



County Administrator Search Committee

MINUTES – APPROVED AS DISTRIUBTED ON JANUARY 8TH, 2016

Date: Friday, December 4, 2015
Time: 3:00 p.m.
Place: Jennifer Putman Meeting Room
Brookens Administrative Center
1776 E. Washington St.
Urbana, Illinois

Committee Members

Present: Chris Alix, Jack Anderson, Deb Busey, Gordy Hulten, Pattsy Petrie, Barbara Ramsay, James Quisenberry, Julia Rietz, Jon Schroeder, Dan Walsh

Absent:

Others: Gary Maxwell (County Board Member), Tammy Asplund (recording secretary)

Call to Order

Mr. Quisenberry called the meeting to order at 3:02 p.m.

Roll Call

Asplund called the roll. Alix, Anderson, Busey, Hulten, Petrie, Ramsay, Quisenberry, Schroeder and Walsh were present at the time of roll call, establishing the presence of a quorum.

Approval of Agenda

MOTION by Mr. Alix to approve the agenda; seconded by Mr. Anderson. Upon vote, the **MOTION CARRIED** unanimously.

Approval of Minutes

None

Public Participation

None

Review & adoption of Recruitment Timetable

Mr. Quisenberry began discussion regarding the handout provided. Ms. Busey stated the timetable is aggressive. She noted in many cases, with a committee of this size, it is difficult to coordinate all the members schedules for the phone interviews. She stressed the importance of consistency with regard to committee members. Discussion followed on the transition process and Ms. Busey's availability after March 30th.

There was additional conversation related to the number of applicants required prior to the determination of the need to extend the deadline; as well as the channel for accepting applications. Ms. Busey recommended the use of AppliTrack; as everything is submitted electronically and the committee can be notified as applicants make their submissions. Mr. Quisenberry suggested all qualified applicants be reviewed by the committee after the deadline of January 15; rather than individually as they are submitted. Mr. Alix requested in that case, the committee receive a weekly status update as to number of qualified candidates, along with their respective titles/locations.

Sheriff Walsh stated AppliTrack is not a program he would use for this position; and would prefer to request resumes, cover letters, and references. Discussion followed about the pros and cons of AppliTrack and previous open county positions which utilized the program to recruit/track candidates.

Rietz entered the meeting at 3:30 p.m.

Ms. Petrie raised concerns over the timeline; specifically the two weeks of holiday time. Ms. Busey stated the timetable is amendable by the committee at any time throughout the search process. Dialogue continued regarding the necessity to be flexible with the start date, in order to secure a qualified candidate.

Mr. Quisenberry is unavailable the week of January 25th. The recruitment timetable was discussed at length by the committee.

Mr. Maxwell reminded all to be sure all communication (online/written/radio/etc) regarding the position description and application process is consistent. He questioned whether a budget would be established to cover the interview process (bringing potential candidates in).

Review & adoption of Recruitment Profile

Sheriff Walsh noted the changes he previously requested were reflected in the handout provided by Ms. Busey. There was discussion on salary range appropriate for the position; which is set by the County Board. Ms. Busey cited other comparable counties paying \$120 - \$125,000 annually and recommended advertising the position this way. Several committee members noted a salary range "commensurate with experience" should be listed on the advertisement; while others expressed a preference for a minimum starting salary.

Mr. Schroeder requested the position description would contain links to community websites; in the interest of educating a potential candidate on life in Champaign/Urbana.

Ms. Ramsay noted the organization chart has to be revised using the correct position title (the current copy shows Deputy Administrator of Finance). Discussion followed regarding the key (color/underline) for the chart. Mr. Alix requested changes to reflect elected vs. hired/appointed (professional staff) positions only.

Ms. Petrie asked whether the wording regarding an advanced degree is appropriate. The committee continued to talk about the type of degree, and how degrees impact a person's qualification. Ms. Petrie suggested adding an MUP as a desirable degree.

The committee discussed the level of complexity of County government versus other municipalities. Mr. Alix stressed the need for an individual with experience with labor negotiation/union contracts and collective bargaining agreements.

Mr. Quisenberry asked the committee to comment on the need for letters of reference as opposed to providing reference names. Discussion followed on several options for timing and content of this information from candidates. AppliTrack allows candidates to do both (list names) and attach letters of reference. Ms. Busey commented that reference checks have historically been performed by the administrative staff (based on direction provided by the committee). This led to a dialogue regarding background checks and bonding requirements for various county positions.

Review & adoption of Recruitment Advertising Plan

Ms. Busey identified five states (IA, WI, IN, MO and IL) as the area for the search. Several additional potential recruiting options were identified. Ms. Petrie suggested the APA (American Planning Association). Ms. Busey stated the direct mailing will go to County Administrators only. Ms. Ramsay suggested the WPF (Women in Public Finance). The committee talked about the University HR and Alumni associations as potential recruiting contacts. IML (Illinois Municipal League), NACo, GFOA, Big 10 Cities, SACE (State Association of County Engineers), and ASPA (American Society for Public Administration) were also suggested.

Conversation continued with regard to the advertising estimation with relation to the News Gazette. The group decided to drop the Line Ad on 12/20. Sheriff Walsh offered to coordinate some press time with Ms. Busey (for an interview); to generate interest in the position.

Next Meeting

The next two meetings are scheduled for Friday, January 8th and Friday, January 22nd at 3:00 p.m.

Other Business

None

Adjournment

MOTION by Sheriff Walsh to adjourn; seconded by Mr. Hulten. Upon vote, the **MOTION CARRIED** unanimously. Mr. Quisenberry adjourned the meeting at 5:05 p.m.