

CHAMPAIGN COUNTY BOARD  
**COMMITTEE MINUTES**

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**ADMINISTRATIVE STRUCTURE SPECIAL COMMITTEE**

**Tuesday, February 17, 2009**

**Jennifer K. Putman Meeting Room, Brookens Administrative Center  
1776 E. Washington St., Urbana**

4:30 p.m.

**MEMBERS PRESENT:** Tom Betz, Brendan McGinty, Steve Moser

**MEMBERS ABSENT:** None

**OTHERS PRESENT:** Kat Bork (Administrative Secretary), Deb Busey (County Administrator of Finance & HR Management), Alan Kurtz (County Board Member), Amanda Tucker (HR Generalist), C. Pius Weibel (County Board Chair)

**CALL TO ORDER**

McGinty called the meeting to order at 4:35 p.m.

**ROLL CALL**

McGinty and Moser were present, establishing the presence of a quorum.

**APPROVAL OF AGENDA/ADDENDUM**

**MOTION** by Moser to approve the agenda; seconded by McGinty. **Motion carried.**

**APPROVAL OF MINUTES**

**MOTION** by Moser to approve the minutes of the February 5, 2009 and February 11, 2009 meetings; seconded by McGinty. **Motion carried.**

**PUBLIC PARTICIPATION**

There was no public participation.

**CHAMPAIGN COUNTY ADMINISTRATIVE STRUCTURE DEVELOPMENT**

**Reaffirm Single County Administrator Structure**

McGinty reviewed the committee's discussions and conclusions from previous meetings.

Betz entered the meeting at 4:36 p.m.

The committee previously agreed to reaffirm the change to a single County Administrator structure with current County Board, as the previous Board supported this change in October 2008. Betz supported an ordinance reaffirming a single County Administrator structure for the benefit of the few new Board members and to confirm everyone knows what is happening. He did not think the reaffirmation would be controversial. Moser and McGinty supported the reaffirmation.

**MOTION** by Betz to recommend the reaffirmation of the single County Administrator structure to the Policy, Personnel, & Appointments Committee to be forwarded to the County Board; seconded by Moser,

Busey inquired if the committee intended to adopt an ordinance reaffirming Ordinance No. 837 because the ordinance had an effective date of December 1, 2009. The committee agreed the intention was to approve an ordinance that both reaffirmed Ordinance No. 837 and amend the date of effectiveness to an earlier date.

**Motion carried.**

#### Single County Administrator Hiring Procedure

McGinty asked if the committee felt a search should be performed to fill the County Administrator position or if the County Board should promote from within its current structure. Kurtz inquired if the County Board was under an obligation to look externally for candidates. Moser answered no. Betz acknowledged that both he and Moser had been on the County Board during previous external searches to fill the County Administrator position. The County might have to hire an outside agency to run the search. The outside agency could potentially come up with five candidates, who would have to be interviewed and their travel expenses paid. Betz noted that engaging in a regional or national search could cost between \$40,000 and \$60,000. McGinty added that figure does not even calculate the time spent reviewing the candidates. Based on his experience of having gone through two previous position searches unsuccessfully, Betz was unconvinced a national search was necessary. He provided some background on the previous County Administrator searches. Betz believed the County had the talent currently in-house to fill the position without an external search, based on past experience. Moser and McGinty concurred.

**MOTION** by Betz to conduct the search for a County Administrator in-house; seconded by Moser.

Weibel asked if the motion should be phrased to allow a local search. Moser stated that he wanted an in-house search. Busey said the County's policy on department head hiring procedures allowed the County Board to recommend the promotion of an employee to the position or perform a search. She suggested including the scope of the search in the motion. McGinty read the relevant article from the Champaign County Personnel Policy. Kurtz asked if the single County Administrator was a new position. Betz stated it was reverting back to an old structure and there is no incumbent.

**McGinty suggested a friendly amendment to include "to promote another County employee and not to conduct a search." Betz and Moser agreed.**

**Motion carried.**

Closed Session Pursuant to 5 ILCS 120/2 (c) 1 to Consider the Employment, Compensation, Discipline, Performance, or Dismissal of an Employee

**MOTION** by Moser to enter into closed session pursuant to 5 ILCS 120/2 (c) 1 to consider the employment, compensation, discipline, performance, or dismissal of an employee. He further moved the Recording Secretary and the County Board members remain present. The motion was seconded by Betz. **Motion carried Motion carried with a roll call vote of 3 to 0.**

The committee entered into closed session at 4:50 p.m. The committee resumed open session at 5:10 p.m.

**OTHER BUSINESS**

There was no other business.

**ADJOURNMENT**

Meeting adjourned at 5:11 p.m.

Respectfully submitted,

Kat Bork  
Administrative Secretary

*Secy's note: The minutes reflect the order of the agenda and may not necessarily reflect the order of business conducted at the meeting.*