

Minutes of the County Administrator Search Committee

The County Administrator Search Committee met on Tuesday, July 13, 2010 at 3:30 p.m. in Room 404, Government Center, 115 E. Washington Street, Bloomington, Illinois.

Members Present: Chairman Segobiano; Members Owens, Moss, Gordon, Bostic

Members Absent: None

Other Members Present: None

Staff Present: Mr. Terry Lindberg, County Administrator; and Ms. Judith LaCasse, County Administrator's Assistant

Department Heads/
Elected Officials Present: None

Chairman Segobiano called the meeting to order at 3:35 p.m.

Chairman Segobiano informed the Committee that he had the privilege of serving on the Search Committee when Mr. John Zeunik was hired. He expressed his hope that this Committee will experience the same enjoyment that the previous Search Committee enjoyed. Mr. Segobiano indicated that he met with Mr. Matt Sorensen, County Board Chairman, and with Mr. Terry Lindberg, County Administrator, to discuss the proposed County Administrator Search Process and Calendar for this Search Committee. Chairman Segobiano stressed the strong responsibility that this Committee will have in the search for the new County Administrator.

Chairman Segobiano stated that the County has been fortunate over the past 20+ years to have had the guidance of Mr. Zeunik and Mr. Lindberg in the County Administrator's Office. He indicated that this Committee has a responsibility to continue on that path of good administration.

Chairman Segobiano presented a request for approval of the County Administrator Search Process Schedule.

Chairman Segobiano encouraged the members of the Committee to review the Search Process Schedule and determine if they have any conflicts. Chairman Segobiano announced that if he is not available, Ms. Diane Bostic, Vice Chairman to the Committee, will be available. Ms. Bostic noted that she will be available except for the last week in September and the first part of October.

Mr. Lindberg distributed additional information on the responsibilities and goals for the Committee's review. Chairman Segobiano stated that either he or Mr. Lindberg would be happy to answer any questions that the Committee members may have.

Mr. Lindberg noted that he has experienced this search process as both an applicant and as a process manager. He advised that the proposed schedule was developed with those kinds of experiences in mind. Mr. Lindberg added that there is room to adjust some of the dates if necessary. He pointed out that if this schedule is followed, the process should progress successfully.

Mr. Lindberg noted that the material he passed out included a letter from the County Chairman to remind Committee members that the process begins with the County Administrator Ordinance and how the appointment is made. The Committee will deal with the following tasks:

- Review and approve the Search Calendar;
- Review and approve the Candidate Profile;
- Integrate the candidate profile into a recruitment brochure;
- Approve an advertising plan and the actual ad copy;
- Screen applicants;
- Determine how to do background checks and review them;
- Recommend finalists to the County Board Chairman;
- Participate in final interviews and community visits;
- Determine how much to accomplish within this group and how much to rely on outside organizations for background checks, psychological profiles, contract development, etc.;
- Determine the cost of the overall effort.

Mr. Lindberg stated that there are specific aspects of the search where the Committee can utilize the assistance of outside experts without hiring a search firm for the entire process.

Mr. Lindberg indicated that a sample letter was enclosed in the hand-out material that was sent to several community members to ask them to serve on a Stakeholders Committee. He advised that the Stakeholders Committee does not take away from the functions of the Search Committee; rather it supports the functions of the group. The responsibility of the Stakeholder Committee is to provide the Search Committee with a broader community vision of what the County Administrator is and does, which might be a bit different than the perspective of the Search Committee.

Mr. Lindberg stated that it is the responsibility of the Search Committee to determine what the Search Committee is looking for in a candidate. He added that the Search Committee is also responsible to provide general information to candidates. Mr. Lindberg shared two examples of a position announcement brochure. He noted that the brochure might include the following information:

- The County in general;
- County Government;
- The candidate profile;
- The recruitment process and the schedule,
- Compensation and benefits.

Mr. Lindberg advised that one responsibility of the Stakeholder Group would be to offer suggestions in developing the candidate profile such as:

- Administrative ability;
- Board relations;
- Intergovernmental relations;
- Budget and financial skills;
- Human resources management;
- Management style;
- Education and experience;
- Personality traits;
- Current issues and challenges.

Mr. Lindberg reminded the Committee the Stakeholder Group is a group that brings information to the Search Committee. It does not act independently.

Chairman Segobiano stated that Mr. Lindberg understands the process and will be very helpful in developing the responsibilities of the Committee and in guiding the Committee in fulfilling those responsibilities in bringing a new administrator to McLean County.

Chairman Segobiano advised that the Stakeholder Group consists of a representative from labor, the City of Bloomington and the Town of Normal mayors, Chamber of Commerce, and agriculture. This group will be a sounding board for the Committee, but will not participate in the Search Committee or evaluation of the candidates. Chairman Segobiano stated that it is the responsibility of the Search Committee alone to forward the best candidates to the Chairman of the Board for consideration.

Chairman Segobiano urged the Committee members to let him know if they have any scheduling problems associated with the search process schedule.

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Chairman Segobiano announced that the new McLean County Administrator will begin work in May 2011. He noted that he does not expect the new Administrator to begin two or three months before Mr. Lindberg leaves.

Chairman Segobiano called for a motion on the request for approval of the County Administrator Search Process Schedule.

Motion by Bostic/Owens to Recommend Approval of the
County Administrator Search Process Schedule.
Motion carried.

Chairman Segobiano announced that it is not necessary to go into Executive Session to talk about personnel.

Chairman Segobiano indicated that Mr. Lindberg has covered the information regarding the role of the responsibilities of the County Administrator.

Mr. Lindberg recommended that the Committee members review the County Administrator Ordinance and the current County Administrator Employment Agreement that are included in the Search Committee materials in the Executive Committee's Executive Session packet. He suggested that the Committee members save that information for their Search Committee files.

Chairman Segobiano asked the Committee to avail themselves to the County Administrator's office to review the appropriate budget for the Search Committee process.

Ms. Bostic asked what the cost would be to hire a headhunter organization. Mr. Lindberg replied that the cost for the headhunter alone would be approximately \$10,000-\$20,000. He stated that there would be additional costs beyond the cost of the headhunter.

Mr. Owens asked how many candidates should be expected. Chairman Segobiano responded that it is difficult to determine how many people will apply. He added that he expects that there will be a good pool of qualified individuals. Mr. Lindberg commented that the Committee may be able to eliminate candidates depending upon the requirements for the position. The final steps in determining the appropriate candidates will fall into place as the process progresses.

Mr. Moss advised that he will be up for election in November, which may determine his availability to complete the search. Board Chairman Sorensen commented that we all have a job to keep the Board moving forward and we all understand that the players may change from year to year.

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Chairman Segobiano recommended that if the Committee members have any questions or need any materials to contact Mr. Lindberg. He further suggested that they get their questions answered prior to the Committee Meetings whenever possible.

Mr. Moss asked what the meeting schedule will be for this Committee. Chairman Segobiano responded that when the Stakeholders Group is finalized, meeting dates will be scheduled that will include both the Search Committee and the Stakeholders Group.

Members of the Committee recommended that the meetings be held prior to the Executive Committee meetings on the afternoon of the second Tuesday of the month or on the afternoon of the first Thursday of each month either prior to the Property Committee Meeting or after the Land Use Committee Meeting.

Chairman Segobiano asked if there were any additional questions or comments. Hearing none he called for a motion to adjourn.

Motion by Moss/Bostic to Adjourn the County Administrator
Search Committee Meeting at 4:03 p.m.
Motion carried.

Respectfully submitted,

Judith A. LaCasse
Recording Secretary