

**Ad Hoc Committee – County Administrator
June 20, 2016**

The meeting of the Ad Hoc Committee – County Administrator was called to order by Chairman Harley Reabe at 6:00 PM on Monday, June 20, 2016, in the Green Lake County Board Committee Room, 571 County Road A, Green Lake, WI 54941. The requirements of the open meeting law were certified as being met.

Present: Harley Reabe, Chairman
Vicki Bernhagen
Joe Gonyo
Larry Jenkins
David Richter
Joy Waterbury

Absent: Mike Starshak

Also Present: Marge Bostelmann, County Clerk/Administrative Coordinator
Dawn Klockow, Corporation Counsel
Sheriff Mark Podoll
Liz Otto, Secretary

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

APPROVE MINUTES OF 06/06/2016 MEETING

Motion/second (Richter/Bernhagen) to approve the minutes of the June 6, 2016 meeting. All ayes. Motion carried.

APPEARANCES

Stephen Hintz and Kevin Brunner of Public Administration Associates, LLC appeared to explain their proposal to assist the County in the hiring process for a County Administrator. A detailed overview of the process was provided and questions were answered from supervisors.

Chairman Reabe recessed the meeting at 7:40 PM for a brief break. Meeting reconvened at 7:45 PM.

REVIEW RECRUITMENT PROPOSALS

County Clerk Marge Bostelmann provided the committee with the references she obtained for Public Administration Associates (PAA), LLC. A written proposal from Schenck, SC was reviewed as well. Discussion held. *Motion/second (Richter/Waterbury)* to contract with Public Administration Associates, LLC to assist in hiring a County Administrator not to exceed \$12,000. All ayes. Motion carried.

RESOLUTION RELATING TO RETAINER OF RECRUITMENT FIRM FOR COUNTY ADMINISTRATOR POSITION

Motion/second (Waterbury/Bernhagen) to approve and send a resolution to County Board Relating to Retainer of Recruitment Firm for County Administrator Position adding Public Administration Associates, LLC as the firm name and the amount not to exceed \$12,000. All ayes. Motion carried.

FINALIZE JOB DESCRIPTION

A finalized job description was presented. Discussion held and several changes made. *Motion/second (Bernhagen/Richter)* to approve job description with changes and send to the County Board for final approval. All ayes. Motion carried.

SALARY REQUIREMENTS

Salary requirements were discussed. This will be finalized at the next meeting pending the outcome of several questions raised. Other counties will be contacted for more information.

COMMITTEE DISCUSSION

- **Future meeting dates:** July 12, 2016 at 6:30 PM
- **Future agenda items for action & discussion:** an ordinance to Amend Ordinance 647-97, Chapter 60, Article IV, Administrative Coordinator; and salary requirements.
- Chairman Reabe called for a special County Board meeting to be held on July 19, 2016 at 6:00 PM for the purpose of approving the Resolution Relating to Engage in a Contract with Public Administration Associates, LLC; an Ordinance Relating to Amending Ordinance 647-97, Chapter 60, Article IV, Administrative Coordinator; approval of job description; and salary requirements for the County Administrator position. A presentation from Public Administration Associates will also be scheduled.

ADJOURNMENT

Chairman Reabe adjourned the meeting at 8:30 PM.

Submitted by,
/s/ Liz Otto
Liz Otto
Deputy County Clerk