

CHAMPAIGN COUNTY BOARD
COMMITTEE MINUTES

ADMINISTRATIVE STRUCTURE SPECIAL COMMITTEE

Wednesday, February 11, 2009

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

5:00 p.m.

MEMBERS PRESENT: Tom Betz, Brendan McGinty

MEMBERS ABSENT: Steve Moser

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

CALL TO ORDER

McGinty called the meeting to order at 5:00 p.m.

ROLL CALL

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

APPROVAL OF AGENDA/ADDENDUM

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

PUBLIC PARTICIPATION

There was no public participation.

CHAMPAIGN COUNTY ADMINISTRATIVE STRUCTURE DEVELOPMENT

The committee had received the materials it requested at the last meeting via email before the meeting. McGinty and Betz discussed the timeline for moving forward with reaffirming a single County Administrator structure at the March County Board meeting. McGinty suggested it would be best to determine if the County would perform a search or look at an internal promotion for the County Administrator position. The County has a policy on how to fill a vacant position that allows for a couple of options. He recommended the committee reconvene before the March Policy, Personnel, & Appointments Committee meeting to discuss the issue with Moser and perhaps have a closed session. Busey confirmed Moser would be back in town next week. Betz questioned the closed session because the decision on whether or not to conduct a search should be made in open session because it is a policy issue. He asked for an opinion on this matter. Busey said the County Board has two options

under its policy, either to promote a County employee and not do a search or to perform a search. The closed session would necessary if the committee was going to have a discussion about an internal candidate. The way the policy is written the Policy, Personnel, & Appointments Committee makes that determination and forwards a recommendation to the County Board because it is the parent committee in this instance. The Administrative Structure Committee would make a recommendation to the Policy Committee. Betz stated the question of whether the committee will recommend having a search for the County Administrator position is a decision for an open session as a policy issue, without talking about the merits of any individual candidates. While he has an opinion on the issue based on the last time the County performed a County Administrator search, he did not want to preclude anyone else's viewpoint and thought there would be some division at the Policy Committee. The committee discussed the procedure further and agreed the discussion about whether to conduct a search or promote a candidate from within the County would be during the open session at the next meeting. They agreed to place a closed session on the next meeting agenda so the committee could discuss an internal candidate if they decided to promote from within. McGinty and Betz agreed it would be important to have Moser involved in the discussion at the next meeting. McGinty asked that all the committee minutes be sent to Moser so he could be brought up-to-date on the committee's progress.

McGinty spoke about how much time would be needed to perform a search for the County Administrator position and Facilities Director position. There has been discussion about having a Director of Facilities selected by September before a start date of December 1, 2008. Betz assumed the single County Administrator position would be filled fairly soon and the decisions regarding the sub-positions, including the Facilities Director, would be made by the County Administrator. Unless the County Administrator wanted to have a search committee or an advisory committee, he did not anticipate this committee or the County Board being intimately involved in that decision other than setting the salary ranges. McGinty agreed with this approach. Busey confirmed that procedure would be consistent with the way the IT Director was developed and hired. McGinty asked how the structural changes would affect the current contracts of the two County Administrators, because he thought the County Board would have to wait until the contracts expired to make changes. Betz stated that the parties in a contract can mutually agree to reform that contract at any time during the contract term. Hypothetically, the parties could agree to new positions and the old contracts would be extinguished or one of the two contracts could be changed and the other would be allowed to run its course until the end of its term. McGinty said they could hypothetically hire a single County Administrator and this person would be expected/empowered to establish the structure underneath his/her position. Betz said he presumed that is what the committee had decided. He noted that the County Board was not involved in the search when the Deputy County Administrator/HR was hired though some Board members participated in the process. Another example is that a school superintendent does not obtain approval from a school board whenever teacher positions are filled as long as the changes adhere to the budget. Betz envisioned the County Board taking on more of a policy role in general with a single Administrator structure. The County Board approves the policies and then has an Administrator to execute them. Betz did not see the County Board being involved in the hiring or firing of various positions other than in an advisory role and McGinty agreed. Betz did not think everyone on the County Board would agree, but that would be a discussion for the Policy, Personnel, & Appointments Committee and the County Board. The committee discussed holding a meeting next week and when Moser would be in town.

Betz asked about the County Administrator's job description. Busey noted the job description was provided in the packet of information, which is basically defined by the ordinance and by statutory language. She encouraged the committee to look at the McLean County and Peoria County organization charts because that is where comparable counties with single Administrators differ from Champaign County. Betz stated they need to have people invested in the organization. He commented on how County Board standing committees conduct the performance appraisals of appointed officials although they do not work with those individuals on a daily basis. He felt it would be more correct to set a policy wherein the County Administrator would conduct the performance appraisals of the appointed officials instead of the County Board members. McGinty said the County Board could become involved if an official's performance review rating was very low to help determine whether something needs to happen from a discipline or dismissal standpoint. Betz disagreed because he thought that is what the County hires an Administrator to do. If an employee's performance is lacking then the County Administrator fixes the situation. Any issue about performance or staffing should be taken up with County Administrator; Betz wants to get the County Board out of the day-to-day process of dealing with employment, retention, and non-retention issues. Betz did not think the County Board was competent to do this business because they do not work with the employees all day, every day. He sees the County Board's only really retention issue as being with the County Administrator. McGinty strongly supported this approach. McGinty listed the goals for next meeting to have open and closed discussions to affirm a single Administrator, whether to do a search or look to hire internally, and enter into a closed session to talk about an internal hire. The committee's decision would then be forwarded to the Policy, Personnel, & Appointments Committee in March. Betz agreed with this approach.

Weibel entered the meeting at 5:16 p.m.

McGinty explained to Weibel that the committee wanted Moser to be present to complete the process of fair analysis and reviewed what the committee has discussed at this meeting. Weibel asked if the current structure had both the head of grounds and the head of maintenance in Physical Plant reporting to the County Administrator of Facilities & Procurement. Busey answered yes. Betz said he sees the hiring and firing of any sub-administrators to be the Administrator's job. McGinty said the organization of a facilities department would be something for the County Administrator to work on. Busey said the Administrator would ultimately bring it to the County Board for approval in terms of defining the positions and classifications. The actual incumbents who are in the positions would be left to the discretion of the Administrator. Betz stated the Board needs to realize the structure would evolve and positions could be changed based on the County's needs. The Administrator should be free to bring changes to the County Board.

The committee discussed setting a date for its next meeting when all the members could attend. It was determined the next meeting would be held on February 17, 2009 at 4:30 p.m. before the Democrat Caucus.

OTHER BUSINESS

There was no other business.

ADJOURNMENT

Meeting adjourned at 5:25 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.