

**County Administrator Taskforce
Meeting Minutes
June 2, 2016**

Committee Members Present: Kerry Brennan, Ed Bronson, Tim Cutler, Scott Falvey, Nonie Flynn, Deb Minor, Mark Morris, Jim Multer, Jim Smith

Committee Members Excused: Doug Paddock

Public Attendance: Terry Button, Tim Dennis, Elden Morrison

Taskforce Vice-Chairman Mark Morris called the meeting to order at 4:50 p.m.

Taskforce and Public Attendance Discussion:

- Mark Morris started the meeting by stating Chairman Paddock was not able to attend the meeting, however, his goal for this meeting would be to establish the process for applicant review and the interview process.
- Suggestions were made that additional criteria columns be added to the existing spreadsheet that was provided by Personnel Officer Brennan, which would assist the Taskforce with the applicant review process.
- There was discussion in regards to the Personnel Officer and whether or not that individual in her capacity could narrow down the list of the existing 23 qualified candidates. It was the general consensus of the committee that it was not the Personnel Officers role to do that in this particular situation and that it would be up to the entire Taskforce to perform this role.
- Tim Cutler made the following recommendation:
 - Each Taskforce member review and evaluate the applicants.
 - Each member should then select who their top 10 applicants are.
 - Each member should select who their bottom 5 applicant are.
 - Each member will then send their selections to Tim Cutler.
 - Tim Cutler will populate the responses into the spreadsheet and send out to everyone on June 9th. The results will be used for discussion at the June 13th meeting.
 - Tim Cutler recommended everyone take notes on how they arrived at their decisions, so during the discussion on the 13th justification can be provided.
 - Taskforce members are to have their selections to Tim Cutler by 5:00 PM on June 8th.
- Tim Cutler explained the role of phone interviews. Further discussion will be needed at the June 13th meeting on which candidates need to be phone screened and to discuss the questions that will need to be asked to obtain the missing information to determine if an onsite interview is warranted. Also, further discussion is needed to determine who will perform the phone interviews.
- The Taskforce agreed that the Taskforce would narrow the applicant pool down and complete the phone interviews and whatever else is decided on. Then once the Taskforce

settles on the top finalists the entire Legislature and the Management Team will meet and/or interview them. It was also discussed that as part of the interview process that the finalists should prepare and present a presentation on a topic to be determined on in the future.

Action Items:

- Taskforce members to review applicant submissions and submit to Tim Cutler by 5:00 PM on Wednesday June 8th their top 10 selections and their bottom 5 selections.
- Tim Cutler to send out the results of the submissions on June 9th.
- Taskforce members should take notes and come prepared to the June 13th meeting to defend their applicant selections.
- Taskforce members should start thinking about interview questions and questions they would like applicants to answer. Tim Cutler will send out a form that will help to assist in compiling this information.
- Kerry Brennan to disseminate the interviewing resources that Tim Cutler discussed.
- Kerry Brennan to revise the existing spreadsheet to include the specified criteria the Taskforce selected and disseminate to the Taskforce by 5:00 PM on June 3rd.

Future meetings:

- The next Taskforce meeting is tentatively scheduled for June 13th at 2:00 PM. The time may vary depending on the conclusion of the Legislature Meeting that starts at 1:00 PM. The Taskforce meeting will start promptly after the Legislature Meeting. Mark Morris, Doug Paddock and Tim Dennis will coordinate the meeting time and the public notice.

Future meeting minute taker:

- Someone will need to be assigned this task at the opening of the next meeting.

Meeting adjourned by Mark Morris at 5:35 p.m.