



CHAMPAIGN COUNTY ADMINISTRATOR EVALUATION COMMITTEE AGENDA

County of Champaign, Urbana, Illinois

Monday, September 25, 2017 – 4:30 p.m.

Jennifer K. Putman Meeting Room

Brookens Administrative Center, 1776 E. Washington St., Urbana

Committee Members:

Stan Harper

Jim McGuire

Pattsi Petrie

Steve Summers

Pius Weibel - Chair

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda/Addenda
- IV. Approval of Minutes
 - A. July 25, 2017
 - B. August 2, 2017
- V. Public Participation
- VI. Review and Approval of Forms
- VII. Other Business
 - A. Next meeting
- VIII. Adjournment



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

MINUTES – SUBJECT TO REVIEW AND APPROVAL

DATE: Tuesday, July 25, 2017
TIME: 4:30 p.m.
PLACE: Putman Meeting Room
Brookens Administrative Center
1776 E Washington, Urbana, IL 61802

Members Present: Stan Harper, Jim McGuire, Patsi 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 4:35 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. Harper. Upon vote, the **MOTION CARRIED** unanimously.

IV. Approval of Minutes

MOTION by Ms. Petrie to approve the minutes of July 12, 2017 as distributed; seconded by Mr. Harper. Upon vote, the **MOTION CARRIED** unanimously.

V. Public Participation

None

VI. Review of Forms

The committee reviewed the position description for the County Administrator posted on the County website.

Ms. Petrie suggested three separate forms be created; one for board members, one for outside agencies, and one for department heads and elected officials. The committee members requested that the recording secretary email the interview questions used for the County Administrator search.

Mr. Summers handed out an evaluation with five categories. He noted he created this by pulling information from the five documents provided at the last meeting.

Mr. Weibel entered the meeting at 5:08 p.m.

Mr. Weibel provided a handout with six additional points to be used in conjunction with the document Rick Snider uses for department head evaluations.

The committee discussed the addition of several categories, including relationships with outside entities, short & long-term planning, and professional development for staff. There was also discussion regarding whether categories should be weighted.

Mr. Weibel agreed to modify the list Mr. Summers created; revising each point by making it a complete question or statement.

VII. Other Business

The committee decided to meet on Wednesday, August 2, 2017 at 4:30 p.m.

VIII. Adjournment

Mr. McGuire adjourned the meeting at 5:35 p.m.



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

MINUTES – SUBJECT TO REVIEW AND APPROVAL

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.