



**CHAMPAIGN COUNTY BOARD
COMMITTEE AGENDA**

**ADMINISTRATIVE STRUCTURE SUBCOMMITTEE
Brookens Administrative Center, Meeting Room Two
1776 E. Washington, Urbana
Monday, September 15, 2008 – 4:30 p.m.**

MEMBERS: Betz, McGinty, Moser

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1 CHAMPAIGN COUNTY BOARD
2 COMMITTEE MINUTES
3

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5 **ADMINISTRATIVE STRUCTURE SUBCOMMITTEE**

6 **Monday, March 31, 2008**

7 **Meeting Room 2, Brookens Administrative Center**

8 **1776 E. Washington St., Urbana**

9
10 4:30 p.m.

11
12 **MEMBERS PRESENT:** Betz, McGinty, Moser

13
14 **MEMBERS ABSENT:** None

15
16 **OTHERS PRESENT:** Kat Bork (Administrative Secretary), C. Pius Weibel (County Board Chair)

17
18 **CALL TO ORDER**

19
20 Meeting called to order at 4:30 p.m.

21
22 **ROLL CALL**

23
24 The Recording Secretary called the roll. Betz, McGinty, and Moser were present at the time of roll
25 call, establishing the presence of a quorum.

26
27 **MOTION** by Betz to nominate McGinty as Chair; seconded by Moser. **Motion carried.**

28
29 **APPROVAL OF AGENDA/ADDENDUM**

30
31 **MOTION** by Betz to approve the agenda; seconded by Moser. **Motion carried.**

32
33 **PUBLIC PARTICIPATION**

34
35 There was no public participation.

36
37 **DISCUSSION REGARDING CHAMPAIGN COUNTY ADMINISTRATIVE STRUCTURE**

38
39 McGinty distributed an organizational chart and recommended, when considering the administrative
40 structure, removing names and specific people in order to look at the positions only. McGinty had looked at
41 about a hundred different organizations and what the other organizations had as support structure to compare
42 them to Champaign County's administrative structure. He did not find any other organization that used a dual
43 Administrator structure. In some organizations the County Board Chair had an expanded role or there were
44 three Commissioners instead of an Administrator. McGinty wanted to look at where the County wants to be two
45 to three years in the future. He thought having director positions under a single County Administrator is ideal.
46 He'd like a County Administrator with a background in finance, human resources, and purchasing. A line of
47 succession would be recommended for the Administrator position, mostly likely the Administrative Services
48 Director. He said a Facilities Director was needed. McGinty suggested having the structure in place six
49 months before moving into it. He emphasized looking at positions, not people.
50

51 Betz asked if there would be three sub-administrators under the head Administrator. McGinty explained
52 that he categorizes those as director positions, in some entities such positions are called managers or deputies in
53 other organizations. Moser said the Republicans want to move to a single County Administrator. Betz asked for
54 the definition of media on the chart under technology. McGinty said it has to do with handling multi-media,
55 video, or motion capture. He recommended the multi-media choices should come from the technical side of the
56 IT Department, not the Administrator or the County Clerk. Moser suggested having a person who would go out
57 and communicate more in the public relations area. McGinty listed engineering and highway under Facilities
58 because these involve taking care of structure and maintenance in the County. Moser asked what kind
59 background a Facilities Director would ideally have. McGinty suggested the Facilities Director could be an
60 architect or someone with a high level skill so the County could stop having to farm out work as they are doing
61 now. Moser supported this approach and has wanted to have someone with a construction background for a
62 long time.

63
64 McGinty stated a department like Administrative Services could be a training ground for the next
65 County Administrator so the County would not be in a pinch like what occurred with the transition of Nursing
66 Home Administrators. Moser stated his preference for not looking outside the County for the next
67 Administrator. Moser spoke about the history of searching for a replacement County Administrator in previous
68 years following the departure of an Administrator.

69
70 The subcommittee discussed the structure regarding elected and appointed officials and how these
71 offices report to the County. Betz requested a larger chart reflecting that the Supervisor of Assessments,
72 Emergency Management Agency, Planning & Zoning Department, and the Nursing Home are under someone.
73 He noted the County Board appoints the Board of Review and the Supervisor Assessments, but these entities
74 have independent statutory authority. Discussion was held concerning the County Board Chair and whether it
75 should be a full-time or part-time position. Moser suggested looking at how Peoria County and Sangamon
76 County manage the County Board Chair issue.

77
78 McGinty suggested the need for a flow chart that reflects County operations that the public would be
79 able to understand. Moser stated the need to look at the Planning & Zoning Department and the Nursing Home
80 in a more detailed way. Discussion was held over when to move to a single County Administrator and whether
81 a ballot question would be needed for a full-time County Board Chair. McGinty asked if agreement could be
82 reached to set a goal of 2010 or 2012 for single County Administrator structure. Moser voiced his support of
83 August 2009. McGinty stated sufficient time would be needed to find the right people for the Director positions.
84 The subcommittee discussed how the next election might affect the make-up of the County Board. Betz
85 suggested affirming a single County Administrator by a certain date with three Directors. Then the County
86 Board could make it part of the Administrator's job to find the three Directors. The County Board would have
87 the final decision in hiring the Directors on the recommendation of the Administrator. The subcommittee
88 further discussed developing the administrative structure. Betz warned about sticker shock in regards to salary
89 for the level of Directors the County Board would want. In reality, the County Administrators have been
90 inexpensive compared to similar positions in other organizations. The subcommittee agreed it should look at
91 structure first and make the County Board aware of the costs in employing this level of credentialed
92 professionals. Betz wanted to talk to Pat Dorsey about professionals and their cost, so Moser agreed to speak to
93 Dorsey. McGinty agreed to collect data on Peoria, Sangamon, and McLean Counties. McGinty emphasized
94 putting the long-range planning at the County Board level around this structure. McGinty and Moser agreed on
95 the importance of having a plan together by the end of the fiscal year when the County Board Chair is elected
96 and the importance of salary comparables.

97
98 Weibel entered the meeting at 5:12 p.m. McGinty got Weibel up to speed on the meeting's discussion.
99 Moser spoke about how the County Board Chair's job has mushroomed in recent years. Weibel recommended

100 looking at succession in terms of administrative structure. The subcommittee agreed and discussed the
101 importance of having a succession in place.

102

103 **OTHER BUSINESS**

104

105 The subcommittee discussed scheduling its next meeting in about month from now. Moser requested
106 the meeting be scheduled on a rainy day due to farming commitments.

107

108 **ADJOURNMENT**

109

110 Meeting adjourned at 5:17 p.m.

111

112 Respectfully submitted,

113

114 Kat Bork

115 Administrative Secretary

116

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

1 CHAMPAIGN COUNTY BOARD
2 COMMITTEE MINUTES
3

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5 **ADMINISTRATIVE STRUCTURE SUBCOMMITTEE**

6 **Wednesday, May 7, 2008**

7 **Meeting Room 3, Brookens Administrative Center**

8 **1776 E. Washington St., Urbana**

9
10 6:00 p.m.

11
12 **MEMBERS PRESENT:** Betz, McGinty, Moser

13
14 **MEMBERS ABSENT:** None

15
16 **OTHERS PRESENT:** Mark Shelden (County Clerk), Barbara Wysocki (County Board member)

17
18 **CALL TO ORDER**

19
20 Meeting called to order at 6:00 p.m.

21
22 **ROLL CALL**

23
24 Betz, McGinty, and Moser were present, establishing the presence of a quorum.

25
26 **APPROVAL OF AGENDA/ADDENDUM**

27
28 **MOTION** by Betz to approve the agenda; seconded by Moser. **Motion carried.**

29
30 **PUBLIC PARTICIPATION**

31
32 There was no public participation.

33
34 **DISCUSSION REGARDING CHAMPAIGN COUNTY ADMINISTRATIVE STRUCTURE**

35
36 McGinty summarized what the subcommittee achieved at their last meeting. The subcommittee had
37 recognized the County should move to a single Administrator structure. Since the last meeting, McGinty
38 worked with the new HR Generalist, Amanda Moore, and gathered some information on counties' structure and
39 administrators. The information on Peoria, Rock Island, and McLean Counties was distributed to the
40 committee. Peoria County was the most similar to Champaign County regarding structure. McGinty noted that
41 Rock Island County does not have an Administrator; instead it goes straight to department directors. McGinty
42 suggested focusing on the components of the number of Administrators, what the Administrators' roles are, the
43 County Board Chair's role, and the number of County Board members. The subcommittee discussed the
44 information provided on the other counties. McGinty related that Moore had offered to get more information
45 from the other counties if the subcommittee had further questions. Moser wanted to find out what Sangamon
46 County does. The subcommittee planned to present a recommendation on administrative restructuring to the
47 Policy, Personnel, & Appointments Committee after the election and the seating of the new County Board. The
48 subcommittee discussed the time needed to develop and implement an altered structure. The subcommittee
49 explained the proposed structure to Shelden in answer to his questions. Shelden expressed concern about the
50 cost of implementing a structure with more management-level employees. He noted the County already has a
51 Grounds Supervisor and a Physical Plant Supervisor who would then be supervised by a newly created Facilities

52 Director. He added that the County just created a new IT Director position. McGinty did not think it was
53 essential to hire an Administrative Services Director under the County Administrator within a year because the
54 position will be ideally filled by someone with the skills to eventually be the next Administrator. The
55 subcommittee discussed the Facilities Director position. Moser spoke to Pat Dorsey about the likely salary for a
56 Facilities Director, especially considering the structure of the County Board, the evening meetings, and the flack
57 the position would take. It would take a special kind of person to fill the Facilities Director position. Sheldon
58 spoke about the Administrator and Director positions needing a leadership skill set in addition to an academic
59 skill set. He thinks a Facilities Director could potentially have the skills set to be a County Administrator and
60 did not want to put the County in a box. Sheldon asked if the Facilities Director would be paid more and have
61 fewer responsibilities than the current County Administrator of Facilities & Procurement. McGinty disagreed
62 with that assumption. He thought the Facilities Director might do fewer things, but the person would be more
63 valuable by bringing skills that the County currently has to outsource for, such as architectural skills. There can
64 be savings by having a certain skill set in that role. Betz wondered if there will be enough work in the next ten
65 years in facilities to have a full-time Facilities Director with purchasing being eliminated from the job
66 responsibilities. McGinty said ideas on structure were good because it is being developed. Sheldon stated that
67 the IT Director position was created with the direction that the position would develop and restructure the IT
68 Department with certain limitations and a budget to better serve the County's IT needs. He thought at some
69 point the single Administrator should be given some latitude to develop a structure that works for them.
70 McGinty agreed with the notion of having flexibility at every part of any long-range strategic planning. He
71 encouraged any ideas to be brought forth. The subcommittee discussed the General Corporate Fund's financial
72 position and how the Nursing Home is negatively impacting it. The County Board has a general consensus about
73 moving to a single Administrator. Further discussion was held over the skills desired in a potential Facilities
74 Director position and the County's future building needs. McGinty agreed to gather more information about the
75 role of the County Board Chair and the job descriptions for County Administrators and Facilities Director in
76 comparable counties for the next meeting. Betz suggested talking to past Champaign County Board Chairs who
77 are still alive, especially Lyle Shields. He views the Board Chair as a political role with a ceremonial function.
78 It is important to have a County Administrator who is not a partisan person. McGinty heartily agreed with
79 gleaned information from past Board Chairs. The subcommittee discussed accountability and disciplinary
80 procedures with Administrators. The subcommittee agreed to meet again in about a month.

81
82 **OTHER BUSINESS**

83
84 There was no other business.

85
86 **ADJOURNMENT**

87
88 Meeting adjourned at 6:45 p.m.

89
90 Respectfully submitted,

91
92 Kat Bork
93 Administrative Secretary

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

1 CHAMPAIGN COUNTY BOARD
2 COMMITTEE MINUTES
3

4
5 **ADMINISTRATIVE STRUCTURE SUBCOMMITTEE**

6 **Wednesday, June 4, 2008**

7 **Meeting Room 2, Brookens Administrative Center**

8 **1776 E. Washington St., Urbana**
9

10 6:00 p.m.

11
12 **MEMBERS PRESENT:** Betz, McGinty, Moser

13
14 **MEMBERS ABSENT:** None

15
16 **OTHERS PRESENT:** Kat Bork (Administrative Secretary), C. Pius Weibel (County Board Chair)

17
18 **CALL TO ORDER**

19
20 McGinty called the meeting to order at 6:00 p.m.
21

22 **ROLL CALL**

23
24 Betz and McGinty were present, establishing the presence of a quorum. Moser had telephoned to say
25 he was in Minnesota.
26

27 **APPROVAL OF AGENDA/ADDENDUM**

28
29 **MOTION** by Betz to approve the agenda; seconded by McGinty. **Motion carried.**
30

31 **PUBLIC PARTICIPATION**

32
33 There was no public participation.
34

35 **DISCUSSION REGARDING CHAMPAIGN COUNTY ADMINISTRATIVE STRUCTURE**

36
37 McGinty distributed the materials prepared as a result of the discussion from the last meeting
38 concerning the statistics and makeup of committees in other counties. Job descriptions for Administrators and
39 managerial positions from Peoria, Rock Island, McLean, and Sangamon Counties were provided so the
40 subcommittee could see what comparable counties did. McGinty reviewed what the subcommittee has
41 discussed at past meetings. In other counties, the size of the County Board varies. The only full-time Board
42 Chair is in Rock Island, which does not have a County Administrator. The subcommittee discussed a single
43 Administrator, the accompanying administrative structure, and the role of the Board Chair. Weibel gave input
44 on the amount of time expended as the current County Board Chair. He noted a full-time Board Chair would
45 necessitate an individual being retired, unemployed, or taking an extended leave of absence. This would limit
46 which the County Board members who could be County Board Chair. Time constraints already play a part in
47 which County Board members are willing to put their names in for nominations as Board Chair. Weibel and the
48 subcommittee discussed how much time it takes to fulfill the Board Chair duties. Betz stated a lot of the Board
49 Chair's job is ceremonial and Weibel agreed. McGinty confirmed the subcommittee is proposing moving to a
50 single County Administrator, adding a Facilities Director, and continuing to have the Board Chair as a part-time
51 position.

52 The subcommittee discussed the size of the County Board. Betz described how he was in favor of
53 shrinking the County Board when he was first elected, but he has seen situations with local City Managers and
54 City Councils that he caused him to change his mind. He felt the large size of the County Board enabled more
55 diversity and slowed things down. The subcommittee discussed single member districts and a variety of ways
56 that the County Board could potentially be restructured. Betz suggested the County Board resume holding two
57 full Board meetings a month. McGinty suggested looking at the option of having an Executive Committee of
58 the County Board instead. The Executive Committee would essentially be a collection of all the committee
59 chairs and vice-chairs so the full County Board could deal with business more aggressively at the full Board
60 meeting. McGinty agreed about the inclusiveness that results from a large County Board, but the Board needs to
61 have a way to process business more efficiently and professionally. Often County Board meetings are long
62 and members begin to tire after 10:00 p.m. Betz did not consider efficiency as something important in
63 government and gave the pension plan as an example. The subcommittee continued to discuss the possibility of
64 having an Executive Committee as an alternative to reducing the size of the County Board. Betz suggested all
65 closed sessions for the County Board be done at a monthly study session instead of being held at the public
66 meeting. Betz described past practices of the County Board's decision-making process.

67
68 The subcommittee agreed the County Board size, an Executive Committee, or more study sessions
69 would be a great conversation to have at the Policy, Personnel, & Appointments Committee. The subcommittee
70 discussed the size and makeup of City Councils and County Boards. Betz said the County Board can change its
71 census without voter approval. McGinty preferred an advisory referendum to know what the voters are
72 thinking. Betz suggested holding public hearings about the size of the County Board. The subcommittee
73 discussed public hearings.

74
75 McGinty suggested the next Policy, Personnel, & Appointments Committee meeting include a
76 discussion. The subcommittee concurred on reviewing the materials more closely and nailing down the single
77 County Administrator role, Facilities Director role, and the structure underneath the County Administrator. Betz
78 said they would need a bottom line on how much it will cost because that will be the first question asked.

79
80 **OTHER BUSINESS**

81
82 There was no other business.

83
84 **ADJOURNMENT**

85
86 Meeting adjourned at 6:54 p.m.

87
88 Respectfully submitted,

89
90 Kat Bork
91 Administrative Secretary

92
93 *Secy's note: The minutes reflect the order of the agenda and may not necessarily reflect the order of business conducted at the meeting.*