

**JEFFERSON COUNTY BOARD
COMMITTEE MINUTES**

**December 3, 2012
Administration & Rules Committee
8:00 a.m.**

1. **Call to Order**
Meeting was called to order by Supervisor Molinaro at 8:00 a.m.
2. **Roll Call**
Administration and Rules Committee Members
Members present: James Braughler, John Molinaro, Paul Babcock, Rick Kuhlman and Jim Mode.

Others Present: Gary Petre – County Administrator; Tammie Jaeger – Administrative Assistant – Confidential; Phil Ristow – Corporation Counsel; Terri Palm-Kostroski – Human Resources Director; Chris Welch, Reporter – Jefferson Daily Union; Supervisor Dick Schultz and Supervisor Pam Rogers.
3. **Certification of compliance with Open Meeting Law Requirements**
Gary Petre certified compliance with the open meeting law.
4. **Review of Agenda**
5. **Public Comment**
None
6. **Approval of November 28, 2012 Administration & Rules Committee meeting minutes**
Motion made by Supervisor Kuhlman; Second by Supervisor Babcock to approve the November 28, 2012 Administration & Rules Committee meeting minutes as printed. (Ayes-All) Motion carried.
7. **Communications**
None
8. **Discussion and possible action on hiring an outside consultant to assist in filling the County Administrator position**
Terri Palm-Kostroski explained the cost to hire an outside consultant would be approximately \$15,000 - \$20,000. The committee discussed what the role of a consultant might be. Terri described the process that Dodge County used when they hired their County Administrator. The committee discussed the pros and cons of hiring an outside consultant.

Motion made by Supervisor Kuhlman; Second by Supervisor Mode to hire an outside consultant to assist in filling the County Administrator position (Ayes-All) Motion carried.
9. **Discussion and possible action on forming a subcommittee for the interview and selection process in filling the County Administrator position**
John Molinaro explained that the previous group was made up of vice chairs and committee chairs. It was suggested that the Administration and Rules Committee be a part of this subcommittee along with the Finance Committee Chair, and Supervisor Pam Rogers.

Motion made by Supervisor Braughler; Second by Supervisor Babcock to forward a resolution to the County Board to form a subcommittee to participate in the interview and selection process in filling the County Administrator position. (Ayes-All) Motion carried.
10. **Tentative Future Agenda Items and Meeting Dates**
 - Approval of December 3, 2012 Administration & Rules Committee meeting minutes
 - Approval of December 11, 2012 County Board meeting minutes
 - Discussion and possible action on resolutions, letters or reports from other governmental agencies
 - County Administrator's monthly report
 - Status Report and review of policies for inclusion in the Codification project

- Follow up on WCA's County Ambassador Program
- Discussion and possible action on Resolutions from the Register of Deeds Office
- Discussion and possible action on Fair Park request to use additional social media (Twitter, YouTube, Pinterest, Blogs)
- Discussion and possible action on a resolution supporting position papers on legislative issues from Sheboygan County
- Discussion and possible action regarding recruitment for the County Administrator position

11. **Adjourn**

Motion made by Supervisor Mode; Second by Supervisor Kuhlman to adjourn at 8:30 a.m. (Ayes-All) Motion Carried.

Future Tentative Meeting Dates

The next regular meeting is scheduled for December 20th, 2012.