

CHAMPAIGN COUNTY BOARD
COMMITTEE MINUTES

STRATEGIC PLANNING SUBCOMMITTEE

Monday, September 24, 2007

**Meeting Room 3, Brookens Administrative Center
1776 E. Washington St., Urbana**

4:30 p.m.

MEMBERS PRESENT: Betz, Knott, McGinty

MEMBERS ABSENT: None

OTHERS PRESENT: Kat Bork (Administrative Secretary), Deb Busey (County Administrator of Finance & HR Management), C. Pius Weibel (County Board Chair)

CALL TO ORDER

McGinty called the meeting to order at 4:35 p.m.

ROLL CALL

McGinty called the roll. Betz, Knott, and McGinty were present at the time of roll call, establishing the presence of a quorum.

APPROVAL OF AGENDA/ADDENDUM

MOTION by Betz to approve the agenda; seconded by Knott. **Motion carried.**

PUBLIC PARTICIPATION

There was no public participation.

DISCUSSION AND RECOMMENDATION REGARDING DEVELOPMENT AND ADOPTION OF CHAMPAIGN COUNTY BOARD STRATEGIC PLAN

Knott requested to throw out something to direct the conversation. He wondered if Busey thought there is enough time to really get the strategic plan done in the committees. Knott was hopeful to have something through to the full Board and have it implemented. If the County Board would adopt the full strategic plan for FY2008, then they could start in FY2009 with the committee action plans that Busey has outlined. He was concerned about actually getting it done, as there will need to be a certain amount of education done to bring committee chairs and members up to speed on the concept. Then the committees could start on some things for the FY2009 budget and a broader timeline for FY2009. Knott was not trying to circumvent the committees and liked Busey's committee concept, but he worried about the time issue for the FY2008 budget. McGinty asked if Knott was suggesting finishing the list of goals and giving it out the committee assignments in FY2008. Knott explained he was hoping with more time the committees will take the time to formulate what they want to come up with for the new year. Then it really will come from the committees. McGinty noted his primary goal with the Ten-Point Plan was to start the committees on issues like a capital improvement plan in the County Facilities Committee and a land use plan in ELUC. McGinty concurred with Knott's idea for the subcommittee to finish the blanket document of broad goals and incorporate it into the FY2008 budget with the approval of the Policy, Personnel, & Appointments Committee and the County Board. Busey said her intended point was simply that a

strategic plan has to come from the whole Board. The committee structure, being what it is, would be the area to identify strategic goals and objectives. Weibel asked if it was necessary to tie the strategic plan in with the budget this year. Knott said it should drive the budget process. Busey noted it should come out in March or April before the budget process begins. Knott said the subcommittee is providing a template and some ideas to get the thought of strategic thinking planted into the County Board. He expects it will look very different a year from now. McGinty spoke about having a blanket statement of goals and the importance to come out with goals in a new budget year. The action items do not have to be defined at this point in time. McGinty said he envisioned the Policy, Personnel, & Appointments Committee handling some things, but with a weeding out process of making assignments. McGinty said it was logical to have the strategic plan document continuing to the Policy, Personnel, & Appointments Committee and County Board for approval before returning to the Policy Committee for implementation.

Betz asked if the idea was to put a short document of goals before the full Board, but not hand out particular committee assignments. Knott said the committee assignments would wait until December for the Board to start thinking about FY2009. Weibel suggested waiting until January because people will not think about it over Christmas. Betz said this would be an aspiration document with possible goals for the individual committees. The committee would have the ability to add or subtract goals. Betz would like to see monitoring the BigSmallAll progress as a goal for ELUC because he does not know what is going on since the process was completed. McGinty said the subcommittee could help create the forward thinking mindset instead of a solely reactionary approach. The subcommittee discussed the often reactionary nature of the work by committees and the need for change. Betz commented joining a committee like ELUC can involve matters a Board member has never dealt with before. Betz stated he wanted it on the record that he was the single most incompetent person ever to serve on ELUC. Betz felt the ideas need to ferment at full Board before moving on to specific committees. The subcommittee discussed the BigSmallAll project. McGinty asked if there was consensus to put forth a blanket, highlight strategic plan for the committees to receive in order to generate goals in early FY2008. McGinty suggested this subcommittee prepare everything for each committee in a way that is obvious to handle. He had some ideas about a value or goal statement to use as a template to help the committees. Knott proposed giving the committees a suggested method for monitoring. Busey said one would hope that as the committees go through the goals that they could tie those goals to performance indicators and individual department budgets. McGinty added that having the strategic plan in the FY2008 budget document would help the County with the Government Finance Officers Association and how that association views the County. GFOA saw the County not having a strategic plan as a weakness. Betz asked if the GFOA monitored whether the County achieved its goals. Busey confirmed GFOA did not. Betz noted some of the goals are great ideas but not achievable in the short-term. Busey explained GFOA is looking for long-term planning. While this is document does not get there, it is a step in the right direction. For example, long-term planning is looking at how a capital improvement plan impacts operational issues. Betz said they were looking at two strategic plans, long-term and short-term. McGinty noted some issues like IT and the capital improvement plan will be continuous. Busey said the problem with capital improvement is that is not appropriately funded. One of the reasons capital improvements are not appropriately funded is because the County does not have a long-term plan. The County has start on a plan to a small degree, but it has not done the comprehensive work to have in place for the facilities. This is a funding gap in the budget that the County Board should be aware. Another example is the need to rebuild the fund balance in Self-Funded Insurance.

Weibel asked if the strategic plan has to go through the Policy, Personnel, & Appointments Committee. It was the consensus of the subcommittee to put the strategic plan on the Policy Committee agenda for the next meeting. McGinty volunteered to make a format to extract the information on the plan to a worksheet for each committee by January. Betz spoke about investing committee members in this process, especially with the new people on the County Board.

Busey stated a lot of government bodies enlist the assistance of a facilitator for strategic planning. Busey asked if there was any interest in her looking into finding an MBA or MPA student who might want to

take this on as a project. If someone who really understood strategic planning went to every committee session where this was being worked on, then the County might be assured of some degree of consistency. Knott agreed it would be a great experience for a student. McGinty added that they want it to be a great experience for Champaign County too. The subcommittee agreed to replace the wording “complete diversity study” with “study and implement plan to increase diversity in County workforce” under Goals and Objectives. Betz requested the language read “diversity in County workforce and contractors” because there is a difference between the County’s workforce and the contractors it hires for facilities projects. Betz said it would be good to let the Chairs and Vice-Chairs of the committees know to brainstorm on committee goals before January. The Board members are capable of coming up with creative solutions for the various unmet needs in the County. McGinty concurred with Betz’s point because he and Knott have acknowledged there would be disagreement on issues, but they wanted to encourage discussion and addressing the issues. Busey suggested convening a meeting of the committee chairs the month before presenting the action lists to the committee. The committee chairs do not all have experience with strategic planning and it is difficult. The subcommittee debated when would be the best time to hold the next meeting and contacting an experienced facilitator. Betz mentioned Robert Rich at the University of Illinois. Busey said Rich was with the Institute of Government Affairs. She has contact his office and he should return her call. Weibel agreed to contact Rich himself. The subcommittee agreed either Rich or someone on his staff would be an ideal facilitator. McGinty offered to format the strategic plan for the Policy, Personnel, & Appointments Committee agenda. He will email it to the secretary.

OTHER BUSINESS

There was no other business.

ADJOURNMENT

Meeting adjourned at 5:10 p.m.

Respectfully submitted,

Kat Bork
Administrative Secretary

Secy’s note: The minutes reflect the order of the agenda and may not necessarily reflect the order of business conducted at the meeting.