



# MARATHON COUNTY EXECUTIVE COMMITTEE

## AGENDA

Date & Time of Meeting: **Tuesday, August 27, 2019, at 5:30 p.m.**

Meeting Location: Marathon County Courthouse, Employee Resources Conference Room–500 Forest Street, Wausau WI

**Committee Members:** Kurt Gibbs Chair; Craig McEwen, Vice-Chair; Matt Bootz; Sara Guild, Jacob Langenhahn, Allen Opall, John Robinson, E J Stark, Jeff Zriny

**Marathon County Mission Statement:** *Marathon County Government serves people by leading, coordinating, and providing county, regional, and statewide initiatives. It directly or in cooperation with other public and private partners provides services and creates opportunities that make Marathon County and the surrounding area a preferred place to live, work, visit, and do business. (Last updated: 12-20-05)*

**Executive Committee Mission Statement:** *The Executive Committee of the Marathon County Board exists for the purpose of implementing the County's Strategic Plan by coordinating policy formation among the Committees, and providing leadership for all County Board policies through supervision of Administrative staff.*

### 1. Call Meeting to Order

### 2. Policy Issues Discussion and Committee Determination

#### A. Recruitment of the County Administrator Position

1. Create a Task Force to Establish Recruitment Process and Timeline
2. Create an Employment Agreement
3. Update Job Duties and Qualifications

### 3. Operational Functions Required by Statute, Ordinance, or Resolution – None

### 4. Educational Presentations/Outcome Monitoring Reports- None

### 5. Next Meeting Date & Time, Location, Future Agenda Items

- Committee members are asked to bring ideas for future discussion and educational presentations for the County Board.
- Next Meeting: Tuesday, September 3, 2019 at 4:00 p.m. in the Assembly Room

### 6. Announcements

### 7. Adjournment

\*Any person planning to attend this meeting who needs some type of special accommodation in order to participate should call the County Clerk's Office at 715-261-1500 or e-mail [infomarathon@mail.co.marathon.wi.us](mailto:infomarathon@mail.co.marathon.wi.us) one business day before the meeting.

SIGNED /s/ Kurt Gibbs  
Presiding Officer or Designee

FAXED TO: Wausau Daily Herald, City Pages, and  
FAXED TO: Other Media Groups  
FAXED BY: M. Palmer  
FAXED DATE: \_\_\_\_\_  
FAXED TIME: \_\_\_\_\_

NOTICE POSTED AT COURTHOUSE  
BY: M. Palmer  
DATE: \_\_\_\_\_  
TIME: \_\_\_\_\_

## COUNTY ADMINISTRATOR RECRUITMENT AND SELECTION TASK FORCE

1. Mission/Purpose Statement: The Task Force is created to establish and oversee a recruitment and selection process to fill the position of Marathon County Administrator. Additionally, the Task Force shall engage outside counsel to draft and negotiate an Employment Agreement with the top candidate to fill the County Administrator position. Ultimately, both the County Administrator position appointment and the Employment Agreement must be approved by majority vote of the County Board consistent with 59.18 County Administrator, (8) Vacancy, How Filled.
  2. Membership: The County Board Chair shall chair the Task Force. Additional members shall include:
    - A. Vice Chair of the County Board
    - B. A County Board member still in their first term of office.
    - C. A representative of the business community, preferably with human resource management experience.
    - D. A representative of higher education.
    - E. A representative of the County Executives and Administrator's Association
    - F. A representative of the legal community, preferably with experience in municipal law.
  3. Statutory Responsibilities: Task Force members shall conduct their work consistent with Wisconsin Statutes 59.18 County Administrator with particular notice to these subsections:
    - (2) Duties and Powers
    - (6) Qualifications for Appointment
    - (7) Removal
- Additionally, the Task Force is responsible for seeing that candidate employment applications/materials are held confidential until a determination of finalists for the position is made. Once the list of applicants is narrowed to less than five candidates Section 19.36(7) Identities of Applicants for Public Positions may require the public release of the applicants' materials of the finalist candidates by the Task Force.
4. Term: The Task Force shall begin its work immediately following the adoption of its charter and confirmation of its membership. The term will extend to March 1, 2020.
  5. Reporting Relationships: The Task Force reports to the Executive Committee and shall provide a monthly update on progress each month that the Task Force exists. The County Board Chair shall be responsible for keeping the County Board of Supervisors updated on the progress of the recruitment and selection process.
  6. Duties and Responsibilities: The Task Force shall:

- A. Update the Marathon County Administrator job description to ensure that the most important job duties and responsibilities are listed and that the educational and experiential requirements of the position are substantially related to success in the position.
- B. Establish and oversee a process where educational degrees are confirmed, prior and current employers are contacted and asked for **job** related information about the candidate, personal references are contacted and all of the information is compiled into a report that can be considered by the County Board of Supervisors in the process of confirming an appointment.
- C. Identifying a list of competencies critical to success in the position. An example of “competencies” developed for the Deputy County Administrator position are:

As a leader in the County system, the Deputy County Administrator needs a broad range of competencies. Those listed in this section are particularly important to success on the job:

**Influencing skills including:**

- Promoting own position and ideas with confidence and enthusiasm.
- Anticipate the positions and reactions of others accurately.
- Knowing whom to involve and when.

**Promoting collaboration by:**

- Building team cohesiveness by establishing communications and reinforcing shared values.
- Inviting and building on the ideas of others.
- Promoting teamwork among groups and discouraging “them vs. us” thinking.

**Engaging and inspiring others by:**

- Fostering a sense of urgency, ownership, and personal commitment to work.
- Creating a work environment that encourages others to do their best.

**Financial skills including:**

- Ability to prepare realistic estimates of budget, staff and other resources.
- Make prudent decisions regarding significant expenditures.

**Additionally, the selected candidate must be able to:**

- Effectively prioritize their own work and manage their time.
- Identify underlying issues and root causes of problems.
- Make decisions based on sound logic and rationale.

- Understand the unique role of County Government in Wisconsin and our relationships with other units of government.
- Understand the legal environment and make decisions that are consistent with local, state and federal laws, rules and regulations.

These competencies shall be considered when creating interview questions and evaluating the responses of candidates.

- D. Establishing an interview team to do an initial screening interview of candidates with the goal of identifying the top 3 – 5 finalists who will advance to a second interview conducted by the Executive Committee. The interview team shall include representatives of the Marathon County community and shall not be limited to officials or employees of Marathon County.
- E. Suggest a set of job related interview questions and evaluation guidelines to both the initial screening interview team and the Executive Committee that are consistent with all laws prohibiting discrimination in employment.
- F. Establish a process for attracting job applicants including and not limited to:
  - Advertisements of the position with the Wisconsin Counties Association, National Association of Counties and Wisconsin City-County Managers Association.
  - Development of recruitment materials that markets both the Marathon County Administrator position and also Marathon County community, as a desirable place to live, and the accomplishments of Marathon County government **in** building a strong work culture and in providing high quality public services to its residents.