with the Board to design a different candidate engagement for those that move forward to the final phase of the interview process.
9. **Background Check and Employment Offer** — Conduct a thorough background records check, which includes state and national criminal and civil history, driver’s license review, educational verification, a credit check and a review of social media activity. The timing is coordinated and typically is completed prior to making an offer to a candidate. We will assist (if desired) in developing an employment offer. We will negotiate a compensation package with the successful candidate in accordance with direction received by the Board.
10. **Ongoing Services** — Our commitment to the County Board does not stop after the appointment of the County Administrator. At the time of the appointment we will provide the Board and incoming Administrator with ideas on how to successfully transition to a new position. We are available throughout the first year to facilitate a discussion about performance issues (if they arise) and/or assist in establishing goals and objectives for the new County Administrator. We will contact the Administrator at regular intervals during the first year to find out how he/she is performing and to check in to answer questions or provide information as requested in the transition.

Springsted will also perform another executive search if the new County Administrator voluntarily resigns absent a Board request for resignation or is dismissed for cause during the first 24 months of employment. The guarantee search and other ongoing services are provided at no additional cost to the County other than reimbursement for actual direct expenses we incur.

D. Cost Proposal

Springsted’s professional fee to provide all of the search services outlined above, including the guarantee, is \$14,000. This is a **not-to-exceed** fee and will not change unless additional services are requested by the County.

Out-of-pocket costs for this project, for such things including, but not limited to, advertising (\$1,000-\$1,250); background records checks (\$400 for the final candidate); and travel to attend four on-site meetings will **not exceed** \$4,000.

Project Milestone	Deliverables	Proposed Date
Interview design	<ul style="list-style-type: none"> • Interview design, questions, schedule and candidate assessment forms 	April 29 – May 3
References	<ul style="list-style-type: none"> • Contact references • Prepare and distribute reference reports to the County Board 	Prior to the first round interviews
First and second interviews	<ul style="list-style-type: none"> • Consultant attendance at interview process • Training for interview participants 	May 6 – May 24
Comprehensive background check completed for finalist	<ul style="list-style-type: none"> • Candidate background report 	Upon selection of final candidate
Offer made / accepted	<ul style="list-style-type: none"> • Draft employment offer and agreement • Thank you letter to candidates not selected 	By May 31
Projected start date	<ul style="list-style-type: none"> • County Administrator starts • Action plan for a successful transition 	On or before July 1
First year check-ins	<ul style="list-style-type: none"> • On-going follow-ups (informal and formal) 	December 2013 and June 2014

As part of the search process we propose to contact the County Administrator during his/her first year in the position to check in and see how everything is going. This follow-up is designed to provide support and advice as necessary to ensure a successful transition for everyone. These dates do not preclude conversations and other informal contacts at any time after the official appointment by the County Board.

Executive Search Process and Philosophy

Springsted’s primary goal is to provide a well-defined and strategically-focused executive recruitment in Jefferson County’s search for a County Administrator. In Mr. Unmacht’s work, he brings an excellent understanding of county government, respect for the responsibilities of the County Board and staff, and a thorough knowledge of and experience in the duties and responsibilities of county administration. This includes background and details on all county government structures used in Wisconsin.

Mr. Unmacht will work to create an excellent partnership between all county officials and Springsted. This includes helping the County think strategically and deliberately throughout each critical step of the process. Mr. Unmacht and any additional Springsted staff members utilized for this search will remain unbiased and fair in all communications and interactions, and will build trust and confidence with everyone from the beginning to the end of the process.