

NOTICE OF AGENDA

Polk County

County Administrator Selection Committee

Polk County Government Center, County Board Room

100 Polk County Plaza, Balsam Lake, WI 54810

Meeting Date and Time: Monday, January 25, 2010 at 10:00 a.m.

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(A quorum of the County Board may be present. The Committee may consider matters noticed herein in any order, regardless of the placement of such item on this notice.)

Order of Business

Call to Order

Public Comment

Items of Business:

- Approve Agenda
- Approval of the Minutes of the January 13, 2010 Meeting
- Consider and Determine Selection and Application Process through use of Public Administration Associates, LLC, local government recruitment and management consultant, including Timelines, Involvement of County Board of Supervisors, Application Process and Interview Process.
- Development of Expectations, Goals and Objectives of the County Administrator
- Development of County Profile
- Consider and Finalize Search and Selection Process/Criteria, including, but not limited to, the role of department heads in the selection/screening process, use of outside recruiter, and resolutions for authorization and appropriations, as necessary.
- Setting Committee Meeting Calendar and Work Schedule
- Adjournment

This meeting is open to the public according to Wisconsin State Statute 19.83. Persons with disabilities wishing to attend and/or participate are asked to notify the County Clerk's office (715-485-9226) at least 24 hours in advance of the scheduled meeting time so all reasonable accommodations can be made.

Polk County Administrator Selection Committee
Polk County government Center, County Board Room
100 Polk County Plaza, Balsam Lake, WI 54810
January 25, 2010

The meeting was called to order at 10:10 a.m.

Committee members present: Bryan Beseler, Ken Sample, Pat Schmidt

Also Present: Andrea Jerrick, Debbie Peterson, Sherry Gjonnes

Motion (Sample/Schmidt) to approve agenda. Motion carried by voice vote.

Minutes from January 13, 2010 meeting not ready for consideration, to be taken up at next meeting.

Public comments – Supervisor Johnson addressed the committee.

Consideration of Selection and Application Process through Public Administration Associates, LLC – Beseler introduced survey provided by PAA; Dept Heads have received already for completion and submission to ER. Conference call with Bill and Denise Freuh to go over services provided, timeline, and process. Recommend that County Board also complete survey they provided. Compile ad and candidate profile; work through email correspondence and phone conference on Feb 8 or 9 to finalize and get into publications and on website. PAA will then collect applications and compile, then come to Polk County to meet with Selection Committee and narrow down to top 10 candidates (early week of March 16th). These candidates will then be asked to submit additional information including a video interview; this information will be reviewed by Selection Committee March 29 or 30 and committee will narrow down to final 4 candidates. PAA recommends to conduct the final process through a reception on Friday night (April 9) and formal interviews on Saturday (April 10). PAA will assist with further developing patterns, schedules, questions and process when they come the week of March 16. Jerrick will provide PAA with email addresses for all members of committee. PAA noted they will be on vacation Feb 20 – March 6 but will still maintain communication should anything arise in that time frame.

Following conference call, committee discussed survey and process. Consensus to mail survey to County Board members with memo requesting to complete and submit to ER by February 3. The Committee discussed the role and responsibilities of the Department Heads, and it was decided that they (Gjonnes, Peterson, McCurdy, Demers, Sampson) would participate in an advisory capacity to the committee including participation in development of ad and candidate profile, review of applications in first round, and review of 10 finalists to narrow down to 4. Requested by press to outline the nature of the process and how each step would be handled in terms of open and closed session review and discussion of information at committee meetings. Further discussion on process and role of committee. Consensus by committee that committee interview 4 finalists (Saturday formal interviews) and recommend 2 to the full County Board for final consideration. Discussion of process for reception and interviews including suggestions for including stations (Dept Heads, Union, etc.) as part of process; whether or not to hold the reception on campus or an offsite location; tours of the campus and how to handle that aspect.

Recommended that Beseler work with PAA in addressing and incorporating these suggestions following PAA's recommendations.

Committee Calendar – The next meeting will be scheduled following contact with PAA; if surveys can be completed and information compiled, goal would be to conf call with them on Feb 5, otherwise Feb 8 or 9.

Motion (Beseler/Sample) to adjourn. Motion carried by voice vote.

Adjourned 11:34 a.m.