

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

11:00 a.m.

February 3, 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 2nd, December 4th, 2024 and January 16, 2025 County Administrator Search Committee minutes
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.
9. Reconvene in open session for action on closed session items if necessary
10. Discussion and possible action regarding establishing the interview process
11. Discussion and possible action regarding next steps, timeline for recruitment, and other miscellaneous matters relevant to the recruitment process
12. Tentative Future Agenda Items and Meeting Dates
13. Adjourn

COMMITTEE MINUTES
December 2, 2024
County Administrator Search Committee

1. Call to Order

Meeting was called to order by Nass at 10:00 a.m.

2. Roll Call

Members present: Jim Braughler, Staci Hoffman, Bill Kern, Paul Milbrath, Steve Nass, Deb Reinbold, Danielle Thompson, Michael Wineke

Members excused: Dick Jones

Members absent: Blane Poulson

Members present via ZOOM: Terri Palm, Kathi Cauley, Jim Schroeder

Others Present: Tammie Jaeger, Patricia Cicero

Others Present via ZOOM: Sarana Stolar, Corporation Counsel, David Niemeyer, CPS HR Consulting, Jenn Robinson, Sarana Stolar, Kevin Weismann

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 November 6, 2024 County Administrator Search Committee minutes

Draft minutes were provided for review.

Motion by Hoffman/Thompson to approve the November 6, 2024 meeting minutes as printed.

Motion passed 11-0.

8. Review and possible approval of recruitment brochure

A draft brochure was provided for review. The goal is to get the brochure posted this week. The committee provided feedback on the brochure. The committee will hold another meeting on December 4th at 5:00 p.m. to review the final draft of the brochure. No action taken.

9. Discussion regarding data obtained from survey and stakeholder communications

Reports were provided for review. No action taken.

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

Review final draft of recruitment brochure and review data survey and stakeholder communications. No action taken.

11. Tentative future agenda items and meeting dates

- Approval of December 2, 2024 County Administrator Search Committee minutes
- Review and approve recruitment brochure
- Next meeting: December 4, 2024 at 5:00 p.m.

12. Adjourn

Motion by Milbrath/Reinbold to adjourn. Motion passed 11-0.

DRAFT

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

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.