



**PERSONNEL COMMITTEE**  
**THURSDAY, JANUARY 8, 2015 – 4:00 PM**  
**CITY HALL, CONFERENCE ROOM 2A**

**AGENDA**

1. Meeting called to order by Chairman Kupsik
2. Roll Call
3. Comments from the public limited to 5 minutes
4. Approve the Personnel Committee minutes for November 20 and December 8, 2014, as prepared and distributed.
5. Discussion/Recommendation regarding information provided by GovHR.
6. Adjourn

*This is a meeting of the Personnel Committee.  
No official Council action will be taken; however, a quorum of the Council will be present.*

1/5/15 5:30 pm  
cc: Aldermen, Mayor, Administrator, Attorney, Media

# **PERSONNEL COMMITTEE MINUTES**

**THURSDAY, NOVEMBER 20, 2014 – 4:00 P.M.**

**CITY HALL, CONFERENCE ROOM 2A**

Meeting was called to order by Chairman Kupsik at 4:08 p.m.

**Roll Call.** Present: Aldermen Chappell, Hill, Kupsik, Hedlund, and Wall. Also in attendance: City Administrator Jordan, City Clerk Waswo, and City Comptroller Pollitt.

**Comments from the public limited to 5 minutes.** None.

**Approval of Personnel Committee minutes for May 27, 2014, June 9, 2014, June 16, 2014, June 25, 2014, July 28, 2014, August 15, 2014 and September 25, 2014 as prepared and distributed.**

Hedlund/Hill motion to approve minutes as prepared and distributed. Unanimously carried.

## **Discussion/Recommendation on hiring a Treasurer for the City.**

Lorraine Briere was recommended by City Administrator Jordan. Her official title is Financial Analyst/Treasurer. This is a full time, hourly position with benefits. Ms. Briere has proven to be very efficient in her duties and has helped with the work load to the City Comptroller.

Hill/Hedlund motion to approve. Motion carried.

## **Discussion/Recommendation on RFPs for search firms for City Administrator Position.**

The Committee discussed the five proposals they received back. Alderman Kupsik questioned if the Mayor wanted an ad hoc committee to hire the City Administrator. The Personnel Committee will hold interviews with The Nowak Consulting Group, PPA and GovHR USA. Motion carried unanimously.

## **Discussion/Recommendation on changes to organizational chart.**

City Clerk Waswo went over the recent changes to the organizational chart. The changes were noted as the Assistant City Clerk, Front Clerk A, Front Clerk B and Financial Analyst/Treasurer.

Hill/Wall motion to make the changes as recommended on the organizational chart. Motion carried.

## **Adjournment**

Wall/Kupsik motion to adjourn at 4:38 p.m. Unanimously carried.

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/s/ Stephanie Gunderson, Assistant City Clerk

**THESE MINUTES ARE NOT OFFICIAL UNTIL APPROVED BY THE PERSONNEL COMMITTEE**

**SPECIAL PERSONNEL COMMITTEE MINUTES**  
**MONDAY, DECEMBER 8, 2014 – 5:00 P.M.**  
**CITY HALL, CONFERENCE ROOM 2A**

Meeting was called to order by Chairman Kupsik at 5:02 p.m.

**Roll Call.** Present: Aldermen Chappell, Hill, Hedlund, Kupsik and Wall. Also in attendance: Mayor Connors and City Administrator Jordan.

**Comments from the public limited to 5 minutes.** None.

**Discussion/Recommendation on hiring a search firm for the City Administrator Position.**

The Committee met to discuss hiring a search firm for the City Administrator position. At the last Personnel meeting, the City Administrator was directed to call communities and individuals who were given as references by PAA and GovHR. The City Administrator provided information he received from the calls he made to the communities and individuals. After reviewing the information provided, the Committee voted to recommend GovHR as the firm to conduct the executive search.

Hill/Kupsik motion to recommend GovHR to perform the search for City Administrator. Unanimously carried.

**Adjournment**

Wall/Hill motion to adjourn at 5:33 p.m. Unanimously carried.

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/s/ Dennis Jordan, City Administrator

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**To:** Lake Geneva City Administrator Search Committee  
**From:** Lee Szymborski, Senior Vice President, GovHR USA  
**Date:** December 26, 2014  
**Subject:** Developing a profile for the next City Administrator

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Thank you for the opportunity to assist you in your search for a new City Administrator. The search process will be an exciting time for the Committee and Lake Geneva's city leaders, because the opportunity to select an organization's Chief Administrative Officer does not come around too often. Thus, identifying key attributes of the ideal candidate is an important first step in shaping the future of the organization.

I suggested to Alderman Kupsik a recruitment calendar that has me meeting with the Committee on Thursday January 8<sup>th</sup>. Ahead of that meeting, I am hoping to stimulate Committee members' thinking about their ideal candidate's traits and experiences, and to ask you about the organizational and community issues we want to be sure to highlight to potential candidates. We'll cover these questions in our first meeting, but if Committee members have some spare time over the holidays, when we meet in January we'll be that much further ahead.

The input I'll gather from the questions posed in this memo, and our initial meeting, will serve as the basis for the position announcement and recruitment brochure. To be sure, before the profile and brochure is finalized, the Committee's approval will be sought.

Again, if you have some time before we meet, please consider the following questions and email your thoughts to me by January 6<sup>th</sup>, or jot down some notes to yourself and we'll discuss them when we meet in person. I am looking more for impressions, thoughts and ideas from which I will organize into a profile after we meet in person. In other words, I'm looking for bullet-point impressions and reactions; it'll be my job to take those ideas and thoughts and put them into a rounded-out profile.

1. What type of educational background and work experience will you require or prefer from candidates? Typically, for an organization the size of Lake Geneva, you might seek someone with 7 – 10 years of managerial experience (or would the Council prefer someone with more experience which, of course, may influence the salary you could expect to pay), a B.A. in public or business administration, political science, urban studies or related studies; a Master's in public or business administration or related field of study preferred.
2. What particular skills should the next Administrator possess? Most candidates will be generalists, yet they may also have developed particular areas of expertise, depending on their previous employer(s). For example, when thinking about the upcoming issues and challenges for

the City, do you want a candidate to have experiences and skills in the areas of economic development or planning? Do you prefer someone's strengths to be in finance, or perhaps human resources? Do you want someone to have experience as an Administrator, or are you open to considering an Assistant Administrator, or perhaps department head experience, from a larger community?

3. What type of management style do you seek from your next Administrator? Do you seek someone with strong communication skills? Do you expect a lot of interaction not only among elected officials and staff but with external stakeholders as well, such as Chamber of Commerce and intergovernmental representatives? Do you want the candidate to be technologically savvy? Should the candidate have experience in strategic planning; should he or she possess strong financial management and financial forecasting skills? What other skills and experiences do you hope the next Administrator to bring to the organization?
4. What are the ideal personal qualities and traits you desire the next Administrator to possess?
5. The brochure will describe the City's governmental structure, the organization and the community's challenges and aspirations. It will include some of the upcoming short term (one year) and long-term (two – five years) challenges, issues and opportunities that the Common Council will expect their next Administrator to tackle. Those issues may include those that are internally or organizationally focused, as well as external, or community issues. What are some of those challenges and opportunities that may face the new Administrator?

Also attached please find a proposed recruitment calendar which we'll discuss when we meet. Thanks in advance for your feedback. In the event you try to reach me, please know I will be on vacation and not able to access my email the week of December 28<sup>th</sup>. Happy New Year, and I very much look forward to working with you.

**City of Lake Geneva, WI – City Administrator  
Proposed Recruitment Schedule**

<b>Date</b>	<b>Task</b>
December 26, 2014	Consultant sends questionnaire to Search Committee. Questionnaire seeks input on candidate experience, background; organizational challenges, opportunities; community challenges, issues, etc.
January 8, 2015	Consultant meets with Search Committee. Reviews results of the questionnaire, conducts additional interviews, and discusses additional components of the search.
January 8 – January 26	Consultant submits draft Position Announcement and Recruitment Brochure to Search Committee for review and approval.
January 19, 2015	Position Announcement ads placed.
January 26, 2015	Brochure finalized and placed on GovHR USA Website; Brochure sent to potential candidates.
February 23, 2015	Deadline for resumes.
February 23 – March 13, 2015	Consultant reviews resumes, interviews candidates, conducts background reviews, due diligence, etc. Consultant narrows field to 8 – 10 candidates for further consideration.
March 17, 2015	Consultant submits Recruitment Report to Search Committee.
March 19, 2015	Consultant meets with Search Committee to review candidates for the interview process.
Week of March 30, 2015	City conducts interviews.