



Kewaunee County
Executive Committee Meeting
AGENDA

November 9, 2023 6:00 p.m.
Conference Room
County Administration Building, 810 Lincoln Street,
Kewaunee

1. Call to Order
2. Roll Call
3. Approval of November 9, 2023 Agenda
4. Approval of November 6, 2023 Minutes
5. Public Comment
6. Consider approval of contract with Public Administration Associates, LLC to Search for County Administrator Applicants. (PAA)
7. Approve Filling Vacancies
8. Next Meeting
9. Adjournment

The Committee welcomes all visitors to listen and observe, but only Committee members and those invited to speak will be permitted to do so. Persons with disabilities needing special accommodations to attend or participate should contact the County Administrator's Office at (920) 388-7164 prior to the meeting so that accommodations may be arranged.



**Executive Committee Meeting
November 6, 2023 – 6:00 p.m.
Admin Center –Conference Room**

Call to Order:

Chairman Olson called the meeting to order at 6:00 p.m.

Roll Call:

Members Present: Chairman Dan Olson, Supervisors Gary Paape, Tom Romdenne, Aaron Augustian, Joe Lukes, Kim Kroll and Scott Jahnke

Excused: Supervisor Virginia Haske and John Mastalir

Also Present: Ed Dorner, David DePeau, Jamie Annoye, Tracy Nollenberg, Ross Loining Sue Weisser, and Peggy Seidl

Approve Agenda:

Supervisors Lukes moved and Jahnke seconded to approve the November 6, 2023 agenda.
Motion carried.

Approve Minutes:

Supervisors Augustian moved and Paape seconded to approve the October 2, 2023 minutes.
Motion carried.

Public Comment:

Sue Weisser from the Town of West Kewaunee spoke of concerns she has for the lack of response or apologies received from the County Board members and wishes to have this added to the December County Board or Executive Committee agendas.

Consider Recommendation from the Interview Subcommittee to contract with Public Administration Associates, LLC to search for County Administrator Applicants in an amount not to exceed \$19,300.00:

The original applicant chosen by the Interview Committee for the County Administrator position decided to withdraw their application, so the interview process will now start over.

Supervisors Paape moved and Kroll seconded to approve the contract with Public Administration Associates, LLC to search for County Administrator applicants in an amount not to exceed \$19,300.00. Motion was withdrawn by Paape so that the contract can be reviewed by Corporation Counsel and Committee members first and then taken up at the next meeting on November 9, 2023.

Meet with Public Administration Associates, LLC by zoom meeting: Jon Hochkammer from Public Administration Associates, LLC (PAA) was introduced to the Committee by Administrator Dorner. Hochkammer went through the hiring and dateline of the recruitment plan in detail (see attached). He explained that if contracted, PAA would continue to recruit until the position is filled and the only additional cost would be in advertising. He stated that the salary and contract would have to be considered in a closed session at a later date.

This meeting will be considered the kickoff meeting as listed in the recruitment plan steps.

David Depeau, Corporation Counsel recommends that the contract be reviewed by himself and the committee members prior to the Committee approving. The Committee decided to hold a

special meeting on Thursday, November 9th at 6:00 PM to discuss and approve the contract from PAA.

County Administrator/Personnel Report:

Administrator Dorner presented the monthly Personnel Report as attached with the meeting agenda.

Approve updated Emergency Management Assistant Job Description:

Tracy Nolleberg gave an update on the changes made to the job description as attached.

Supervisors Romdenne moved and Jahnke seconded for confirmation. Motion carried.

Approve Filling Vacancies:

Highway Commissioner and Emergency Management Assistant – Supervisors Paape moved and Lukes seconded to approve. Motion carried.

Next Meeting:

Monday, November 9, 2023 at 6:00 p.m. at the Kewaunee County Administration Center

Monday, November 27, 2023 at 6:00 p.m. at the Kewaunee County Administration Center

Monday, December 4, 2023 at 6:00 p.m. at the Kewaunee County Administration Center

Adjournment:

Supervisors Romdenne moved and Augustian seconded to adjourn at 7:13 p.m. Motion carried.

Respectfully submitted,



Jamie Annoye, Kewaunee County Clerk

Attachment A

Draft Kewaunee County Manager Recruitment Plan
(Revised November 6, 2023)

Date	Milestone	Remarks
November 6	<p>Kickoff meeting with Executive Committee:</p> <ul style="list-style-type: none"> • Recruitment plan approved/meeting dates established • Survey approved for distribution • Position description discussed • Single or multiple day assessment discussed • Discussion of employment contract. 	Completed. Conducted by Jon via Zoom.
November 27 at 6:00 PM via Zoom	<p>Executive Committee Meeting. Consensus regarding Position Description is requested. Approval of the following documents is needed to commence the recruitment:</p> <ul style="list-style-type: none"> • Position Description • Position Announcement • Advertising Plan • Position Profile • Screening Matrix • Remainder of recruitment schedule 	This meeting could take 1 ½ to 2 hours. A portion of this meeting will include a closed session.
November 28	PAA can begin running ads assuming authorization of above-stated documents.	
January 8	Recruitment closes	
January 12	Candidate Report provided by PAA for distribution to the Interview Committee.	
January 15 at 6:00 PM	<p>Interview Committee meeting.</p> <ul style="list-style-type: none"> • Selection of final candidates; • Final assessment details are approved. • Proposed employment agreement is discussed. 	This meeting will take approximately 2 - 3 hours in closed session.

<p>January 25 Recommended activities include County facilities tour, meeting with management team, writing exercise, and meet-and-greet.</p>	<p>Candidates will arrive to complete the afternoon activities.</p> <p>All County Board members are invited to attend the meet-and-greet from 5:00 to 6:30 PM.</p>	<p>The meet-and-greet will require the appropriate public notice as a quorum of the County Board or County Committees could be present.</p>
<p>January 26 Candidate Interviews will begin at 8:00 AM</p>	<p>Interview Committee meeting will be required to conduct interviews.</p>	<p>The duration of this meeting will depend on the number of candidates being interviewed. Typically 50-60 minutes is required for each candidate. Interviews will be conducted in closed session.</p>
<p>January 26 This meeting will be conducted immediately following interviews.</p>	<p>Interview Committee meeting. Committee deliberates and directs negotiations.</p>	<p>Committee members should plan on an up to 3 hour meeting. You will be deliberating in closed session on a preferred candidate and providing negotiating parameters.</p>
<p>Late January or early February Will be determined after the final assessment date. Usually it takes a few days to negotiate an employment contract with the candidate.</p>	<p>County Board Meeting. Board approves contract and confirms candidate subject to background check/drug test/physical.</p>	<p>You may wish to consider a special County Board meeting to help expedite the process.</p>
<p>Week of February _____</p>	<p>Candidate completes any additional County activities such as background check or drug screen.</p>	<p>This will depend upon tests required by County and speed of background check. 30 to 45 days' notice by the candidate to present employer is typical.</p>
<p>Early to Mid-March</p>	<p>Estimated start date of new Administrator</p>	<p>Candidates typically don't resign previous employment until County is satisfied with background/testing/exams.</p>

KEWAUNEE COUNTY
PERSONNEL REPORT
 November 6, 2023



Edward J. Dorner
 County Administrator

Job Change			
NAME	FROM	TO	DATE
Chelsea Brien	Children's Long Term Support Case Manager - Family and Community	Social Worker - Child and Family	September 25
Bill Raduenz	Temporary Investigator	Investigator	October 6
Brandon Deprey	Radio Operator/Jailer	Cross-Trained Deputy	October 22
Janine Bowers	Economic Support Specialist	Financial Assistant/ Transportation Coordinator	January 1
Tammy Malach	Land Information Coordinator	Land Information Director	January 1

Resignation		
Hope Markovic	Radio Operator/Jailer	October 5
Joseph Saelens	Emergency Management Assistant	November 17

Retirement		
Todd Every	Highway Commissioner	December 1
David Kuehl	Patrol Officer	January 27

Recruitment

Children's Long Term Support Case Manager - advertising
 County Administrator – interviews scheduled
 Economic Support Specialist – advertising
 Highway Commissioner - advertising
 Highway Worker Eligibility List - interviewing
 Judicial Administrative Assistant – interviewing
 Radio Operator/Jailer Eligibility list – interviewing
 Winter Park Assistants - advertising

Kewaunee County Is An Equal Opportunity Employer

Kewaunee County
 810 Lincoln Street
 Kewaunee, WI 54216

PHONE (920) 388-7164
 FAX (920) 388-7195
www.kewauneeco.org



EMERGENCY MANAGEMENT EMERGENCY MANAGEMENT ASSISTANT

Characteristic Work of the Position

Nature: Under the direction of the Emergency Management Director, provides administrative functions and provides the clerical support for the operation of the Emergency Management Department. Assists in planning and preparation for present and future programs, projects, and goals. Position is partfull-time.

Essential Duties and Responsibilities

Administrative Functions

1. Creates and prepares correspondence, news releases and reports.
2. Assists in the development of budget. Makes-Prepares bill payment authorizations and assures that all expenses and revenues are assigned to correct accounts.
3. Open and sorts mail; interacts with public and other private/public staff on telephone and in person; maintains filing system; orders and ~~monitors~~ maintains equipment, dosimetry and office supplies for the department.
4. Assists with the testing and maintenance of computers, handheld monitors, portal monitors, radios and sirens, tracking problems and scheduling maintenance.
5. Maintain office in the Emergency Management Director's absence.
6. Update and maintain agency website, office Facebook and twitter page.
7. Maintain Tier Two inventory information and related records pursuant to Emergency Planning Community Right to Know Act (EPCRA).
- ~~8. Maintain inventory of supplies and equipment. (1%: .75/.25)~~
8. Assist with the updates and monitoring of the Wisconsin Emergency Management required "Plan of Work Document" within the grant period which includes two separate grants: Emergency Management Performance Grant (EMPG) and Emergency Planning and Community Right-to-Know Act (EPCRA).
9. Assists with Public Safety and Justice Committee meetings with, records of accurate meeting minutes ~~and emails to County clerk for proper publication.~~
10. Assists in distributing Emergency Management planning documents ~~throughout the County.~~
11. Assist with plan updates to Kewaunee County Strategic Plan, County Emergency Operations Plan, Off-site Facility Plans and municipal plans. Attend meetings, trainings, and seminars as they relate to emergency activities.
12. Updates emergency operation plan phone list ~~contact information~~ on a quarterly basis.
- ~~12-13.~~ Assist in process of open records requests.
- ~~13-14.~~ Performs other related duties as may be assigned.

Planning Functions

1. Assists Local Emergency Planning Committee (LEPC) with off-site plan development and updating of same. Responsible for preparing agendas, reservation of meeting venues and mailings. Assists with preparations for LEPC exercises.
2. Assist in continued development of Integrated Preparedness Plan Workshop and assists in updates to Integrated Preparedness Plan.
3. Support the facilitations of exercises to include completing required documentation dictated by the Homeland Security Exercise and Evaluation Program (HSEEP)

- 2-4. Assists with preparations for ~~biennial~~ nuclear plant emergency plan exercise with Point Beach Nuclear Plant, assisting with preparation of facilities, supplies and equipment before and after exercise.
- 3-5. Assists with preparations for application and close-out paperwork on various grants in E-Grants to include: Computer and Hazmat Grant, Emergency Management Planning Grant (EMPG), Emergency Planning and Right-to-Know Act (EPCRA); as well as other grant applications alternate grant applications.
- 4-6. Assist with development of public awareness and educational outreach.
- 7. Assists and coordinates all set-up involved in exercises, meetings, training and other gatherings.
- 8. Perform weekly mass emergency communication tests
- 9. Assist with monthly communication tests
- 5-10. Assist with trainings of communication platforms

Emergency Operations

- 1. Assist in the opening and closing of the Emergency Operations Center (EOC) if activated. (~~2.5%: 2.25/.25~~)
- 2. Perform duties of Operations Officer in the EOC. (~~2.5%: 2.25/.25~~)

The above duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Qualifications:

Essential Knowledge and Abilities

- 1. Must be able to complete Level 1 of the Wisconsin Emergency Management Certification Program within two years of employment. Requires some travel to complete.
- 1-2. Ability to work with numbers with a high degree of accuracy
- 2-3. Basic bookkeeping knowledge to include preparation of bill authorizations
- 3-4. Ability to proficiently use office equipment including computer, telephone, fax, copier, scanner, and calculator
- 4-5. Ability to learn to use siren system software, dosimeters/chargers, and hand held radio
- 5-6. Ability to organize and schedule work efficiently to complete tasks
- 6-7. Ability to effectively communicate program information to the public either on the phone or in person
- 7-8. Working knowledge of social media platforms
- 8-9. Ability to operate a computer and to keyboard at a reasonable rate of speed. Familiarity with Windows 10, Microsoft Word, Excel, and PowerPoint
- 9-10. Ability to understand and follow directions ~~as required~~, either verbally or written
- 10-11. Skill in formatting and designing news releases, reports, and letters
- 11-12. Skill in multi-tasking
- 12-13. Ability to organize meetings, training sessions and exercises
- 13-14. Maintain confidentiality
- 14-15. Ability to work independently or with limited supervision and exercise good judgement
- 15-16. Ability to work flexible hours if necessary to accommodate meetings, trainings or other out of office tasks
- 16-17. Ability to remain calm and function effectively during emergencies or rapidly changing activities
- 17-18. Ability to obtain a passing score on a ~~typing test and~~ written/computer-based general aptitude exams.

Training and Experience

Graduation from High School or GED equivalent

Three ~~years~~ years' clerical experience working in an office environment

Strong math and computer skills required

Physical Demands

Performance of routine tasks associated with this position requires a capacity to intermittently sit, stand, walk, bend, ascend/descend stairs, and ~~lift~~ lift moderately heavy (25-30 pound) objects. Performance of tasks involves mainly inside, protected from weather conditions. Working under extreme temperature exposure to atmospheric conditions and in physically confined worksites are present only in unusual situations. The physical demands described here are generally representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable an individual with a disability to perform the essential functions while performing the duties of this job.

Other Requirement

Must have the capacity to freely move in the community, such as through possession of a valid driver's license or other means, including access to a vehicle.

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Emergency Management Assistant

Emergency Management Director

Revised October 2023