

GRANT COUNTY ADMINISTRATOR SELECTION COMMITTEE  
January 16, 2024

The Grant County Administrator Selection Committee met on Tuesday, January 16, 2024 at 1:00 p.m. at the Administration Building, 111 S. Jefferson Street, Lancaster, WI 53813 in Room 264, Second Floor.

Members present: Gary Ranum, Robert Keeney, Roger Guthrie, Joseph Mumm and Kathy Kopp. Others present in the room were Shane Drinkwater and Tonya White. Those present virtually were Jeff Kindrai, David Bretl, Jon Hockhammer and David Timmerman.

The meeting was called to order at 1:00 p.m. by Chairman Robert Keeney. The County Clerk, Tonya White verified the meeting was in compliance with the open meeting law, posted in the Administration Building, Courthouse and on the county website.

Chairman Keeney introduced the Grant County Board of Supervisors and others present in the room.

**Introduction of Public Administration Associates, LLC staff:** Dave Bretl and Jon Hockhammer gave a brief introduction.

**Discussion and possible action on recruitment schedule:** Chairman Keeney explained that the County Board would like to move forward with the two zoom meeting option to reduce the cost of the contract.

David and Jon explained that the job description will need some tweaks. The final approval of the position description, announcement and profile will be done by January 30, 2024. At the meeting being held January 30, 2024, the committee will approve the position description, announcement and profile. This meeting will take approximately two hours. Once those items are approved by the committee, the recruitment will start the following day. The next meeting will take place on March 12, 2024. In this meeting, the committee will approve the final assessment. On March 21, 2024 the candidates will meet with department heads and county board members for a meet and greet with interviews taking place the following day.

**Discussion and possible action on recruitment documents:** Dave Bretl and Jon Hockhammer asked for photos to help promote the county on the brochure. PAA would also like to furnish a survey to department heads, Constitutional Officers and County Board Supervisors.

**Adjournment:** Chairman Robert Keeney adjourned the meeting at 1:53 p.m.