

**CHAMPAIGN COUNTY
COUNTY ADMINISTRATOR SEARCH COMMITTEE AGENDA**

Friday, January 22, 2016 - 3:00 p.m.

**Jennifer Putman Meeting Room
Brookens Administrative Center
1776 E. Washington St., Urbana**

Committee Members:

James Quisenberry –Chair

Chris Alix

Jack Anderson

Deb Busey

Gordy Hulten

Pattsi Petrie

Barbara Ramsay

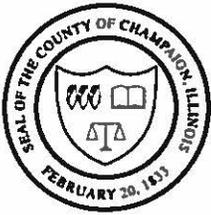
Julia Rietz

Jon Schroeder

Dan Walsh

AGENDA

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda
- IV. Approval of Minutes – January 8, 2016
- V. Public Participation
- VI. 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
- VII. Other Business
- VIII. Adjournment



County Administrator Search Committee

OPEN MINUTES – SUBJECT TO REVIEW AND APPROVAL

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, Patti 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.