

**MINUTES  
SEARCH COMMITTEE  
THURSDAY, MAY 20, 2021  
4:00 p.m.  
R.O.E. Conference Room**

Chairman Obert called the meeting to order at 4:03pm.

Members present were: Matt Obert, Les Post, Bob Reich, and Raquel Piazza.

Members absent were: Bret Austin

Others in attendance: Ryan Niekamp, Gary Farha, Drew Zimmerman

Chairman Obert asked for a motion to approve the minutes from the April 27, 2021 committee meeting. Mr. Reich made a motion to approve the minutes, seconded by Matt Obert. The committee approved the minutes as printed unanimously.

Chairman Obert moved into new business and wanted to discuss the job description. The job description had a lot in it from human resource functions, budgeting functions, payroll functions, and some technology support. Mr. Obert stated that with his conversation with Chairman Snider, this position would go ahead and oversee the two positions in the County Board Office now so those position would report directly to this person. Mr. Obert stated that this person should have some level of supervisory experience since they will have direct reports. Mr. Obert stated that the second item he remembers from the previous committee meeting, is that the Board has a pretty good person overseeing HR currently, so this new person might need to have as much focus on HR experience but should have a knowledge base of it. Mr. Post stated that this is almost a 180 from where the Board was three years ago when the Board wanted someone with extensive HR experience and knowledge. Mr. Obert stated that the Board is wanting to find someone with experience with budgets, and numbers this time around. Mr. Obert stated that the next big item they should look for is someone who can build relationships. This person would have to work with many different personalities and a lot of leaders. Mr. Obert reminded the committee that our elected leaders have statutory oversight within their office, but the County Board would like to see consistency throughout the county to mitigate the risks and liabilities with different practices throughout. Mr. Obert stated that he wants this person to understand that they are an assistant and support and not a supervisor to any office other than their own – but they need to be a collaborative partner with the office holders and a support to them. Ms. Piazza asked if the IT employees would be reporting to this person. Mr. Obert stated that they talked about that, but the idea was to pull IT back out of the County Board Office, but at this point in time, he wasn't 100% certain. Additionally, Mr. Obert stated that the current IT supervisor should be able to setup up. Mr. Obert stated that we are not looking for someone with a vast knowledge base of IT related items. Ms. Piazza stated that we are talking about this person have collaborative relationships with office holders and elected leaders, but it needs to go both ways – this person needs to know that the department heads are not misleading them, too. Mr. Obert agreed with Ms. Piazza but said that the County Board needs to go to the office holders and elected officials and let them know that if they have a complaint, they need to go through the appropriate committee and have the issue addressed and not a random board member. Mr. Obert stated that he is hopeful that the board, and committee, has clearly set the expectation and direction they want this position to take for the new person.

Mr. Obert moved on to the next part of the agenda – review of the applications and resumes. Mr. Obert does not want the committee to interview all the candidates if the committee is not interested

in the applicant as it is wasting the applicant's time as well as the committee's but does feel that the committee should interview all the candidates, they feel are qualified – the committee agreed. Ms. Piazza stated that she really liked the idea of someone have an MBA, especially since the board is looking for someone with budgetary experience.

At this point, the committee started reviewing all the applications / resumes that they had received.

The committee selected the candidates they wish to interview. Mr. Obert asked Mr. Niekamp if they had a list of questions that were asked at the last interview. Mr. Niekamp stated that he did, and Mr. Obert said he would start working on a draft of questions to ask and will send them out to each committee. Mr. Obert thinks it would be best for the committee to take turns asking questions to the candidates so others can read body language, etc. Mr. Obert stated that something he has found helpful in the past is for the interviewer to have a score sheet to grade the applicant after the interview – the committee agreed that this would be a good idea and would help them. Mr. Reich asked if residency was a concern, or a requirement. Mr. Obert did not believe it would be and the residency requirement was removed from the job posting this time – the county hires people outside of the county all the time and this position is not quite like an elected official where they must be a resident of Adams County.

Mr. Obert asked what day of the week works best for the committee to interview the applicants, how long do we want to interview them for, and do we want to break them up, or do them all at once? Mr. Reich stated that he did not have to be involved and not to plan the interviews around his schedule but also asked who will be hiring this person? This committee, or executive committee? Mr. Obert stated that whatever the Executive Committee wants to do is what they can do. Mr. Obert also stated that maybe the Executive Committee may want to interview this person, and this committee just needed to post the job and filter applicants. Mr. Post said that the Executive Committee could make the offer and negotiate the salary if they wanted. Mr. Obert asked if anyone would be offended if they interviewed a candidate without the committee all being present? None of the members would be offended. Mr. Niekamp mentioned that the committee must follow OMA rules and if there is a quorum of the committee present, and discussing business, they must then have an agenda posted. Mr. Piazza did not believe the committee should conduct the interviews in open session and Mr. Niekamp stated no, that would be done in executive session. Mr. Obert asked if we needed to have a meeting to conduct interviews. Mr. Niekamp believe that it would be considered a meeting and an agenda needed to be posted. Mr. Farha agreed, but reminded the committee that the interviews should be done in executive session to respect those interviewing. Mr. Obert asked the committee what time of day works best for them. Mr. Niekamp believe the committee interviewed in the evening last time around. Mr. Obert agreed, but stated that lives have changed since then, and evenings might not be best any longer for the committee but then reminded the committee that they are the ones hiring and the applicants would need to be available when the committee is available but does want to work with them to some degree. Mr. Farha mentioned that last time the committee interviewed for two back-to-back nights. Mr. Post believed that to be true so the committee could provide an option of flexibility to the applicants. Mr. Obert state that he would talk with Kent and Bret to see what would work best for them and then go from there. Everyone will be invited the interviews and if Kent's, Bret's and Matt's schedules are free to conduct the interview then they will proceed with the meeting. Mr. Niekamp asked Mr. Farha if he thought it was okay for the committee to post an agenda, not receive a quorum, but for the bodies present to conduct the interviews but take not action and Mr. Farha agreed that he believe that would be fine. Mr. Obert asked Mr. Farha to look into OMA to see if there's any special rules for hiring and Mr. Farha said he would do.

Having no further business, the committee adjourned 4:55pm on Thursday, May 20, 2021.

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END OF MINUTES