



**CHAMPAIGN COUNTY BOARD
COMMITTEE AGENDA**

COUNTY EXECUTIVE TRANSITION COMMITTEE

**Brookens Administrative Center, Jennifer K. Putman Meeting Room
1776 E. Washington, Urbana
Monday, March 5, 2018 – 4:30 p.m.**

CHAIR: C. Pius Weibel

MEMBERS: Jim Goss, Jim McGuire, Kyle Patterson, Steve Summers

ITEM

- I. Call to Order**
- II. Roll Call**
- III. Approval of Agenda/Addenda**
- IV. Approval of Minutes – February 20, 2018**
- V. Public Participation**
- VI. Discussion & Approval of New Champaign County Board Rules**
- VII. List of Questions for State's Attorney**
- VIII. Other Business**
- IX. Adjourn**

1 CHAMPAIGN COUNTY BOARD
2 COMMITTEE MINUTES

3
4 **COUNTY EXECUTIVE TRANSITION COMMITTEE**

5 Tuesday, February 20, 2018

6 Brookens Administrative Center, Jennifer K. Putman Meeting Room

7 1776 E. Washington St., Urbana
8
9

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

12
13 **MEMBERS ABSENT:** None

14
15 **OTHERS PRESENT:** Deb Busey (County Administrator), Kay Rhodes (Administrative
16 Assistant)
17

18 **CALL TO ORDER**

19
20 Weibel called the meeting to order at 4:31 p.m.
21

22 **ROLL CALL**

23
24 Goss, McGuire, Patterson, Summers, and Weibel were present at the time of roll call, establishing
25 the presence of a quorum.
26

27 **APPROVAL OF AGENDA/ADDENDUM**

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29 **MOTION** by Summers to approve the agenda; seconded by McGuire. **Motion carried with**
30 **unanimous support.**
31

32 **APPROVAL OF MINUTES**

33
34 **MOTION** by Goss to approve the February 5, 2018 minutes; seconded by Patterson. **Motion**
35 **carried with unanimous support.**
36

37 **PUBLIC PARTICIPATION**

38
39 There was no public participation.
40

41 **DISCUSSION & APPROVAL OF NEW COUNTY BOARD RULES**

42
43 Weibel reviewed his summary of the action taken at the February 5, 2018 meeting. He also
44 distributed a list of duties of the County Executive and a list of duties of the County Board Chair. Weibel
45 explained that he compiled the lists from the State's Attorney memo dated September 28, 2017. Weibel
46 suggested that the committee review each list for any proposed changes and/or additions.
47

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

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

55
56 The committee discussed the differences between items d and e; d) appointments to various
57 boards/commissions provided by law to be made by the county board; e) appointments to serve on various
58 special districts, except where otherwise provided by law.

59
60 The committee discussed item f, which refers to the submission of an annual report of the affairs
61 of the county and the best date to schedule such a report. Busey suggested April of each year because
62 there will also be a 5-year financial forecast at this time. This information will come just before the annual
63 budget process begins in May.

64
65 The committee discussed item g and agreed that county executive would present the budget,
66 which includes staffing and a salary administration plan for county board approval.

67
68 Weibel stated that item h should be clarified as to the meaning of suspension and how it relates
69 to items d and e, as well as the process leading up to a suspension.

70
71 The committee discussed item m – notice of special meeting, and the “delivery” of copy of such
72 notice to county board members. The committee discussed the approval/veto of ordinances by the county
73 executive and the specific time period for actions.

74
75 The committee reviewed the list of duties for the County Board Chair. The committee agreed that
76 the chair shall preside over all meetings of the committee of the whole or standing committees (if
77 appointed as chair of standing committee of which he/she is a member).

78
79 Weibel suggested that item F and G should be stricken. Discussion followed regarding the need
80 for these items. Weibel would check with the State’s Attorney on these items, as well as item I. The
81 committee agreed to also strike item J.

82
83 The committee agreed that the item K section concerning the consent agenda should be separated
84 out from the rest of the text.

85
86 **OTHER BUSINESS**

87
88 The next meeting is scheduled for Monday, March 5, 2018. The committee discussed the
89 scheduled meeting on March 19, 2018 and determined that some members could not attend. The
90 committee agreed to cancel this meeting.

91
92 **ADJOURNMENT**

93
94 The meeting adjourned at 5:23 p.m.

95

96 Respectfully submitted,
97
98
99 Kay Rhodes,
100 Administrative Assistant