



**APPROVED MINUTES**  
**ADMINISTRATOR RECRUITMENT COMMITTEE**  
**Monday, August 10, 2015 4:00 p.m.**  
**Iowa County Courthouse, Upper Level Conference Room**  
**222 N. Iowa Street, Dodgeville, Wi 53533**

**Iowa  
County  
Wisconsin**

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| 1 | Meeting was called to order by Chairman Meyers at 4:00 p.m.   |
| 2 | Member present: Sups Anderson, Lindholm, Meyers, Nankee, Parman, Gollon arrived at 4:15 p.m. Benish arrived at 4:17 p.m.<br>Others present: Sups Palzkill, Sheriff Michek, Treasurer Millard, Co. Dept Heads: Finance Hamilton, Employee Relations Leitzinger, Social Svc/ADRC Slaney, and Environmental Svcs Tarrell; County Clerk Klusendorf arrived at 4:32 p.m.   |
| 3 | Sup. Lindholm moved to approve the agenda for this August 10th meeting. Sup. Anderson seconded the motion. Carried.   |
| 4 | Election of Committee Chair: Sup. Meyers was nominated by Sup. Anderson, nomination was seconded by Sup. Parman. Sup. Parman moved to close the nominations for Chairman, Sup. Lindholm seconded the motion. Carried.   |
| 5 | Election of Committee Vice-Chair: Sup. Anderson was nominated by Sup. Parman, nomination was seconded by Sup. Lindholm. Sup. Parman moved to close nominations for vice-chairman, Sup. Lindholm 2 <sup>nd</sup> the motion. Carried.  |
| 6 | Election of Secretary: Sup. Nankee was nominated by Sup. Lindholm, seconded by Sup. Parman. Sup. Anderson moved to close nominations for secretary, Sup. Lindholm seconded the motion. Carried.   |
| 7 | Report from committee members and an opportunity for members of the audience to address the committee. NONE.  |
| 8 | Review & modify the County Admin. Position Description. (Handouts) Position Descriptions from Sheboygan, Barron Dodge, St. Croix, Monroe, Polk & Iowa Counties; Iowa County Position Description Feb 2015; Summary of Expense for county administrators 2014 & Jan through Aug. 2015.<br>Discussion on Barron & Polk County for improvements for Iowa County. Motion by Sup. Benish to use Polk Co. job description as a template for Iowa County, Sup. Nankee seconded the motion. Hearing no further discussion, motion carried. Motion by Sup. Anderson to have the administrator position have a minimum of 3 years education & job experience. Sup. Parman seconded the motion. Hearing no further discussion, motion carried. |
| 9 | Set pay range for the Administrator position. Discussion: HR Survey on County Administrator email inquiry sent the week of July 13 <sup>th</sup> updated August 4, 2015. Sup. Parman moved to post the salary for Iowa County Administrator at \$95,000 to \$115,000. Sup. Anderson seconded the motion. Sup. Parman & Anderson agreed to rescind their motion. Sup. Parman moved to post the salary for the Iowa Co. Admin. At a minimum pay of \$95,000. Sup. Anderson seconded the motion. Following discussion, carried.  |

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| 10 | Develop the recruitment timeline. There was discussion on the recruitment timeline including a soft deadline and evaluations from department heads. Sup. Benish moved to have a meet and greet gathering with the candidates and department heads during a weekday for a noon lunch or after 4:00-4:30 p.m. Sup Lindholm seconded the motion. Carried. |
| 11 | Identify position posting options and determine which ones to pursue. After reviewing a County Administrator Recruitment Draft, Sup. Gollon moved to allow the Employee Relations Dept not to exceed \$2,500 for advertising for the position. Sup. Parman seconded the motion. Carried.   |
| 12 | Sup. Lindholm moved to set the date of the next meeting for the 18 <sup>th</sup> of August, 2015 at a time before the County Board meeting and to adjourn this meeting at 6:05 p.m. Sup. Parman seconded the motion. Carried.  |
|    | Minutes by Dan Nankee  |