

EXECUTIVE COMMITTEE

Wednesday, January 26, 2011

1:00 P.M.

MEMBERS PRESENT: Tara Johnson, Jill Billings, Vicki Burke, Sharon Hampson, Marilyn Pedretti, Roger Plesha, Charles Spiker

MEMBERS EXCUSED: Steve Doyle, Don Meyer

MEMBERS ABSENT: None

OTHERS PRESENT: Margaret Norden, Bill Shepherd, Monica Kruse, Ray Ebert, Bob Taunt, Samantha Marcus

CALL TO ORDER AND ROLL CALL

Vice-Chair Tara Johnson called the meeting to order at 1:05 p.m.

PUBLIC COMMENT

None requested.

REVIEW NEWSPAPER ADS AND TIMELINE FOR FILLING COUNTY CLERK POSITION

Bob Taunt reported that the ad was run in the *La Crosse Tribune* twice with publication on three days for each ad. The second ad changed the date of acceptance of letters of interest from January 6, 2011 to January 19, 2011. It was also placed on the County website. Because it is an elected position, the usual County application was not used, and instead letters of interest were requested.

COUNTY CLERK JOB DESCRIPTION, DUTIES AND QUALIFICATIONS

Bob Taunt reported that the job description was based on both statutory requirements and the needs of the County Board and what the Clerk's position does for them. Bill Shepherd reviewed Wisconsin Statutes that are applicable to this position including Wis. Stat. s. 59.20 that prescribes eligibility for county office, s. 59.23 which addresses duties of the position and s. 6.02 and s. 6.10 which define qualifications and residency requirements.

DISCUSS AND DETERMINE COUNTY CLERK SELECTION PROCESS

Vice Chair Johnson asked for input regarding background experience or other criteria committee members were seeking in an applicant. Suggestions included: Computer literacy; ability to work with multiple priorities; knowledge of the law; election experience; other comparable, applicable experience; public communication skills; and managerial experience. A selection process was then discussed.

INITIAL REVIEW OF APPLICATIONS

Bob Taunt distributed a scoring sheet. Committee members read through all the application materials, and each member ranked each applicant on a scale of 1 through 10, with 10 as the highest score. Scores were totaled by Taunt. The top four candidates were announced to advance to the background screening and interview process.

DETERMINE NEXT STEPS

Bob Taunt stated that the Personnel Department would draft interview questions, and the final questions would be determined by the committee prior to the interviews.

CONFIRM FUTURE MEETING DATES

Interviews will be conducted on Tuesday, February 1, 2011. The committee will meet prior to interviews at 12:45 p.m. Interviews will begin at 1:00 p.m.

ADJOURNMENT

MOTION by Burke/Pedretti to adjourn. **Motion carried unanimously.** The meeting adjourned at 2:57 p.m.

Approved, February 10, 2011, Margaret Norden, Recorder