



Board of County Commissioners Agenda Request

3A
Agenda Item #

Requested Meeting Date: 2/14/2017

Title of Item: Appoint Ms. Jessica Seibert as County Administrator

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
--	--	---

Submitted by: Bobbie Danielson	Department: Administration/HR
--	---

Presenter (Name and Title): Patrick Wussow, Interim County Admin. or Bobbie Danielson, HR Director	Estimated Time Needed: 5 minutes
--	--

Summary of Issue:

As authorized by the County Board, a conditional job offer was made to Ms. Jessica Seibert. The starting salary is \$90,000 and she will receive a bank of 5 days PTO to start. Following written acceptance of the offer, a thorough background check was completed. Criminal background is clear. Education transcripts have been received and verified. Results of the reference checks have been reported to the Personnel Committee and all results received at this time (agenda deadline) have been very positive. If any late submittals are received, they will be forwarded to the Personnel Committee for review.

The Personnel Committee is recommending the Board formally appoint Ms. Seibert as County Administrator, with a start date to be determined. (Anticipating March 6, 2017. Confirming with Ms. Seibert at agenda deadline - will report date at board meeting.)

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:
 Motion to appoint Ms. Jessica Seibert as County Administrator, with a start date of March ____, 2017.

Financial Impact:

Is there a cost associated with this request? Yes No

What is the total cost, with tax and shipping? \$ 90,000/year salary

Is this budgeted? Yes No *Please Explain:*