

NOTICE OF AGENDA
Polk County
County Administrator Selection Committee
Polk County Government Center, Second Floor, East Conference Room
100 Polk County Plaza, Balsam Lake, WI 54810
Meeting Date and Time: Wednesday, January 13, 2010 at 11:30 a.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
- Approval of the Minutes of the January 4, 2010 Meeting
- Consider Position Description and Revisions
- 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.
- Consider Initial Goals and Objectives of County Administrator.
- 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.

**Minutes of:
County Administrator Selection Committee
January 13, 2010**

Chairman Beseler called the meeting to Order at 11:30 AM.

Present: Chairman Beseler, Vice-Chair Schmidt, 2nd Chair Sample
Department Heads Present: Gretchen Sampson, Deb Peterson, Sherry Gjonnes, Todd Demars

Also Present: Members of the Press, Supervisors Johnson and Newville

Public Comment was given by Supervisor Johnson. Johnson addressed the timeline and desire to have the Committee present a candidate at the March 16th Meeting.

Motion (Sample/Schmidt) to adopt the Agenda. Agenda was adopted by Voice Vote.

Motion (Schmidt/Beseler) to approve the Minutes of January 4, 2010 Meeting. Minutes were approved by Voice Vote.

The Committee proceeded to review the Job Description:
Gretchen Sampson presented an Amended Job Description worked on by the Department Heads.

Motion (Sample/Schmidt) to move forward the Job Description as amended by Department Heads. Job Description was approved and moved forward by Voice Vote.

There was consensus formed by the Committee to have Employee Relations Director Andrea Jerrick arrange the Job Duties by sub-sections.

The Committee proceeded to have discussion regarding the process of selection...in-house versus out of house. Bob Kazmierski (UW-Extension) presented a proposal drafted by PAA for Professional Services. Kazmierski also presented data relative to other firms and number of times services utilized. Motion (Sample/Schmidt) to authorize Employee Relations to work with UW-Extension in moving forward a Professional Services Contract with PAA. Motion carried by Voice Vote.

Chairman Beseler informed the Committee given the movement for Professional Services that he would Amend the County Board Agenda to accommodate the Resolution to Authorize Professional Services.

Next meeting TBD.

Motion (Sample/Schmidt) to adjourn. Committee Adjourned at 12:30 PM.