

GRANT COUNTY ADMINISTRATOR SELECTION COMMITTEE
January 30, 2024

The Grant County Administrator Selection Committee met on Tuesday, January 30, 2024 at 9:00 a.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 and Jon Hockhammer.

The meeting was called to order at 9:00 a.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.

Agenda: Roger Guthrie, second by Gary Ranum made a motion to approve the agenda. Motion carried by voice vote.

Minutes: Joseph Mumm, second by Roger Guthrie made a motion to approve the minutes from the January 16, 2024 meeting. Motion carried by voice vote.

Discussion and possible action on recruitment documents: Chairman Keeney turned the meeting over to David Bretl. David went over the schedule that was discussed at the previous meeting. Everyone was in agreement of the dates selected. David then went over the job description and suggested changes. Jon explained the results of the assessment that department heads and County Board members filled out. Salary information was briefly discussed. David then went over the advertisement for Grant County and discussed the confidentiality clause. Once the draft brochure is complete Chairman Keeney will email it out to the committee for comments. Chairman Keeney will give final approval. The Ad Plan was discussed and the Committee would like to add Wisconsin Universities.

Confirmation of Recruitment timeline: On March 22, 2024 Jon will meet with the committee before the interviews start. David will meet with department heads at the same time. On March 21, 2024 at the Meet and Greet, the candidates will be given time to speak. Then there will be three to four tables set up and each candidate will have about 20 minutes at each table with department heads and county board members. The candidate will then rotate to the next table.

Adjournment: Roger Guthrie, second by Joseph Mumm made a motion to adjourn until March 12, 2024 at 11:00 a.m. Motion carried by voice vote.