



CHAMPAIGN COUNTY BOARD COMMITTEE AGENDA

ADMINISTRATIVE STRUCTURE SPECIAL COMMITTEE
Brookens Administrative Center, Meeting Room Three
1776 E. Washington, Urbana
Thursday, February 5, 2009 – 6:00 p.m.

MEMBERS: Betz, McGinty, Moser

<u>ITEM</u>	<u>PAGE NO.</u>
I. <u>CALL TO ORDER</u>	
II. <u>ROLL CALL</u>	
III. <u>APPROVAL OF AGENDA/ADDENDUM</u>	
IV. <u>APPROVAL OF MINUTES</u> a. September 15, 2008	1-8
V. <u>PUBLIC PARTICIPATION</u>	
VI. <u>DISCUSSION REGARDING CHAMPAIGN COUNTY ADMINISTRATIVE STRUCTURE</u>	
VII. <u>OTHER BUSINESS</u>	
VIII. <u>ADJOURNMENT</u>	

1 CHAMPAIGN COUNTY BOARD
2 **COMMITTEE MINUTES**
3

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5 **ADMINISTRATIVE STRUCTURE SUBCOMMITTEE**

6 **Monday, September 15, 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), Deb Busey (County Administrator
17 of Finance & HR Management), Mark Shelden (County Clerk), C. Pius
18 Weibel (County Board Chair)
19

20 **CALL TO ORDER**

21
22 McGinty called the meeting to order at 4:30 p.m.
23

24 **ROLL CALL**

25
26 Betz, McGinty, and Moser were present, establishing the presence of a quorum.
27

28 **APPROVAL OF AGENDA/ADDENDUM**

29
30 **MOTION** by Betz to approve the agenda; seconded by Moser. **Motion carried.**
31

32 **APPROVAL OF MINUTES**

33
34 **MOTION** by Betz to approve the Administrative Structure Subcommittee minutes of March
35 31, 2008; May 7, 2008; and June 4, 2008; seconded by Moser. **Motion carried.**
36

37 **PUBLIC PARTICIPATION**

38
39 There was no public participation.
40

41 **DISCUSSION REGARDING CHAMPAIGN COUNTY ADMINISTRATIVE STRUCTURE**
42

43 The subcommittee discussed the recent *News-Gazette* article that quoted McGinty and Weibel
44 inaccurately. McGinty recapped the subcommittee's past discussions and the members' agreement to
45 move towards a single County Administrator structure at the end of the current County Administrators'
46 contracts, to have deputies or directors under the single County Administrator, to not change the role of
47 the County Board Chair significantly, and to address the Board size issue separately.

48 Weibel entered the meeting at 4:35 p.m.

49

50 The subcommittee agreed with moving towards a structure of a single County Administrator
51 with deputies or directors under this position, bringing the plan to the Policy, Personnel, &
52 Appointments Committee immediately after the election in order to have time to implement the
53 changes, having a facilities director in place by August, and looking at the budgeting for the positions.

54

55 Shelden stated if the subcommittee raises the issue of administrative restructuring in November
56 before a new County Board is seated, then the current Board might claim it has to wait for the new
57 Board to consider this issue and the new Board might want more time to look at it. He wondered about
58 keeping the issue moving forward without delays. McGinty said the subcommittee desired to do this
59 thoroughly and have consensus with the new Board. Shelden asked when the issue would be brought
60 to the Policy, Personnel, & Appointments Committee. McGinty said the subcommittee discussed how
61 this might occur in January; they have to look into the facilities director position and potential
62 candidates, so the position could begin before the current Administrators' contract end. Moser
63 indicated there was an overwhelming majority of County Board members who want to move to a
64 single Administrator structure. It sets the tone for the recommendation to come from the current Board
65 to the new Board. There will be tough decisions regarding the budget in August about realigning the
66 administrative structure and the costs involved. The subcommittee agreed it was important to
67 understand the costs and how to budget for positions. Moser liked the idea of the current Board
68 endorsing the idea of a single County Administrator and this subcommittee developing the method of
69 implementation to present to the next term's County Board. Betz thought the County Board already
70 endorsed the plan and Moser concurred. Betz was not against a formal resolution declaring the County
71 Board is publically committed to transitioning to a single County Administrator structure with deputy
72 administrators, if it would be helpful to have a public declaration of intent by the current County
73 Board. This could also be useful to make the current Board's position clear to any new Board
74 members.

75

76 Shelden asked if there was any money in the budget for a structure change. Busey stated it is
77 not currently budgeted and the current contingency line has less than \$200,000 budgeted. The
78 subcommittee discussed estimating the costs involved with a structural change. Betz voiced strong
79 support for a resolution stating the current County Board's intention to adopt a single County
80 Administrator system and then having this commitment reaffirmed by the next County Board. Moser
81 agreed. McGinty asked if it was necessary to include any specific details about the positions
82 supporting the Administrator. Betz suggested including a paragraph in the resolution that the
83 restructuring details will be worked out by this subcommittee.

84

85 Weibel suggested the subcommittee could begin working on a job description in January. Betz
86 suggested the development of a general outline of the administrative structure positions and their
87 general responsibilities. Moser and McGinty agreed. Betz asked for Busey's opinion on the timeline.
88 Busey stated there are different options that can be laid out with information about the costs of each
89 option. She liked the idea of having some transition to a facilities director before the end of the current
90 contracts. The committee discussed having a facilities director start by October 1, 2009 following a
91 three-month period to advertise and interview for the position. Busey explained the County started
92 advertising for the IT Director position at the end of December and the position was filled by April 1st.
93 Betz advised that the subcommittee should not discuss the employment of specific individuals in open

94 session. The subcommittee agreed to bring a resolution endorsing a single administrator structure to
95 the Policy, Personnel, & Appointments Committee and the County Board in October to ascertain a
96 sense of the body. They asked Busey to draft the resolution. Moser thought it was fair for
97 Administrative Services staff to know what is coming and to have a year to prepare for the change,
98 whatever it may be. Betz recommended asking for a roll call vote at the County Board meeting and to
99 not include the resolution on the consent agenda.

100

101 **OTHER BUSINESS**

102

103 There was no other business.

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105 **ADJOURNMENT**

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107 Meeting adjourned at 4:55 p.m.

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109 Respectfully submitted,

110

111 Kat Bork

112 Administrative Secretary

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114

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