

**JEFFERSON COUNTY BOARD
COMMITTEE MINUTES**

August 5, 2008

Administration & Rules Committee

- 1. Call to Order**
Meeting was called to order by Supervisor Schmeling at 8:32 a.m.
- 2. Roll Call**
Members present: Paul Babcock, James Braughler, Jim Mode, Steve Nass, Sharon Schmeling

Others Present: County Administrator, Gary Petre, Phil Ristow, Corporation Counsel, Terri Palm, HR Director. Supervisor Kannard present at 8:40 a.m.
- 3. Certification of compliance with Open Meeting Law Requirements**
The County Administrator certified compliance.
- 4. Review of Agenda**
No Changes were made.
- 5. Public Comment:** None
- 6. Review County Board's employment contract with County Administrator**
Phil Ristow reviewed the current contract with the committee and explained the options that they have at this time.
- 7. Review process/timeline for conducting annual performance evaluation for County Administrator**
Terri Palm talked about the standard review process. It consists of 1) Performance Evaluation form including job duties, goals, management skills, attendance etc. 2) Self Evaluation 3) 360 Evaluations from Department Heads and others to collect feedback.
- 8. Discussion on hiring HR consultant to assist with performance evaluation**
The committee discussed hiring a consultant.
- 9. Convene in closed session pursuant to §19.85 (1)(c) to consider the County Administrator's performance evaluation data**
Motion by Supervisor Babcock; Second by Supervisor Nass to convene in closed session pursuant to §19.85 (1)(c) to consider the County Administrator's performance evaluation data. (Ayes-All)
- 10. Reconvene in open session**
Motion by Supervisor Babcock; Second by Supervisor Mode to reconvene in open session. (Ayes-All)
- 11. Discussion and possible action on hiring HR consultant to assist with performance evaluation**
The committee agrees that they will hire a consultant. Terri Palm will work with the Chair to accomplish this. The committee will review the data from the consultant at their August 28th meeting.
- 12. Discussion and possible recommendation to County Board for employment contract with County Administrator**
The committee will refrain from making a recommendation until they have the information available to make this decision.
- 13. Adjourn**
Motion by Supervisor Nass; Second by Supervisor Schmeling to adjourn 10:10 a.m. (Motion carried)