Personnel Committee
Special Meeting Minutes
June 24, 2011

The meeting was called to order at 9:35 AM

Members Present: Millie Dyer, Dave Boggs, Ann Gill, Dick Joyce, John Roth
Also Present: Ron Severson, Dan Duffy, Sandy Pommier, Denise Kasper, Tom Poole, David Welter, Heidi Miller, Susan Bates

The job description and job posting (2007) for the Grundy County Administrator position and the current contract between Dan Duffy and the County was presented to the committee. Also presented was the organizational chart and Recruitment Guidelines for Selecting a Local Government Administrator from the International City/County Management Association (ICMA).

The committee discussed the job vacancy created by the resignation of County Administrator Duffy.
Board Chairman Severson addressed the content of an email sent out by Board Member Jeremy Ly to include the names of all Democratic Board members as the Democratic caucus. The email included an attachment of a letter addressing Chairman Severson to request the formation of a special ad hoc committee to recruit and interview candidates for the County Administrator position. Severson agreed with bipartisan representation for the process, however expressed concerns with including the GEDC and Chamber being involved. The committee members provided their input as to the outside entities being included. A motion was made by Boggs, seconded by Gill to authorize HR to post the position both internally and externally for a two week period for the County Administrator using the amended job posting from 2007. Motion carried.
A motion was then made by Gill, seconded by Boggs to utilize the Personnel Committee for the interviewing and hiring of the County Administrator position. Motion carried.
Roth began to discuss the option of utilizing Sandy Pommier, County Board Secretary and Heidi Miller, Land Use Director for the interim position.

A motion was made by Gill, seconded by Roth to enter into executive session to discuss personnel matters. Upon roll call, the motion carried.
Assistant States Attorney Bates volunteered to take minutes. Miller, Pommier, Duffy, Welter and Poole were asked to leave.

A motion was made by Gill, seconded by Boggs to return to open session. Motion carried.

A motion was made by Roth, seconded by Joyce to accept Dan Duffy's resignation letter with July 22, 2011 date. Motion carried.

A motion was made by Gill, seconded by Roth to agree to follow the plan for the interim suggested by Board Chairman Severson. Motion carried.

Kasper stated that the applications will be presented at the July 14, 2011 meeting.

A motion to adjourn was made by Gill, seconded by Joyce. Motion carried.

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