

CHAMPAIGN COUNTY BOARD
COMMITTEE MINUTES

ADMINISTRATIVE STRUCTURE SUBCOMMITTEE

Wednesday, May 7, 2008

**Meeting Room 3, Brookens Administrative Center
1776 E. Washington St., Urbana**

6:00 p.m.

MEMBERS PRESENT: Betz, McGinty, Moser

MEMBERS ABSENT: None

OTHERS PRESENT: Mark Shelden (County Clerk), Barbara Wysocki (County Board member)

CALL TO ORDER

Meeting called to order at 6:00 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.**

PUBLIC PARTICIPATION

There was no public participation.

DISCUSSION REGARDING CHAMPAIGN COUNTY ADMINISTRATIVE STRUCTURE

McGinty summarized what the subcommittee achieved at their last meeting. The subcommittee had recognized the County should move to a single Administrator structure. Since the last meeting, McGinty worked with the new HR Generalist, Amanda Moore, and gathered some information on counties' structure and administrators. The information on Peoria, Rock Island, and McLean Counties was distributed to the committee. Peoria County was the most similar to Champaign County regarding structure. McGinty noted that Rock Island County does not have an Administrator; instead it goes straight to department directors. McGinty suggested focusing on the components of the number of Administrators, what the Administrators' roles are, the County Board Chair's role, and the number of County Board members. The subcommittee discussed the information provided on the other counties. McGinty related that Moore had offered to get more information from the other counties if the subcommittee had further questions. Moser wanted to find out what Sangamon County does. The subcommittee planned to present a recommendation on administrative restructuring to the Policy, Personnel, & Appointments Committee after the election and the seating of the new County Board. The subcommittee discussed the time needed to develop and implement an altered structure. The subcommittee explained the proposed structure to Shelden in answer to his questions. Shelden expressed concern about the cost of implementing a structure with more management-level employees. He noted the County already has a Grounds Supervisor and a Physical Plant Supervisor who would then be supervised by a newly created Facilities

Director. He added that the County just created a new IT Director position. McGinty did not think it was essential to hire an Administrative Services Director under the County Administrator within a year because the position will be ideally filled by someone with the skills to eventually be the next Administrator. The subcommittee discussed the Facilities Director position. Moser spoke to Pat Dorsey about the likely salary for a Facilities Director, especially considering the structure of the County Board, the evening meetings, and the flack the position would take. It would take a special kind of person to fill the Facilities Director position. Sheldon spoke about the Administrator and Director positions needing a leadership skill set in addition to an academic skill set. He thinks a Facilities Director could potentially have the skills set to be a County Administrator and did not want to put the County in a box. Sheldon asked if the Facilities Director would be paid more and have fewer responsibilities than the current County Administrator of Facilities & Procurement. McGinty disagreed with that assumption. He thought the Facilities Director might do fewer things, but the person would be more valuable by bringing skills that the County currently has to outsource for, such as architectural skills. There can be savings by having a certain skill set in that role. Betz wondered if there will be enough work in the next ten years in facilities to have a full-time Facilities Director with purchasing being eliminated from the job responsibilities. McGinty said ideas on structure were good because it is being developed. Sheldon stated that the IT Director position was created with the direction that the position would develop and restructure the IT Department with certain limitations and a budget to better serve the County's IT needs. He thought at some point the single Administrator should be given some latitude to develop a structure that works for them. McGinty agreed with the notion of having flexibility at every part of any long-range strategic planning. He encouraged any ideas to be brought forth. The subcommittee discussed the General Corporate Fund's financial position and how the Nursing Home is negatively impacting it. The County Board has general consensus about moving to a single Administrator. Further discussion was held over the skills desired in a potential Facilities Director position and the County's future building needs. McGinty agreed to gather more information about the role of the County Board Chair and the job descriptions for County Administrators and Facilities Director in comparable counties for the next meeting. Betz suggested talking to past Champaign County Board Chairs who are still alive, especially Lyle Shields. He views the Board Chair as a political role with a ceremonial function. It is important to have a County Administrator who is not a partisan person. McGinty heartily agreed with gathering information from past Board Chairs. The subcommittee discussed accountability and disciplinary procedures with Administrators. The subcommittee agreed to meet again in about a month.

OTHER BUSINESS

There was no other business.

ADJOURNMENT

Meeting adjourned at 6:45 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.