



COUNTY ADMINISTRATOR SEARCH COMMITTEE AGENDA

Room 404, Government Center
 Tuesday, November 9, 2010
 3:30 p.m.

1. Call to Order – Chairman Segobiano
2. Approval of Minutes: October 26, 2010 1-5
3. Items to be Presented for Action
 - A. Request Approval of Interview Process and Budget 6-7
4. Items to be Presented for Information
 - A. Presentation of Final Brochure (Attached)
 - B. General Report
 - C. Other
5. Adjournment

Minutes of the County Administrator Search Committee

The County Administrator Search Committee met on Tuesday, October 26, 2009 at 3:30 p.m. in Room 404, Government Center, 115 E. Washington Street, Bloomington, Illinois.

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

Members Absent: None

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 3:34 p.m.

Chairman Segobiano presented the minutes of the September 28, 2010 and the October 12, 2010 Administrator Search Committee Meetings for approval.

Motion by Bostic/Owens to approve the Minutes of the September 28, 2010 and October 12, 2010 Administrator Search Committee Meetings.
Motion carried.

Chairman Segobiano presented a request for approval of the County Administrator Search brochure, as distributed. Mr. Lindberg reminded the Committee that there was some concern with the placement of the columns on the front page, so the columns were replaced with paragraphs that go across the page. He noted that a few typographical and grammatical errors were corrected on the brochure. Mr. Lindberg advised that Mr. Moss and he met for about an hour to address the corrections/changes on the brochure that were expressed at the last meeting.

Mr. Lindberg pointed out that the fourth page has some spacing and type style issues that will be corrected. He indicated that on the last page, under "Application & Selection Process," a line was added at the end that included the County Website address. The website will have an accessible site for candidates that will provide information on the position, including the brochure.

Mr. Lindberg stated that the Current Issues/Challenges section on the last page was divided into two sections: "Current Issues" and "Challenges," as directed by the Committee at the October 12th meeting. The Current Issues section provides bullet points of major challenges. Mr. Lindberg noted that the last issue listed was "Place holder," which was simply a way to hold space for any other issues.

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Mr. Lindberg pointed out that on the draft brochure, pages two and three were both headed "Candidate Profile." The final brochure has "Candidate Profile" on the second page and "The Position" on the third page.

Mr. Owens commented that the brochure, with the corrections and updates, is very professional looking. He thanked Mr. Lindberg and Mr. Moss for their work on the brochure.

Mr. Gordon expressed some concern with the heading "The Position," on page three. He suggested that the two headings ("Candidate Profile" and "The Position") on pages two and three be reversed. Chairman Segobiano suggested that the Committee think about this for a few minutes and then make a decision.

Mr. Gordon pointed out a couple minor suggestions and/or corrections. He suggested that the apostrophe be removed from "...the low \$140's..." on page four under "Compensation & Benefits." Mr. Moss responded that grammatically, Mr. Gordon may be correct, but due to common usage and appearance, he and Mr. Lindberg decided to keep the apostrophe.

Mr. Gordon referred to page one, "County Government Structure", where he recommended that "20 member County Board," be changed to "20-member County Board." Mr. Lindberg replied that a hyphen will be added.

Ms. Bostic expressed concern that her phrase about "township government" was not included in the brochure. After a brief discussion, the Committee decided to re-word the section "Intergovernmental Relations" on page two to read "Experience working with municipalities, townships, other Counties and special districts..." The Committee felt that candidates who are not familiar with township government will be alerted to do some research when they see the term in the brochure.

Mr. Moss stated that he is satisfied with the brochure.

Chairman Segobiano referred back to Mr. Gordon's suggestion to reverse the headings on pages two and three. After some discussion, Mr. Gordon and the other members of the Committee decided to keep the headings as they are shown in the brochure.

Chairman Segobiano asked if the Committee Members agreed with the changes to the brochure. The Members agreed.

Mr. Lindberg reviewed the changes, as follows:

- First page, under County Government Structure, change "20 member County Board..." to "20-member County Board."
- Third page, under "Intergovernmental Relations," change from "Experience working with municipalities, other Counties and special districts" to "Experience working with municipalities, townships, other Counties and special districts."
- Back page, under "Current Issues" and "Challenges" sections, spacing and typeface will be corrected.

Mr. Lindberg stated that he was advised by a former County Administrator to add a couple specific concerns under the "Current Issues" on the last page. After some discussion, the Committee modified the first bullet point, as follows:

- Facilitate dialogue on critical regional issues, including transportation, water and farmland preservation.

The Committee also eliminated the bullet point that was called "Place holder."

Chairman Segobiano asked if there were any additional concerns or suggestions. Hearing none, he asked for a motion to approve the brochure, as amended, so that production of the brochure can proceed.

Motion by Owens/Bostic to approve the County
Administrator Search Brochure, as amended.
Motion carried.

Chairman Segobiano presented a request for approval of the advertising plan.

Ms. Bostic asked if the plan has changed since the last Committee Meeting. Mr. Lindberg replied that it has not changed. He reviewed the advertising budget as follows:

➤	<i>NACo Newsletter:</i>	\$400 for two issues, or \$800 for 2 issues and on-line version
➤	<i>ILCMA:</i>	No Charge
➤	<i>ICMA:</i>	\$400 or \$500
➤	<i>Government Jobs:</i>	\$125 on website
➤	<i>Pantagraph:</i>	\$800-900 for Display advertisement
	TOTAL:	\$1,500-2,000

Mr. Lindberg noted that a regular advertisement in the *Pantagraph* would be \$7.00 per line. He encouraged the Committee to advertise the position of County Administrator in a display advertisement mode with the County logo if they decide to advertise in the *Pantagraph*.

After a brief discussion, the Committee chose not to advertise in the *Pantagraph*. It was determined that a news release to the *Pantagraph* would be sufficient notification to local applicants.

Motion by Owens/Bostic to approve the Advertising Plan for the County Administrator Search, as amended to exclude the *Pantagraph*.
Motion carried.

Mr. Lindberg advised that the cost of printing the brochures will be approximately \$800. He noted that a cover letter and position brochure will be sent to the ILCMA member list asking them to share the brochure with interested colleagues.

Chairman Segobiano presented the review of the estimated budget of the search process, including food, travel, lodging, etc. Mr. Lindberg pointed out that the cost of the brochure and advertising is approximately \$2,000. He indicated that the cost of bringing in candidates will vary depending upon distance of travel. Mr. Lindberg pointed out that expenses will include meals, rental car, flight and lodging.

Mr. Lindberg stated that more detailed itineraries will be provided with various expense scenarios at the next meeting.

Ms. Bostic asked from what budget this expense will be paid. Mr. Lindberg replied that this expense will be paid out of the Vending Machine profit account, which is used for various employee goodwill activities, such as the annual County picnic, etc.

Chairman Segobiano advised that it will be difficult for the Committee to review too many resumes at one time. Mr. Gordon suggested that resumes be reviewed five at a time as there are five Committee Members. Ms. Bostic asked if this will be a closed meeting because it is a personnel issue. Chairman Segobiano agreed that a closed meeting would protect the applicant.

Chairman Segobiano, with the approval of the Committee, set the next County Administrator Search Committee as:

- Tuesday, November 9, 3:30 p.m., Room 404, Government Center Building

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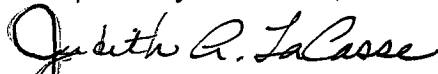
Chairman Segobiano recommended that the Committee consider a maximum budget amount to be considered for approval at the next meeting. He advised that the amount be \$10,000-\$12,000.

Chairman Segobiano asked if the printed brochures would be available at the next meeting. Mr. Lindberg responded that the final printed brochure should be available at the next meeting.

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 4:34 p.m.
Motion carried.

Respectfully submitted,


Judith A. LaCasse
Recording Secretary

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County Administrator Search BUDGET (Estimated)

FOOD

3 meals per day: \$ 40.00 per person per day
 x 2 (candidate & spouse)
 \$80.00
 x 2 days
 \$160.00

One Reception dinner: \$250.00
 (5 people) _____

Total per candidate: \$410.00
 X 4 Candidates
 \$1,640.00

Total Food Expense: **\$1,640.00**

TRAVEL

Flight expense: \$400.00
 x 2 (Candidate & spouse)
 \$800.00
 x 4 candidates
 \$3,200.00

Car Rental \$75.00 per day
 x 2 days
 \$150.00
 X 4 candidates
 \$600.00

Total Travel Expense: **\$3,800.00**

LODGING

Hotel or B&B: \$100.00 Per day
 x 2 days
 \$200.00
 X 4 candidates
 \$800.00

Total Lodging Expense: **\$800.00**

ADVERTISING

NACo	\$ 7.00 per line x 30 lines \$210.00 x 2 issues \$420.00	\$420.00
	<u>plus</u>	
	\$100.00 per week (on-line) x 4 weeks \$400.00	400.00
ILCMA	No Charge	0.00
ICMA	1-100 words: \$300 101-200 words: \$400 201-300 words: \$500	500.00
Govtjobs.com	\$125 for 60 days – no length restriction (Keith – 860-437-5700, ext. 322)	125.00
<i>Pantagraph</i>	\$6.37 per line per day (Sunday: \$6.88) \$800-\$900 for Display Advertisement	<u>0.00</u>

Total Advertising Expense: \$1,445.00

BROCHURE

PIP Printing: **\$800.00**

OTHER:

Psychological Profiles: \$500.00
Background Checks: 500.00

Total Other Expenses: \$1,000.00

BACKGROUND CHECK

SUMMARY

Meals: \$1,640.00
Travel (Airfare/Car Rental): 3,800.00
Lodging: 800.00
Advertising: 1,445.00
Brochure Printing: 800.00
Other: \$1,000.00
\$9,485.00

Requested Budget for Administrator Search: \$10,000-12,000