

**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,
/s/ Liz Otto
Liz Otto
Deputy County Clerk