



## CHAMPAIGN COUNTY BOARD COMMITTEE AGENDA

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ADMINISTRATIVE STRUCTURE SPECIAL COMMITTEE  
Brookens Administrative Center, Lyle Shields Meeting Room  
1776 E. Washington, Urbana  
Wednesday, April 15, 2009 – 5:00 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. February 17, 2009 – Open & Closed Session Minutes	1-3
b. April 1, 2009	4-11
V. <u>PUBLIC PARTICIPATION</u>	
VI. <u>CHAMPAIGN COUNTY ADMINISTRATIVE STRUCTURE DEVELOPMENT</u>	
a. Structure of Committees	12-15
VII. <u>OTHER BUSINESS</u>	
VIII. <u>ADJOURNMENT</u>	

1 CHAMPAIGN COUNTY BOARD  
2 COMMITTEE MINUTES  
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5 **ADMINISTRATIVE STRUCTURE SPECIAL COMMITTEE**

6 **Tuesday, February 17, 2009**

7 **Jennifer K. Putman Meeting Room, Brookens Administrative Center**  
8 **1776 E. Washington St., Urbana**  
9

10 4:30 p.m.

11  
12 **MEMBERS PRESENT:** Tom Betz, Brendan McGinty, Steve Moser

13  
14 **MEMBERS ABSENT:** None

15  
16 **OTHERS PRESENT:** Kat Bork (Administrative Secretary), Deb Busey (County Administrator  
17 of Finance & HR Management), Alan Kurtz (County Board Member),  
18 Amanda Tucker (HR Generalist), C. Pius Weibel (County Board Chair)  
19

20 **CALL TO ORDER**

21  
22 McGinty called the meeting to order at 4:35 p.m.  
23

24 **ROLL CALL**

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

28 **APPROVAL OF AGENDA/ADDENDUM**

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

32 **APPROVAL OF MINUTES**

33  
34 **MOTION** by Moser to approve the minutes of the February 5, 2009 and February 11, 2009  
35 meetings; seconded by McGinty. **Motion carried.**  
36

37 **PUBLIC PARTICIPATION**

38  
39 There was no public participation.  
40

41 **CHAMPAIGN COUNTY ADMINISTRATIVE STRUCTURE DEVELOPMENT**

42 **Reaffirm Single County Administrator Structure**

43  
44 McGinty reviewed the committee's discussions and conclusions from previous meetings.  
45

46 Betz entered the meeting at 4:36 p.m.  
47

48 The committee previously agreed to reaffirm the change to a single County Administrator  
49 structure with current County Board, as the previous Board supported this change in October 2008.  
50 Betz supported an ordinance reaffirming a single County Administrator structure for the benefit of the  
51 few new Board members and to confirm everyone knows what is happening. He did not think the  
52 reaffirmation would be controversial. Moser and McGinty supported the reaffirmation.  
53

54 **MOTION** by Betz to recommend the reaffirmation of the single County Administrator  
55 structure to the Policy, Personnel, & Appointments Committee to be forwarded to the County Board;  
56 seconded by Moser,  
57

58 Busey inquired if the committee intended to adopt an ordinance reaffirming Ordinance No. 837  
59 because the ordinance had an effective date of December 1, 2009. The committee agreed the intention  
60 was to approve an ordinance that both reaffirmed Ordinance No. 837 and amend the date of  
61 effectiveness to an earlier date.  
62

63 **Motion carried.**  
64

65 Single County Administrator Hiring Procedure  
66

67 McGinty asked if the committee felt a search should be performed to fill the County  
68 Administrator position or if the County Board should promote from within its current structure. Kurtz  
69 inquired if the County Board was under an obligation to look externally for candidates. Moser  
70 answered no. Betz acknowledged that both he and Moser had been on the County Board during  
71 previous external searches to fill the County Administrator position. The County might have to hire an  
72 outside agency to run the search. The outside agency could potentially come up with five candidates,  
73 who would have to be interviewed and their travel expenses paid. Betz noted that engaging in a  
74 regional or national search could cost between \$40,000 and \$60,000. McGinty added that figure does  
75 not even calculate the time spent reviewing the candidates. Based of his experience of having gone  
76 through two previous position searches unsuccessfully, Betz was unconvinced a national search was  
77 necessary. He provided some background on the previous County Administrator searches. Betz  
78 believed the County had the talent currently in-house to fill the position without an external search,  
79 based on past experience. Moser and McGinty concurred.  
80

81 **MOTION** by Betz to conduct the search for a County Administrator in-house; seconded by  
82 Moser.  
83

84 Weibel asked if the motion should be phrased to allow a local search. Moser stated that he  
85 wanted an in-house search. Busey said the County's policy on department head hiring procedures  
86 allowed the County Board to recommend the promotion of an employee to the position or perform a  
87 search. She suggested including the scope of the search in the motion. McGinty read the relevant  
88 article from the Champaign County Personnel Policy. Kurtz asked if the single County Administrator  
89 was a new position. Betz stated it was reverting back to an old structure and there is no incumbent.  
90

91 **McGinty suggested a friendly amendment to include "to promote another County**  
92 **employee and not to conduct a search." Betz and Moser agreed.**  
93

94           **Motion carried.**

95

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

98

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

103

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

106

107           **OTHER BUSINESS**

108

109           There was no other business.

110

111           **ADJOURNMENT**

112

113           Meeting adjourned at 5:11 p.m.

114

115           Respectfully submitted,

116

117           Kat Bork

118           Administrative Secretary

119

120

*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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4  
5 **ADMINISTRATIVE STRUCTURE SPECIAL COMMITTEE**

6 Wednesday, April 1, 2009

7 Jennifer K. Putman Meeting Room, Brookens Administrative Center  
8 1776 E. Washington St., Urbana  
9

10 5:00 p.m.

11  
12 **MEMBERS PRESENT:** Tom Betz, Brendan McGinty, Steve Moser

13  
14 **MEMBERS ABSENT:** None

15  
16 **OTHERS PRESENT:** Carol Ammons (County Board Member), Jan Anderson (County Board  
17 Member), Steve Beckett (County Board Member), Deb Busey (County  
18 Administrator of Finance & HR Management), David DeThorne (Senior  
19 Assistant State's Attorney), Matthew Gladney (County Board Member),  
20 Brad Jones (County Board Member), Alan Nudo (County Board  
21 Member), Samuel Smucker (County Board Member), Amanda Tucker  
22 (HR Generalist), C. Pius Weibel (County Board Chair), Barbara  
23 Wysocki (County Board Member)  
24

25 **CALL TO ORDER**

26  
27 McGinty called the meeting to order at 5:00 p.m. The meeting was moved into the adjoining  
28 Lyle Shields Meeting Room due to the size of the audience.  
29

30 **ROLL CALL**

31  
32 Betz, McGinty, and Moser were present, establishing the presence of a quorum.  
33

34 **APPROVAL OF AGENDA/ADDENDUM**

35  
36 **MOTION** by Moser to approve the agenda; seconded by McGinty. **Motion carried.**  
37

38 **PUBLIC PARTICIPATION**

39  
40 There was no public participation.  
41

42 **CHAMPAIGN COUNTY ADMINISTRATIVE STRUCTURE DEVELOPMENT**

43 **Discussion – Structure of Committees Proposal, Size of County Board, & Elected Officials Positions**  
44 **Analysis**  
45

46 McGinty stated the special committee has previously viewed administrative structure  
47 information from comparable counties collected by Tucker. The issues on the agenda include the next

48 steps and a direction from the Policy, Personnel, & Appointments Committee. McGinty spoke about  
49 what has been previously discussed at the special committee meetings. Betz stated that he did not have  
50 a problem discussing the committee structure because that was sent to this special committee by the  
51 Policy, Personnel, & Appointments Committee. However, he thought the size of the County Board  
52 and elected officials issues belong before the Policy, Personnel, & Appointments Committee instead of  
53 the special committee. He wanted to have a structured process for the discussion over those issues at a  
54 regular series of meetings. Betz spoke about holding public hearings to hear the input from the Farm  
55 Bureau, the League of Women Voters, the NAACP, Urban League, and the political parties. McGinty  
56 asked Betz if it was possible to talk about the committee structure without talking about the size of the  
57 County Board. Betz said he was sure it was possible because he viewed those as very separate issues.  
58 During his previous terms on the County Board, the committee structure was very different than it is  
59 now. He was once on five committees at one time, which was both educational and exhausting. He  
60 sees the benefit of serving on fewer committees. Betz described reducing the County Board and  
61 changing the Board to function in a similar manner to the city councils where they would meet as a  
62 committee-of-the-whole for all County business. There are a variety of different ways to restructure  
63 the County Board. Betz views the proposal to restructure the current County Board committees as the  
64 pressing issue and he would like that discussion to be the focus of this meeting. He thought all the  
65 issues were too big to discuss at one meeting.

66  
67 Moser did not want to talk about the size of the County Board because they did not know who  
68 would be drawing the map. McGinty asked if Moser wanted to wait until after the lines are redrawn to  
69 discuss the matter. Moser said the committee could talk about it, but whoever was in control in 2010  
70 would be drawing the map and he did not think they would pay much attention to the opposition party.  
71 McGinty asked if Moser objected to discussing the issue at the Policy, Personnel, & Appointments  
72 Committee meeting. Moser stated he did not, but this County Board would not tell the next Board  
73 what to do. In regard to putting a question about elected officials on the 2010 ballot, Moser stated the  
74 County Board had until August 2010 to make a decision.

75  
76 McGinty asked DeThorne if the County Board could have a question about the elected officials  
77 whose terms end in 2012 on the 2010 ballot. DeThorne said there was some precedent that indicated  
78 the elected officials' positions could be eliminated at the same election candidates are running for  
79 those offices. He thought there was some misrepresentation that the elimination of positions could  
80 only occur during an election year when the positions were being elected. DeThorne confirmed the  
81 County Board could take action in 2010 to eliminate an elected position with a term expiring in 2012.  
82 McGinty stated the statutory positions the County Board could affect include the Auditor, Coroner, and  
83 the Recorder. Moser agreed and added those terms all expire in 2012.

84  
85 Betz echoed Moser's comments that the process was inherently political and whichever party  
86 controls the County Board will redraw the district lines. He said the County Board itself had the final  
87 authority over its size, not the voters. He wanted the County Board to have a discussion about the  
88 Board size issue this term so there is some consensus after the census figures are received in 2010. He  
89 warned the special committee that they could not bind a future County Board on that issue. He wanted  
90 to focus on the number of committees at this meeting. Moser related the discussions from the last time  
91 the Board size was debated at various meetings held throughout the County. Betz acknowledged that  
92 the Board did put the question of single member districts on the ballot. Both Betz and Moser  
93 campaigned against that issue and the public voted it down then. He thought it was not a bad idea to

94 revisit the reform issue every 8-10 years. He was not trying to stop this County Board from having the  
95 discussion, but he wanted to develop a framework to deal with these issues in a rational approach. In  
96 the interest of others who had come to the meeting, McGinty suggested breaking off the County Board  
97 size and elected officials positions analysis to allow other Board members the chance to talk about  
98 those issues before moving on to the committee structure. Moser noted the County Board could decide  
99 to have the Board Chair be an at-large elected position for the whole county. Betz agreed there were  
100 many more issues in terms of County reform than were being discussed here. He fully supported  
101 discussing these issues, but within the bounds of a process. McGinty concurred there were numerous  
102 possibilities and some specific proposals would have to be generated for focused discussion with a  
103 larger audience. McGinty opened discussion to other Board members on the Board size or elected  
104 officials positions.  
105

106 Jones asked what the past objections were to single members County Board districts. Betz  
107 thought people were concerned with single members districts leading to a reduction in the size of the  
108 County Board and thereby a reduction in the diversity represented on the Board in terms of race and  
109 rural vs. urban. Betz said it was very interesting to see the African-American community and  
110 unincorporated Champaign County vote identically in opposition to the issue. He described how the  
111 issue was on the ballot in a March election instead of during a big November election. There were  
112 many arguments made by both sides on the issue. Moser indicated rural residents were worried the  
113 single member districts would end up like District 4 with several townships in a single district. Beckett  
114 stated that he supported single member districts with the philosophy that single member districts are  
115 more reflective of direct representation and the voter would more closely identify with a single  
116 representative.  
117

118 Betz spoke about his desire to gather information from other counties, have discussions about  
119 the pros and cons, develop some alternatives on the issues, and then solicit advice from the public. He  
120 did not think there was any specific proposal on the table at this point and he did not expect to see one  
121 about the Board size for quite some time until the Board has the statutory framework and public  
122 hearings. McGinty said the only suggestion came from a few ideas he and Knott put together,  
123 including some ideas for discussion about Board size. He expressed there is no set proposal on the  
124 floor for changing the Board size. Moser requested the County Board hold public hearings as they  
125 previously did. Betz said, as Policy Committee Chair, he did this the last time and he would be happy  
126 to do it again.  
127

128 Nudo concurred with Betz about having a timeline and procedure for gathering information on  
129 the elected officials positions so that a vote can be taken before December 1, 2009 when the change to  
130 a single County Administrator is made. This approach would allow the County Board to put the issue  
131 of which positions should be appointed versus elected before the public so the decision is set for the  
132 single Administrator and planning could begin from that point. Nudo supported considering the issue  
133 of removing elected positions from a ballot prior to 2012. This way the issue of removing positions  
134 would not be on the same ballot as candidates for those offices. He advised the County Board should  
135 consider the issue in 2010. He wanted to have a lot of study and public participation in order for the  
136 issues to be understood and a rational decision be reached over which positions should be elected and  
137 which should be appointed. The County Board needs to take a look at how it can have efficient,  
138 productive positions in all of its areas. In 2010, the County Board needs to be able to inform the public

139 about what the alternatives are to having elected positions and this is why Nudo supported the  
140 approach with the County Administrator.

141  
142 McGinty wanted people to understand that the position analysis concerned the positions and  
143 how they fit into the broader organization only, not the personalities of the individuals who hold the  
144 positions. The Board members are trying to address how to best serve the public in the future. He  
145 urged Board members to look at the issues from a structural standpoint.

146  
147 Ammons asked if it would be beneficial for the current elected officeholders to make  
148 presentations to the Policy, Personnel, & Appointments Committee so the committee can get a full  
149 picture of what their offices do. She felt part of the analysis needs to include the perspective of the  
150 person whose has been serving in that position. Betz said that was part of the proposal in the Policy  
151 Committee packet included structuring how the discussion would commence. Betz wanted to look at  
152 the statutory framework within the offices, hear from the current and past officeholders, and hear from  
153 the public and interest groups on these questions.

154  
155 McGinty summarized that the committee sounded like it was discussing a six-month goal to  
156 walk through the two issues at the Policy Committee meetings. There were no objections from the  
157 Board members. McGinty moved onto the committee structure proposal.

158  
159 Moser agreed with the idea of getting down to four committees because of the cost savings,  
160 including though administrative savings. McGinty asked about the concerns that have been raised  
161 about losing oversight and the focus of the committee with consolidation. Moser stated some Board  
162 members would get their back up because they might not be able to stay on certain committees. He  
163 thought the difficulty would be determining how big the restructured committee would be, for example  
164 7 versus 13 members. McGinty summarized the positive benefits of committee restructuring as being  
165 cost savings and having all the meetings in one week from an administrative standpoint. Some of the  
166 drawbacks that have been raised include oversight and Board members only serving on one committee.  
167 Betz noted increasing the number of members on fewer committees would lower or eliminate the cost  
168 savings. He thought the committees were functioning well in many respects. He encouraged  
169 committees to cancel meetings or arrange for short meetings before County Board meeting if there is  
170 no business for action to generate cost savings. Betz spoke about his concern about the length of  
171 Policy Committee meetings if it was combined with the Justice & Social Services Committee.

172  
173 McGinty liked the fact that the County Board was looking at the committee structure. His  
174 concern was only serving on one committee because it could harm the analysis ability of the Board  
175 members, but there are a lot of ways the committee structure can be worked to gain some efficiency  
176 without losing oversight. He thought there may have been some misunderstanding about the intention  
177 of the restructuring proposal.

178  
179 Beckett, who brought the proposal forward, explained it resulted from the County's struggles  
180 with the first round of budget revisions this year. He saw the County Board cutting department  
181 budgets without accepting any responsibilities itself or showing the County employees that the Board  
182 was willing to take a cut and put more work on themselves. Busey assisted Beckett in developing the  
183 proposal at his request and neither put any particular emphasis on the names of the consolidated  
184 committees. The proposal's purpose was to consolidate committees, not to eliminate the Justice &



185 Social Services Committee. This could generate \$15,000 in savings and would say something good to  
186 the employees. Beckett also reviewed the number of action items coming out of the committees and  
187 the length of the meetings. He has listened to the comments from other Board members and some  
188 comments have been very positive about the Board members being more representative instead of less.  
189 He described the approach used by entities like the city councils, which hold study sessions and  
190 meetings attended by all members. The County Board is currently too large to meet as a whole  
191 without committees. Last week, someone suggested having 4 committees, each with 13 members. This  
192 would lose the savings from County Board per diems, but it would still generate savings for  
193 administrative staff time by having all the meetings in one week. This will mean more work for Board  
194 members to be better prepared to discuss the materials at the meetings. He hoped that the Policy  
195 Committee will consider the 4 committees with 13 members structure which would achieve more  
196 participation from Board members. Beckett noted that one caveat would be that it is essential for the  
197 Highway Committee's functions to be able to meet on Fridays at 9:00 a.m. with Jeff Blue involved and  
198 Lorraine Cowart as the Chair. McGinty asked why the Highway Committee had to be scheduled then.  
199 Beckett explained the township road commissioners and the Highway Department staff can attend  
200 Friday morning meetings when there are agenda issues that require the commissioners or staff. The  
201 meeting could be changed, but Beckett knew Jeff Blue wanted those meetings on Friday mornings  
202 because there are special needs that he can accomplish with that meeting schedule. Beckett wanted to  
203 please as many people as possible with any committee restructuring.  
204

205 Anderson pointed out a few things she hoped Board members would keep in mind during their  
206 discussions. She chaired the Justice & Social Services Committee meeting minutes and estimated the  
207 committee's shortest meeting time last year was 1 hour and 5 minutes with the longest meeting time  
208 being 2 hours and 45 minutes. She calculated the average meeting time of that committee during the  
209 last year was 1 hour and 45 minutes. She thought combining the Justice and Policy Committees could  
210 lead to some long meetings. She expressed that the Justice & Social Services Committee has discussed  
211 topics about elected officials' offices after being pushed to by the general public. She indicated these  
212 discussions made the public feel as though their concerns were being aired although the County Board  
213 cannot set policies in elected officials' offices. She asked to see the figures on any savings possibly  
214 generated by the Board restructuring to 4 committees with 13 members. She spoke about the length of  
215 meetings and how different Board members react to long meetings.  
216

217 Gladney echoed Anderson's statements and added that he would hate to see the Board members  
218 sacrifice their responsibility of commitment and oversight for the sake of efficiency. He did not  
219 understand the notion of increasing the number of members on a committee at the same time the Board  
220 might be discussing reducing the total number of County Board members.  
221

222 Jones stated the current economic climate would reflect heavily on the County's budget later  
223 this year and next year, therefore, the County Board does have a responsibility to look at ways to save  
224 money, such as the one to restructure committees. It is good to have proposals generate discussion  
225 points. He spoke about committees that regularly have short meetings, such as the Highway  
226 Committee and ELUC, and how wasteful it is to pay Board members per diems for a 10-minute  
227 meeting. He had previously suggested combining the Highway Committee and ELUC, which met with  
228 objections from ELUC members concerned about upcoming zoning issues. Jones encouraged Board  
229 members to examine the proposal and consider other possibilities about the committee structure.  
230

231 Moser spoke about ELUC and the benefit of having Board members educated about zoning  
232 issues. He would like to see ELUC be a larger committee because of the upcoming windmill issues.  
233

234 Ammons spoke about the proposal and where the Justice & Social Services Committee's  
235 responsibilities would be included in the County Board Rules. She supported the idea of larger  
236 committees so Board members would be better informed. Ammons wanted to look at the actual  
237 structure of the committees in addition to their size. She thought part of the problem was that issues  
238 come to the committees from outside sources instead of ideas being originated in the committee  
239 meetings.  
240

241 Betz was glad this issue had come before the Board and spoke about the evolution of  
242 committees during his time on the County Board. He would like to see a draft proposal for having 4  
243 standing committees with 13 members each because it is an interesting proposal. He was more  
244 attracted to developing a better structure than enacting cost savings. He objected to committee  
245 meetings that are held in the mornings because it tends to make public participation more difficult, but  
246 those issues are not insurmountable. McGinty inquired if Betz had a suggestion about who should put  
247 together the proposal. Betz did not and Beckett volunteered to prepare a draft to share with all  
248 members. The committee supported the Beckett drafting a proposal and discussed holding its next  
249 meeting in the near future.  
250

251 Weibel suggested 4 committee meetings could be held each month and the County Board could  
252 decide which 4 committee would hold meetings that month. Nudo spoke in favor of the 13-member  
253 committee structure so half the Board is addressing issues and would be better informed. He stated  
254 that a lot of the discussion at Justice Committee meetings is about reports, not actionable items. This  
255 can be a useful learning experience; however, these discussions could be remanded to the County  
256 Board meetings in order to allow all Board members to ask questions. Nudo wagered a lot of County  
257 Board members do not read the Justice Committee agenda packet in depth because it does not contain  
258 a lot of actionable items. Incorporating the monthly and quarterly reports into the County Board  
259 meetings instead of a committee meeting would bring the discussion to a different level without any  
260 loss of oversight. Ammons did not know how the County Board could give oversight when members  
261 are not reading their agenda packets. She felt the Justice Committee has the responsibility to do more  
262 than it has done in the last few years and should be reshaped in some way. She wanted the committee  
263 structure to include things that the Board members would like to see happen from the committee as  
264 opposed to what is in the rules language.  
265

266 Beckett mentioned that Board members learn what occurred at other committee meetings  
267 during the Democratic Caucus meetings. Based on the questions posed to Beckett as Facilities Chair at  
268 caucus meetings, it is clear that Board members have not read the Facilities Committee agenda packet.  
269 The situation in the remainder of FY2009 and FY2010 will likely include departments being asked to do  
270 more with fewer employees. He wanted the County to look at itself and do more with less. This will  
271 mean Board members working harder to take on greater responsibility. He remarked, having served on  
272 the Justice Committee, that discussion at those meetings involves more pontification than actual  
273 oversight. The County Board once had a committee about jail overcrowding that held lengthy  
274 meetings and accomplished nothing. The jail overcrowding issue was actually dealt with by the  
275 County Board Chair, the Circuit Court, Court Services/Probation, the State's Attorney, and the Public  
276 Defender; who were those with the authority to make decisions about the situation. The oversight of

277 elected officials is sometimes more heavily weighed by some Board members than the County Board  
278 actually has the authority to do. In response to the suggestion that meetings be canceled, Beckett noted  
279 that some meetings cannot be canceled due to deadlines involved with contracts and grants that have to  
280 be acted on in a given month. He canceled a regular Facilities Committee and held a short meeting  
281 before the County Board meeting only to have committee members not show up and dislike being  
282 pressed for time in making a decision, which is not unreasonable. He does like there is great benefit to  
283 the 4 committee structure with some adjustment. He encouraged the Board to not delay long in  
284 deciding a committee structure for the rest of this Board's term to respond to the current economic  
285 times. The next County Board makes changes to the committees as it deems appropriate.

286  
287 Moser said the reason the elected officials issue went nowhere last time was because the Sheriff  
288 and the County Clerk told the County Board that they did not want the responsibilities of other offices.  
289

290 Smucker agreed with the idea of having more educational orientation for County Board  
291 members and more open-ended discussion. He did not see that in the proposals, but he did not know  
292 how to build it into the proposal. He asked for Beckett or others to think about how an educational  
293 component could be built into the structure. He felt when reports go to the full County Board there is  
294 less oversight because Board members are less likely to read the reports. Regarding the cost savings,  
295 Smucker thought the Board's per diems were low and wondered how they compared to other counties.  
296 McGinty explained the County Board has already done the per diem analysis and the County is at the  
297 bottom of the compensation range. Smucker said some Board members have very high-end skills,  
298 such as lawyers, geologists, and accountants, and he did not want the Board members to short-change  
299 themselves. By asking the Board members to essentially volunteer their time, they would be sending  
300 the message that this work is not that important. He spoke about the meetings that Board members  
301 attend without being paid and how they are running a bare bones operation.  
302

303 Busey clarified that a statistical assessment was done of the Justice Committee's action items  
304 from January 2007 through January 2009. There were 57 items in total sent to the County Board from  
305 the Justice Committee during that 2-year period. Of those items, 46 would go the Finance Committee  
306 under the restructuring proposal because they were grants or Animal Control agreements with the  
307 villages for services involving finances. There were 11 items that were not financial and would have  
308 been considered by other committees, 5 of which were Nursing Home issues that would no longer  
309 gone to the committee. She wanted to make the Board members aware that a lot of what the Justice  
310 Committee has done would go the Finance Committee, not the Policy Committee.  
311

312 Gladney, in response to Smucker's comments about the low per diem, expressed that he did not  
313 view the per diem rate as an indicator of the importance of the County Board's work. He considered  
314 being a public servant and an elected official as a unique responsibility. He thought the County Board  
315 could do their work for free without impugning its importance or quality. There are also people in the  
316 community who think the Board members should not be paid at all.  
317

318 Busey suggested April 15<sup>th</sup> at 5:00 p.m. for next meeting. The committee agreed to aim for that  
319 date. McGinty remarked that he wanted the Board to reach a decision point on these issues. Too many  
320 things have been discussed in the past and then died. He wants the entire Board to have discussion and  
321 vote on it, whatever the final outcome.  
322

323 Wysocki agreed with the statement that the bottom of the economic recession has not yet been  
324 reached, but she did not think economics should drive the decision. The County Board has had a set  
325 number of committees for years and everyone has become comfortable with that menu of committees  
326 without fully assessing what the committees are doing and whether they are still relevant. She  
327 supported the idea of looking about the committees themselves at the start of every 2-year County  
328 Board term rather than just looking at committee assignments. She encouraged the Board to think  
329 about the appropriate forum for educating people on what is at stake in the lesser understood  
330 committees like ELUC. The Board needs to be forward-thinking on these issues and have a vision of  
331 what County government is all about because it is an evolving creature, instead of looking to the past.  
332

333 **OTHER BUSINESS**

334  
335 There was no other business.  
336

337 **ADJOURNMENT**

338  
339 Meeting adjourned at 6:33 p.m.  
340

341 Respectfully submitted,

342  
343 Kat Bork

344 Administrative Secretary  
345

346

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

*Rules Change Recommendation – April 9, 2009*  
*Consolidate Justice & Policy;*  
*Consolidate Facilities & Highway;*  
*Assign other duties to Finance;*  
*Mandated Reporting goes Directly to County Board*

**5. Duties of County Board Chair**

- E. The County Board Chair is an ex-officio member of all standing committees, special committees and subcommittees in addition to those to which he is an appointed and voting member.

**12. County Board Meetings**

- F. The Board Chair shall prepare an agenda for each meeting of the Board, which shall be sufficiently itemized to inform the Board and the public of the business to be considered by the Board. The following requirements shall apply to items to be considered by the Chair for placement on the Agenda:

1. Items proposed for consideration by the Board shall be submitted to Administrative Services on or before Noon on the Tuesday preceding the Board meeting.
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  - d) Matters presented to the Board at its Biennial Organizational Meeting;
  - e) Collective bargaining and employment matters;
  - f) Purely procedural matters, such as scheduling meetings;
  - g) Announcements, and matters for consideration and not formal action; and
  - h) Emergency budget amendments
  - i) Monthly, quarterly or annual reports of Champaign County Elected Officials, Appointed Officials, or other Boards required by statute or County Board Resolution to be provided to the Champaign County Board.

**13. Order of Business - County Board & Committee Meetings**

- A. The Order of Business for each regular meeting of the Board shall be as follows:

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Roll Call  
Prayer and Pledge of Allegiance  
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Public Participation  
Announcements and Communications  
Approval of the Consent Agenda  
Standing Committee Reports

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Monthly, Quarterly, Annual Reports  
Other Business  
New Business  
Adjournment

**16. Standing Committees**

**A. STRUCTURE OF COMMITTEES**

1. The following shall be the standing committees of the Champaign County Board:

Finance Committee – 14 members  
County Transportation & Facilities Committee – 13 members  
Justice, Policy & Appointments Committee – 14 members  
Environment & Land Use Committee – 13 members

2. Standing committees shall be composed of members of each of the political parties represented on the Board, in approximate proportion to those parties' representation on the Board.

**D. DUTIES AND ROLES OF STANDING COMMITTEES**

1. Finance
  - a) Directs the County Administrator in the planning, preparation and implementation of the Champaign County budget and forwards recommendations for approvals to the Champaign County Board.
  - b) Plans overall county long-range needs, including consideration of the County's information technology systems and infrastructure.
  - c) Receives and reviews all program requests from elected and appointed officials and recommends approval of said requests to County Board
  - d) Confers with the County Treasurer to determine the proper and legal investment and deposit of County funds.
  - e) Receives periodic reports on status of employees' bargaining units; reviews collective bargaining contracts prior to expiration and recommends approval of negotiated tentative agreements to full County Board.
  - f) Receives, reviews, and considers recommendation to the County Board from the Justice, Policy & Appointments Committee and/or the Champaign County Salary Administrator regarding position classification, evaluation, salary administration and County staffing.
  - g) Whenever there is a tie vote in committee, the matter is reported to the County Board for action as "not recommended" out of committee.
2. County Transportation & Facilities
  - a) Reviews and approves construction and remodeling, maintenance and operation of County buildings, property and recreational land, in compliance with all federal and state requirements.

*Rules Change Recommendation – April 9, 2009*  
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- b) Reviews topics involving acquisition, leasing and disposition of real property for the County.
  - c) Establishes, plans, and approves long-range goals and development of plans for County facilities.
  - d) Provides overall supervision of matters relating to County facilities.
  - e) Establishes and approves long range plans for County roads and highway construction.
  - f) Provides overall supervision of matters relating to County roads, bridges and rights-of-way.
  - g) Approves all highway construction plans.
  - h) Considers acquisition and disposition of County Highway equipment and materials.
3. Environment & Land Use
- a) Works with the Regional Planning Commission and other units of government to meet the need for regional planning and zoning.
  - b) Makes recommendations for guidance and control of the future economic development of the County.
  - c) Drafts rules and regulations for subdivisions.
  - d) Acts on approval of plats.
  - e) Issues various licenses as established by the Board.
  - f) Cable television oversights.
  - g) Solid Waste oversights.
  - h) Acts as the Board liaison for the Department of Planning & Zoning, Sanitary District and Drainage Districts.
4. Justice, Policy & Appointments Committee
- a) Reviews all appointments recommended by the County Board Chair and makes recommendations to the full Board.
  - b) Develops, maintains and recommends County policies, to full County Board, in compliance with federal and state regulation.
  - c) Receives bids and recommends award of contract for county-wide purchasing.
  - d) Serves as final step for hearing process in grievance procedures as provided in Champaign County Personnel Policy.
  - e) Responsible for reviewing and recommending positions on state and federal legislation impacting the County.
  - f) Receives, reviews, and considers requests from department heads and recommendations from Champaign County Salary Administrator regarding position classification and evaluation, and forwards committee's recommendation to Finance committee and/or County Board.
  - g) Works with all elected and appointed officials in the review and development of policy initiatives.

*Rules Change Recommendation – April 9, 2009*  
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*Consolidate Facilities & Highway;*  
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**IMPACT OF PROPOSED RULES CHANGE:**

1. Four standing committees – 13 members on two committees and 14 members on two committees – each county board member assigned to 2 committees.
2. No annual per diem savings – remains the same.
3. Estimated administrative services personnel savings due to four meetings in one week vs. six meetings over two weeks – combined with other administrative changes could result in savings of approximately \$35,000.
4. All committee meetings can be held in the first week of the month.
5. Policy initiatives from any county department or agency which require approval by the County Board come to the Justice, Policy & Appointments Committee – under the current rules, some would go to Policy and some would go to Justice.
6. Program requests from any county department or agency which require approval by the County Board come to the Finance Committee – under the current rules, some would go to Justice first.
7. All capital asset and infrastructure issues – both facilities and roads and bridges initiatives – go to one committee.
8. Under this proposal, all elected officials, appointed officials, or boards required to provide reports to the County Board would submit those reports directly to the County Board instead of to a committee first.



**DOCUMENTS DISTRIBUTED  
TO THE COMMITTEE  
AT THE MEETING**

**ADMINISTRATIVE STRUCTURE  
SPECIAL COMMITTEE  
APRIL 15, 2009**

Contents:

1. Revised Proposal to Restructure County Board Committees  
– Marked-Up Version
2. Revised Proposal to Restructure County Board Committees  
– Clean Version
3. Ten Point Plan
4. Ten Point Plan – All Ideas

*Rules Change Recommendation – April 14, 2009  
Consolidate Justice & Policy  
Consolidate Facilities & Highway  
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Mandated Reporting goes directly to County Board*

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6. **Rules**

F. *Whenever there is a tie vote on a main motion in committee, the matter is reported to the County Board for action as “not recommended” out of committee.*

12. **County Board Meetings**

F. The Board Chair shall prepare an agenda for each meeting of the Board, which shall be sufficiently itemized to inform the Board and the public of the business to be considered by the Board. The following requirements shall apply to items to be considered by the Chair for placement on the Agenda:

1. Items proposed for consideration by the Board shall be submitted to Administrative Services on or before Noon on the Tuesday preceding the Board meeting.
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  - i) *Monthly, quarterly or annual reports of Champaign County Elected Officials, Appointed Officials, or other Boards required by statute or County Board Resolution to be provided to the Champaign County Board.*

13. **Order of Business – County Board & Committee Meetings**

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**Monthly, Quarterly, Annual Reports**

Other Business  
New Business  
Adjournment

**16. Standing Committees**

**A. STRUCTURE OF COMMITTEES**

1. The following shall be the standing committees of the Champaign County Board:

Finance Committee – 14 members  
County *Transportation & Facilities* Committee – 13 members  
*Justice, Policy, Personnel, & Appointments* Committee – 14 members  
Environment & Land Use Committee – 13 members  
~~Highway & Transportation Committee~~  
~~Justice & Social Services Committee~~

2. ~~Each standing committee of the Champaign County Board shall be composed of nine (9) members.~~ Standing committees shall be composed of members of each of the political parties represented on the Board, in approximate proportion to those parties' representation on the Board.

**D. DUTIES AND ROLES OF STANDING COMMITTEES**

1. Finance
  - a) ~~Establishes process with County Administrator for annual budget preparation.~~ *Directs the County Administrator in the planning, preparation and implementation of the Champaign County budget and forwards recommendations for approvals to the Champaign County Board. (NOTE: This is clean-up of duties for Finance Committee.)*
  - b) Plans overall county long-range needs, including consideration of the County's information technology systems and infrastructure.
  - e) ~~Plans overall budget, in view of department proposal and County needs.~~
  - d) ~~Convenes a public hearing on the preliminary budget in compliance with legal requirements.~~
  - e) ~~Reviews department budgets and reports to the Board any recommendations necessary for the reasonable adherence to the budget.~~
  - f) c) *Receives and reviews all program requests from elected and appointed officials and recommends approval of said requests to County Board*
  - g) ~~Prepares and submits final budget to the Board.~~
  - h) d) ~~Confers with the County Treasurer to determine the proper and legal investment and deposit of County funds.~~
  - i) ~~Approves transfer of funds on line item accounts as necessary.~~
  - j) ~~Evaluates distribution of funds and appropriation of expenditures within the County with the goal to achieve maximum efficiency and economy within the government structure.~~

*Rules Change Recommendation – April 14, 2009*  
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- k) e) Receives periodic reports on status of employees' bargaining units: reviews collective bargaining contracts prior to expiration and recommends approval of negotiated tentative agreements to full County Board.
- l) f) Receives, reviews, and considers recommendation to the County Board from the Policy, Personnel & Appointments Committee and/or the Champaign County Salary Administrator regarding position classification, evaluation, salary administration and County staffing.
- m) ~~Reviews and recommends Champaign County Financial Policies annually.~~

2. County Transportation & Facilities

- a) Reviews and approves construction and remodeling, maintenance and operation of County buildings, property and recreational land, in compliance with all federal and state requirements.
- b) Reviews topics involving acquisition, leasing and disposition of real property for the County.
- c) Establishes, plans, and approves long-range goals and development of plans for County facilities.
- d) Provides overall supervision of matters relating to County facilities.
- e) *Establishes and approves long range plans for County roads and highway construction.*
- f) *Provides overall supervision of matters relating to County roads, bridges and rights-of-way.*
- g) *Approves all highway construction plans project bids.*
- h) *Considers acquisition and disposition of County Highway equipment and materials.*

3. Environment & Land Use

- a) Works with the Regional Planning Commission and other units of government to meet the need for regional planning and zoning.
- b) Makes recommendations for guidance and control of the future economic development of the County.
- c) Drafts rules and regulations for subdivisions.
- d) Acts on approval of plats.
- e) Issues various licenses as established by the Board.
- f) Cable television oversights.
- g) Solid Waste oversights.
- h) Acts as the Board liaison for the Department of Planning & Zoning, Sanitary District and Drainage Districts.

4. ~~Highway & Transportation~~

- ~~a) Establishes and approves long range plans for County roads and highway construction. Replaced with 16-D-2(e)~~
- ~~b) Provides overall supervision of matters relating to County roads, bridges and rights-of-way. Replaced with 16-D-2(f)~~
- ~~c) Approves all highway construction plans. Replaced with 16-D-2(g)~~

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- ~~d) Considers acquisition and disposition of County Highway equipment and materials. Replaced with 16-D-2(h)~~
- ~~e) Acts as the Board liaison for the Highway Department. Not necessary~~

5. ~~Justice & Social Services Committee~~

- ~~a) Considers issues and receives reports from the Champaign County Mental Health Board, Cooperative Extension Services Board, RPC Head Start, RPC Senior Services, Regional Office of Education, Children's Advocacy Center and Community Services Board. Replaced by Item 12-F-2(i)~~
- ~~b) Works with the County Sheriff on all matters pertaining to adult correctional programs and policies. Replaced by Item 16-D-1(f) and 16-D-6(i)~~
- ~~c) Confers with Circuit Judges on operation of courts and court related offices and agencies. Replaced by Item 16-D-1(f) and 16-D-6(i)~~
- ~~d) Considers programs and receives reports involving Courts, Circuit Clerk, State's Attorney, Public Defender, Court Services, Coroner, Animal Control and Emergency Services & Disaster Agency departments. Replaced by Item 16-D-1(f) and 12-F-2(i)~~

6. Justice, Policy, Personnel, & Appointments

- a) Reviews all appointments recommended by the County Board Chair and makes recommendations to the full Board.
- b) Develops, maintains and recommends County policies, to full County Board, in compliance with federal and state regulation.
- c) Accepts and reviews reports for County Administrators, County Board Chair, and County Clerk. Replaced by Item 12-F-3(i)
- d) Receives bids and recommends award of contract for county-wide purchasing.
- e) Receives, reviews, and makes recommendations from sub-committees. NOTE: This is an inherent responsibility of any committee, given the rules on appointment of sub-committee.
- f) Serves as final step for hearing process in grievance procedures as provided in Champaign County Personnel Policy.
- g) Responsible for reviewing and recommending positions on state and federal legislation impacting the County.
- h) Receives, reviews, and considers requests from department heads and recommendations from Champaign County Salary Administrator regarding position classification and evaluation, and forwards committee's recommendation to Finance committee and/or County Board.
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  - a) Reviews and approves construction and remodeling, maintenance and operation of County buildings, property and recreational land, in compliance with all federal and state requirements.
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  - c) Establishes, plans, and approves long-range goals and development of plans for County facilities.



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# ISSUES for CONSIDERATION In DEVELOPMENT OF A COUNTY BOARD STRATEGIC PLAN

1. **Public Accessibility**  
*There has been an increasing need for public access, from useful on-line documents to how meetings are recorded and broadcast. There is a need to analyze and recommend changes in how public access is best addressed.*
2. **County Administration Structure**  
*With contracts coming due on both Administrators, analyze and recommend best administrative structure for County, including number of administrators and structure and responsibilities of Administrative Services.*
3. **Capital Improvement Plan**  
*Define much-needed capital improvement plan, including schedule and projected budget, to allow County to keep up with capital needs.*
4. **Comprehensive Plan**  
*Using the results from the community input, define the basics of a County comprehensive plan, from which zoning and other considerations will likely be considered from a more logical baseline.*
5. **Financial Plan**  
*Develop a short- and long-term financial plan for the County, incorporating all aspects of projected income and expenses for all governmental offices and operations.*
6. **Long-Term Technology Plan**  
*The County has struggled to keep up with evolving technologies at the potential cost of operational efficiencies. Analysis and recommendations regarding long-range technology planning is sorely needed.*
7. **Structure of Board**  
*Analyze and recommend number of Board members, types of committees, number of committee members, responsibilities and authority of all members*
8. **Map – Redistricting**  
*Analyze and recommend best process for logical district line delineation*
9. **Ballot Questions – Coroner, Recorder, Auditor**  
*Analyze and recommend need for elected positions of Coroner, Recorder, and Auditor and, if eliminated, best approach for delivery of services*
10. **Board Chair/Leadership**  
*Board Chair responsibilities and authority may need to be modified depending on changes in the Administrative Services structure. Defining the exact role and responsibilities of the Board Chair is the next logical step.*

Ten Point Plan - All Ideas

<b>Category</b>	<b>Idea</b>	<b>Originator</b>	<b>Action</b>	<b>Status</b>
Planning	Enact minimum standards for residential rental housing	Betz	ELUC	Nothing yet
Planning	Comprehensive plan	10 Point Plan	ELUC	In progress
Planning	Determine what parts of a comp plan are really necessary and important	Tapley	ELUC	In progress
Planning	Increase cooperation with various municipalities within Champaign County	Gladney	Facilities	In progress
Planning	Capital plan	10 Point Plan	Facilities	Nothing yet
Planning	Build into budget professional development for Board members at NACo	Betz	Finance	Nothing yet
Planning	Financial plan	10 Point Plan	Finance	In progress
Planning	Are all roads/bridges used on regular enough basis to warrant maint./replacement expense?	Betz	Highway	In progress
Accessibility	Need reliable wireless internet access for public during CB meetings	Shelden	IT	Done
Accessibility	Live stream Board meetings on website	Gladney	IT	Nothing yet
Accessibility	Have ability to make more information at County level easily and safely accessible	Shelden	IT	Now in audit
Accessibility	Need more interactivity from office websites (e.g. taxpayer sign-up for email of tax bill)	Welch	IT	Nothing yet
Administrative	Reduce use and consumption of paper, finding alternative ways of disseminating information?	Gladney	IT	Nothing yet
Planning	Improve technology vision and planning	Shelden	IT	Now in audit
Planning	Get outside assessment of tech deficiencies and future needs	Shelden	IT	Now in audit
Planning	Technology plan	10 Point Plan	IT	In progress
Political	Public accessibility	10 Point Plan	IT	Nothing yet
Technology	Move programming to new environments	Shelden	IT	Now in audit
Accessibility	Assist Sheriff in IDing grants that may help improve camera system in jails	Putman	Justice/Sheriff	Nothing yet
Organization	Civilian policy review board to give oversight to Sheriff's Office?	Gladney	Justice/Sheriff	Nothing yet
Accessibility	Update meeting minutes on website more quickly	Frank	Policy	Nothing yet
Administrative	Need for disparity study?	Gladney	Policy	Nothing yet
Administrative	Consider which aspects of civilian policy review board might work in Sheriff's Office	Putman	Policy	Nothing yet
Administrative	Stop crisis management - large budget amendments, little discussion, etc.	Shelden	Policy	Nothing yet
Administrative	Eliminate need for Board to have vote on every bill we're obligated to pay	Weibel	Policy	Nothing yet
Administrative	Set up quasi-independent Board for oversight of CC Nursing Home	Weibel	Policy	Nothing yet
Administrative	Recommend mission statement and strategic plan for County around which to place 10+ points	Busey	Policy	Nothing yet
Administrative	Possible to form health insurance consortium with other gov't bodies?	Betz	Policy	Nothing yet
Administrative	What can be done to increase minority hiring and retention throughout County?	Betz	Policy	Nothing yet
Organization	Single member districts created by dividing each district three ways	Langenheim	Policy	Nothing yet
Organization	Role of County Board Chair	10 Point Plan	Policy	Nothing yet
Organization	Committee of Moser, Weibel, and Wysocki could recommend what's best for Chair position	Tapley	Policy	Nothing yet
Organization	Number of administrators/role of administrator(s)	10 Point Plan	Policy	Nothing yet
Organization	Board meeting monthly or more often? Weekly?	Gladney	Policy	Historical
Organization	Call on past Chairs and current Chair to discuss Chair/leadership issues	Hunt	Policy	Nothing yet
Organization	Merge CUPHD and County Board of Health	Putman	Policy	Nothing yet
Organization	Promote legislation to make it possible to consolidate drainage districts	Weibel	Policy	Out of out control
Organization	Promote legislation to make it easier to consolidate two public health districts	Weibel	Policy	Ballot Q.
Organization	Create executive committee of full Board - 5 members?	Betz	Policy	Nothing yet
Organization	Separate governing structure for nursing home?	Betz	Policy	Nothing yet

Planning	Each dept. should have a long-term plan to provide training on- and off-site	James	Policy	Nothing yet
Planning	Need to develop plan to maintain and repair all County buildings	James	Policy	Nothing yet
Planning	MTD should be converted to county-wide system	Langenheim	Policy	Nothing yet
Planning	Rational development and use of Mahomet Aquifer should involve county-wide water district	Langenheim	Policy	Nothing yet
Planning	Make intergovernmental cooperation a goal in projects	Betz	Policy	Nothing yet
Ballot Questions	Need for/role of Auditor, Coroner, Recorder, election commission	10 Point Plan	Policy - '08	Nothing yet
Ballot Questions	Done only in Nov. general elections in even years to maximize participation	Betz	Policy - '08	Nothing yet
Ballot Questions	Advisory referenda (e.g., smoking ordinance, zoning ordinance, etc.)	Betz	Policy - '08	Nothing yet
Financial	More deliberate funding of county-operated programs (senior services, court diversion, etc.)	Dimit	Policy - '08	Nothing yet
Organization	Size of Board (27 members, single-member districts, etc.)	10 Point Plan	Policy - '08	Nothing yet
Organization	Place question of number of Board members before voters in referendum	Tapley	Policy - '08	Nothing yet
Organization	Elect Board of Review by district? Advisable?	Betz	Policy - '08	Nothing yet
Organization	Elect Supervisor of Assessments? Advisable?	Betz	Policy - '08	Nothing yet
Political	Map/redistricting	10 Point Plan	Policy - '08	Nothing yet
Administrative	Take a look at how we're writing contracts in the County (Purchasing Policy)	Hunt	State's Atty	Nothing yet
Administrative	Establish contracts that are enforceable and more to the favor of the County	James	State's Atty	Nothing yet