

**AD HOC COMMITTEE TO RECOMMEND ONE OR MORE CANDIDATES TO FILL  
UNEXPIRED TERM OF COUNTY CLERK  
Minutes – May 21, 2015**

**Call to Order.** Chair Mawhinney called the meeting of the Ad Hoc Committee to order at 8:05 A.M. on Thursday, May 21, 2015, in Conference Room N-1, Rock County Courthouse East.

**Committee Members Present.** Supervisors Mawhinney, Kraft, Driscoll, Fell, Fox and Podzilni.

**Committee Members Excused:** Supervisor Beaver.

**Staff Members Present.** Josh Smith, County Administrator; Nick Osborne, Assistant to County Administrator; Vicki Brown, Treasurer; Jodi Timmerman, Deputy Corporation Counsel; Amy Spoden, Acting Human Resources Director; Jeff Kuglitsch, Corporation Counsel.

**Others Present:** Supervisor Brien.

**Approval of Agenda.** Supervisor Fox moved approval of the agenda as presented, second by Supervisor Kraft. ADOPTED.

**Citizen Participation, Communications and Announcements.** None.

**Approval of Process for Appointing New County Clerk.** Ms. Spoden went over the interview process.

Mr. Osborne said he would get the Committee a list of questions that cannot be asked; that he would be there in an advisory capacity only, that he will not have a vote and will not be rating the candidates; and in order for the members vote to count they must be present for all the interviews.

Mr. Osborne said there are nine candidates and asked if they Committee wished to interview all candidates or have Human Resources screen them with a set of criteria.

Chair Mawhinney asked how things had been done last time. Mr. Kuglitsch said the committee had interviewed all candidates, the questions were read the same way by the same person, and the candidates answered all questions.

Supervisor Fox asked about background checks. Ms. Spoden said the Committee will select the top candidate(s) and background checks will be run as well as references being checked.

Supervisor Fox said he felt they should interview all nine candidates. The Committee were all in agreement to this.

Mr. Osborne asked if the Committee wished to do second interviews. Mr. Kuglitsch said they would need to see how the first interview goes first. The Committee agreed to wait until after the first interviews before they decided if a second interview would be needed.

Mr. Osborne said the Committee is free to recommend one or more than one candidate. Supervisor Fox said he felt this decision should be made after the first interview to see how many strong candidates there may be. The Committee were all in agreement to this.

Mr. Osborne asked how they would like the questions read. The Committee all felt the questions should be read by Mr. Osborne for all the candidates.

Mr. Osborne said there will be a number scale under each question for the Committee to rate the answers; that the meeting is an open meeting; and asked if the Committee wished to have the questions given to the candidate 10 minutes prior to the interview. The Committee were in agreement to this.

Mr. Osborne said he has a list of questions and asked the Committee if they had any questions they would like asked to submit them to him in writing. Chair Mawhinney asked how many questions there would be. Mr. Osborne said 10 to 12 questions takes about one half hour and that he thought 8 to 10 questions for the first interview would be good and would keep the interviews to about one half hour. The Committee were all in agreement with this.

Mr. Osborne said Ms. Stottler's last day in the office will be June 1 and her last day with the County will be June 30. This would make July 1 the first date for the new County Clerk to start. He asked the Committee when they would like to do the interviews. Supervisor Driscoll and Supervisor Fox suggested the first week in June. Mr. Kuglitsch said they would then be able to take the appointment to the County Board on June 25.

Mr. Osborne said Ms. Stottler is willing to do some training but we cannot require her to do this.

Supervisor Driscoll suggested holding the interviews the morning of June 1. The Committee were all in agreement to holding the interviews on June 1, at 8 A.M. in Conference Room N-1/N-2.

Mr. Kuglitsch said the person would need to give notice. Ms. Brown said it depended on how much the person wants the job as to when they will start. She added that she came in a month early and worked as a seasonal employee.

**Adjournment.** Supervisor Fox moved adjournment at 8:29 A.M., second by Supervisor Podzilni. ADOPTED.

Respectfully submitted,

Marilyn Bondehagen  
Confidential Administrative Assistant

**NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.**