

ADHOC COMMITTEE FOR COUNTY ADMINISTRATOR

May 20, 2021 at 2:00 p.m.

Meeting Minutes

The Adhoc Committee for County Administrator met on Thursday, May 20, 2021 at 2:00 p.m. in the Howard Male Conference Room.

COMMISSIONERS PRESENT: Bob Adrian, Chairman
 Marty Thomson
 Kevin Osbourne
 Don Gilmet
 Brenda Fournier, guest

OTHERS PRESENT: Gerald Fournier
 Tammy Sumerix-Bates, Executive Manager
 Lynn Bunting, Board Assistant

INFORMATION ITEM: Bob reported John Amrhein, MSU Extension, presented to the Full Board at a Special Full Board meeting on the process of hiring and the difference between a County Administrator, Coordinator and Controller. The Committee reviewed and discussed the updated job description for County Administrator and will present to the Full Board their recommendation. Moved by Commissioner Gilmet and supported by Commissioner Thomson to recommend the below Action Item. Motion carried unanimously.

ACTION ITEM #1: The Committee recommends approving the Administrator job description and to proceed with advertising to hire a County Administrator with existing Adhoc Committee setting up the process.

INFORMATION ITEM: Discussion Budget, Finance, personnel issues, and long-term planning along with Standing and Outside Committees.

INFORMATION ITEM: Commissioner Thomson informed the Committee that the Administrator position would require resolutions approved by the Full Board to designate his/her authority.

INFORMATION ITEM: Commissioner Fournier shared her concerns of hiring a County Administrator and her recommendation.

INFORMATION ITEM: Discussion on the need for a budget plan for the County to be created by an Administrator and for long-term planning.

INFORMATION ITEM: Discussion held on format for candidates and how interview process would be held and should we hire a firm to do a search or should the County advertise.

INFORMATION ITEM: Chair Adrian reported the following steps need to be taken once job description is approved.

- 1) Hold another meeting to work on a contract with wage scale and a detailed duties structure.
- 2) Decide on a firm to do the search or for the Committee to do.
- 3) Advertise.
- 4) Put together Scoring/Questions for Interviews.
- 5) Set up Interviews.

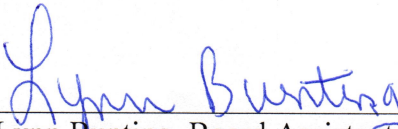
Moved by Commissioner Thomson and supported by Commissioner Gilmet to recommend the below Action Item. Motion carried.

ACTION ITEM #2: The Committee recommends setting a pay range of \$85,000 to \$115,000 for a County Administrator position pending experience and qualifications.

Moved by Commissioner Osbourne and supported by Commissioner Thomson to adjourn the meeting. Motion carried unanimously.

Meeting adjourned at 3:23 p.m.

Bob Adrian, Adhoc Chairman



Lynn Bunting, Board Assistant

llb/tsb