

CHAMPAIGN COUNTY BOARD
COMMITTEE MINUTES

ADMINISTRATIVE STRUCTURE SUBCOMMITTEE

Monday, September 15, 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), Deb Busey (County Administrator of Finance & HR Management), Mark Shelden (County Clerk), C. Pius Weibel (County Board Chair)

CALL TO ORDER

McGinty called the meeting to order at 4:30 p.m.

ROLL CALL

Betz, McGinty, and Moser were present, establishing the presence of a quorum.

APPROVAL OF AGENDA/ADDENDUM

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

APPROVAL OF MINUTES

MOTION by Betz to approve the Administrative Structure Subcommittee minutes of March 31, 2008; May 7, 2008; and June 4, 2008; seconded by Moser. **Motion carried.**

PUBLIC PARTICIPATION

There was no public participation.

DISCUSSION REGARDING CHAMPAIGN COUNTY ADMINISTRATIVE STRUCTURE

The subcommittee discussed the recent *News-Gazette* article that quoted McGinty and Weibel inaccurately. McGinty recapped the subcommittee's past discussions and the members' agreement to move towards a single County Administrator structure at the end of the current County Administrators' contracts, to have deputies or directors under the single County Administrator, to not change the role of the County Board Chair significantly, and to address the Board size issue separately.

Weibel entered the meeting at 4:35 p.m.

The subcommittee agreed with moving towards a structure of a single County Administrator with deputies or directors under this position, bringing the plan to the Policy, Personnel, & Appointments Committee immediately after the election in order to have time to implement the changes, having a facilities director in place by August, and looking at the budgeting for the positions.

Shelden stated if the subcommittee raises the issue of administrative restructuring in November before a new County Board is seated, then the current Board might claim it has to wait for the new Board to consider this issue and the new Board might want more time to look at it. He wondered about keeping the issue moving forward without delays. McGinty said the subcommittee desired to do this thoroughly and have consensus with the new Board. Shelden asked when the issue would be brought to the Policy, Personnel, & Appointments Committee. McGinty said the subcommittee discussed how this might occur in January; they have to look into the facilities director position and potential candidates, so the position could begin before the current Administrators' contract end. Moser indicated there was an overwhelming majority of County Board members who want to move to a single Administrator structure. It sets the tone for the recommendation to come from the current Board to the new Board. There will be tough decisions regarding the budget in August about realigning the administrative structure and the costs involved. The subcommittee agreed it was important to understand the costs and how to budget for positions. Moser liked the idea of the current Board endorsing the idea of a single County Administrator and this subcommittee developing the method of implementation to present to the next term's County Board. Betz thought the County Board already endorsed the plan and Moser concurred. Betz was not against a formal resolution declaring the County Board is publically committed to transitioning to a single County Administrator structure with deputy administrators, if it would be helpful to have a public declaration of intent by the current County Board. This could also be useful to make the current Board's position clear to any new Board members.

Shelden asked if there was any money in the budget for a structure change. Busey stated it is not currently budgeted and the current contingency line has less than \$200,000 budgeted. The subcommittee discussed estimating the costs involved with a structural change. Betz voiced strong support for a resolution stating the current County Board's intention to adopt a single County Administrator system and then having this commitment reaffirmed by the next County Board. Moser agreed. McGinty asked if it was necessary to include any specific details about the positions supporting the Administrator. Betz suggested including a paragraph in the resolution that the restructuring details will be worked out by this subcommittee.

Weibel suggested the subcommittee could begin working on a job description in January. Betz suggested the development of a general outline of the administrative structure positions and their general responsibilities. Moser and McGinty agreed. Betz asked for Busey's opinion on the timeline. Busey stated there are different options that can be laid out with information about the costs of each option. She liked the idea of having some transition to a facilities director before the end of the current contracts. The committee discussed having a facilities director start by October 1, 2009 following a three-month period to advertise and interview for the position. Busey explained the County started advertising for the IT Director position at the end of December and the position was filled by April 1st. Betz advised that the subcommittee should not discuss the employment of specific individuals in open

session. The subcommittee agreed to bring a resolution endorsing a single administrator structure to the Policy, Personnel, & Appointments Committee and the County Board in October to ascertain a sense of the body. They asked Busey to draft the resolution. Moser thought it was fair for Administrative Services staff to know what is coming and to have a year to prepare for the change, whatever it may be. Betz recommended asking for a roll call vote at the County Board meeting and to not include the resolution on the consent agenda.

OTHER BUSINESS

There was no other business.

ADJOURNMENT

Meeting adjourned at 4:55 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.