



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

MINUTES – APPROVED AS DISTRIBUTED ON FEBRUARY 7, 2018

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

Members Present: Jim McGuire, Patsi Petrie, Steve Summers, Pius Weibel

Members Absent: Stan Harper

County Staff: Tammy Asplund (Recording Secretary), Rick Snider (County Administrator)

Others Present: None

MINUTES

I. Call to Order

Chair Weibel called the meeting to order at 4:37 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 Mr. Summers to approve the agenda as distributed; seconded by Mr. McGuire.
Upon vote, the **MOTION CARRIED** unanimously.

IV. Approval of Minutes

MOTION by Ms. Petrie to approve the minutes from July 25 and August 2 as distributed;
seconded by Mr. Summers. Upon vote, the **MOTION CARRIED** unanimously.

V. Public Participation

None

VI. Review and Approval of Forms

Ms. Petrie reviewed the changes incorporated into the forms; based on the discussion from the previous meeting. The committee reviewed each of the five forms (Self Evaluation, County Board Members, Department Heads, Administrative Staff, and Partner Organizations) and suggested changes.

Ms. Asplund will make the agreed-upon changes and email the revised forms to the committee.

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 5:30 p.m.