

CHAMPAIGN COUNTY BOARD
COMMITTEE MINUTES

STRATEGIC PLANNING SUBCOMMITTEE

Tuesday, September 18, 2007

**Meeting Room 3, Brookens Administrative Center
1776 E. Washington St., Urbana**

4:30 p.m.

MEMBERS PRESENT: Betz, Knott, McGinty

MEMBERS ABSENT: None

OTHERS PRESENT: Deb Busey (County Administrator of Finance & HR Management), Jenny Putman (County Board Member), C. Pius Weibel (County Board Chair)

CALL TO ORDER

Betz suggested making McGinty Chair for the meeting. McGinty agreed and called the meeting to order at 4:30 p.m.

ROLL CALL

McGinty called the roll. Betz, Knott, and McGinty were present at the time of roll call, establishing the presence of a quorum.

APPROVAL OF AGENDA/ADDENDUM

MOTION by Knott to approve the agenda; seconded by Betz. **Motion carried.**

PUBLIC PARTICIPATION

There was no public participation.

DISCUSSION AND RECOMMENDATION REGARDING DEVELOPMENT AND ADOPTION OF CHAMPAIGN COUNTY BOARD STRATEGIC PLAN

McGinty said was a result of moving some things to the Policy, Personnel, & Appointments Committee and having them deferred for this subcommittee could get together with Busey and talk about what needs to happen with moving the strategic plan as part of the County's budget package for this year. McGinty put together three items: 1. All the points from the initial ten point plan, of which the key points have been incorporated into the strategic plan. 2. The strategic plan, to which Betz's suggestion about completion of a diversity study in FY2008 if possible has been included under Goals. McGinty hopes this document can be moved forward to the Policy, Personnel, & Appointments Committee for approval and then adopted by the full Board as a guiding document in moving forward. The plan can be updated every year and even during the year. 3. The last document was an update of the organizational chart to reflect that the Nursing Home and the Planning & Zoning Department are citizen services organizations and the County Administrators are advisors to those departments. The dotted lines from the administrative structure provide services to the entire structure surrounding the citizens. McGinty thought this was the most accurate organizational chart to date and he is interested in feedback.

Betz said it is a wonderful vision when they talk about the vision statement. He likes the idea of a diversity study, but he thinks diversity is a little bit bigger than just a study. One of the things he would like to see is a goal and commitment to a greater diversity in the County employment workforce in terms of numbers and where folks are. He thought Ron Gremore's article was interesting, but it did not answer all of his questions. Betz wanted more information on the location of diversity in terms of County departments and employee classifications. Knott suggested the first year would be concerned with developing benchmarks. He would prefer to spend the money and time in-house to look at diversity in the County's workforce. Busey said Ron Gremore is working on the biannual EEO report and it will give the strata information Betz is looking for. The EEO report should be ready in November, as Gremore indicated to the Policy, Personnel, & Appointments Committee. Gremore will also need to report to the committee on the fact that he has met with every elected official and department head regarding their interests in having EEO plans within their hiring decisions. The County Board can direct policy for the appointed officials, but not direct the elected officials in regard to their hiring practices. Weibel asked if the report was for this year or last year. Busey explained it is done every two years. The subcommittee discussed diversity in the County and how to phrase the County's commitment to diversity in the goals.

In regards to this plan, McGinty said he was trying to put together tangible goals for FY2008 that were achievable. He suggested using the wording "study and implement plan to increase diversity in County workforce." Busey suggested the entire County Board should weigh in on the County Board Strategic Plan, so she recommended placing the strategic plan as it relates to each committee on each committee agenda in October. Each committee would then be asked if they are okay with the vision, mission, and commitment statements; and where are they with the goals. Busey distributed a breakdown of goals for each committee that she prepared. Busey took the goals out of the strategic plan and assign a goal to a committee based on the content of the goal. In doing this, the goals end up being a list of action items and it does not encompass the value goal she thought the subcommittee might want to have at the committee level. The diversity discussion really bellows with the Policy, Personnel, & Appointments Committee because it is the committee that has some responsibility in that area. Busey said there are more actions listed on the pages than what the subcommittee originally had become some of them come from departments from departments who provided this information as part of the strategic planning process that is done with the budget. This is way of having every committee weigh in on the County Board Strategic Plan. It might broaden it a little bit, but it still talks about what actions the subcommittee anticipates are the goals for FY2008. McGinty asked if this was a work plan at the committee level based on the strategic plan which could be expanded based on the goals that come out of the budget process. Busey confirmed it was. McGinty stated his opinion that this approach was the way it should work. Busey added that it should say something about the strategy or value that committee has at the committee level. The subcommittee agreed Busey's suggestions made sense. The plan cannot list all the department actions, but it can list actions that are directly attributable to the County Board's actions. Knott felt with worked well into the new budget process and the change in philosophy. The subcommittee discussed the committee work plans. Busey said the goals for a committee can be goals for the present and into the future, but the actions can be specific to a fiscal year. The goals speak to the basis of the County Board's plan. Betz said many of the items need to be fleshed out.

Betz presumed nothing was going to the full Board about the strategic plan. Busey said it would not in September, but something might go to the County Board in October, depending on what develops. McGinty noted some of the action items are already in progress at the committee level. Knott suggested the subcommittee work on the committee goals and hold another meeting early next week to flesh them out before forwarding them to the committee agendas to give it a little more structure and detail. It is important to get the County Board into a strategic thinking mode so it is an annual process. Busey said the strategic plan did not have to be included in the FY2008 County Budget. It is more important to take the time to do this right. Busey said she contacted the Institute of Government Affairs at the University of Illinois because most governing agencies do not prepare a strategic plan without help from some sort of consulting assistant. She inquired if the Institute had any assistance available if the County Board would want it as the Board works on the development

of this plan. She is waiting to hear back. The subcommittee discussed the possibility of scheduling a meeting next Monday. They thanked Busey for breaking down the goals by committee. Busey noted that diversity is one of the issues that crosses so many different areas. The Justice & Social Services Committee is concerned about ensuring diversity in the juror pool and the County Facilities Committee is concerned about diversity in the trades and the Policy, Personnel, & Appointments Committee is concerned about diversity in the workforce. She urged the subcommittee to think about the overriding goals because they are not addressed in this format and another format might be preferable. Betz said he wants value directly addressed somehow. Busey said some governing bodies develop a statement of values that is separate from goals and those values drive how an entity moves towards achieving those goals. McGinty urged keeping it simple so the committees know what they are supposed to do.

The subcommittee discussed the revised organizational chart that shows that the Nursing Home, Planning & Zoning Department, and EMA are not really under the County Administrators. These departments are citizen services and the County Administrators act in an advisory capacity. The chart also accurately shows the support provided to other departments by the Administrative Services Department. Betz asked if the chart has to be part of the strategic plan. McGinty said it did not, he was just providing the revised version. Betz claimed the Auditor, County Clerk, Recorder, and Treasurer should be purple because they are independent and the County Board does not set their policies. Busey thought the chart was intending to reflect operations. For example, the Auditor does not serve the citizens and is an independent. The public does not go into the Auditor's Office to receive services. The public does receive services at the office of the Recorder, County Clerk, and Treasurer. McGinty said this chart does not show the County Board having impact on those departments.

OTHER BUSINESS

There was no other business.

ADJOURNMENT

Meeting adjourned at 5:15 p.m.

Respectfully submitted,

Kat Bork
Administrative Secretary

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