

AGENDA
County Administrator Search Committee

Jefferson County Courthouse
311 S. Center Ave, C0033
Jefferson WI 53549

Join Zoom Meeting
<https://us06web.zoom.us/j/88664193542?pwd=bzTlChqhbTtYPVHBjGAs1bmcLlyS4k.1>

Meeting ID: 886 6419 3542

Passcode: Meet2024!

Dial by your location: +1 312 626 6799

10:00 a.m.

December 2, 2024

**Steve Nass, Michael Wineke, Blane Poulson, Dick Jones, Jim Braughler, Staci Hoffman, Terri Palm, Bill Kern,
Deb Reinbold, Danielle Thompson, Kathi Cauley, Paul Milbrath, Jim Schroeder**

1. Call to Order
2. Roll Call
3. Certification of compliance with Open Meeting Law Requirements
4. Review of Agenda
5. Public Comment
6. Communications
7. Approval of November 6, 2024 County Administrator Search Committee minutes
8. Review and possible approval of recruitment brochure
9. Discussion regarding data obtained from survey and stakeholder communications
10. Discussion and possible action regarding next steps, timeline for recruitment, and other miscellaneous matters relevant to the recruitment process
11. Tentative Future Agenda Items and Meeting Dates
12. Adjourn

COMMITTEE MINUTES

November 6, 2024

County Administrator Search Committee

1. **Call to Order**

Meeting was called to order by Nass at 9:30 a.m.

2. **Roll Call**

Members present: Staci Hoffman, Dick Jones, Paul Milbrath, Steve Nass, Terri Palm, Jim Schroeder, Danielle Thompson, Michael Wineke

Members present via ZOOM: Jim Braughler, Kathi Cauley, Deb Reinbold

Members Absent: Bill Kern, Blane Poulson

Others Present: Tammie Jaeger, Administration; Patricia Cicero, Land & Water Conservation

Others Present via ZOOM: Sarana Stolar, Corporation Counsel, David Niemeyer, CPS HR Consulting

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. **Discussion and possible action selecting Chair and Vice-Chair**

Motion by Jones/Milbrath to nominate Nass as Chair. Motion passed 11-0.

Motion by Palm/Hoffman to nominate Milbrath as Vice Chair. Motion passed 11-0.

8. **Introduction of CPS HR Consulting**

Niemeyer shared some background information and talked about the process of finding a new County Administrator. No action taken.

9. **Discussion and possible action regarding development of the position profile for the County Administrator Search**

Niemeyer asked the committee to share a list of major priorities and characteristics. Members of the committee shared their thoughts on what we should be looking for in a new County Administrator. Niemeyer asked the committee to share their thoughts on what will make Jefferson County attractive to a candidate. Niemeyer will use this information to develop a brochure for the committee to review. No action taken.

10. Discussion and possible action regarding establishment of a tentative timetable for recruitment, development of a plan for stakeholder involvement, and other miscellaneous matters relevant to the recruitment process

Niemeyer went over a proposed timeline. A survey will be sent out to gather information from other stakeholders. The goal would be to conduct interviews in February with a final appointment at the April County Board meeting. No action taken.

11. Tentative future agenda items and meeting dates

- Approval of November 6, 2024 County Administrator Search Committee minutes
- Review and possible action on marketing brochure
- Next meeting Monday, December 2, 2024 at 10:00 a.m.

12. Adjourn

Motion by Jones/Hoffman to adjourn. Motion passed 11-0.

DRAFT

**JEFFERSON COUNTY
HOUSING PROGRAMS MANAGER
WORK PLAN/SCHEDULE**

Timeframe	Activity
INPUT MEETINGS WITH STAKEHOLDERS	
11/6/2024	<ul style="list-style-type: none"> • CPS HR meets with search committee to review timeline, recruitment process, ideal candidate attributes, stakeholder involvement, desired reporting frequency.
RECRUITMENT MATERIALS	
11/7/24-11/26/24	<ul style="list-style-type: none"> • CPS HR submits a summary of meeting to Jefferson County, prepares and reports results of Survey Monkey, contacts other stakeholders by phone • CPS HR to draft brochure text for review. • Jefferson County to submit photos for brochure. • Jefferson County submits final revisions to the recruitment brochure text.
11/26/24-12/4/24	<ul style="list-style-type: none"> • CPS HR prepares draft flipbook brochure. • Jefferson County provides final approval of brochure. • CPS HR prepares recruitment and advertising materials. • CPS HR to share advertising outreach strategy, receive prompt feedback, and incorporate additional suggestions.
ACTIVE RECRUITMENT	
12/6/24	<p>Advertising</p> <ul style="list-style-type: none"> • CPS HR posts the job to various websites and publications, Jefferson County website, CPS HR website, and various professional associations. CPS HR will also send an initial email blast to its relevant database of professionals.
12/9/24 -1/16/25	<p>Aggressive Outreach/Application Process</p> <ul style="list-style-type: none"> • CPS HR follows up with targeted/qualified candidates (those who are a match to the candidate profile) to ascertain interest and encourage application. • Candidates apply through the CPS HR website, with receipt of applicant materials acknowledged. The Consultant vets candidate resumes against minimum qualifications. • CPS HR provides weekly updates to Jefferson County regarding recruitment activities.
1/17/25	Final Filing Date

Timeframe	Activity
SELECTION ACTIVITIES	
Week of 1/20/25 and Week of 1/27/25	Screening Interviews <ul style="list-style-type: none"> • CPS HR conducts comprehensive screening of all candidates who meet the minimum qualifications as described in the job announcement. Consultant will also conduct media checks on all screened candidates.
Week of 2/3/25	Client Report Meeting <ul style="list-style-type: none"> • CPS HR to present a short list of candidates to Jefferson County to determine who will be interviewed at this stage. • Client Report will be delivered electronically ahead of time for review prior to scheduled meeting.
Week of 2/17/25	Semi-finalist Interviews <ul style="list-style-type: none"> • Interview short-listed candidates and determine finalists for further consideration. • CPS HR works with staff to prepare materials, coordinates candidate logistics and assists with facilitation of the short-listed candidate interviews.
Completed 5-9 days post semi-finalist interviews	Reference/Assessment Activities: <ul style="list-style-type: none"> • CPS HR conducts reference checks on the finalist candidates. Finalist candidates will participate in any pre-determined assessment exercises, creation of staff report and presentation, etc. • CPS HR prepares all materials and coordinates any assessment activities.
Week of 3/3/25	Final Interviews <ul style="list-style-type: none"> • Conduct interviews with finalist candidates and approve selection. Open house for residents to meet candidates will also be included. Other assessment and candidate activities TBD. • CPS HR prepares all materials, coordinates candidate logistics and assists with facilitation of the finalist candidate interviews.
Week of 3/10/25 and 3/17/25	<ul style="list-style-type: none"> • CPS does full background check on top candidate. County Board/Attorney or CPS negotiates contract terms. County Board makes a final selection.