

**DODGE COUNTY FINANCE COMMITTEE**

APRIL 8, 2022 9:30 A.M., or Upon Adjournment of the Executive Committee meeting, whichever occurs later  
FIRST FLOOR - ROOMS H & I AUDITORIUM  
DODGE COUNTY ADMINISTRATION BUILDING, JUNEAU, WI 53039

The meeting was called to order at 10:13 a.m. by Dodge County Finance Committee Chairman, David Frohling.

Members present: Benter, Caine, and Frohling.

Member(s) absent: Kavazanjian (Excused) and Sheahan-Malloy (Excused).

Others present: Interim Finance Director Eileen Lifke; Dodge County Administrator Jim Mielke; Deputy County Clerk Christine Kjørnnes; Human Resources Director Suzanne Immel; County Board Chairman Russell Kottke and Public Administration Associates (PAA) representative David Bretl.

There was no Non-Committee Member County Board Supervisor requesting payment for attending the meeting.

Public Administration Associates (PAA) representative David Bretl reviewed the following:

- Job Description (Attachment 1) – Mr. Bretl commented that he made the changes to the job qualifications that were discussed at the March 29, 2022 meeting. The changes he made are as follows: “Bachelor’s degree in Finance, Accounting, Public Administration, or Business Administration with ~~seven~~ <sup>(7)</sup> five (5) years’ progressively responsible ~~municipal~~ **government** accounting...”
- Draft of Advertisement (Attachment 2) – He provided an overview of the advertisement. The salary range will be determined in the closed session of the April 8, 2022 meeting. The deadline for submitting applications is May 9, 2022.
- Finance Director, Dodge County, Wisconsin, Position Profile – Mr. Bretl reviewed the position profile, and per requests made by the Executive Committee at the April 8, 2022 meeting, Mr. Bretl commented that Wal-Mart Distribution Center will be added to page 2 under the Economy section, and a picture of Clearview will be added to page 6 to replace the construction picture.
- Dodge County Finance Director Recruitment Plan (3/29/2022) – (Attachment 4) – He reviewed the dates that were determined at the March 29, 2022. He recommended that June 9, 2022 include a meet and greet with department heads. County Administrator Jim Mielke recommended that each candidate meet with the Finance Department Staff.
- Dodge County Ad Plan – Finance Director – The ad plan includes where the advertisement will be posted. Mr. Bretl will research where to advertise to consider individuals with a school background.

Upon a motion duly made and carried, the Committee convened in Closed Session pursuant to Section 19.85(1)(e), Wis. Stats., for the purposes of discussing strategies for the recruitment of the Finance Director, including the compensation therefor, which are of a competitive nature; specifically to discuss:

- a. target pay range
- b. other possible recruitment options for attracting qualified candidates

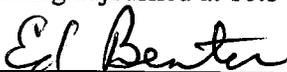
Motion by Benter, seconded by Caine to convene in closed session, at 10:36 a.m. Motion carried.

Motion by Caine, seconded by Benter to reconvene in open session, at 10:50 a.m. Motion carried.

Motion by Caine, seconded by Benter to post the job of the Finance Director at the salary range of \$116,022 - \$130,000. Motion carried.

The next regular meeting of the Finance Committee will be held on Monday, April 11, 2022, at 8:30 a.m.

Meeting adjourned at 10:54 a.m. by the order of the Chairman.



Ed Benter, Secretary

**Disclaimer: The above minutes may be approved, amended or corrected at the next committee meeting.**