

**VILLAGE OF WESTON
BOARD MINUTES**

SPECIAL MEETING

TUESDAY, JANUARY 10, 2012

I. *CALL TO ORDER*

President Schuster called the Village Board meeting to order at 6:00 p.m. Trustees present were White, Jaeger, Maloney, Porlier, Ziegler and Ermeling. Clerk Weinkauff and Committee Members Evans and Hegg were also present.

II. *NEW BUSINESS*

A. *Administrator Recruitment Process*

Schuster said the purpose of this meeting is to determine what kind of process would be best to go through for the recruitment of an Administrator. Hegg explained the process used at Greenheck. Schuster explained the process that Kronenwetter used. Evans said the Board needs to decide what their priorities are through a survey. Schuster said most of the Board members are looking for someone that knows about lean government and economic development. White said also someone who has experience dealing with state and federal officials. Ziegler said some experience with grant matrix is important. Porlier said someone with a vision for Weston. Ermeling said someone with business sense (meaning HR knowledge, knowing state and federal regulations, handling disciplinary processes, dealing with the public, and budget). White said we should not eliminate someone that is new or has just come out of college. After a short discussion the members decided the person should have 3 to 5 years experience. Schuster asked if the Personnel Committee would want to review all the resumes and narrow it down. Maloney, Hegg and White said yes. It was decided there should be a rating system. Maloney suggested having each member review the resumes individually. There was a short discussion on background checks. Hegg asked about the interview process. Schuster said in the past the Village Board interviewed the finalists. Porlier said to use a rating scale, but to be consistent across the board. Ziegler suggested the Personnel Committee narrow the candidates down to five. Schuster suggested the Personnel Committee narrow it down to 10. The Village Board and Personnel Committee would then have a joint meeting and narrow it down to five. It was decided the five finalists would be given the Predictive Index survey. It was also decided the Board members would take the predictive index PRO. Evans suggested asking staff for their input on what they would like to see in an Administrator. It was decided the question to staff will include the top 5 qualities they would like to see in an Administrator. Maloney said it is important this person be hands-on and work well with other communities. Weinkauff asked if the same question being sent to staff members be sent to the Village Board. The members said yes, and to also send it to the Police Chief and School Superintendent. It was decided Hegg and Weinkauff would work on drafting a scoring card. White said the applications/resumes should not leave the building at all. The members agreed. The Personnel Committee members will come in individually and review them. Evans asked Weinkauff to put together a step-by-step process and send to the members to review. Schuster said within 10 days Hegg and Weinkauff should have the scoring/rating card complete. The Board will also take the PRO during those ten days. Once the scoring/rating card is agreed upon by the Board the Personnel Committee members can review the applications/resumes. They should be done reviewing those in one week. It was also decided another letter should be sent to the applicants explaining the recruitment process. A joint meeting will be held on February 21st at 6:00 p.m. between the Personnel Committee, Village Board and John Evans. At that time the members will review 10 applications/resumes and narrow it down to 5. The goal is to try to have an Administrator hired by early April.

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III. CONVENE TO CLOSED SESSION PER SS 19.85 (1)(c)

A. Review Administrator Resumes

The Board members did not go into Closed Session.

IV. RECONVENE FROM CLOSED SESSION

V. POSSIBLE ACTION ON MATTERS DISCUSSED IN CLOSED SESSION

VI. ADJOURN

**M/S/P Maloney/Ermeling: to adjourn the meeting at 7:05 p.m.*

Respectfully,



Sherry Weinkauff
Village Clerk