



FoxComm Executive Committee Minutes March 9, 2010

Present: Brian Leonhardt, Patty Francour, Tom Pynaker, *Howard Mezera, Karen Carlson, *Patrick Glynn, Barb Bocik (*Attended a portion of the meeting)

1. The meeting was called to order at 3:35 PM.
2. Approve Agenda: Pynaker/Francour moved approval of the March 9, 2010 agenda. Motion passed unanimously.
3. Approval of Minutes from February 23, 2010 Meeting: Pynaker/Francour moved approval of the Minutes from the February 23, 2010 meeting. Motion passed unanimously.
4. Review of Interim Project Manager Candidates: Karen updated the committee that Jeff Stauber has submitted a resume as well as Ray Appel. Discussion was held regarding what the job description would be. Patrick Glynn offered that part of the exit interview would be to outline duties of the new Project Manager position and noted that we should plan for five months (September) with an interim manager in place. Chairman Leonhardt discussed that his biggest concern is that the radio project keeps moving forward and Tom Pynaker mentioned that understanding where FoxComm currently is with the budget is also a concern. Karen updated the committee that some of the duties with regard to the radio project would be continued coordination and monitoring with the consultant as well as the drafting and finalization of operations plans. The project manager will need to establish a business case plan and continue to have meetings including presentations as well as facilitate and coordinate schedules for steering committee meetings. Additional duties include: assurance that the right staff are in line in each county to assist in deployment of the radio project and conducting facility reviews in each county for each tower sight. In addition, the project manager will need to monitor individual county work that needs completion in each respective county.

The interim project manager would need to be a facilitator and coordinate meetings, but would be able to rely on the consultant for technical information. Howard Mezera discussed a major part of the job would be to follow through on grants and obtaining additional grants. Tom Pynaker discussed the time commitment for position being between 24 to 30 hours a week through the end of August.

Karen advised the committee that Ray Appel is flexible with the 24 hours but there are time blocks that he will not be available. He would not be available the end of June which is the budget time. In July, Ray he has some commitments he can work around but those commitments are set commitments. Ray would prefer to work into mid August but not much past then. Patrick Glynn stated that Ray does not have a defined contract but is asking for \$35/hour for first three months, \$40/hour for next month, and \$45/hour for months after that as a "carrot" for us to speed the hiring along. Patrick discussed bringing Ray on as an employee. Jeff Stauber is available 30 hours per week and does not have any major time commitments. He is planning some exercises for agencies, but these can be worked around. Jeff would be available for six months. The committee discussed being ready by mid August and that deadline as imposed by Ray Appel. Karen Carlson outlined qualifications of both candidates. The committee discussed

FoxComm Executive Committee Minutes

March 9, 2010

Page 2 of 2

both candidates and felt that either candidate would do a good job, but Howard noted that the end date is something we should be concerned about.

Chairman Leonhardt discussed having a contract that would allow an “out clause”. Patrick outlined Jeff’s proposal and noted that the proposal contained language that either FoxComm or Jeff could terminate the contract upon 30 days notice. The committee discussed hiring Jeff with the understanding that Ray may also be retained.

MOTION: Francour/Pynaker moved to have Patrick Glynn begin contract negotiations with Jeff Stauber and Karen Carlson to hire Jeff Stauber as the interim project manager. Motion passed unanimously.

5. Discussion regarding interim/transition planning for MIC position: Patrick discussed the possibility of a group exit interview with Karen Carlson. The committee further discussed having Jeff Stauber present at a meeting with Karen before she leaves. There will be a short meeting after the Fiscal Advisory Board meeting and Jeff should be present at 3:00 PM.
6. Next Meeting: March 16, 2010 @ 2:30 PM at Town of Harrison Fire Dept. #2.
7. Adjourn

MOTION: Pynaker/Francour moved to adjourn at 4:05 P.M. Motion passed unanimously.

Respectfully submitted,

Barb Bocik

Executive Administrative Assistant
Outagamie County Executive’s Office