

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

The County Administrator Search Committee met on Tuesday, October 12, 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 (3:39 p.m.), and Bostic (3:54 p.m.)

Members Absent: Member Bostic

Other Members Present: County Board Chairman Matt Sorensen

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

Chairman Segobiano called the meeting to order at 3:34 p.m.

Chairman Segobiano stated that the minutes from the September 28, 2010 meeting will be considered for approval at the next meeting.

Chairman Segobiano presented the County Administrator Search brochure, as distributed, for discussion. He indicated that he likes the layout and color of the brochure, though he would recommend that a couple of the pictures be changed. Chairman Segobiano also recommended that the "County Profile" information on the cover of the brochure be on one side of the front cover and the "County Government Profile" be on the other side so that the material can be read all the way down one side and then begin again at the beginning of the second column. He added that he likes the layout of the pictures on the front page showing the Old Courthouse, the Government Center and the Law and Justice Center.

Chairman Segobiano recommended that two of the four pictures on the second page, namely the Constitution Trail and the lamppost in front of the Old Courthouse be replaced with pictures representing agriculture something else that represents the community.

Mr. Lindberg asked County Board Chairman Matt Sorensen if he could get permission from State Farm to use the photograph of the State Farm building in the brochure. Mr. Sorensen responded that he will get permission from State Farm. Mr. Lindberg advised that the picture of the Constitution Trail and the lamp post will be replaced with a picture representing agriculture and Farming, and a picture representing Illinois State University.

Mr. Moss pointed out that it will be difficult to have two matching columns on the front of the brochure since the "County Profile" is much longer than the "County Government Profile."

Mr. Sorensen commented that the content and brochure outline are very good. However, he recommended that an editor proofread the entire brochure for grammatical errors, word usage, etc. Mr. Moss agreed to proofread and work with Mr. Lindberg to finalize the brochure.

Chairman Segobiano asked the Committee to carefully review the brochure and share their corrections, changes, etc. with Mr. Lindberg so that the brochure can be submitted for approval at the next meeting.

Mr. Owens suggested that a few of the challenges facing the County be bullet-pointed on the last page under the "Current Issues, Challenges" section. Chairman Segobiano responded that most candidates who apply for this position will familiarize themselves with the issues facing the County, without having the issues pointed out to them.

Mr. Gordon advised that he likes the layout and the content of the brochure. He indicated that he intends to provide corrections and comments to Mr. Lindberg and Mr. Moss.

Mr. Moss stated that he, too, likes the layout and content of the brochure other than a little fine-tuning.

Mr. Owens agreed that the brochure is visually pleasing.

Mr. Lindberg pointed out that on front page of the brochure, under the McLean County logo, it currently says [www.mcleancountil.gov](http://www.mcleancountil.gov). He indicated that he will have a button set on the County Website that says "County Administrator Search" that will then include the actual job application, the code file, and the County Administrator Ordinance.

Chairman Segobiano recommended that the next meeting date be scheduled before reviewing the Advertising Plan. After a brief discussion, the meeting was scheduled as follows:

- Tuesday, October 26, 3:30 p.m., Room 404, Government Center Building

Mr. Lindberg advised that, in addition to the final brochure, he will provide a final advertising copy and schedule for approval at the October 26<sup>th</sup> meeting. If these items are approved at the October 26<sup>th</sup> meeting, the following advertising schedule will take place:

- Submit to the *NACo County News* by November 18 to be in the November 29<sup>th</sup> issue;
- Submit to the *ICMA Bulletin* by November 16 and November 23 to be in the November 22<sup>nd</sup> and 29<sup>th</sup> issues;

- Submit to *Government Jobs* anytime;
- Submit to the *ILCMA Newsletter* November 15<sup>th</sup> to be in the December 1<sup>st</sup> issue.

Mr. Lindberg advised that the candidate is to have a resume, three professional references and a salary history submitted to the Committee before January 31<sup>st</sup>, which should allow plenty of time for the advertising schedule.

Mr. Lindberg stated that once the brochure is completed and the advertising is sent out, the Committee's job is done until resumes begin coming in. He indicated that the deadline is January 31, 2011. In February, the Committee will screen applicants, hold interviews with a number of finalists. Mr. Lindberg advised that there are then decisions to be made regarding the interview process and the cost. He noted that the following costs and interview procedures need to be considered:

- Brochure;
- Advertising;
- Reference and background check;
- Psychological profiling;
- Contract negotiations;
- Hotel;
- Meals;
- Activities.

Chairman Segobiano indicated that the Committee is well on course with its schedule. He reminded the Committee to e-mail their ideas and suggestions regarding the brochure to Mr. Lindberg.

Mr. Lindberg stated that approximately 200 brochures will be printed to send 50-100 out to a list of sources. He noted that the applicants will go to the website for information regarding the position, and will not see the brochure unless they specifically ask for one. Mr. Sorensen recommended that a printable PDF can be made of the brochure to include on the website.

Chairman Segobiano advised that this information will be made available to the full Board as it is finalized. Mr. Lindberg pointed out that if the brochure and advertising is approved at the October 26<sup>th</sup> meeting, some of the advertising deadlines will pre-date the Board meeting on November 16<sup>th</sup>.

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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/Gordon to Adjourn the County  
Administrator Search Committee Meeting at 4:10 p.m.  
Motion carried.

Respectfully submitted,

Judith A. LaCasse  
Recording Secretary

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