



GREEN LAKE COUNTY OFFICE OF THE COUNTY CLERK

Margaret R. Bostelmann, WCPM
County Clerk

Office: 920-294-4005
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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

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 19th 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 19th 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