



## CHAMPAIGN COUNTY BOARD COMMITTEE AGENDA

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ADMINISTRATIVE STRUCTURE SPECIAL COMMITTEE  
Brookens Administrative Center, Jennifer K. Putman Meeting Room  
1776 E. Washington, Urbana  
Wednesday, April 1, 2009 – 5:00pm

MEMBERS: Betz, McGinty, Moser

<u>ITEM</u>	<u>PAGE NO.</u>
I. <u>CALL TO ORDER</u>	
II. <u>ROLL CALL</u>	
III. <u>APPROVAL OF AGENDA/ADDENDUM</u>	
IV. <u>PUBLIC PARTICIPATION</u>	
V. <u>CHAMPAIGN COUNTY ADMINISTRATIVE STRUCTURE DEVELOPMENT</u>	
a. Discussion – Structure of Committees Proposal	1-4
b. Discussion – Size of County Board	5
c. Discussion – Elected Officials Positions Analysis	
VI. <u>OTHER BUSINESS</u>	
VII. <u>ADJOURNMENT</u>	

**12. County Board Meetings**

F. The Board Chair shall prepare an agenda for each meeting of the Board, which shall be sufficiently itemized to inform the Board and the public of the business to be considered by the Board. The following requirements shall apply to items to be considered by the Chair for placement on the Agenda:

1. Items proposed for consideration by the Board shall be submitted to Administrative Services on or before Noon on the Tuesday preceding the Board meeting.
2. Any resolution or ordinance submitted shall be accompanied by a summary of its contents, unless it is so brief in nature that a summary is unnecessary.
2. Only items first presented to a committee of the Board shall be placed on the agenda of the Board for action with the exception of:
  - a) Matters relating to pending litigation;
  - b) Correction of the form of matters previously presented to the Board;
  - c) Matters which the Board has, as a body, directed to be returned directly to the Board at a previous meeting;
  - d) Matters presented to the Board at its Biennial Organizational Meeting;
  - e) Collective bargaining and employment matters;
  - f) Purely procedural matters, such as scheduling meetings;
  - g) Announcements, and matters for consideration and not formal action; and
  - h) Emergency budget amendments
  - i) Monthly, quarterly or annual reports of Champaign County Elected Officials, Appointed Officials, or other Boards required by statute or County Board Resolution to be provided to the Champaign County Board.

**13. Order of Business – County Board & Committee Meetings**

A. The Order of Business for each regular meeting of the Board shall be as follows:

Call to Order  
Roll Call  
Prayer and Pledge of Allegiance  
Read Notice of Meeting  
Approval of Minutes of Previous Meeting(s)  
Approval of Agenda and Addendum  
Public Participation  
Announcements and Communications  
Approval of the Consent Agenda  
Standing Committee Reports  
Monthly, Quarterly, Annual Reports  
Other Business  
New Business  
Adjournment

**16. Standing Committees**

*Rules Change Recommendation – February 10, 2009  
Eliminate Justice and Combine Facilities & Highway  
Mandated Reporting goes Directly to County Board*

**A. STRUCTURE OF COMMITTEES**

1. The following shall be the standing committees of the Champaign County Board:

Finance Committee  
County Transportation & Facilities Committee  
Policy, Personnel, & Appointments Committee  
Environment & Land Use Committee

2. Each standing committee of the Champaign County Board shall be composed of seven (7) members. Standing committees shall be composed of members of each of the political parties represented on the Board, in approximate proportion to those parties' representation on the Board.

**D. DUTIES AND ROLES OF STANDING COMMITTEES**

1. Finance
  - a) Directs the County Administrator in the planning, preparation and implementation of the Champaign County budget and forwards recommendations for approvals to the Champaign County Board.
  - b) Plans overall county long-range needs, including consideration of the County's information technology systems and infrastructure.
  - c) Receives and reviews all program requests from elected and appointed officials and recommends approval of said requests to County Board
  - d) Confers with the County Treasurer to determine the proper and legal investment and deposit of County funds.
  - e) Receives periodic reports on status of employees' bargaining units: reviews collective bargaining contracts prior to expiration and recommends approval of negotiated tentative agreements to full County Board.
  - f) Receives, reviews, and considers recommendation to the County Board from the Policy, Personnel & Appointments Committee and/or the Champaign County Salary Administrator regarding position classification, evaluation, salary administration and County staffing.
2. County Transportation & Facilities
  - a) Reviews and approves construction and remodeling, maintenance and operation of County buildings, property and recreational land, in compliance with all federal and state requirements.
  - b) Reviews topics involving acquisition, leasing and disposition of real property for the County.
  - c) Establishes, plans, and approves long-range goals and development of plans for County facilities.
  - d) Provides overall supervision of matters relating to County facilities.

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- e) Establishes and approves long range plans for County roads and highway construction.
  - f) Provides overall supervision of matters relating to County roads, bridges and rights-of-way.
  - g) Approves all highway construction plans.
  - h) Considers acquisition and disposition of County Highway equipment and materials.
3. Environment & Land Use
- a) Works with the Regional Planning Commission and other units of government to meet the need for regional planning and zoning.
  - b) Makes recommendations for guidance and control of the future economic development of the County.
  - c) Drafts rules and regulations for subdivisions.
  - d) Acts on approval of plats.
  - e) Issues various licenses as established by the Board.
  - f) Cable television oversights.
  - g) Solid Waste oversights.
  - h) Acts as the Board liaison for the Department of Planning & Zoning, Sanitary District and Drainage Districts.
4. Policy, Personnel, & Appointments
- a) Reviews all appointments recommended by the County Board Chair and makes recommendations to the full Board.
  - b) Develops, maintains and recommends County policies, to full County Board, in compliance with federal and state regulation.
  - c) Receives bids and recommends award of contract for county-wide purchasing.
  - d) Serves as final step for hearing process in grievance procedures as provided in Champaign County Personnel Policy.
  - e) Responsible for reviewing and recommending positions on state and federal legislation impacting the County.
  - f) Receives, reviews, and considers requests from department heads and recommendations from Champaign County Salary Administrator regarding position classification and evaluation, and forwards committee's recommendation to Finance committee and/or County Board.
  - g) Works with all elected and appointed officials in the review and development of policy initiatives.

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**IMPACT OF PROPOSED RULES CHANGE:**

1. Four standing committees – 7 members on each committee – each county board member assigned to 1 committee, except Board Chair who is assigned to 2.
2. Estimated annual per diem savings - \$14,580.
  - a. Estimated FY2009 per diem savings if adopted in March and implemented in April - \$9,720
3. All committee meetings can be held in the first week of the month.
4. Policy initiatives from any county department or agency which require approval by the County Board come to the Policy Committee – under the current rules, some would go to Policy and some would go to Justice.
5. Program requests from any county department or agency which require approval by the County Board come to the Finance Committee – under the current rules, some would go to Justice first.
6. All capital asset and infrastructure issues – both facilities and roads and bridges initiatives – go to one committee.
7. Under this proposal, all elected officials, appointed officials, or boards required to provide reports to the County Board would submit those reports directly to the County Board instead of to a committee first.

**Illinois Counties with Population over 100,000**

Counties in Illinois with Population in Excess of 100,000	Population	No. of County Board Districts	No. of County Board Members	Coroner	Auditor	Recorder separate from County Clerk
Cook	5,303,683	18	18	No	No	Yes
DuPage	929,113	6	18	Yes	Yes	Yes
Lake	702,682	23	23	Yes	No	Yes
Will	642,813	9	27	Yes	Yes	Yes
			27* - County Board Chair is County-Wide elected position			
Kane	482,113	26		Yes	Yes	Yes
McHenry	303,990	6	24	Yes	Yes	Yes
			29* - County Board chair is County-Wide elected position			
Winnebago	288,695	14		Yes	Yes	Yes
Madison	264,309	29	29	Yes	Yes	Yes
St. Clair	260,067	29	29	Yes	Yes	Yes
Sangamon	192,789	29	29	Yes	Yes	Yes
Peoria	182,328	18	18	Yes	Yes	Yes
McLean	159,013	10	20	Yes	Yes	Yes
Rock Island	147,808	25	25	Yes	Yes	Yes
Tazewell	129,999	4	24	Yes	Yes	Yes
LaSalle	112,604	29	29	Yes	Yes	Yes
Macon	110,167	7	21	Yes	No	Yes
Kankakee	107,972	28	28	Yes	Yes	Yes
DeKalb	106,321	12	24	Yes	No	No