



RESOLUTION # _____

TO: HONORABLE MEMBERS OF THE LA CROSSE COUNTY BOARD OF SUPERVISORS

ITEM # _____

BOARD ACTION

Adopted: _____

For: _____

Against: _____

Abstain: _____

Abs/Excd: _____

Vote Req: _____

Other Action: _____

EXECUTIVE COMMITTEE ACTION

Adopted: _____

For: 1 _____

Against: 0 _____

Abstain: 0 _____

Abs/Excd: 2 _____

RE: APPOINTMENT OF JANE KLEKAMP AS COUNTY ADMINISTRATOR

WHEREAS, following the former County Administrator’s retirement, a nationwide search was conducted for candidates to apply for the position of County Administrator for which over 70 individuals applied; and,

WHEREAS, on December 14, 2022 the Executive Committee interviewed three finalists; and

WHEREAS, the Executive Committee selected Jane Klekamp as the finalist based on qualifications and experience;

WHEREAS, on January 9, 2023 the full board interviewed Ms. Klekamp and recommended the Executive Committee make an offer of employment to Ms. Klekamp as the next La Crosse County Administrator;

WHEREAS, a conditional offer has been made to Jane Klekamp following the approval of this resolution and contingent upon approval of the La Crosse County Board; and,

WHEREAS, Corporation Counsel has prepared a Contract of Employment for the County Administrator containing the terms and conditions of the offer of employment which is attached to this resolution to be approved and finalized by the Executive Committee to be approved by the County Board on January 19, 2023;

NOW THEREFORE BE IT RESOLVED, that Jane Klekamp be appointed by the County Board as County Administrator as of this date, and

BE IT FURTHER RESOLVED, that the terms for an employment contract hereto attached be drafted as the agreement regarding wages and benefits between La Crosse County and the County Administrator.

FISCAL NOTE: County Administrator wages and benefits costs are tracked under the 100.130.1000 division within the County financial system.

Date: 1/11/23

Monica Kruse

EXECUTIVE COMMITTEE CHAIR

Date: 1-11-23

R.T.K

RECORDING CLERK

	Reviewed Only	Recommended	Not Recommended
Co. Admin.	_____	_____	_____
Fin. Director	_____	_____	_____
Corp. Counsel	_____	_____	_____
Board Chair	_____	_____	_____

Requested By: Monica Kruse
 Date Requested: January 11, 2023
 Drafted By: Corporation Counsel

Adopted by the La Crosse County Board this _____ Day of _____, 2023

LA CROSSE COUNTY COUNTY ADMINISTRATOR CONTRACT

AGREEMENT made this ____ day of _____, 2023 by and between the County of La Crosse and Jane Klekamp, of La Crosse, Wisconsin.

WHEREAS the La Crosse County Board has appointed Jane Klekamp as County Administrator for County of La Crosse, and;

WHEREAS, it is necessary and desirable to fix the terms and conditions of employment for the top executive management position in the County employment service for the next year (2023-2024).

NOW THEREFORE IT IS HEREBY AGREED BY AND BETWEEN THE PARTIES AS FOLLOWS:

1. TERM OF OFFICE. The County Administrator shall serve at the will and pleasure of the La Crosse County Board within a specified term. This Agreement shall continue from January 19, 2023 through January 19, 2024.
2. DUTIES OF OFFICE. The County Administrator is an executive position in County Government created pursuant to s. 59.18, Wis. Stats. The County Administrator shall be the Chief Administrative Officer of La Crosse County and shall coordinate, direct and administer state and federal law, County ordinance and administrative rules. The duties and powers of the County Administrator shall be as set forth in s. 59.18, Wis. Stats.

The County Administrator agrees to and shall be required to use her best efforts at all times to coordinate, streamline and make efficient County operations. The County Administrator understands and agrees that an average level of performance is not acceptable under this contract and the County Administrator must consistently exhibit above average skill and diligence and initiative in exercising the duties of this position.

The County Administrator shall perform the functions set forth in the job description hereto attached and incorporated by reference as Exhibit A. It shall be the County Administrator's responsibility, however, to take the initiative in investigating other areas where operations may be coordinated, streamlined or made more efficient and the County Administrator shall make recommendations in these areas.

The County Administrator shall report to the Executive Committee, which shall provide supervision and instructions. However, the County Administrator shall be responsible to the La Crosse County Board.

3. COMPENSATION AND BENEFITS. In consideration for the duties and responsibilities required of the position of County Administrator, and this contract, La Crosse County agrees to pay and provide the salary and fringe benefits as set forth below and other benefits consistent with management employees of the County. The County Administrator shall be paid on a full time salary basis according to the salary schedule in this section. Compensation and benefits shall be administered at all times in accordance with the County Code of Ordinances. The salary paid by La Crosse County to the County Administrator is specifically agreed to compensate for all hours worked.
 - A. Annual Base Salary: Effective Jan. 19, 2023, is \$175,000.00. County Administrator's salary and benefits shall increase consistent with other management employees for the year beginning 2024.
 - B. Professional Development. La Crosse County agrees to budget for professional dues, travel and expenses for professional participation, including but not limited to ICMA, WCMA, NACO conferences and/or seminars. During the term of the contract, there may be trainings, seminars or classes that the Executive Committee may recommend the County Administrator attend. Any such trainings, seminars or classes will be funded by the County.

- C. Vacation and Personal Days. County Administrator shall be granted 25 vacation days per year, earned on a bi-weekly basis to the maximum accrual allowed for non-union employees (50 days). Vacation accrued by Ms. Klekamp as of January 18, 2023 will carry forward.
- D. Sick Leave Sick leave is earned at the rate of one (1) day per month worked to a max of days consistent with other non-union employees. Sick leave accrued by Ms. Klekamp as of January 18, 2023 will carry forward.
- E. Health, Dental, Life Insurance and Retirement County Administrator shall be eligible to participate in these benefits consistent with other management employees.

4. PERFORMANCE EVALUATION. The Executive Committee, with input from the County Board, shall review and evaluate the performance of the County Administrator on at least an annual basis. Annually, the Executive Committee and the County Administrator shall define such goals and performance objectives which they determine necessary for the proper operation of the County. The review and evaluation of the County Administrator shall be based on specific criteria as the Executive Committee and the County Board may from time to time determine, which criteria shall be communicated to the County Administrator. During the term of this contract, the Executive Committee will conduct periodic reviews and evaluations including at the six-month mark if not more regularly.

5. WORKING FACILITIES AND EXPENSES. The County Administrator shall be provided with an office, support staff, supplies and funding to accomplish the tasks of the office as authorized in the approved County Budget.

6. TERMINATION. During the term of this contract, the County Administrator shall serve at the pleasure of the County Board. The County Board may remove the County Administrator at any time that the County Administrator's conduct of county administration becomes unsatisfactory, as evidenced by a majority vote of the County Board at a duly authorized public meeting. A decision by the County Board to make substantial changes in the authority of the position, or to reduce the Administrator's compensation shall constitute termination (excluding changes in Health, Dental, Life and retirement consistent with other non-union employees).

7. SEVERANCE PAY. In the event the County Administrator is terminated by La Crosse County during such time that she is willing and able to perform her duties under this agreement, then in that event, La Crosse County agrees to pay to the County Administrator a lump sum cash payment equal to three (3) months aggregate salary and extend paid-up health insurance coverage to the County Administrator and her family for six (6) months following termination. The health insurance coverage shall terminate prior to the end of the six (6) months if the County Administrator has other health insurance benefits available to her through her next employer.

The severance payment and the health insurance coverage shall constitute a full settlement payment to the County Administrator. Severance is independent of any vacation accruals or use of accumulated sick leave toward retiree health insurance, consistent with non-union employees who retire or leave employment. La Crosse County's obligation to pay the settlement amount to the County Administrator shall be conditioned upon the County Administrator executing and delivering to La Crosse County a full, final, and complete release of any and all claims that the County Administrator may claim he has against La Crosse County, including but not limited to, any claims of wrongful discharge, discrimination or other employment related claims. The release shall be in a form and shall contain such terms as shall be required by Counsel for La Crosse County.

The County Administrator shall not be required to release any pending Worker's Compensation claim nor shall the County Administrator be required to release any claim that the County Administrator may have as to entitlement for unemployment compensation benefits arising out of the County Administrator's termination. Notice of termination shall be provided in writing to the County Administrator. If the County Administrator is terminated because of his conviction of any crime, except minor traffic offenses, then La Crosse County shall have no obligation to pay the severance set forth in this section.

8. RESIGNATION. In the event the County Administrator voluntarily resigns she shall provide sixty (60) days notice in advance of her termination in order to terminate in good standing with the County and to

receive such termination benefits as are provided for employees terminating in good standing. No severance pay shall be paid in the event of voluntary resignation.

9. CONTRACT TERMINATION. It is expressly agreed by and between the parties that this is an "at will" contract and the County Administrator shall have no property right or vested interest in a continuation of this contract except for the Severance Pay provisions set forth in Article 7. If the La Crosse County Board makes a decision to terminate this contract, the County Administrator shall be notified of the decision of the County Board not less than sixty (60) days prior to the termination date. A sixty (60) day notice to end the contract or a reduction in base pay or benefits paid to County Administrator shall constitute termination.
10. HOURS OF WORK It is recognized that the County Administrator must devote a great deal of time outside the normal office hours on business for the La Crosse County, and to that end County Administrator shall be allowed to establish an appropriate work schedule and to modify that schedule with the consent of the County Board Chair. The employment provided by this agreement shall be the County Administrator's sole employment.
11. MISCELLANEOUS. It is understood and agreed that this contract is to be construed under the laws of the State of Wisconsin and that this contract and the attached exhibits shall constitute the entire agreement between the parties. Any amendment of this agreement must be made in writing and signed by the parties prior to becoming effective.

Dated at La Crosse, Wisconsin this ____ day of January, 2023

County Administrator by

Jane Klekamp

Dated at La Crosse, Wisconsin this ____ day of January, 2023

La Crosse County Board by

Monica Kruse, County Board Chair

Ginny Dankmeyer, County Clerk



County Administrator

Class Code:
703

LA CROSSE COUNTY

Exceptional services. Extraordinary place.

LA CROSSE COUNTY, WISCONSIN

Established Date: Apr 14, 2003

Revision Date: Aug 2, 2022

Bargaining Unit: None

OVERVIEW:

This position is the Chief Administrative Officer for La Crosse County Government, created pursuant to Wisconsin State Statutes 59.18 and appointed by majority vote of the County Board. The County Administrator ensures every county ordinance and applicable State, or Federal law is observed, enforced, and administered with the county as required. County Administrator shall lead and direct all management functions of county government not otherwise vested by law in boards or commissions, or in other elected officers. County Administrator shall appoint the heads of all departments of the county except those elected or otherwise provided for by law. The position appoints the members of all boards and commissions, subject to the confirmation of the county board. The person appointed to the position of County Administrator serves the County Board and the people of La Crosse County. The County Administrator exercises considerable leadership initiative, independent judgment and has authority commensurate with the position operating under County Board legislation, State and Federal law. The position works under the direction of and is responsible to the County Board Chairperson, Executive Committee and the La Crosse County Board.

ESSENTIAL JOB FUNCTIONS:

ESSENTIAL LEADERSHIP FUNCTIONS

Shall be responsible for administration of an annual County Budget, with recommendations, which shall be presented to the Executive Committee and County Board. Approves appropriate budgeted department financial requests as delegated by the County Board.

Leads and grows an organizational culture that embraces diversity, equality and inclusion to make La Crosse County an employer and community of choice.

Acts with integrity and builds trust through demonstrated humility, and honesty. Treats others with dignity and respect. Is able to galvanize leaders and their teams in the County to embody and demonstrate these critically important La Crosse County cultural competencies. Acts in the interest of La Crosse County. Respects and preserves confidentiality. Accepts personal responsibility and admits mistakes. Models open and honest communication. Demonstrates the courage to speak out appropriately with leaders and peers even when the point of view is unpopular.

Demonstrates capability to think with vision and strategy to drive positive results by leading with clear County business priorities, goals, objectives, and desired outcomes. Seeks out new opportunities to drive results with innovation and creativity. Evaluates, monitors, and holds self and others accountable for results.

Actively listens to learn and understand despite personal setback. Demonstrates open-minded thinking and willingness to accept other's points of view.

Engages and builds effective relationships with stakeholders and collaborates for mutually beneficial outcomes. Maintains and builds trusted relationships and active networks in and outside of the organization. Adapts communication style to the needs of different audiences. Leads with confidence while balancing humility in all interactions.

Demonstrates ability to be flexible while informally influencing others through coaching, motivation, and inspirational leadership. Effectively leads high performing teams to arrive at solutions that provide positive outcomes for all stakeholders. Takes ownership of own and team development to improve performance and strengthen leadership to be more effective in role.

Demonstrates critical, strategic, and agile thinking while understanding the dynamics of the organization and public influence and perception. Uses analytical skills, experience, and input from others to make critical decisions.

Takes intelligent risks and leads the organization through change. Demonstrates perseverance by pushing through difficult and challenging situations. Models emotional intelligence and agility during setbacks.

Administers and enforces County ordinances, and State and Federal law and sets administrative policy to that effect.

Leads the organizational structure and design of La Crosse County.

Appoints and leads, in accordance with County ordinances, the heads of all departments of the County, whether previously appointed by board or commission, County Board or Board Chair, except those elected by the people, or where statutes provide that appointment shall be made by elected officers. Any appointment by the County Administrator requires the confirmation of the County Board.

Administers such appropriate and timely discipline through county processes when necessary for all appointed department heads. Any department head appointed by the County Administrator may be removed at the discretion of the Administrator in accordance with County ordinances.

Communicates monthly and annually, and when otherwise advisable, to the County Board of Supervisors the condition of the County and shall recommend such matters to them for their consideration as deemed necessary or advisable for administration and coordination of County functions.

Shall be the chief administrative spokesperson for the County.

Serves as an ex-officio member of standing committees of the County Board and attends meetings when necessary or appropriate or as requested.

Coordinates, prepares and researches reports for the County Board as necessary or requested by the County Board. Attends County Board meetings and contributes in a manner appropriate with the role of an Administrator.

Executes the orders of the County Board and supervises compliance thereof.

Drafts resolutions pursuant to County Ordinance for consideration by the Board and instructs Corporation Counsel to draft necessary ordinances for the Board's consideration.

RELATED JOB FUNCTIONS

Performs work related to administrative role as necessary, advisable or directed by the County Board.

This job description is not intended to encompass every job duty or responsibility but is only illustrative. This position is required to perform other duties as may be assigned or required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Considerable knowledge of County Government operations.
- Thorough knowledge of budget preparation, supervision and revision.
- Ability to be visionary and creative in a key management role.
- Considerable knowledge of State and Federal laws, rules and regulations pertaining to County Government.
- Demonstrated competency in leadership and team building relationships with County department heads and employees.
- Ability to maintain effective working relationships with County officials, employees and the general public.
- Ability to plan, coordinate and lead others in driving results
- Possess initiative for coordination of County functions and dedication to County administrative teamwork and leadership.
- Ability to exercise sound independent judgment.
- Ability to communicate effectively both orally and in writing and to address a variety of audiences.

TRAINING, EXPERIENCE AND OTHER REQUIREMENTS:

The County Administrator shall be appointed based on qualifications including educational background, work experience and demonstrated performance and the County Board shall give due regard to special skills and abilities necessary for the position of County Administrator. Only those qualified and consistently demonstrating the ability to perform the duties of this key office, shall be eligible for hire or to remain in office.

Requires graduation from an accredited college or university with a bachelor's degree (Master's preferred) in Public Administration, Business Administration, or related field of study; supplemented by a minimum of five (5) years of professional experience in executive administrative positions, preferably in local or State government. If the applicant has a minimum of two (2) years of academic study beyond high school and lacks a bachelor's degree in an acceptable field, the candidate shall have had at least ten (10) years of executive administrative experience; or, an acceptable equivalent combination of training and experience. Probationary period will be one year, subject to the terms of any employment agreement. Must become a resident of La Crosse County within one (1) year from date of hire and remain a county resident during employment.