

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 29, 2010 at 1:00 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.)*

OPEN SESSION

Order of Business

**Call to Order**

**Public Comment**

**Items of Business:**

- Approve Agenda
- Approval of the Minutes of the March 15, 2010 Meeting
- Consider and Finalize Process and Criteria for 1) Screening Initial Interviews of Candidates; 2) Making Determination of Final Candidates; 3) Reception of Final Candidates with County Board of Supervisors; 4) Final Interview; and 5) Appointment recommendation of committee to County Board of Supervisors. (Public Administration Associates, LLC, local government recruitment and management consultant, facilitator)
- Conduct Screening of Initial Interviews of Applicants for County Administrator

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 initial interviews and materials submitted for the county office of County Administrator, and making determination of final candidates. (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

- Announcement on Final Candidates for County Administrator
- Consider Prospective Employment Contract for County Administrator
- Consider Tentative County Board Meeting Date to Receive and Act on Recommendation
- 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 29, 2010

The meeting was called to order at 1:00 p.m.

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

Also Present: Debbie Peterson, Sherry Gjonnes, Sara McCurdy, Gretchen Sampson, Todd Demers, James Edgell, Kathy Kienholz\*, Robert Dueholm\*, Wendy Rattell, Michael Larson\*, Herschel Brown\*, Brian Masters\*, Andrea Jerrick, Jeff Fuge\*, Neil Johnson\*, and from P.A.A. Denise and Bill Frueh, and members of the press. \*Indicates individuals arriving after start of meeting and/or not present for entire duration of meeting.

**Motion (Schmidt/Sample) to approve agenda with the Consideration of Employment Contract and Tentative County Board Meeting Date Items moved before closed session. Motion carried by voice vote.**

**Motion (Schmidt/Beseler) to approve minutes of March 15, 2010 meeting. Motion carried by voice vote.**

Public comments – No public comments.

Consider and Finalize Process and Criteria for 1) Screening Initial Interviews of Candidates; 2) Making Determination of Final Candidates; 3) Reception of Final Candidates with County Board of Supervisors; 4) Final Interview; and 5) 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 in discussion on the following items:

- Review interviews of ten (10) Semi-Finalists in closed session during this meeting and select final four candidates to be announced following closed session
- Reception confirmed for Friday evening at Paradise Landing from 6:30-8:30 pm; all County Board members and their spouses are invited along with the Selection Committee Dept Head members and their spouses as well as advisory personnel Andrea Jerrick and Jeff Fuge.
  - Board members will be requested to waive their per diem for the evening
  - Formal invitations will be extended from the County Board Chairman's office
- Discussion regarding the Saturday formal interviews – PAA distributed handout "*Draft – Schedule for County Administrator Interviews*"
  - Interviews will commence at 8:00 am, with County Board members and other interview panel members requested to be in attendance by 7:45 am.
  - Need to identify staff members to be part of the "Staff Member" group
    - Chairman Beseler gathered a list of suggested staff members and will work on narrowing down the list to 12 individuals
    - Denise will be with this group to facilitate discussion
  - Finalize formal interview group and process

- Review of interview questions – PAA will finalize interview questions for the formal interview group and will take any additional suggestions from committee members
- Review of written exercise questions – PAA distributed handout and collected input on questions for written exercise
- Committee members will consist of the three board members and the dept head advisory members of the Selection Committee; County Board members will be schedule to attend and observe the formal interviews. The three board members on the Selection Committee will ask the questions of the candidates and any DH member or other County Board member requesting follow up questions of the candidate will submit them to the board members via written form
  - Suggestions for who should lead the County Tour were collected. Beseler will ask and determine who will assume this role
  - The Chairman and some dept head committee members will work on finalizing other details including room locations

Consider Prospective Employment Contract for County Administrator

- Corp Counsel Jeff Fuge distributed the initial draft of the employment agreement for committee review. No action was taken.

Consider Tentative County Board Meeting Date to Receive and Act on Recommendation

- County Board will be scheduled to meet April 9 and 10 for the interviews and preliminary recommendation of final candidate, and tentatively scheduled for the 13<sup>th</sup> for confirmation of appointment of the County Administrator and ratification of employment agreement
  - County Board Members elect may be present for the reception on April 9 but would not be included for the closed session activities under the current County Board

Break called at 2:10 p.m.

Resumed meeting at 2:15 p.m.

- **Conduct Screening of Initial Interviews of Applicants for County Administrator Motion (Sample/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 initial interviews and materials 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.**

Present in closed session: All committee members as listed in attendance above and all Polk County staff and County Board members as listed under “Also Present” above.

Closed: 2:19 p.m.

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

Open: 5:05 p.m.

Announcement on Final Candidates for County Administrator - Press Release with final candidates names and mini-resumes will be provided by Chairman Beseler once PAA confirms acceptance of interview offer with candidates.

Committee Calendar – The Selection Committee will meet in conjunction with the County Board for the reception and interview processes as noted within the body of these minutes.

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

Adjourned 5:14 p.m.