ADMINISTRATIVE STRUCTURE SUBCOMMITTEE
Monday, March 31, 2008
Meeting Room 2, Brookens Administrative Center
1776 E. Washington St., Urbana

4:30 p.m.

MEMBERS PRESENT:	Betz, McGinty, Moser
MEMBERS ABSENT:	None
OTHERS PRESENT:	Kat Bork (Administrative Secretary), C. Pius Weibel (County Board Chair)

CALL TO ORDER

Meeting called to order at 4:30 p.m.

ROLL CALL

The Recording Secretary called the roll. Betz, McGinty, and Moser were present at the time of roll call, establishing the presence of a quorum.

MOTION by Betz to nominate McGinty as Chair; seconded by Moser. **Motion carried.**

APPROVAL OF AGENDA/ADDENDUM

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

PUBLIC PARTICIPATION

There was no public participation.

DISCUSSION REGARDING CHAMPAIGN COUNTY ADMINISTRATIVE STRUCTURE

McGinty distributed an organizational chart and recommended, when considering the administrative structure, removing names and specific people in order to look at the positions only. McGinty had looked at about a hundred different organizations and what the other organizations had as support structure to compare them to Champaign County's administrative structure. He did not find any other organization that used a dual Administrator structure. In some organizations the County Board Chair had an expanded role or there were three Commissioners instead of an Administrator. McGinty wanted to look at where the County wants to be two to three years in the future. He thought having director positions under a single County Administrator is ideal. He'd like a County Administrator with a background in finance, human resources, and purchasing. A line of succession would be recommended for the Administrator position, mostly likely the Administrative Services Director. He said a Facilities Director was needed. McGinty suggested having the structure in place six months before moving into it. He emphasized looking at positions, not people.

Betz asked if there would be three sub-administrators under the head Administrator. McGinty explained that he categorizes those as director positions, in some entities such positions are called managers or deputies. Moser said the Republicans want to move to a single County Administrator. Betz asked for the definition of media on the chart under technology. McGinty said it has to do with handling multi-media, video, or motion capture. He recommended the multi-media choices should come from the technical side of the IT Department, not the Administrator or the County Clerk. Moser suggested having a person who would go out and communicate more in the public relations area. McGinty listed engineering and highway under Facilities because these involve taking care of structure and maintenance in the County. Moser asked what kind of background a Facilities Director would ideally have. McGinty suggested the Facilities Director could be an architect or someone with a high level skill so the County could stop having to farm out work as they are doing now. Moser supported this approach and has wanted to have someone with a construction background for a long time.

McGinty stated a department like Administrative Services could be a training ground for the next County Administrator so the County would not be in a pinch like what occurred with the transition of Nursing Home Administrators. Moser stated his preference for not looking outside the County for the next Administrator. Moser spoke about the history of searching for a replacement County Administrator in previous years following the departure of an Administrator.

The subcommittee discussed the structure regarding elected and appointed officials and how these offices report to the County. Betz requested a larger chart reflecting that the Supervisor of Assessments, Emergency Management Agency, Planning & Zoning Department, and the Nursing Home are under someone. He noted the County Board appoints the Board of Review and the Supervisor Assessments, but these entities have independent statutory authority. Discussion was held concerning the County Board Chair and whether it should be a full-time or part-time position. Moser suggested looking at how Peoria County and Sangamon County manage the County Board Chair issue.

McGinty suggested the need for a flow chart that reflects County operations that the public would be able to understand. Moser stated the need to look at the Planning & Zoning Department and the Nursing Home in a more detailed way. Discussion was held over when to move to a single County Administrator and whether a ballot question would be needed for a full-time County Board Chair. McGinty asked if agreement could be reached to set a goal of 2010 or 2012 for single County Administrator structure. Moser voiced his support of August 2009. McGinty stated sufficient time would be needed to find the right people for the Director positions. The subcommittee discussed how the next election might affect the make-up of the County Board. Betz suggested affirming a single County Administrator by a certain date with three Directors. Then the County Board could make it part of the Administrator's job to find the three Directors. The County Board would have the final decision in hiring the Directors on the recommendation of the Administrator. The subcommittee further discussed developing the administrative structure. Betz warned about sticker shock in regards to salary for the level of Directors the County Board would want. In reality, the County Administrators have been inexpensive compared to similar positions in other organizations. The subcommittee agreed it should look at structure first and make the County Board aware of the costs in employing this level of credentialed professionals. Betz wanted to talk to Pat Dorsey about professionals and their cost, so Moser agreed to speak to Dorsey. McGinty agreed to collect data on Peoria, Sangamon, and McLean Counties. McGinty emphasized putting the long-range planning at the County Board level around this structure. McGinty and Moser agreed on the importance of having a plan together by the end of the fiscal year when the County Board Chair is elected and the importance of salary comparables.

Weibel entered the meeting at 5:12 p.m. McGinty got Weibel up to speed on the meeting's discussion. Moser spoke about how the County Board Chair's job has mushroomed in recent years. Weibel recommended

looking at succession in terms of administrative structure. The subcommittee agreed and discussed the importance of having a succession in place.

OTHER BUSINESS

The subcommittee discussed scheduling its next meeting in about month from now. Moser requested the meeting be scheduled on a rainy day due to farming commitments.

ADJOURNMENT

Meeting adjourned at 5:17 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.