

Approved 3/5/2018

CHAMPAIGN COUNTY BOARD
COMMITTEE MINUTES

COUNTY EXECUTIVE TRANSITION COMMITTEE

Tuesday, February 20, 2018

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

MEMBERS PRESENT: Jim Goss, Jim McGuire, Kyle Patterson, Steve Summers,
C. Pius Weibel (Chair)

MEMBERS ABSENT: None

OTHERS PRESENT: Deb Busey (County Administrator), Kay Rhodes (Administrative
Assistant)

CALL TO ORDER

Weibel called the meeting to order at 4:31 p.m.

ROLL CALL

Goss, McGuire, Patterson, Summers, and Weibel were present at the time of roll call, establishing the presence of a quorum.

APPROVAL OF AGENDA/ADDENDUM

MOTION by Summers to approve the agenda; seconded by McGuire. **Motion carried with unanimous support.**

APPROVAL OF MINUTES

MOTION by Goss to approve the February 5, 2018 minutes; seconded by Patterson. **Motion carried with unanimous support.**

PUBLIC PARTICIPATION

There was no public participation.

DISCUSSION & APPROVAL OF NEW COUNTY BOARD RULES

Weibel reviewed his summary of the action taken at the February 5, 2018 meeting. He also distributed a list of duties of the County Executive and a list of duties of the County Board Chair. Weibel explained that he compiled the lists from the State's Attorney memo dated September 28, 2017. Weibel suggested that the committee review each list for any proposed changes and/or additions.

The committee first reviewed the list of duties of the County Executive. The committee discussed the administrative and management functions of the County Executive (item b) for county government.

Busey noted that the current county board policies fall under this category. The current policies are: Drug and Alcohol, Economic Development, Energy, Ethics, Financial, Personnel, Purchasing, Travel, Grant Application, and Information Technology. The committee discussed the office of the Supervisor of Assessments in particular and the current authority of the county board regarding the staff and the appointed official.

The committee discussed the differences between items d and e; d) appointments to various boards/commissions provided by law to be made by the county board; e) appointments to serve on various special districts, except where otherwise provided by law.

The committee discussed item f, which refers to the submission of an annual report of the affairs of the county and the best date to schedule such a report. Busey suggested April of each year because there will also be a 5-year financial forecast at this time. This information will come just before the annual budget process begins in May.

The committee discussed item g and agreed that county executive would present the budget, which includes staffing and a salary administration plan for county board approval.

Weibel stated that item h should be clarified as to the meaning of suspension and how it relates to items d and e, as well as the process leading up to a suspension.

The committee discussed item m – notice of special meeting, and the “delivery” of copy of such notice to county board members. The committee discussed the approval/veto of ordinances by the county executive and the specific time period for actions.

The committee reviewed the list of duties for the County Board Chair. The committee agreed that the chair shall preside over all meetings of the committee of the whole or standing committees (if appointed as chair of standing committee of which he/she is a member).

Weibel suggested that item F and G should be stricken. Discussion followed regarding the need for these items. Weibel would check with the State’s Attorney on these items, as well as item I. The committee agreed to also strike item J.

The committee agreed that the item K section concerning the consent agenda should be separated out from the rest of the text.

OTHER BUSINESS

The next meeting is scheduled for Monday, March 5, 2018. The committee discussed the scheduled meeting on March 19, 2018 and determined that some members could not attend. The committee agreed to cancel this meeting.

ADJOURNMENT

The meeting adjourned at 5:23 p.m.

Respectfully submitted,

Kay Rhodes,
Administrative Assistant