

AGENDA
County Administrator Search Committee

Videoconference OR

Jefferson County Courthouse
311 S. Center Ave, C2063
Jefferson WI 53549

March 5, 2025 4:30 p.m.

**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 Committee minutes: February 3, February 17, February 19, March 3, 2025
8. Convene in closed session pursuant to Wis. Stat. s 19.85(1)(c) for the purpose of evaluating candidates for the position of County Administrator and discussing parameters of contract negotiations.
9. Reconvene in open session for action on closed session items if necessary
10. Tentative Future Agenda Items and Meeting Dates:
 - Next meeting: TBD
11. Adjourn

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

A quorum of any Jefferson County Committee, Board, Commission, or other body, including the Jefferson County Board of Supervisors, may be present at this meeting.

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

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.

DRAFT

COMMITTEE MINUTES
Monday, February 17, 2025
County Administrator Search Committee
Jefferson County Courthouse, C2063

1. Call to Order

Meeting was called to order by Milbrath at 12:36 p.m.

2. Roll Call

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

Members excused/absent: Richard Jones, Blane Poulson, Bill Kern

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, second by Milbrath, to approve the agenda. Motion passed 10:0.

5. Public Comment

None

6. Communications

None

7. Approval of February 3, 2025, County Administrator Search Committee minutes. Draft minutes were provided for review.

Motion by Thompson/Cauley, to approve the minutes from February 3, 2025, County Administrator Search Committee. Motion passed 10:0.

8. Convene in closed session pursuant to Wis. Stat. s 19.85(1)(c) for the purpose of interviewing and evaluating candidates for the position of County Administrator.

Motion to move into closed session by Schroeder/Milbrath Roll Call Vote – Cauley, Aye; Wineke, Aye; Schroeder, Aye; Thompson, Aye; Nass, Aye; Palm, Aye; Braugher, Aye; Reinbold, Aye; Milbrath, Aye; Hoffman, Aye. Moved into closed session at 12:54 p.m. *Note: Also, present D. Niemeyer.*

Four semi-finalist candidates interviewed for position of County Administrator.

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

Motion by Thompson/Reinbold, to reconvene in open session. Reconvened into open session 10:0, at 5:05 p.m.

10. Tentative future agenda items and meeting dates

- 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.
- Monday, March 3, 2025: Finalists interviews to include tour, lunch, interview, and meet-and-greet. Locations to be determined.

11. Adjourn

Motion by to adjourn by Hoffman/Milbrath. Motion passed 10:0. Meeting adjourned at 5:07 p.m.

COMMITTEE MINUTES

February 19, 2025

County Administrator Search Committee

Jefferson County Courthouse, C2063

1. Call to Order

Meeting was called to order by Nass at 2:00 p.m.

2. Roll Call

Members present: Jim Braugher, Kathi Cauley, Staci Hoffman, Paul Milbrath, Steve Nass, Terri Palm, Danielle Thompson, Jim Schroeder, Deb Reinbold, Michael Wineke, Bill Kern. **Quorum established.**

Members excused/absent: Richard Jones, Blane Poulson

Others present: 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 Hoffman/ Milbrath, to approve the agenda. Motion passed 11:0.

5. Public Comment

None

6. Communications

None

7. Convene in closed session pursuant to Wis. Stat. s 19.85(1)(c) for the purpose of interviewing and evaluating candidates for the position of County Administrator.

Motion to move into closed session by Braugher, second by Hoffman. Roll Call Vote – Cauley, Aye; Wineke, Aye; Schroeder, Aye; Thompson, Aye; Nass, Aye; Palm, Aye; Braugher, Aye; Reinbold, Aye; Milbrath, Aye; Hoffman, Aye; Kern, Aye. Moved into closed session at 2:02 p.m.

Note: Also, present D. Niemeyer.

Three semi-finalist candidates interviewed for position of County Administrator. Consensus on finalist candidates.

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

Motion by Schroeder/Cauley, to reconvene in open session. Reconvened into open session 11:0, at 5:43 p.m.

9. Tentative future agenda items and meeting dates

- Monday, March 3, 2025: Finalists interviews to include tour, lunch, interview, and meet-and-greet. Locations to be determined.

10. Adjourn

Motion by to adjourn by Milbrath/Kern.. Motion passed 11:0. Meeting adjourned at 5:43 p.m.