



*Sawyer County Wisconsin*



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## **Organizational Development 11/12/2014**

**DRAFT** - minutes of the meeting of the Organizational Development Committee

Sawyer County Board of Supervisors

Wednesday; November 12, 2014; 3 p.m.; Assembly Room; Sawyer County Courthouse

members present: County Board members Ron Kinsley and Warren Johnson and County Treasurer Dianne Ince

also present: County Board Chair Hal Helwig and County Clerk Kris Mayberry

The Committee reviewed County Board Evaluation forms completed and returned by 8 of the 15 members of the Sawyer County Board of Supervisors and the Board and Administration Responsibilities form completed and returned by 5 of the 15 members of the Sawyer County Board of Supervisors.

The Committee reviewed 2 proposed options for a County Administrator position description prepared by Committee member Warren Johnson (using position descriptions obtained from other Wisconsin counties). Motion by Johnson, 2<sup>nd</sup> by Ince, to recommend County Board approval of the 3 page position description presented by Mr. Johnson. Motion carried.

The Committee discussed whether to utilize Northwest Regional Planning Commission Executive Director Myron Schuster for the recruitment of a County Administrator. Mr. Schuster was not available to present the Committee with a proposal for the services to be provided and the fees that would be charged. County Board Chair Hal Helwig attempted to elicit that information by calling Northwest Regional Planning Commission. Motion by Ince, 2<sup>nd</sup> by Johnson, to recommend County Board approval to utilize Mr. Schuster for the recruitment of a County Administrator, providing the amount charged for the services does not exceed \$1,500. Motion carried.

The Committee determined to meet on Wednesday, December 3, 2014, at 2 p.m., with the following agenda for the meeting: Agreement for services of Northwest Regional Planning Commission for recruitment of County Administrator; Recruitment of County Administrator; Development of a position description for a County Administrator and for County Board members; Development of County Board policies, including defining the functions of and relationship between the County Administrator position and members of the County Board.

Motion by Johnson, 2<sup>nd</sup> by Ince, to adjourn the meeting. Motion carried.

minutes prepared by Sawyer County Clerk Kris Mayberry