

## **Minutes of the County Administrator Search Committee**

The County Administrator Search Committee met on Tuesday, September 14, 2010 at 3:00 p.m. in Room 404, Government Center, 115 E. Washington Street, Bloomington, Illinois.

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

Members Absent: Member Bostic

Other Members Present: None

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

Chairman Segobiano called the meeting to order at 3:00 p.m.

Chairman Segobiano presented the minutes of the July 13, 2010 Administrator Search Committee and the August 25, 2010 Stakeholders Group Meetings for approval.

Mr. Gordon asked that the August 25, 2010 Stakeholders Group Meeting be corrected to reflect that he was "absent" and not "Other Members Present."

Chairman Segobiano advised that the Minutes stand approved as corrected.

Chairman Segobiano presented a request for approval of the County Administrator Candidate Profile. He advised that, with the assistance of the Stakeholders Group, a third draft of the Candidate Profile has been developed. Chairman Segobiano asked the Committee members to share their comments on the Profile. He noted that he spoke with Ms. Bostic and she had no recommendations for change.

The following recommended changes or corrections were provided by Committee members:

- Page 13, second paragraph, second line should be changed to "...will have a strong understanding of the legal environment that affects McLean County...";
- Page 14, first section, "Intergovernmental Relations," change "History of dealing with State and Federal officials, both elected and appointed;" to "History of developing effective relationships with State and Federal officials, both elected and appointed";
- Page 14, second section, "Budget and Finance," replace the term "Proven success in cutback management" with "Strong background in governmental finance";
- Page 14, Section Six, "Professional Skills," eliminate "Technology competence" as it is referred to in Section Four, "Technology";

- Page 14, Section Six, "Professional Skills," should be totally eliminated and the term "Excellent written and oral communication skills" should be moved to Page 14, Section "Administrative Ability."

Chairman Segobiano advised that Mr. Lindberg will take the above recommendations and incorporate them into a Candidate profile – Draft Four.

Mr. Owens stated that he believes the Candidate Profile, with the above changes, is a good profile.

Mr. Moss had a question regarding the format of the Profile, namely the use of a paragraph form at the beginning of the Profile followed by categories. Mr. Lindberg replied that the paragraph form provides general information that may be used in an advertisement while the categories section provides more detailed information.

No action was taken on this item. Mr. Lindberg will provide a revised Candidate Profile at the next meeting.

Chairman Segobiano presented a request for approval of the Brochure Outline. He asked Mr. Lindberg to comment on the Brochure Outline.

Mr. Lindberg advised that the Brochure Outline is standard operating procedure for brochures. The brochure will include the following information:

- County Profile
- County Government
- Candidate Profile
- Recruitment Process and Schedule

Mr. Lindberg indicated that he has been reviewing information from other local business and governmental position brochures to include in the County Administrator Search Brochure. He noted that the hiring process is a combination of the County Board selling the County to the candidate and the candidate selling himself/herself to the County Board. Mr. Lindberg pointed out that information such as the fact that the County has made the *Money Magazine* list, the *Forbes* list, and that Normal has just been named one of the best college towns should be included in the brochure.

Mr. Lindberg stated that the County Government Section of the brochure will include information about McLean County's elected offices and the unique relationships which that creates. He added that it is unlikely that the brochure will include an organizational chart. Mr. Lindberg noted that the brochure will also include information on the legal aspect of the County Administrator Ordinance.

Mr. Lindberg advised that the Candidate Profile will be included in the brochure, as amended to include the above changes.

Mr. Lindberg indicated that the last section, "Recruitment Process and Schedule" poses some issues with which the Committee must deal. First, under "issues and challenges," the brochure should include a description of the tough fiscal environment that the County is facing.

Mr. Lindberg referred to the "Confidentiality" issue. He stated that candidates want to know the state statutes and local practice on confidentiality before they apply. The candidate needs to know that once an application is received by the County, the County cannot stop an FOIA request for the information received from a candidate. Mr. Lindberg advised that it is important that the candidates be aware that the County may or may not be able to guarantee that the information they provide is not made public.

Mr. Lindberg asked how the Committee wishes to handle the "Salary and Benefits" portion of the brochure. He noted the following option:

- Salary and benefits depending on qualifications;
- Salary and benefits commensurate with job responsibilities;
- The salary has a pay range of "x" to "y" and a contract will be negotiated with the successful candidate.

Chairman Segobiano distributed several examples of brochures for the Committee's perusal. He asked the Committee what information they want included in the brochure and how much money do they wish to spend on a brochure.

Mr. Owens commented that he believes the brochure should have some color to make it more appealing. Chairman Segobiano cautioned that an elaborate brochure may have a negative impact on public opinion in light of the economic times. He pointed out that he recently read an article that people are more likely to read a black and white brochure as if it were a newspaper versus a slick colored brochure.

Mr. Moss indicated that some of the Bloomington Police Department brochures use color, but are printed on regular paper rather than slick paper. Mr. Lindberg reported that the Health Department brochure was a colored brochure on slick paper.

Mr. Owens observed that the "Advertising Plan" shows that the brochure will be printed by PIP Printing. He asked if PIP does the entire County's printing. Mr. Lindberg responded that PIP does most of the printing for the Administrator's Office. He noted that there are other printers in town.

Mr. Owens asked what type of brochure can be developed at the estimated cost of \$800. Mr. Lindberg replied that the brochure would be full color with photos, four-page on glossy paper. He indicated that the County will do most of its own layout using its own resources and some talented graphic designers in the Health Department.

Chairman Segobiano concluded that the Committee prefers a four-page color brochure on slick paper. He asked that the Administrator's Office prepare a sample brochure to be presented at the next Search Committee meeting.

Mr. Gordon asked that the Community Profile section of the brochure include mention of K-12 and higher education in McLean County. Mr. Lindberg assured him that these distinctions will be included as they are big attractors to this community.

Chairman Segobiano asked the Committee if they had any other questions or comments on the Brochure Outline. Mr. Gordon asked that, under "County Government," a reference be made to the County Board and its relationship with the County Administrator. Mr. Lindberg responded that the relationship will be included.

Mr. Moss asked if the single section, "Current issues, Challenges" on Page 15 is included in the Candidate Profile session. Mr. Lindberg replied that it will probably be included in the "Recruitment Process and Challenges" section rather than the Candidate Profile section of the brochure.

Chairman Segobiano asked if there were any additional questions on the "Recruitment Process and Schedule" section. Mr. Moss asked who decides salary and benefits. Chairman Segobiano replied that the Search Committee will make a recommendation to the County Board. He advised that it will be necessary to keep the County Board updated throughout the search process.

Mr. Lindberg stated that the County has in place an approved pay in class plan that sets the County Administrator position at \$94,380 to \$143,460. He noted that, very likely, no candidate will accept \$94,380, nor would a candidate be willing to start at the high end of \$143,460 with no room for a raise. Chairman Segobiano responded that the County Board is the only entity that can change the salary range or salary process. Mr. Owens commented that the range has to be published for all County positions and this position should not be treated differently. Chairman Segobiano agreed with Mr. Owens, but noted that if we get an exceptional candidate, a request can be made to the Board to adjust the maximum starting salary. Mr. Lindberg advised that the position of Chief Administrative Officer is a unique position and compensation should be considered with that in mind. He added that it is also important to know what your peer group counties are paying similar positions in this state and other states. Mr. Lindberg noted the following salaries:

Normal City Manager:	\$146,000 plus extras
Bloomington City Manager:	\$150,000 plus car allowance
Peoria City Manager:	\$165,000 plus generous extras
Champaign City Manager:	\$125,000

Chairman Segobiano stated that this Committee does not have the authority to offer a salary that has not first been established and approved by the County Board. However, he added that the Committee can make recommendations to the County Board.

After continued salary discussion, the Committee determined that brochure should state that the salary is up to the low \$140,000's depending upon qualifications -- negotiable.

Chairman Segobiano pointed out that there are a lot of highly trained educated people looking for jobs. He noted that McLean County will be a very attractive draw for qualified candidates.

Chairman Segobiano advised that this Committee is responsible for moving McLean County forward.

Mr. Lindberg indicated that the schedule calls for the advertisement be done in October and November. He noted the following publication deadlines:

- To advertise in the November 1<sup>st</sup> edition of NACo, the ad must be submitted to them by October 21<sup>st</sup>;
- To advertise in the ICMA Newsletter November 8<sup>th</sup>, the ad must be submitted by November 2<sup>nd</sup>;
- To advertise in the ILCA newsletter on November 1<sup>st</sup>, the ad must be submitted by October 15<sup>th</sup>.

Chairman Segobiano advised that it may be necessary to hold the Search Committee meetings twice a month.

Mr. Lindberg stated that at the next meeting, he will have to following items to present:

- County Administrator Candidate Profile – Draft four;
- Mock-up of brochure
- Advertisement draft and proposed advertising schedule.

The next meeting was scheduled for Tuesday, September 28<sup>th</sup> at 4:00 p.m.

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

Motion by Owens/Moss to Adjourn the County Administrator  
Search Committee Meeting at 4:00 p.m.  
Motion carried.

Respectfully submitted,

Judith A. LaCasse  
Recording Secretary

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