

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, March 15, 2010 at 2:30 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.)*

OPEN SESSION

Order of Business

**Call to Order**

**Public Comment**

**Items of Business:**

- Approve Agenda
- Approval of the Minutes of the February 25, 2010 Meeting
- Consider and Finalize Process and Criteria for the Screening of Applications; Initial Interview Process; Process in Making Determination of Final Candidates; Reception of Final Candidates with County Board of Supervisors; Final Interview; and appointment recommendation of committee to County Board of Supervisors. (Public Administration Associates, LLC, local government recruitment and management consultant)
- Conduct Initial Screening of Applications  
CLOSED SESSION – The Committee will convene in closed session pursuant to Wis. Stat. Sections 19.85(1)(c) and 19.36(10) for the purpose of considering, reviewing and making screening determinations on applications submitted for the county office of County Administrator. (Pursuant to Wis. Stat. Section 19.89 members of the County Board of Supervisors may attend said closed session. The various personnel policies of Polk County do not otherwise require such exclusion.)

RETURN TO OPEN SESSION

- Setting Committee Meeting To Review DVD Interviews and Determine Final Candidates
- Confirm Location of Reception of Final Candidates with County Board of Supervisors, and Authorize Related Expenditure
- 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  
March 15, 2010

The meeting was called to order at 2:30 p.m.

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

Also Present: Debbie Peterson, Sherry Gjonnes, Sara McCurdy, Jeff Fuge, Gretchen Sampson, Todd Demers, James Edgell, Kathy Kienholz, Robert Dueholm, Darlene Kusmirek, and from P.A.A. Denise and Bill Frueh

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

**Motion (Schmidt/Sample) to approve minutes of February 25, 2010 meeting. Motion carried by voice vote.**

Public comments – No public comments.

Consider and Finalize Process and Criteria for the Screening of Application; Initial Interview Process; Process in Making Determination of Final Candidates; Reception of Final Candidates with County Board of Supervisors; Final Interview; and appointment recommendation of committee to County Board of Supervisors – Public Administration Associates (P.A.A.), LLC, Local Government Recruitment and Management Consultants, Denise and Bill Frueh assisted the Committee, and the decision was to proceed as such:

- Review all applications in closed session during this meeting
- Select ten (10) Semi-Finalists in closed session during this meeting
  - P.A.A. will complete three (3) reference checks will be completed on these Semi-Finalists
- Second meeting scheduled in two (2) weeks to review brief video presentations from each Semi-Finalist to select top four (4) candidates.
- Confirmation of time and date for final interviews
  - Reception will be on Friday, April 9 with all County Board Supervisor and spouses, as well as all members of the Selection Committee formally invited

**Motion (Sample/Schmidt) to approve the expense of \$150 as a down payment and to hold Paradise for the Reception on April 9<sup>th</sup>.**

- Final Interviews will be on Saturday, April 10<sup>th</sup> with four rooms & groups to conduct in “*Round Robin Style*”— rotate the applications through timed meetings as follows:
  - Selection Committee will conducting final interviews, with all County Board Supervisors being invited to view this session
  - Tour/Guide of Balsam Lake facilities, as well as information regarding other facilities (Guides will be confirmed at next meeting)
  - Alternate Group – Informal setting designed similar as a coffee break, to allow key individuals to gather strengths and weaknesses which will be summarized by P.A.A. and shared with Selection Committee (Group to be at next meeting)

- Written Exercise – Computer exercise to gauge candidates’ ability to express thoughts in written form with clarity, etc.
- March 29 Selection Committee will meet at 1:00 p.m. to select top four (4) Finalist and:
  - Employment Agreement – P.A.A. offer a draft of agreement at the next meeting

**Motion (Beseler/Schmidt) to go into Closed Session pursuant to Wis. Stat. Sections 19.85(1)(c) and 19.36(10) for the purpose of considering, reviewing and making screening determinations on applications submitted for the county office of County Administrator. (Pursuant to Wis. Stat. Section 19.89 members of the County Board of Supervisors may attend said closed session. The various personnel policies of Polk County do not otherwise require such exclusion.) Roll-call vote taken. Motion carried unanimously.**

Closed: 3:05 p.m.

**Motion (Sample/Schmidt) to return to Open Session. Motion carried by voice vote.**

Open: 4:50 p.m.

Committee Calendar – The next meeting will be scheduled for March 29<sup>th</sup>.

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

Adjourned 5:01 p.m.