

**AGENDA**  
**County Administrator Search Committee**

**Jefferson County Courthouse**  
**311 S. Center Ave, C1021**  
**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

**2:00 p.m.**

**January 16, 2025**

**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 December 2, 2024 County Administrator Search Committee minutes
8. Discussion with Wisconsin Counties Association (WCA) Staff regarding competencies for a successful County Administrator, including possible interview questions, evaluation criteria, and best practices
9. Discussion and possible action regarding next steps, timeline for recruitment, and other miscellaneous matters relevant to the recruitment process
10. Tentative Future Agenda Items and Meeting Dates
11. Adjourn

**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.