



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 6, 2016 Time: 6:00 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 5/23/16 meeting
5. Finalize Job Description
6. Financial Analysis
7. Develop Recruitment Strategies
8. Committee Discussion
 - Future Meeting Dates: June 22, 2016
 - Future Agenda items for action & discussion
9. 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
May 23, 2016**

The meeting of the Ad Hoc Committee – County Administrator was called to order by Chairman Harley Reabe at 6:00 PM on Monday, May 23, 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
Larry Jenkins
David Richter
Michael Starshak
Joy Waterbury

Absent: Joe Gonyo

Also Present: Marge Bostelmann, County Clerk/Administrative Coordinator
Jay Dampier, UWEX Community Resource Agent
Tony Daley, Berlin Journal
Sheriff Mark Podoll

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

REVIEW OF PREVIOUS INFORMATION REGARDING COUNTY ADMINISTRATOR POSITION

UWEX Agent Jay Dampier gave a recap of information previously gathered for the Administrative Committee and County Board up to this point.

TIMELINE

Dampier provided a Gantt chart with a preliminary timeline for the hiring process. An additional date was added for the job description to be approved by Personnel at the July 21 meeting.

JOB RESPONSIBILITIES EXERCISE

Sample job responsibilities were gathered from other Wisconsin counties and an exercise was conducted to prioritize which ones are considered most important by committee members. Desired qualifications were also discussed. Dampier will tabulate the results and have them available at the next meeting.

COMMITTEE DISCUSSION

- **Future meeting dates:** June 6, 2016 at 6:00 PM
- **Future agenda items for action & discussion:**

ADJOURNMENT

Chairman Reabe adjourned the meeting at 7:10 PM.

Submitted by,

Liz Otto
Deputy County Clerk

DRAFT

Explanation of findings from Jay Dampier:

Please find attached the summary spreadsheet from last night's meeting. I've included total scores for each position description item. As a simple data visualization technique, I conditionally formatted all scores over 12, in order to more readily see the items that the committee deemed higher priority. I also included a summary count for allied counties for comparative purposes. I conditionally formatted all scores over 2 (total of 6 counties).

Summary of responsibilities based on presented Job Descriptions

Prepared by Jay Dampier, UW-Extension

23-May-16

Greater than 12

Greater than 2

| | Total Internal Score (18 possible points) | Total Allied County Score (Total 6) |
|------------------------------|--|--|
| KEYWORDS AND SUMMARY | | |
| Chief Administrative Officer | 16 | 5 |
| Refers to Wis. Stat. §59.18 | 18 | 5 |

| | | |
|-------------------------------------|----|---|
| REPORTING | | |
| Reports to County Board Chair | 4 | 4 |
| Reports to Administration Committee | 14 | 3 |

| ESSENTIAL DUTIES and RESPONSIBILITIES | Total Internal Score (18 possible points) | Total Allied County Score (Total 6) |
|---|--|--|
| POLICY | | |
| Drafts ordinance, resolution and policy recommendations, and instructs Corporation Council as required | 14 | 4 |
| Analyses and recommends county organizational structure | 15 | 1 |
| Prepares reports and makes recommendations to the County Board | 17 | 4 |
| Solicits board opinion, drafts responses, recommends amendments, and supports legislation | 10 | 1 |
| Keep informed on pending federal and state legislation affecting counties | 16 | 4 |
| Ensures that resolutions, ordinances, regulations, state and federal laws are observed and executed | 18 | 5 |
| Coordinates the transaction of all county administrative business with Federal, State and local officials | 14 | 1 |

| | | |
|--|----|---|
| OPERATIONAL OVERSIGHT | | |
| Has authority to make day-to-day operational decisions, within established policies and procedures | 17 | 3 |
| Directs and coordinates all administrative functions not otherwise vested by law in boards and commissions | 13 | 1 |
| Ensures enforcement of ordinances and laws | 12 | 2 |
| Provides recommendations for administrative and operational problems | 16 | 2 |
| Establishes county-wide program and activity priorities | 11 | 2 |
| Responsible for all county properties | 10 | 1 |

23-May-16 Greater than 12 Greater than 2

| | Total Internal Score (18 possible points) | Total Allied County Score (Total 6) |
|--|--|--|
| Responsible for all insurance and risk management programs | 12 | 2 |
| Review agenda and minutes of county governmental bodies to keep informed of activities | 7 | 1 |
| Reviews management methods, and provides coordination and administrative management practices in order to provide effective government | 14 | 3 |
| After conferral, appoints citizen members to boards, commissions and non-standing committees, where statutes provide such appointments | 9 | 4 |
| Conducts research, prepares materials, presents to county board as required | 16 | 4 |
| Attend all County Board Meetings | 18 | 6 |
| Attends committee meetings when requested | 12 | 2 |
| Assists County Board Chair and County Clerk in agenda preparation | 10 | 2 |
| Related duties as required | 10 | 4 |
| Executes the order of the county board | 16 | 2 |
| Oversee building construction and renovation projects | 9 | 1 |

| FINANCIAL | Total Internal Score (18 possible points) | Total Allied County Score (Total 6) |
|--|--|--|
| Prepares and submits annual county budget (with Finance Committee) | 18 | 6 |
| Presents and justifies expenditures | 14 | 2 |
| Monitors, prepares and submits report on finances and activities | 14 | 4 |
| Provides financial policy recommendations, oversees and coordinates with appropriate committee | 18 | 4 |
| Manages and evaluates capital improvement budget and projects | 13 | 2 |
| Oversees investments, invests surplus | 5 | 1 |
| Develops cash projections | 10 | 3 |
| Responsible for and supervises purchasing activities | 11 | 4 |
| Keep informed on federal and state grants and mandates | 12 | 2 |
| Responsible for bonding projects | 11 | 3 |
| May prepare bid specifications and requests for proposals | 10 | 1 |
| Oversees, approves and signs contracts, leases, grants, property transfers, etc. | 13 | 2 |

23-May-16 Greater than 12 Greater than 2

| | |
|--|--|
| Total Internal Score (18 possible points) | Total Allied County Score (Total 6) |
|--|--|

| EXTERNAL RELATIONS | Total Internal Score (18 possible points) | Total Allied County Score (Total 6) |
|--|--|--|
| Spokesperson (under direction of County Board Chairperson) related to daily operations of the county. Handles public relations. i.e. press releases, publications, speeches, etc. | 17 | 3 |
| Represents county a public functions and inter-governmental meetings, legislative meetings and hearing, business transactions, negotiations (i.e. with city officials, business leaders, town and village reps, economic development groups) | 18 | 6 |
| Meets with taxpayers and addresses concerns | 9 | 2 |

| HUMAN RESOURCES | Total Internal Score (18 possible points) | Total Allied County Score (Total 6) |
|---|--|--|
| Hires (subject to County Board Approval), evaluates, supervises and disciplines Department Heads and Officers, except those elected by the people. | 18 | 6 |
| Conducts staff meetings with Department Heads | 17 | 1 |
| Receives, reviews and responds to complaints regarding personnel and operations. Implement appropriate discipline as required by county ordinance or state statute. | 17 | 4 |
| Serves as mediator in issues, problems and disputes involving department heads and other municipalities | 14 | 1 |
| Evaluates staffing levels and makes staffing recommendations to Administrative / Executive Committee (appointees subject to committee confirmation) | 18 | 5 |
| Make policy recommendations to Administrative Committee | 16 | 1 |
| Provides guidance to subordinate Department Heads | 12 | 1 |
| Maintains close, productive and positive working relationship with Department Heads, and other staff | 15 | 3 |
| Appoints Assistants in the County Administrator's office, in conjunction with County Board | 15 | 2 |

23-May-16 Greater than 12 Greater than 2

| | Total Internal Score (18 possible points) | Total Allied County Score (Total 6) |
|---|---|--|
| QUALIFICATIONS | Total Internal Score (18 possible points) | Total Allied County Score (Total 6) |
| Thorough knowledge of principles and practice of local government and administration | 17 | 5 |
| Thorough knowledge of county organization, policy, procedures, rules, regulations, operating methods and procedures of local government | 17 | 5 |
| Thorough knowledge of federal and state programs | 12 | 1 |
| Financial management experience, budget preparation and various funding resources and allocation | 17 | 2 |
| Ability to plan, organize, direct and coordinate large organization | 17 | 4 |
| Oversee full-range of human resource function | 13 | 1 |
| Accurately interpret administrative policies | 15 | 2 |
| Ability to plan, organize manage select and evaluate Department Heads and Other Staff | 18 | 5 |
| MS Office | 11 | 1 |
| Accounting software | 8 | 1 |
| Analyze administrative operations and present clear and concise decisions and recommendations | 12 | 3 |
| Maintain high level of effective work relationships with employees, elected officials and the public | 13 | 2 |
| High level of communications ability, spoken, written | 14 | 4 |
| Ability to research, analyze and interpret statistical and cost data | 16 | 3 |
| Ability to be a visionary, and creative in a key management role | 10 | 2 |
| Compensation and performance review | 12 | 1 |
| High level of trust, integrity and ethics | 15 | 2 |
| QUALIFICATIONS continued | | |
| Experience | 5 Years min | 3 to 8 years |
| Education | Bachelors in Public Administration or allied discipline. Masters preferred. | Bachelors = 4 Masters = 2 |