



County Administrator Search Committee

OPEN MINUTES – APPROVED AS DISTRIBUTED ON JANUARY 22, 2016

Date: Friday, January 8, 2016

Time: 3:00 p.m.

Place: Jennifer Putman Meeting Room
Brookens Administrative Center
1776 E. Washington St.
Urbana, Illinois

Committee Members

Present: Chris Alix, Jack Anderson, Deb Busey, Gordy Hulten, Pattsy Petrie, Barbara Ramsay, James Quisenberry, Julia Rietz, Dan Walsh

Absent: Jon Schroeder

Others: Gary Maxwell (County Board Member), Tammy Asplund (recording secretary)

Call to Order

Mr. Quisenberry called the meeting to order at 3:03 p.m.

Roll Call

Asplund called the roll. Alix, Anderson, Busey, Hulten, Petrie, Ramsay, Quisenberry, and Walsh were present at the time of roll call, establishing the presence of a quorum.

Approval of Agenda

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

Approval of Minutes

MOTION by Mr. Alix to approve the 151204 Minutes; seconded by Ms. Petrie. Upon vote, the **MOTION CARRIED** unanimously.

Public Participation

None

Review & approval of Applicant Initial Review Criteria

Mr. Quisenberry began discussion regarding the handout provided. He noted Ms. Busey has forwarded candidates who appear to lack qualification. As of this meeting, there are 9 candidates who have been eliminated and 8 who have passed the initial review. Discussion followed on the column descriptions. Mr. Quisenberry noted the columns are based on the position profile. Sheriff Walsh noted a typo in the Education column. Ms. Reitz commented she found the columns to be qualitative vs. quantitative. Several suggestions were made for improvements to the language and scoring descriptions for this tool. Mr. Anderson asked whether the columns should be weighted. Ms. Busey described the process for compiling and presenting the information regarding the performance (via the rating form) for the candidates. Ms. Petrie questioned whether the scale (1-5) should be increased. Discussion continued regarding the scale and its reference to quality AND relevance.

Mr. Maxwell left the meeting at 3:42 p.m.

Closed Session

MOTION by Mr. Hulten to enter into Closed session pursuant to 5 ILCS 120/2 (c) 1 to consider the employment, compensation, discipline, performance, or dismissal of specific employees of Champaign County and that the following parties remain present: Recording Secretary; seconded by Ms. Busey.

Roll call vote:

Aye: 9 – Anderson, Busey, Hulten, Petrie, Ramsay, Rietz, Walsh, Alix and Quisenberry

Nay: 0

MOTION CARRIED unanimously.

The County Administrator Search Committee entered into Closed Session 3:42

The County Administrator Search Committee resumed Open Session at 4:00 p.m.

Other Business

None

Adjournment

MOTION by Mr. Hulten to adjourn; seconded by Sheriff Walsh. Upon vote, the **MOTION CARRIED** unanimously. Mr. Quisenberry adjourned the meeting at 4:04 p.m.



County Administrator Search Committee

CLOSED MINUTES – APPROVED AS DISTRIBUTED ON FEBRUARY 5, 2016 – OPENED ON OCTOBER 21, 2021

Date: Friday, January 8, 2016
Time: 3:00 p.m.
Place: Jennifer Putman Meeting Room
Brookens Administrative Center
1776 E. Washington St.
Urbana, Illinois

Committee Members

Present: Chris Alix, Jack Anderson, Deb Busey, Gordy Hulten, Pattsy Petrie, Barbara Ramsay, James Quisenberry, Julia Rietz, Dan Walsh

Absent: Jon Schroeder

Others: Tammy Asplund (recording secretary)

Closed session pursuant to 5 ILCS 120/2 (c) 1 to consider the employment, compensation, discipline, performance, or dismissal of specific employees of Champaign County

MOTION by Mr. Hulten to enter into Closed session pursuant to 5 ILCS 120/2 (c) 1 to consider the employment, compensation, discipline, performance, or dismissal of specific employees of Champaign County and that the following parties remain present: Recording Secretary; seconded by Ms. Busey.

Mr. Alix noted for the record that all who participated in the previous roll call are still present.

The County Administrator Search Committee entered into Closed Session 3:42

Phone Interview Questions

Mr. Quisenberry stated this portion is closed because the phone interview questions should be considered confidential; so that no candidate has advance notice of those questions. He noted that capital land building planning should be a potential focus area for the phone interview questions.

Ms. Busey offered to distribute the phone interview questions utilized in the deputy county administrator of finance search.

Ms. Petrie stated she has a favorite question – “What would you do with a 2 week vacation?” There was additional discussion on a variety of topics/questions that could potentially be used in this process. The group reviewed the handout provided by Ms. Busey and made suggestions for changes.

The committee agreed that each member would submit suggestions to Ms. Busey by January 21, 2016.

The County Administrator Search Committee resumed Open Session at 4:00 p.m.