

**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
Liz Otto, Secretary

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

REVIEW OF PREVIOUS INFORMATION REGARDING COUNTY ADMININSTRATOR 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,
/s/ Liz Otto
Liz Otto
Deputy County Clerk