



**CHAMPAIGN COUNTY BOARD
COMMITTEE AGENDA**

COUNTY EXECUTIVE TRANSITION COMMITTEE

**Brookens Administrative Center, Jennifer K. Putman Meeting Room
1776 E. Washington, Urbana
Thursday, November 1, 2018 – 4:30 p.m.**

CHAIR: C. Pius Weibel

MEMBERS: Jim Goss, Jim McGuire, Kyle Patterson, Steve Summers

<u>ITEM</u>	<u>Page</u>
I. Call to Order	
II. Roll Call	
III. Approval of Agenda/Addenda	
IV. Approval of Minutes – June 18, 2018	1-3
V. Public Participation	
VI. Discussion & Approval of New Champaign County Board Rules	
a. Order of Business for County Board, Committee of the Whole, & Standing Committee Meetings	4-5
b. Committee Roles & Responsibilities	6-8
c. Committee Structure	9-12
VII. Other Business	
VIII. Adjourn	

1 CHAMPAIGN COUNTY BOARD
2 COMMITTEE MINUTES

3
4 **COUNTY EXECUTIVE TRANSITION COMMITTEE**

5 **Monday, June 18, 2018**

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

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9
10 **MEMBERS PRESENT:** Jim Goss, Jim McGuire, Steve Summers, C. Pius Weibel (Chair)

11
12 **MEMBERS ABSENT:** Kyle Patterson

13
14 **OTHERS PRESENT:** Deb Busey (County Administrator), Patti Petrie (County Board
15 member), Kay Rhodes (Administrative Assistant)

16
17 **CALL TO ORDER**

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

20
21 **ROLL CALL**

22
23 Goss, McGuire, Summers, and Weibel were present at the time of roll call, establishing the
24 presence of a quorum.

25
26 **APPROVAL OF AGENDA/ADDENDUM**

27
28 **MOTION** by McGuire to approve the agenda; seconded by Goss. **Motion carried with**
29 **unanimous support.**

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31 **APPROVAL OF MINUTES**

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33 **MOTION** by Goss to approve the May 21, 2018 minutes; seconded by McGuire. **Motion carried**
34 **with unanimous support.**

35
36 **PUBLIC PARTICIPATION**

37
38 There was no public participation.

39
40 **DISCUSSION & APPROVAL OF NEW COUNTY BOARD RULES**

41
42 Weibel indicated that the State's Attorney's office had not reviewed all of the updates from the
43 last meeting yet. He suggested a review of the County Board committee rules listed on pages 10-13 of
44 Resolution No. 9162 as distributed.

45
46 **Finance**

47 Weibel began with the Areas of Responsibility Duties and Roles/Finance. Item a) was eliminated.
48 Item b) was amended to *Plans overall county long-range needs with County Executive, including*
49 *consideration of the County's information technology systems and infrastructure.*

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Item c) was eliminated. Weibel would check with State's Attorney as to whether item d) *Convenes a public hearing on the preliminary budget in compliance with legal requirements*, would fall under the responsibilities of the County Executive or the County Board.

Item e) was eliminated. Item f) was amended to *Reviews and submits final budget to the Board*. Item i) was amended to *Evaluates in conjunction with the County Executive distribution of funds and appropriation of expenditures within the County with the goal to achieve maximum efficiency and economy within the government structure*.

Weibel would check with the State's Attorney on item k.

Justice & Social Services

Weibel would review item a) with the State's Attorney, specifically, which entities should report to this committee.

Policy, Personnel, & Appointments

Item a) was amended to *Reviews and acts upon all appointments recommended by the County Executive*. Item c) was amended to *Accepts and reviews reports for County Executive, County Board Chair, and County Clerk*. Item d) was eliminated. Item e), regarding grievance procedures, would be reviewed with the State's Attorney.

Weibel would review item g) regarding position classification and evaluation, with the State's Attorney.

County Facilities

Item a) amended to *Reviews and approves construction and remodeling, maintenance and operation of County buildings, property and recreational land, in compliance with all federal and state requirements subject to appropriation by County Board*.

Environment & Land Use

Item b (guidance on future economic development) and item f (Cable television oversight) were eliminated. Item g was amended to *Provides Solid Waste and recycling oversight*.

Highway & Transportation

Weibel would discuss the rules of the Highway and Transportation Committee with the County Engineer, Jeff Blue.

96 **Determination of Timeline for Review**

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98 The committee agreed to distribute a final version of County Board Rules, except for committee
99 structure, at the August 14, 2018 Committee of the Whole meeting. Discussion would take place at the
100 September 11, 2018 Committee of the Whole meeting without a vote. The County Board would vote on
101 the Rules at the September 20, 2018 meeting.

102
103 The committee agreed that options for future committee structure would be distributed at the
104 November 13, 2018 Committee of the Whole meeting. Committee structure would be decided by new
105 County Board at the Organizational meeting on December 3, 2018. Committee assignments could take
106 place at the December 18 County Board meeting. Busey suggested the creation of a calendar of meetings
107 for each of the options.

108
109 **MOTION** by McGuire to approve all changes as discussed; seconded by Summers. **Motion**
110 **carried with unanimous support.**

111
112 **Determination of Additional Meetings**

113
114 Weibel announced that he would schedule additional meetings in late July or August to complete
115 the committee's work.

116
117 **OTHER BUSINESS**

118
119 There was no other business.

120
121 **ADJOURNMENT**

122
123 The meeting adjourned at 5:24 p.m.

124
125 Respectfully submitted,

126
127
128 Kay Rhodes,
129 Administrative Assistant

___ Order of Business: County Board, Committee of the Whole, and Standing Committee Meetings

A. The **presiding officer chair** shall call the meeting to order at the time scheduled for the meeting or as soon thereafter, as it shall appear that a quorum is present.

B. Prior to the conduct of any other business, the **presiding officer chair** shall direct that the roll be called if a quorum is present and, if so, the meeting shall immediately proceed according to the designated order of business.

C. The Order of Business for each Regular meeting of the Board shall be as follows:

- Call to Order **and** Roll Call
- Prayer and Pledge of Allegiance
- Reading of Notice of Meeting(s)
- Approval of Agenda and Addendum
- Next Meeting Announcements
- Public Participation
- Approval of the Consent Agenda
- Proclamations**
- Communications
- Approval of Minutes of Previous Meetings
- Reports of Standing Committees**
- Areas of Responsibility Reports**
- New Business
- Other Business
- Veto Announcements**
- Adjournment/Recess

*Section subject to change when committee structure is adopted in December 2018.

D. The order of business for meetings of Committee of the Whole shall include the following:

- Call to Order **and** Roll Call
- Approval of Agenda/Addenda
- Approval of Minutes of Previous Meeting(s)
- Public Participation
- Communications
- Areas of Responsibility Items:
 - New Business items
 - Other Business
 - Presiding officer's Chair's Reports**
 - Designation of Items to be Placed on the Consent Agenda
- Other Business
- Adjournment

E. The order of business for meetings of standing committees, special committees and subcommittees shall include the following:

Call to Order and Roll Call

Approval of Agenda/Addendum

Approval of Minutes of Previous Meeting(s)

Public Participation

Communications

New Business

Other Business

Presiding officer's Chair's Report

Designation of Items to be Placed on the Consent Agenda (standing committee only)

Adjournment

G. All questions regarding the priority of business shall be decided by the chair presiding officer, subject to these rules and subject to appeal by the board. ~~subject to appeal to the Board or special committee or subcommittee.~~

H. The chair presiding officer shall decide all questions of order and procedure, subject to appeal to the Board.

I. Breaks or recesses shall be taken at the discretion and by declaration of the chair presiding officer.

DUTIES AND ROLES OF COMMITTEES /AREAS OF RESPONSIBILITY

1. Finance

- a) Establishes process with County ~~Executive Administrator~~ for annual budget preparation.
- 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.~~
- c) Reviews overall budget, in view of departmental proposals and County needs, and submits final budget to the Board for approval. [Modified combination of c and f]
- ~~d) Convenes a public hearing on the preliminary budget in compliance with legal requirements.~~
- d) e) Reviews departments' budgets and reports to the Board any recommendations necessary for the reasonable adherence to the budget.
- ~~f) Prepares and submits final budget to the Board. [See above item c]~~
- e) g) Confers with the County Treasurer to determine the proper and legal investment and deposit of County funds.
- f) h) Approves transfer of funds on line item accounts as necessary.
- g) i) Evaluates distribution of funds and appropriation of expenditures within the County with the goal to achieve maximum efficiency and economy within the government structure.
- ~~j) Per Resolution No. 10132 Adopted September 21, 2017 Rule 16E-1J is no longer valid (Receives and considers for recommendation to the County Board all grant applications and/or awards for Champaign County offices and agencies);~~
- h) k) Receives, reviews, and considers recommendation to the County Board from the County ~~Executive~~ Champaign County Salary Administrator regarding position classification, evaluation, salary administration, and County staffing.
- i) l) Reviews and recommends Champaign County Financial Policies annually.

2. Justice & Social Services

- a) Considers ~~Justice and Social services~~ issues and receives such reports from county agencies and boards that are funded by the County and/or statutorily required to report to the Board ~~the Champaign County Mental Health Board, Developmental Disabilities Board, Cooperative Extension Services Board, RPC Head Start/Early Head Start, RPC Senior Services, Regional Office of Education, Children's Advocacy Center, Veterans' Assistance Commission, and Community Services Board.~~

- b) Works with the County Sheriff on all matters pertaining to adult correctional programs and policies.
- c) Confers with Circuit Judges on operation of courts and court related offices and agencies.
- d) Considers programs and receives reports involving Courts, Circuit Clerk, State's Attorney, Public Defender, Court Services, Coroner, ~~Animal Control~~, and Emergency Management Agency departments.

3. Policy, Personnel, & Appointments

- a) Reviews and acts upon all appointments recommended by the ~~County Executive Board~~ **County Executive Board** Chair.
- b) Develops, maintains, and recommends County policies, in compliance with federal and state regulation.
- c) Accepts and reviews reports for ~~County Executive Administrator~~ **County Executive Administrator**, County Board Chair, and County Clerk.
- ~~d) Receives, reviews, and makes recommendations from subcommittees.~~
- d) ~~e)~~ Serves as final step for hearing process in grievance procedures, as provided in Champaign County Personnel Policy.
- e) ~~f)~~ Responsible for reviewing and recommending positions on state and federal legislation impacting the County.
- f) ~~g)~~ Receives, reviews, and considers requests from department heads and recommendations from ~~County Executive/Champaign County Salary Administrator~~ **County Executive/Champaign County Salary Administrator** regarding position classification and evaluation, and forwards recommendations to Finance Committee of the Whole, and/or County Board, pursuant to the terms of the Champaign County Personnel Policy.

4. 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.

5. Environment and 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.~~
- b) e) Drafts rules and regulations for subdivisions.
- c) d) Acts on approval of plats.
- d) e) Issues various licenses as established by the Board.
- ~~f) Provides Cable television oversight.~~
- e) g) Provides Solid Waste and Recycling oversight.
- f) h) Reviews and recommends policies and actions regarding all zoning and enforcement issues.
- g) Reviews and recommends policies and actions related to the Champaign County Land Resource Management Plan.

6. Highway and Transportation

- a) Establishes and approves long-range plans for County roads and highway construction.
- b) Provides overall supervision of matters relating to County roads, bridges, and right-of-way.
- c) Approves all highway construction plans.
- d) Considers acquisition and disposition of County Highway equipment and materials.
- e) Provides supervision related to County Bridge expenditures on Township bridges and culverts.

COMMITTEE STRUCTURE:

Option A: Committee of Whole

A. Structure of Areas of Responsibility

The following shall be the Areas of Responsibility of the Champaign County Board assigned to the Committee of the Whole:

- Finance
- Policy, Personnel, & Appointments
- Justice & Social Services
- County Facilities
- Environment and Land Use
- Highway and Transportation

There will be two (2) Committee of the Whole meetings each month with three Areas of Responsibility assigned to each meeting.

B. Meetings of Committee of The Whole

1. Regular Meetings of the Committee of the Whole shall be held in compliance with the Annual Calendar of Meetings approved by the County Board each year. Any changes of meeting dates and times must be submitted to the County Executive Administrator in time to be placed on the weekly County Calendar.

2. All members present at a Committee of the Whole Meeting shall vote on all action items presented on that agenda. The chair of the Committee of the Whole Meeting shall be the County Board Chair. The Deputy Chair for each Area of Responsibility shall chair the Committee of the Whole Meeting for their respective portion of the Agenda.

C. Duties of Deputy Chair

1. The Deputy Chair may vote on all motions before the Committee of the Whole.

2. The Deputy Chair, in cooperation with the County Board Chair ~~and the County Administrator,~~ shall be responsible for developing the agenda for each meeting.

3. The Deputy Chair shall notify the Administrative Services Department, in a timely manner, of any recommendations or actions requiring County Board action.

4. The Deputy Chair, with the approval of a majority of the Board members, may designate a subcommittee of one or more members and a Subcommittee Chair to conduct specific duties.

5. In the absence of a Deputy Chair, the Assistant Deputy Chair shall serve in the Deputy Chair's stead.

Option B: Combined Committee of the Whole and Standing Committees

A. Structure of Areas of Responsibility

The following shall be the Areas of Responsibility of the Champaign County Board assigned to the Committee of the Whole:

- *Finance
- *Policy, Personnel, & Appointments
- *Justice & Social Services

B. Meetings of Committee of The Whole

1. Regular Meetings of the Committee of the Whole shall be held in compliance with the Annual Calendar of Meetings approved by the County Board each year. Any changes of meeting dates and times must be submitted to the County Executive Administrator in time to be placed on the weekly County Calendar.

2. All members present at a Committee of the Whole Meeting shall vote on all action items presented on that agenda. The chair of the Committee of the Whole Meeting shall be the County Board Chair. The Deputy Chair for each Area of Responsibility shall chair the Committee of the Whole Meeting for their respective portion of the Agenda.

C. Duties of Deputy Chair

1. The Deputy Chair may vote on all motions before the Committee of the Whole.
2. The Deputy Chair, in cooperation with the County Board Chair ~~and the County Administrator~~, shall be responsible for developing the agenda for each meeting.
3. The Deputy Chair shall notify the Administrative Services Department, in a timely manner, of any recommendations or actions requiring County Board action.
4. The Deputy Chair, with the approval of a majority of the Board members, may designate a subcommittee of one or more members and a Subcommittee Chair to conduct specific duties.
5. In the absence of a Deputy Chair, the Assistant Deputy Chair shall serve in the Deputy Chair's stead.

 . Standing Committees

A. Names and Sizes of Standing Committees

The following shall be the standing committees of the Champaign County Board and their respective sizes:

- *County Facilities (7 members)
- *Environment and Land Use (7 members)
- *Highway and Transportation (8 members)

B. Rules for Standing Committees

1. Except as specifically provided for in this section, all rules and procedures set forth elsewhere in this Resolution (including but not limited to those related to notice of meetings, conduct of meetings, establishment of quorum, provision for public participation and compliance with the Illinois Open Meetings Act) shall apply to standing committees.

2. Regular Meetings of standing committees shall be held in compliance with the Annual Calendar of Meetings approved by the County Board each year. Any changes of meeting dates and times must be submitted to the County Executive Administrator in time to be placed on the weekly County Calendar.

3. Standing committee meetings shall be presided over by the Chair of the standing committee or in the absence of the Chair, the Assistant Chair of the standing committee, or in the absence of the Assistant Chair, by a member of the committee elected by a majority of the committee members present.

**Standing Committee and Committee of the Whole arrangement may change.*

***Number of members in committee may change.*

Option C: Six (6) Standing Committees

A. Names and Sizes of Standing Committees

The following shall be the standing committees of the Champaign County Board and their respective sizes:

- County Facilities (7 members)
- Environment and Land Use (7 members)
- Highway and Transportation (7 members)
- Policy, Personnel, & Appointments (7 members)
- Justice & Social Services (7 members)
- Finance (9 members)

(Number of members in each committee subject to change)

B. Rules for Standing Committees

1. Except as specifically provided for in this section, all rules and procedures set forth elsewhere in this Resolution (including but not limited to those related to notice of meetings, conduct of meetings, establishment of quorum, provision for public participation and compliance with the Illinois Open Meetings Act) shall apply to standing committees.

2. Regular Meetings of standing committees shall be held in compliance with the Annual Calendar of Meetings approved by the County Board each year. Any changes of meeting dates and times must be submitted to the County Executive Administrator in time to be placed on the weekly County Calendar.

3. Standing committee meetings shall be presided over by the Chair of the standing committee or in the absence of the Chair, the Assistant Chair of the standing committee, or in the absence of the Assistant Chair, by a member of the committee elected by a majority of the committee members present.