MINUTES – Special Commission Meeting

1. **Call to order** Vanguard Electric Commission president Peter Huebner called the meeting to order at 6:30 PM.

2. **Roll call** Those in attendance upon roll call were Rod Howard, Scott Patchin, Kyle Kepler, Peter Huebner and Mike Krawczyk. Those not in attendance were Terry Moyer and Gary Harrop. There was a quorum.

3. **Proof of posting** Notice was posted at the Mazomanie and Black Earth village offices, and transmitted to Star News, on January 04, 2023.

4. **Discussion/ Action: Editing the Superintendent job description** The editing of the Superintendent job description was conducted. There were only a few adjustments to the original job description for the Superintendent. Some wording adjustments were required to ensure that this position description is straight forward. *Motion by Krawczyk / Kepler to update job description for the superintendent.*

5. **Discussion/ Action: Strategy for posting the advertising the supervisor position** The superintendent job position will be posted in 5 different places. They include Star News, Black Earth Village website, Mazomanie Village website, MEUW and League of WI Municipalities. *Motion by Krawczyk / Kepler to post Superintendent job*

6. **Discussion/Action: Strategy for the interviewing and hiring process** This was left open ended until the meeting on January 16th at 6:30 PM. The decision was completed to have two board members, one from each village, included in the interview process. The two members to be included during the interview process will be Scott Patchin and Peter Huebner. There is still discussion to possibly have Shawn Dilley or Bruce Beth included in the interview process. However, this action is still available for discussion. *No motion passed as this is an ongoing discussion*

7. **Items for discussion at next meeting –** How the interview process could be completed.

8. **Adjourn** *Motion by Patchin/Krawczyk to adjourn. Motion passed.*