



Champaign County Board
County Administrator Evaluation Committee (CAEC)
County of Champaign, Urbana, Illinois

MINUTES – APPROVED AS DISTRIBUTED ON JULY 25, 2017

DATE: Wednesday, July 12, 2017
TIME: 5:30 p.m.
PLACE: Putman Meeting Room
Brookens Administrative Center
1776 E Washington, Urbana, IL 61802

Members Present: Stan Harper, Jim McGuire, Patti Petrie, Steve Summers, Pius Weibel
Members Absent: None
County Staff: Rick Snider (County Administrator), Tammy Asplund (Recording Secretary)
Others Present: None

MINUTES

I. Call to Order

County Board Chair Weibel called the meeting to order at 5:32 p.m.

II. Roll Call

A verbal roll call was taken and a quorum was declared present.

III. Election of Chair

MOTION by Ms. Petrie to appoint Jim McGuire; seconded by Mr. Summers. **MOTION** by Mr. McGuire to appoint Pius Weibel; seconded by Mr. Harper. Upon roll call vote, Mr. Weibel appointed Chair.

Pius Weibel – Harper, McGuire, Summers
Jim McGuire – Petrie, Weibel

IV. Approval of Agenda and Addendum

MOTION by Ms. Petrie to approve the agenda as distributed; seconded by Mr. Harper. Upon vote, the **MOTION CARRIED** unanimously.

V. Approval of Minutes

None

VI. Public Participation

None

VII. Review of Forms

The committee discussed the five forms provided in the agenda packet. The committee discussed a variety of options for the rating scale. Ms. Petrie requested that whatever scale is used, that "N/A" (not applicable) be added.

The committee members requested that the recording secretary convert all the forms to WORD and email them. Each committee member agreed to create a draft of the forms he or she would like, using the County Performance Appraisal as a template.

Mr. Snider will provide the narrative he used for Department Heads, which includes expectations and criteria for evaluation.

The committee discussed the importance of including other community organizations in the evaluation process; similarly to the process used in the candidate search for the County Administrator. The recording secretary will send the list of entities that were involved in the search to the committee. Mr. Snider listed several entities, including METCAD, EDC, Airport Advisory, City of Champaign, City of Urbana, Savoy, Rantoul, Farm Bureau, Chamber of Commerce, and Community Coalition.

VIII. Other Business

The committee decided to meet prior to the County Board study session on Tuesday, July 25, 2017 at 4:30 p.m.

IX. Adjournment

Chair Weibel adjourned the meeting at 6:20 p.m.