



Champaign County Board
County Administrator Evaluation Committee (CAEC)
County of Champaign, Urbana, Illinois

MINUTES – APPROVED AS DISTRIBUTED ON SEPTEMBER 25, 2017

DATE: Tuesday, July 25, 2017
TIME: 4:30 p.m.
PLACE: Putman Meeting Room
Brookens Administrative Center
1776 E Washington, Urbana, IL 61802

Members Present: Stan Harper, Jim McGuire, Pattsy Petrie, Steve Summers, Pius Weibel

Members Absent: None

County Staff: Rick Snider (County Administrator), Tammy Asplund (Recording Secretary)

Others Present: None

MINUTES

I. Call to Order

County Board Chair Weibel called the meeting to order at 4:35 p.m.

II. Roll Call

A verbal roll call was taken and a quorum was declared present.

III. Approval of Agenda and Addendum

MOTION by Ms. Petrie to approve the agenda as distributed; seconded by Mr. Harper. Upon vote, the **MOTION CARRIED** unanimously.

IV. Approval of Minutes

MOTION by Ms. Petrie to approve the minutes of July 12, 2017 as distributed; seconded by Mr. Harper. Upon vote, the **MOTION CARRIED** unanimously.

V. Public Participation

None

VI. Review of Forms

The committee reviewed the position description for the County Administrator posted on the County website.

Ms. Petrie suggested three separate forms be created; one for board members, one for outside agencies, and one for department heads and elected officials. The committee members requested that the recording secretary email the interview questions used for the County Administrator search.

Mr. Summers handed out an evaluation with five categories. He noted he created this by pulling information from the five documents provided at the last meeting.

Mr. Weibel entered the meeting at 5:08 p.m.

Mr. Weibel provided a handout with six additional points to be used in conjunction with the document Rick Snider uses for department head evaluations.

The committee discussed the addition of several categories, including relationships with outside entities, short & long-term planning, and professional development for staff. There was also discussion regarding whether categories should be weighted.

Mr. Weibel agreed to modify the list Mr. Summers created; revising each point by making it a complete question or statement.

VII. Other Business

The committee decided to meet on Wednesday, August 2, 2017 at 4:30 p.m.

VIII. Adjournment

Mr. McGuire adjourned the meeting at 5:35 p.m.