



APPROVED MINUTES
Administrator Recruitment Committee
Tuesday, August 18, 2015 – 5:30 p.m.
Health & Human Services Center, Room 1001
303 W. Chapel St., Dodgeville, WI

**Iowa
County
Wisconsin**

1	Meeting was called to order by Chairman Meyers.
2	Roll Call was taken. Member present: Supervisors Anderson, Meyers, Nankee, Parman, Gollon (arrived at 5:36 p.m.) Members excused: Sup. Benish & Lindholm. Others present: Sup. Griffith, County Clerk Klusendorf, County Treas. Millard, County Dept. Heads: Finance Director Hamilton, Employee Relations Leitzinger and Sup. Palzkill (arriving at 5:41 p.m.)
3	Approve the agenda for this meeting. Sup. Anderson moved to approve the agenda for this August 18, 2015 meeting. Sup. Parman seconded the motion. Carried.
4	Approve the minutes of the August 10 th , 2015 meeting. Sup. Parman moved to approve the minutes of the August 10 th , 2015 meeting. Sup. Nankee seconded the motion. Carried.
5	Comments or reports from the audience or committee members. NONE
6	Review & possibly modify the County Administrator Position Description. Motion by Sup. Gollon to forward the document “Iowa County Wisconsin Job Description for Administrator” to the entire board with one correction. Delete “copiers, scanners, smartphones, etc.” (Page 3 conditions of employment/duplication); seconded by Sup. Anderson. Discussion, motion carried.
7	Review the Administrator Recruitment Process. Sup. Anderson made the motion to move the document “County Administrator, Iowa County” with recruitment time line to the county board with addition of “meet & greet with Dept Heads/County Board”, seconded by Sup. Gollon. Discussion. Carried.
8	Set next meeting date: Unanimous consent to schedule a reviewing email to the committee. Chairman and Employee Relations would then determine date and time.
9	Sup. Parman moved to adjourn, seconded by Sup. Gollon. Carried. Meeting adjourned at 5:55 p.m.
	Minutes by Supervisor Dan Nankee