

Joint Executive and Administrative & Finance Committee Meeting

June 11, 2015, 2015 – 1:00 p.m.

Adams Courthouse - Conference Room A-230

400 Main St., Friendship, WI 53934

MINUTES

John West, Chair, called the meeting to order at 1:03 p.m.

Pledge of Allegiance. The meeting was properly announced.

Committee members present: Allen, Babcock, Grabarski, Stuchlak, West, and Johnson. Hamburg and Kotlowski are excused.

Others present: Marcia Kaye, Personnel Director; Ken Wagner, Corporation Counsel; Diane Heider, recording secretary; Supervisor Heidi Roekle; Phil McLaughlin, Zoning Administrator; Diane Cable, Health & Human Services Director; Dennis McFarlin, citizen; and Karl Nollenberger of GovHR USA.

Motion by Grabarski, seconded by Allen to approve the Agenda. Motion carried by unanimous vote.

Agenda item 6. Motion by Stuchlak, seconded by Grabarski to approve Minutes of the May 11, 2015 Joint Administrative & Finance and Executive Committee meeting. Motion carried by unanimous vote.

Agenda item 7. County Manager/Administrative Coordinator Job Description. Nollenberger presentation, pointing out discrepancies and requesting committee direction. Discussion.

Motion by Allen to add to the job description the requirement for a Bachelor's Degree. Motion failed for lack of a second. Discussion. Motion by Babcock, seconded by Allen, to include the "Bachelor's Degree, Masters Degree preferred, in Administration or closely related field, with a minimum of eight years' administrative management and/or financial experience, preferably in government." West, Babcock, Johnson and Allen voted yes; Stuchlak and Grabarski voted no. Motion carried by vote of 4-2.

Motion by Grabarski, seconded by Stuchlak to amend the County Manager/Administrative Coordinator job description, #3 of Required Qualifications, to read, "Extensive experience with governmental accounting and GASB standards." Motion carried by unanimous vote.

Discussion continued regarding job description. West called to bring the job description back to the County Board Agenda meeting next Tuesday, to (1) re-word language regarding GASB; (2) specifically state a Bachelor's Degree educational level is required, but a Master's Degree is preferred; and (3) require experience with government accounting.

Agenda Item 8. Timetable. Nollenberger discussed search schedule and described the GovHR process for advertising, screening applicants, performing initial interviews and background checks.

**These minutes have been approved by the
Joint Executive & Administrative & Finance Committee.**