

NOTICE OF AGENDA  
Polk County  
County Administrator Selection Committee  
Polk County Government Center, East Conference Room, Second Floor  
100 Polk County Plaza, Balsam Lake, WI 54810  
Meeting Date and Time: Friday, February 5, 2010 at 3:00 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
- Approval of the Minutes of the January 14, 2010 and January 25, 2010 Meetings
- Development and Completion of the County and Candidate Profile
- Consideration of Policy Changes Needed for Installation of County Administrator, including review of recent Wisconsin Attorney General Opinion, (Consideration may involve relevant resolutions and affect Duties and Responsibilities of Committees)
- Consideration of Resolution to Authorize Executive Committee as Oversight and Advisory Committee for the 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.

Polk County Administrator Selection Committee  
Polk County government Center, County Board Room  
100 Polk County Plaza, Balsam Lake, WI 54810  
February 5, 2010

The meeting was called to order at 3:02 p.m.

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

Also Present: Debbie Peterson, Sherry Gjonnes, Sara McCurdy, Andrea Jerrick, Jeff Fuge

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

**Motion (Sample/Beseler) to approve minutes of January 25<sup>th</sup> meeting. Motion carried by voice vote.**

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

Public comments – No public comments.

Development and Completion of the County and Candidate Profile – The Committee contacted Public Administration Associates (PAA) and Denise and Bill Frueh joined the committee discussion via conference call. Advertisement and Profile draft documents were reviewed with the committee as well as results of the surveys distributed to Department Heads and County Board Supervisors. The committee reviewed the advertisement and profile and made suggestions for modifications. PAA will incorporate the suggested changes and provide Jerrick with final draft of documents for posting via email. PAA will also provide a draft employment agreement to Fuge around mid-March for preliminary review. The committee reviewed advertisement plan with PAA – ads will run in professional publications and websites such as Governmentjobs.com, ICCMA, WI and MN League of Municipalities organizations, WI Counties Association, and professional school public administration publications.

PAA and committee discussed the process for the final interview. PAA described their recommendations including: options for location of Friday night reception, invitations extended to County Board members and their spouses along with the candidates and their spouses; set up of reception with hors d'oeuvres and four tables so each candidate can rotate to groups of individuals; formal interview on Saturday including the formal interview committee along with other groups in a round-robin interview process. Further discussion on location for Friday venue with decision to hold off site. Committee will firm up details on March 15 when PAA comes to review applicant pool.

Following conference call, committee discussed final interview process further. Beseler and Jerrick will work on contacting various venues and making initial arrangements for Friday night reception. Committee reviewed spreadsheet handout "County Administrator Interview Process Option" provided by Supervisor Sample for lay out of Saturday formal interviews, including general timeline and representative groups.

Committee Calendar – The next meeting will be scheduled for March 15<sup>th</sup>.

Consideration of Policy Changes Needed for Installation of County Administrator, including review of recent Wisconsin Attorney General Opinion (Consideration may involve relevant resolutions and affect Duties and Responsibilities of Governing Committees) – Committee discussed oversight responsibilities for Administrator position and concerns with functionality of current oversight structure as provided for by original authorizing resolution. Committee also reviewed WI Atty General Opinion provided by Fuge.

Peterson and McCurdy left the meeting at 4:15 p.m.

Consideration of Resolution to Authorize Executive Committee as Oversight and Advisory Committee for the County Administrator – Discussion. **Motion (Sample/Beseler) to recommend passage of resolution to County Board. Motion carried by voice vote.**

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

Adjourned 4:31 p.m.