

NOTICE OF AGENDA  
Polk County  
County Administrator Selection Committee  
Polk County Government Center, Second Floor, West Conference Room  
100 Polk County Plaza, Balsam Lake, WI 54810  
Meeting Date and Time: Monday, January 4, 2010 at 12:30 p.m.

*(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
- Organizational Matters: Selection of Committee Officers; Assignment of Records Custodian; and Determining Other Organizational Matters
- Working Session to Develop the Selection and Recommendation Process for the County Administrator, including the selection of department heads that will be involved in the process, establishing time frames and details of the process, and considering resolutions, 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, West Conf Room  
100 Polk County Plaza, Balsam Lake, WI 54810  
January 4, 2010

The meeting was called to order at 12:30 p.m.

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

Also Present: Andrea Jerrick, Jeff Fuge, and Darlene Kusmirek.

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

**Motion (Sample/Schmidt) to select Bryan Beseler as the Chairman of the committee. Beseler accepted, and by consensus accepted the position.**

Public comments – Robert Blake addressed the committee, and requested that they address the question: “What problem are you attempting to fix (with the creation of this position)?”

**Motion (Sample/Schmidt) to assign the Department of Employee Relations as the custodian of the official records for the County Administrator Committee. Motion carried by voice vote.**

Selection of Department Heads to assist the Committee – Beseler listed that these Department Heads expressed interest in participating: Deb Peterson, Gretchen Sampson, Sara McCurdy, Sherry Gjonnes, and Todd Demers. Beseler stated that the following were nominated by their peers: Andrea Jerrick (she is not interested), Deb Peterson, and Rick Gates. The Committee discussed the role and responsibilities of the Department Heads, and it was decided that they would be used as resource for information and input. The following Department Heads will be requested to review the job description and attend the next meeting to offer their suggestions and/or input: Deb Peterson, Sherry Gjonnes, Sara McCurdy, Gretchen Sampson, and Todd Demers. Once the job description is solidified, the request will be to Employee Relations to have the position evaluated per Policy 390.

Establishing a time frame and details of the process – The Committee requested Jerrick and Fuge to collect additional information regarding recruiting processes used by other Counties, as well as the decision to keep the full County Board updated as to the process and progress during the County Administrator’s report to provide any provide an opportunity for dialogue.

Committee Calendar – The next meeting is scheduled to meet at 11:00 a.m. on Wednesday, January 13, 2010.

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

Adjourned 1:30 p.m.