



# ***GREEN LAKE COUNTY***

*571 County Road A, Green Lake, WI 54941*

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**Original Post Date: 06/15/16**

**Amended\* Post Date:**

**The following documents are included in the packet for the Ad Hoc Committee on June 20, 2016:**

- 1) Agenda
- 2) Draft minutes from the 06/06/16 meeting
- 3) Recruitment proposal from Schenck, SC
- 4) Resolution Relating to Retainer of Recruitment Firm for County Administrator Position
- 5) Draft Job Description



# GREEN LAKE COUNTY OFFICE OF THE COUNTY CLERK

Margaret R. Bostelmann, WCPM  
County Clerk

Office: 920-294-4005  
FAX: 920-294-4009

## *AdHoc Committee – County Administrator Meeting Notice*

*Date: June 20, 2016 Time: 6:30 PM  
Downstairs Committee Room, Government Center, Green Lake WI*

### AGENDA

#### **Committee Members**

*Harley Reabe, Chairman  
Vicki Bernhagen  
Joe Gonyo  
Larry Jenkins  
David Richter  
Michael Starshak  
Joy Waterbury  
Liz Otto, Secretary*

*Notice is hereby given that a majority of the Green Lake County Board of Supervisors may be present at this meeting to gather information about a subject over which they have decision making responsibility. This constitutes a meeting of the County Board pursuant to the Badke Decision and must be noticed as such although the County Board will not take any formal action at this meeting.*

1. Call to Order
2. Certification of Open Meeting Law
3. Pledge of Allegiance
4. Approve minutes of 06/06/16 meeting
5. Appearances
  - Stephen Hintz – Public Administration Associates, LLC
6. Review Recruitment Proposals
7. Resolution Relating to Retainer of Recruitment Firm for County Administrator Position
8. Finalize Job Description
9. Salary Requirements
10. Committee Discussion
  - Future Meeting Dates: July 25, 2016
  - Future Agenda items for action & discussion
11. Adjourn

Kindly arrange to be present, if unable to do so, please notify the County Clerk's office.

Sincerely,  
Liz Otto, Secretary

**Please note: Meeting area is accessible to the physically disabled. Anyone planning to attend who needs visual or audio assistance, should contact the County Clerk's Office, 294-4005, not later than 3 days before date Of the meeting.**

**Ad Hoc Committee – County Administrator  
June 6, 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 6, 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  
Jay Dampier, UWEX Community Resource Agent  
Tony Daley, Berlin Journal  
Sheriff Mark Podoll  
Liz Otto, Secretary

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

**APPROVE MINUTES OF 5/23/2016 MEETING**

*Motion/second (Richter/Bernhagen)* to approve the minutes of the May 23, 2016 meeting. All ayes. Motion carried.

**FINALIZE JOB DESCRIPTION**

UWEX Agent Jay Dampier summarized the spreadsheet he created from the last meeting. Job description responsibilities were reviewed and discussed. Dampier will draft a job description from the findings and send to all committee members for review.

**FINANCIAL ANALYSIS**

Fiscal impact potential was discussed along with salary comparisons from other counties.

**DEVELOP RECRUITMENT STRATEGIES**

Chairman Reabe stated that John Hochkammer of Wisconsin Counties Association has recommended Stephen Hintz of Partner Public Administration Associates (PAA), LLC to aid the County in the recruitment process. Reabe presented a draft proposal drawn up by Hintz for the process. *Motion/second (Waterbury/Richter)* to recommend to the County Board hiring PAA, LLC pending a presentation by Hintz to the Ad Hoc Committee and the outcome of positive reference checks. All ayes. Motion carried. Marge Bostelmann will conduct reference checks. Hintz will be asked to attend the next meeting. A special July County Board meeting was discussed to include a presentation by Hintz as well.

**COMMITTEE DISCUSSION**

- **Future meeting dates:** June 20, 2016 at 6:30 PM

- **Future agenda items for action & discussion:**

**ADJOURNMENT**

Chairman Reabe adjourned the meeting at 8:00 PM.

Submitted by,

Liz Otto  
Deputy County Clerk

DRAFT



# Green Lake County

HUMAN RESOURCES CONSULTING SERVICES

JUNE 15, 2016

**FOR MORE INFORMATION, PLEASE CONTACT:**

**Amy Biersteker, MSE**

Director, Human Resources Consulting

920-996-1350

[amy.biersteker@schencksc.com](mailto:amy.biersteker@schencksc.com)

**Jon Trautman**

Shareholder

920-455-4312

[jon.trautmen@schencksc.com](mailto:jon.trautmen@schencksc.com)



**Schenck**<sup>SC</sup>

CPAs AND SO MUCH MORE.

June 15, 2016

|  
Harley Reabe, County Board Chair  
Green Lake County  
571 County Road A  
PO Box 3188  
Green Lake, WI 54941

Dear Harley:

Thank you for inviting Schenck to submit this proposal to provide recruitment and placement services for Green Lake County.

Our proposal describes the expertise of our firm, our engagement team and how we will work together with you. We are committed to providing you with high quality, timely and personalized service. Our significant experience providing strategic recruitment and placement services allows us to perform our services efficiently and add value.

We appreciate this opportunity, and look forward to developing a long-term relationship with Green Lake County. Please contact me if we can provide further information on our firm or our proposal.

Sincerely,

Amy Biersteker  
Director, Human Resources Consulting

200 East Washington St.  
Appleton, WI 54911  
920-731-8111

# Working together with Green Lake County

## WHY SCHENCK IS THE RIGHT CHOICE

Schenck looks forward to assisting Green Lake County with your recruitment and placement needs. We understand the following are important to you:

### Extensive involvement of experienced staff

- ▶ All team members are seasoned human resources professionals with years of hands-on experience
- ▶ Your team will have the appropriate levels of leadership, production and technical expertise to complete the project efficiently

### Timely delivery of work according to your schedule

- ▶ We will meet with you at the start of the engagement to understand your expected deadlines and delivery dates
- ▶ No last minute "fire drills"

### Regular communication between Green Lake County and your Schenck team

- ▶ Our fees include regular update meetings with the leaders of your engagement team
- ▶ Contact us as questions arise—we do not bill for routine inquiries or advice

# Our services to Green Lake County

PROVIDING ADDED VALUE

## RECRUITING AND PLACEMENT SERVICES

Schenck will assist you with identifying candidates with the right knowledge, skills and abilities to make an immediate contribution in the role of County Administrator. Our consultants are experienced in working with the Government entities to identify candidates with qualifications and capabilities aligned with your organizational expectations.

### OUR PROCESS

Working closely with you, we will facilitate and coordinate the recruitment and selection process. Although we will be very involved in the selection process, the final decision as to who is offered the job is ultimately your responsibility. **We are able to perform only those steps you select in the process as if you choose not to have us perform the full recruitment.**

Amy Biersteker will meet with you to discuss and identify the technical and behavioral competencies necessary for a candidate to successfully perform in this position. She will discuss the culture and strategic direction of Green Lake County to gain an understanding of the general profile needed in the successful candidate.

### OUR SERVICES WILL BE TO:

- ▶ Create a job description reflective of your organization's goals and objectives, and conduct an external market compensation analysis for the position's salary range for your consideration.
- ▶ Create an effective advertising and communications strategy, and review with you prior to implementing. We will also use our internal networking capabilities and existing applicant files to assist the search.
- ▶ Develop and review with you the selection criteria for use in reviewing and screening resumes.
- ▶ Review all resumes received using a structured process reflective of our discussions to objectively evaluate the qualifications of potential candidates.
- ▶ Review the candidate pool to assess technical skills and knowledge.
- ▶ Conduct phone interviews to discuss those qualifications and ensure that we have matched the candidates with the necessary knowledge, skills and abilities to successfully perform the job.
- ▶ Present to you candidates meeting the job requirements for the position. With your input, develop a structured interview format using mostly behavioral-based questions for use in face-to-face interviews with candidates. We plan to be available to facilitate the face-to-face interview process with you and others you select.
- ▶ Assist you in reviewing the final candidates after your interviews and to facilitate the decision-making process as appropriate.
- ▶ Commission background investigation and reference checks on final candidate(s).
- ▶ Notify candidates screened and interviewed, but not selected, of their status.

# Our expertise

## OPTIMIZING YOUR ORGANIZATION

Your organization must be strong in three key areas to achieve optimal profitability: human resources, information and operations.

- ▶ You must lead and engage your **people**
- ▶ You must have access to the right **information** and keep it secure
- ▶ You must remove waste and inefficiencies in your **operations**

Schenck's **Business Optimization team** brings together experienced professionals in each of these three critical areas. By looking at a business problem or challenge through all three of these lenses, you achieve optimal results. Our team works closely together to help you achieve your strategic goals.



## OUR HUMAN RESOURCES CONSULTANTS

Schenck's Human Resources consultants bring a wealth of diverse expertise to your organization. Our backgrounds range from providing guidance on cultural leadership and business succession issues to managing day-to-day compliance requirements.

As part of our Business Optimization team, our HR consultants take a holistic view of your organization, considering not only your personnel needs, but also how your HR challenges impact other parts of your organization.

We've assembled a team of experienced human resources professionals to meet the recruitment and placement needs of Green Lake County. Detailed biographies of each of these individuals have been provided in Appendix A.

TEAM MEMBER	TITLE	ROLE	CONTACT INFORMATION
Amy Biersteker	Director, Human Resources Consulting	Overall quality control and project oversight	920-996-1350 amy.biersteker@schencksc.com
Jon Trautman	Shareholder		920-455-4312 Jon.trautman@schencksc.com

# Government sector experience

OUR EXPERTISE TO SERVE

Schenck's Government industry team serves hundreds of public organizations, including counties, municipalities, school districts, utilities and other governmental units, helping them to achieve their mission and goals.



## Governmental Audit Quality Center

Schenck is a member of the American Institute of Certified Public Accountants' Governmental Audit Quality Center, which helps us achieve the highest standards in performing quality governmental audits.

### KEEPING YOU INFORMED

"I appreciate the seminars and workshops that you offer throughout the year. The seminars keep us informed and provide the ability to talk with others within our industry."

Tanya Wilson, Manager of Operations & Finance, Wisconsin Health and Educational Facilities Authority

**At Schenck, our goal is to be your financial advisor of choice to help you take advantage of new opportunities and address your challenges.**

### WE BRING THE RIGHT RESOURCES TO SERVE YOU:

- ▶ Professionals who understand the unique issues affecting public sector organizations, who can help you enhance your efficiency and effectiveness
- ▶ New ideas and trusted business advice from the leaders of your engagement team
- ▶ Additional specialists to help you save money and enhance profitability
- ▶ Articles, alerts and regular educational events to provide guidance and best practices

### IN-DEPTH INDUSTRY EXPERTISE

Government industry team members stay current on the trends and changes affecting our clients by sharing expertise and attending industry-specific events and training. You can expect proactive solutions and advice that helps you save money and strengthen your organization financially.

### OUR EXPERTISE SERVING GOVERNMENT CLIENTS ALSO INCLUDES:

- ▶ Internal control reviews
- ▶ Information technology consulting and system implementations
- ▶ Industry benchmarking
- ▶ Human resources consulting
- ▶ Payroll preparation and filing of quarterly payroll tax returns
- ▶ Documentation of accounting policies and procedures

Plus, we provide clients with frequent training and educational opportunities, including our webinar series on topics such as the GAO's revisions to Government Auditing Standards and preventing workplace fraud.

# The Schenck Way

SERVICE THAT EXCEEDS YOUR EXPECTATIONS

More than 85 years in business have taught what clients want from their professional services advisors: regular communication, proactive ideas and solutions, and clear, accurate billing. To make sure we're meeting your expectations in each of these areas, we developed a set of client service standards that are followed by every team member in each of our eight offices. We call this philosophy of client service "The Schenck Way."



## AS OUR VALUED CLIENT, WHAT DOES THAT MEAN FOR YOU?

- ▶ **Proactive advice.** We translate the insight we gain through serving you into ideas and opportunities to strengthen your organization. Because you'll work closely with the senior leaders of your service team, you can expect practical and constructive ideas to help you achieve your goals for your organization.
- ▶ **Accessibility.** You'll always know how you can reach your account team—if we're not readily available for some reason, our voicemail greetings and email responses will let you know who can help in the meantime.
- ▶ **Timely service.** Expect reports and other deliverables prepared in a timely manner to comfortably meet your deadlines. No last minute fire drills.
- ▶ **Face time.** Technology makes communication easier and faster than ever before. But we believe it's important to also meet with you in person on a regular basis, to discuss your goals and your business direction, to provide our input as your business advisor, and to get your feedback on how we're doing and how we can help.
- ▶ **Timely alerts and updates.** Like all organizations, Green Lake County is affected by new accounting, tax and other business developments on a regular basis. We help you stay one step ahead through our email alerts and regular seminars.
- ▶ **Clear and accurate invoices.** Our "no surprise" billing policy means just that—no charges for unexpected "out of scope" work.

**As a key advisor to your organization, we take these responsibilities seriously and work hard to exceed your expectations.**

# About Schenck

  
**550+**  
TEAM MEMBERS

  
2015 **TOP 50**  
FIRMS

  
**agn**  
INTERNATIONAL

At Schenck, we focus on providing high quality service to our clients. Our understanding of the demands of business, combined with a sincere concern for our clients' success and continued growth, has driven our success over the **past 85 years**.

## TODAY, WE MEET THE BUSINESS AND FINANCIAL NEEDS OF OUR CLIENTS IN:

- ▶ Accounting and auditing
- ▶ Business optimization
  - Operations
  - Technology
  - Human resources
- ▶ Cost segregation services
- ▶ Employee benefit plan audits
- ▶ Estate and trust planning
- ▶ Human resources consulting
- ▶ International business
- ▶ Investment management
- ▶ Medical billing
- ▶ Mergers and acquisitions
- ▶ Ownership transition planning
- ▶ Payroll services
- ▶ Retirement plan administration
- ▶ Risk services: accounts payable testing, fraud prevention, internal controls reviews
- ▶ Tax planning and compliance
- ▶ Technology solutions: software selection, business process flow, installation, implementation, training and ongoing support
- ▶ Valuations and litigation support

## RESOURCES ACROSS THE WORLD

Because of today's global approach to business, Schenck is an independent firm associated with AGN International, Ltd., one of the largest accounting and business services associations in the world. AGN affiliates are located in more than 80 countries and more than 100 U.S. cities. Together with these trusted firms, we're able to provide you professional services worldwide.



## PROVIDING ADDED VALUE AND KEEPING YOU INFORMED

The world of business is constantly changing. To keep you updated on new regulations and other important business issues, Schenck regularly publishes newsletters and other email alerts to help you find savings, stay in compliance, or take advantage of new opportunities.

You're also invited to join us for our business improvement workshops and webinars, held regularly on topics important to your business.

## OUR COMMITMENT TO OUR CULTURE AND OUR TEAM MEMBERS

At Schenck, we take pride in our work and strive to create a healthy culture throughout our firm. Our team members have the opportunity to be challenged, to develop their strengths and to make an impact both at work and in our communities.

As a result, Vault, a publisher of career guides and employer rankings, **has named Schenck one of the top 25 CPA firms in the nation to work for**. Rankings are based on confidential surveys of employees and focus on firm culture, work/life balance, compensation, business outlook, firm prestige and overall job satisfaction.

# Proposed fees

## TIMELY AND QUALITY SERVICE AND NO FEE SURPRISES

**Schenck follows a “no surprise” billing policy.** For any requests outside the scope of the services we are proposing, we will provide you with an estimate for your approval before beginning additional work.

We anticipate the fees for the services you have requested to be as follows:

SERVICES	ESTIMATED FEE
County Administrator Recruitment	\$12,000 - \$15,000

We strongly encourage effective communication between us and therefore will not bill you for routine correspondence and discussions between Green Lake County and Schenck.

Our fees are dependent on the following:

- ▶ Your office personnel will assist us by providing appropriate corporate documents and records necessary to complete our services.
- ▶ The operations of your organization do not change significantly.

Upon your acceptance of our proposal, we will prepare a formal engagement letter as required by professional standards.

# Account team biographies

APPENDIX A



# Amy Biersteker, MSE

**DIRECTOR – HR CONSULTING**

amy.biersteker@schencksc.com | 920-996-1350

## AREAS OF SPECIALIZATION

Organizational transition | Business lifecycle strategy | Cultural alignment | Leadership coaching | Strategic planning | Succession planning

## EXPERIENCE

Amy has more than 20 years of experience working with organizations to develop leaders and their teams. She provides business planning services to clients on a variety of issues, including recruitment, organizational development, process improvement and leadership development.

Amy is a leader of the firm's Guided Planning for Success (GPS) practice, a team providing business transition services to family and closely-held businesses. She is skilled at helping clients identify new ideas and strategic solutions to achieve their business goals. Amy works with individuals at all levels of an organization to create clarity, alignment and empowerment.

Prior to joining Schenck, Amy worked as an independent business advisor.

## EDUCATION

University of Wisconsin–Oshkosh,  
MSE, Counseling

University of Wisconsin–Oshkosh,  
BS, Human Services & Professional Leadership

University of Wisconsin–Oshkosh,  
BS, Psychology

Certified Business Management Advisor

## PROFESSIONAL MEMBERSHIPS

- ▶ Society for Human Resources Management (SHRM)
- ▶ Fox Valley SHRM
- ▶ Wisconsin Family Business Forum, Past Board Member & Executive Committee Member
- ▶ Family Firm Institute, Past Member

## AWARDS

- ▶ UW–Oshkosh Outstanding Young Alumni

**RESOLUTION NUMBER -2016**

**Relating to Engage in a Contract with (insert name)**

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its special meeting begun on the 19<sup>th</sup> day of July 2016, does resolve as follows:

**WHEREAS**, the AdHoc – County Administrator Committee desires to engage in a contract with (insert name of recruiter) for the purpose of hiring a County Administrator;

**WHEREAS**, (the recruiter) would assist the County in finding qualified candidates for the County Administrator position;

**NOW THEREFORE BE IT RESOLVED** that the County Board of Supervisors authorizes the AdHoc – County Administrator Committee to contract with (the recruiter) for the purpose of assisting the County in hiring a County Administrator, and authorizes the County Board Chair and County Clerk to sign said contract after review by Corporation Counsel.

**BE IT FURTHER RESOLVED** that the Green Lake County Board of Supervisors appropriates funds not to exceed \$12,000 as total expense ceiling from the 2016 contingency fund for the recruitment process.

Fiscal Note: Not to exceed \$12,000 from the 2016 contingency fund.

Roll Call on Resolution No. -2016

Submitted by Ad Hoc-County Administrator Committee:

Ayes , Nays , Absent , Abstain

Passed and Adopted/Rejected this 19<sup>th</sup> day of July, 2016.

\_\_\_\_\_  
Harley Reabe, Chair

\_\_\_\_\_  
David Richter

\_\_\_\_\_  
County Board Chairman

\_\_\_\_\_  
Vicki Bernhagen

\_\_\_\_\_  
ATTEST: County Clerk  
Approve as to Form:

\_\_\_\_\_  
Larry Jenkins

\_\_\_\_\_  
Corporation Counsel

\_\_\_\_\_  
Joe Gonyo

\_\_\_\_\_  
Joy Waterbury

\_\_\_\_\_  
Michael Starshak

## **GREEN LAKE COUNTY POSTION DESCRIPTION**

**TITLE:** County Administrator

**DEPARTMENT:** Office of the County Administrator

**LOCATION:** Government Center

**REPORTS TO:** County Board through the Administrative Committee

**PURPOSE OF POSITION:** As Chief Administrative Officer of Green Lake County, performs managerial and leadership functions including but not limited to policy, operations, finances, external relations and human resources in compliance with Wisconsin State Statute §59.18.

### **FUNDAMENTAL JOB DUTIES AND RESPONSIBILITIES:**

#### **POLICY**

- Recommends ordinances, resolutions and policies, and instructs Corporation Council as required
- Recommends County organizational structure
- Prepares reports to the County Board and Administrative Committee
- Keeps informed on pending federal and state legislation affecting counties
- Ensures that ordinances, resolutions, policies, regulations, state and federal laws are observed and executed
- Coordinates the transaction of all county administrative business

#### **OPERATIONAL OVERSIGHT**

- Has authority to make day-to-day operational decisions within established policies and procedures
- Provides recommendations and solutions for administrative and operational problems
- Reviews management methods and recommends practices to provide effective and efficient government
- Executes the order of the County Board

#### **FINANCIAL**

- Prepares and submits annual county budget (with Finance Committee)
- Complies with Wisconsin State Statute §59.60 with respect to expenditures
- Monitors finances and activities
- Provides financial policy recommendations
- Oversees and coordinates with appropriate committees
- Evaluates capital improvement budget
- Approves and signs contracts

#### **EXTERNAL RELATIONS**

- Spokesperson related to daily operations of the county subject to coordination with and direction of the County Board Chairperson.
- Handles public relations (i.e. press releases, publications, speeches, etc.)
- Represents county at public functions and inter-governmental meetings, legislative meetings and hearings, business transactions, negotiations (i.e. with city officials, business leaders, town and villages reps, economic development groups)

## HUMAN RESOURCES

- Hires, evaluates, supervises and disciplines Department Heads and Officers subject to County Board Approval, except those elected by the people
- Conducts staff meetings with Department Heads
- Receives, reviews and responds to complaints regarding personnel and operations
- Implements appropriate discipline as required by county ordinance or state statute
- Evaluates staffing levels and makes staffing recommendations to Administrative Committee (appointees subject to committee confirmation)
- Makes policy recommendations to Administrative Committee
- Attains high level of effective work relationships with Department Heads and other staff
- Appoints Assistants in the County Administrator's office, with County Board approval

**PHYSICAL DEMANDS OF THE ESSENTIAL FUNCTIONS:** Up to 75% of the time is spent talking, hearing, handling objects or fingering which includes typing or writing. Walking, sitting, using far and near vision, are used 65% of time. Activities done 5% of the time include stooping, kneeling, climbing, reaching, low to medium lifting (10 to 20 lbs.), carrying (10 lb. objects). Crouching, balancing, bending or twisting would be required.

**WORKING CONDITIONS WHILE PERFORMING ESSENTIAL FUNCTIONS:** 90% of the time is spent indoors, approximately 10% of the time is spent traveling, viewing properties, etc.

**EQUIPMENT USED WHILE PERFORMING ESSENTIAL FUNCTIONS:** Telephone, copy machine, calculator, computer terminal, fax machine, and printing equipment.

**EDUCATION REQUIREMENTS:** Bachelors Degree in Public Administration or allied discipline required; Masters Degree preferred. Minimum five years experience in Government Administration.

### **KNOWLEDGE AND SKILLS REQUIRED:**

- Thorough knowledge of county organization, policy, procedures, rules, regulations, operating methods and procedures
- Financial management experience, budget preparation, and knowledge of various funding resources and allocation
- Ability to organize, manage, select and evaluate Department Heads and other staff
- Attain high level of effective work relationships with employees, elected officials and the public
- Possess high level of written and oral communication skills

DRAFT 15 JUNE 2016