



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

MINUTES – APPROVED AS DISTRIBUTED ON SEPTEMBER 25, 2017

DATE: Wednesday, August 2, 2017
TIME: 4:30 p.m.
PLACE: Putman Meeting Room
Brookens Administrative Center
1776 E Washington, Urbana, IL 61802

Members Present: Jim McGuire, Patti Petrie, Pius Weibel
Members Absent: Stan Harper, Steve Summers
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 4:33 p.m.

II. Roll Call

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

III. Approval of Agenda and Addendum

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

IV. Approval of Minutes

Minutes were not available, so the Chair tabled this item until the next meeting.

V. Public Participation

None

VI. Review of Forms and Who is Invited to Participate

Mr. Weibel provided a document with revisions to Mr. Summer's handout from the previous meeting. The committee discussed each of the questions.

Mr. Snider entered the meeting at 4:35 p.m.

The committee discussed the potential list of recipients and decided on the following: outside entities, department heads and elected officials, county board members, and administrative staff. Ms. Petrie volunteered to coordinate the creation of the four forms.

Mr. Snider suggested the use of Survey Monkey to administer and track the questions. Ms. Asplund agreed to set it up.

VII. Other Business

Ms. Asplund will contact members to determine the best date and time for the next meeting.

VIII. Adjournment

Mr. Weibel adjourned the meeting at 4:50 p.m.