

COUNTY OF TAZEWELL, ILLINOIS

COUNTY BOARD PROCEEDINGS

AUGUST 17, 2011
COMMITTEE OF THE WHOLE



DAVID ZIMMERMAN, COUNTY BOARD CHAIRMAN

CHRISTIE A. WEBB, COUNTY CLERK

PROCEEDINGS OF THE TAZEWELL COUNTY BOARD OF TAZEWELL COUNTY, ILLINOIS WERE
HELD IN THE JUSTICE CENTER COMMUNITY ROOM IN THE CITY OF PEKIN ON
WEDNESDAY, AUGUST 17, 2011.

BOARD MEMBERS WERE CALLED TO ORDER AT 6:01 P.M. BY CHAIRMAN DAVID
ZIMMERMAN PRESIDING WITH THE FOLLOWING MEMBERS PRESENT: ACKERMAN, ANTONINI,
CARIUS, CRAWFORD, DONAHUE, HAHN, HARRIS, HILLEGONDS, MEISINGER, NEUHAUSER,
PALMER, SINN, STANFORD, SUNDELL, VANDERHEYDT AND VONBOECKMAN.

ABSENT: B.GRIMM, D.GRIMM, HOBSON, IMIG, PROEHL.

HOBSON ENTERS AT 6:08P.M.

INVOCATION WAS GIVEN BY CHAIRMAN ZIMMERMAN,
FOLLOWED BY CHAIRMAN ZIMMERMAN LEADING THE PLEDGE OF ALLEGIANCE.

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Recess to August 31, 2011

From: David Zimmerman
To: Christie Webb
Date: 8/15/2011 1:25 PM
Subject: Re: Meeting

Christie-

I apologize for not notifying your office. That was my oversight. We will be meeting this Wednesday at 6:00. I have called for a special meeting.

Thanks--David Zimmerman

-----Original Message-----

From: Christie Webb

To: David Zimmerman <DZimmerman@tazewell.com>

Sent: 8/15/2011 1:20:05 PM

Subject: Re: Meeting

David,

Don't forget to notify me. I am going to assume your Office notified all involved? I just talked to Sue and she said all Board members had been notified.

I would assume your letter was for the call of a Special Board Meeting and that should suffice.

Thanks
Christie

>>> David Zimmerman 8/15/2011 7:25 AM >>>

Christie-

Yes this is a special meeting for this Wednesday.

Thanks--David Zimmerman

>>> Christie Webb <cwebb@tazewell.com> 8/14/2011 9:54 PM >>>

Is this a speicial call board meeting?

Title 1 – Chapter 3

County Administrator

1 TCC 3-1	Establishment
1 TCC 3-2	Intent
1 TCC 3-3	Appointment
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1 TCC 3-1 Establishment

There is hereby created the position which shall be known as “County Administrator” to advise, assist, act as agent for and be responsible to the Tazewell County Board, hereinafter referred to as the “Board”, for the proper and efficient administration of such affairs of the county as are assigned to the position by the Board.

1 TCC 3-2 Intent

It is the intent of the Board to grant to the County Administrator only those powers and duties which are administrative or ministerial in nature and which are necessary to the proper execution of policy as established by the Board. No provision of this chapter is intended to vest the County Administrator any duty, or grant to the position any authority which is vested by general law or this Code with any other county officer. No provision of this chapter shall be construed to delegate or commit the County in any manner, except as provided herein or by the express grant of authority by the Board. It is the intention of the Board in adopting this chapter only to create a position to which may be delegated certain administrative duties to be performed in and under its direction.

1 TCC 3-3 Appointment

Upon the adoption of this chapter and subsequently upon the creation of vacancy in the office of County Administrator, the County Board Chairman shall appoint an Ad Hoc Search & Screening Committee (herein referred as to the “Committee”).

1 TCC 3-3a Ad-Hoc Search & Screening Committee

*a. **Committee Structure:** The Committee shall consist of the County Board Chairman and six (6) County Board Members, three (3) from each of the major*

political parties represented on the County Board and up to four (4) Elected Tazewell County Control Officers and/or Department Heads. The Elected Control Officers/Department heads shall be non-voting members of the Committee.

b. **Candidate Recruitment:** Following recommendations for the method of process for soliciting, advertising, searching and screening for the County Administrator position from the County Board Executive Committee and subsequent approval by the County Board, the Committee shall proceed with the Search Process for the County Administrator Position. The Committee shall not be restricted in the method of soliciting applicants for the position of County Administrator including but not limited to professional employment recruiters or non-government organizations. The Committee shall solicit applications for the position of County Administrator, shall consider any applications received and shall recommend to the County Executive Committee no more than three (3) applications for consideration. All candidates shall meet the minimum requirements as set forth in 1 TCC 3-6 Qualifications. A deadline for submitting applications is to be set.

c. **Budget:** The Committee shall be authorized for expenditures not to exceed one-third (1/3) of the County Administrator Budgeted Annual Salary in the County Administrator search process including but not limited to: contracting with professional private or non-government executive recruitment agencies or organizations; advertisement of the position vacancy; travel, lodging and meal expenses of candidates; a verification of final candidates references, employment and education background; a discreet criminal and credit history background check, Committee members per diems and mileage.

d. **Selection Process:** Once the deadline for submitting applications has passed and all applications have been received the selection process shall begin. Principal steps for the Committee include reviewing applications, interviewing candidates, and reference, employment, education, criminal background and credit history checks for determining finalists, and conducting such post-interview activities as second interviews and recommendations of finalists.

e. **Reviewing Applications:** All resumes shall be acknowledged as soon as they are received and the acknowledgement shall incorporate a broad timetable that provides the Committee with adequate review time before finalists are selected. Upon completion of the resume review process, the Committee shall have narrowed the field of candidates to a smaller group for an initial in-person interview.

f. **Assessment Process:** After first in-person interviews and taking in consideration all the relevant information, work related employment, reference and employment history background checks and including recommendations from all members of the Committee, the field of candidates shall be narrowed to up to five (5) finalist.

g. **Candidate Finalist Process:** The Committee shall confirm with each candidate that he or she has been selected as a finalist. The continuing interest of the

candidate is to be confirmed. Each finalist will be advised the following: the nature of the Second and or Final interview process including date and time; how many other candidates are finalist; whether any are in-house candidates; and when a final decision is expected. All information will be confirmed to the finalist in a follow-up letter. The Committee shall mail a more complete package of information to the finalist in advance of the Second Final Interview. The information shall include the following current documents:

- Budget and Latest County Financial Statement (Auditor's Report)
- Treasurer's Report
- Revenue and Expenditures Report
- Organization Chart
- Tazewell County Zoning Code
- Copies of County Board Minutes for the previous 3 months
- Any recent bond prospectus
- Personnel Rules and Regulations
- Chamber of Commerce information on area

The Committee shall instruct the finalist that they should handle and coordinate all reservations and transportation within the time frame scheduled for final interviews. The finalist will be offered reimbursement of transportation, lodging, meals and related expenses incurred in conjunction with the interview.

*h. **Second/Final Interview Process:** The Second/Final Interview process shall be well organized and the setting comfortable. This process shall not only provide the Committee with an opportunity to improve its' knowledge of the finalist, but also influence the candidate's interest in the position. The finalist shall be questioned about a variety of matters including but not limited to: overall work experience, specific accomplishments, career objectives, alternative approaches to practical problems facing Tazewell County; working relationship with County Board, Elected Control Officers and Department heads and clarifying all roles and responsibilities.*

*i. **Evaluation:** The Committee shall rank the candidates based on an employment evaluation point system and make a recommendation to the Executive Committee of up to three (3) top finalists for the County Administrator position. The Executive Committee shall make a recommendation of the top three (3) finalists to the County Board. Voting by the Executive Committee shall be by roll call.*

*j. **Finalist Background Check:** Before consideration by the County Executive Committee, a more extensive background check shall be conducted by the appropriate county authority or the contracted executive search firm and with the full advance knowledge and written authorization of the finalists. This final background shall include a verification of employment and education, a discreet criminal background and credit history check, and if possible, a site visit by Committee members to the finalist place of current employment. If a site visit is not possible,*

reference checks should be conducted of all references provided by the finalist and interviews with individuals in the finalist's current community.

k. **Selection Process**: The County Board will meet, following recommendations of the Executive Committee and shall choose a County Administrator.

The County Board shall consider the top ranked candidate first. Voting by the County Board shall be by roll call and votes from two-thirds (2/3) from a majority of the members present and voting necessary for selection of a County Administrator finalist candidate.

If the first top-ranked candidate fails to receive a two-thirds majority (2/3) of the votes of the members present and voting, the County Board shall consider the next top-ranked candidate and continue until a candidate receives a two-thirds (2/3) majority of the members present and voting.

If no candidate receives the two-thirds (2/3) majority of the members present and voting, the County Board shall consider the candidate(s) receiving the most votes, first omitting the candidate with the least number of votes. Further ballots will be taken with the candidate receiving the least number of votes omitted from the following ballot, until a candidate receives a two-thirds majority of the votes of members present and voting.

Upon completion of the balloting, the County Board shall review the County Administrator Contract and make recommendations to the County Board Chairman. The County Board shall then authorize the Chairman of the Board and the Screening Committee to enter into contract negotiations with the County Administrator candidate finalist.

*l. **Contract Negotiations**: Upon recommendations and authorization by the County Board, the County board Chairman, State's Attorney or designee and the voting members of the Search and Screening Committee shall enter into contract negotiations with the County Administrator finalist candidate. After successful completion of contract negotiations and after recommendations from the Committee and State's Attorney, the County Board shall consider and authorize the County Administrator contract.*

*m. **Confidentiality**: With advice and consent from the State's Attorney, the Committee shall determine, at the outset, the extent to which the recruitment, interview, selection and contract negotiation process will be confidential. The Committee shall maintain appropriate confidentiality throughout the process. The Committee shall take steps to be considerate of the candidates' current job security and long-term career opportunities. Applicants should be informed that Tazewell County will want to contact their present employers to conduct employment history checks and access the job they have done in their current position. An employment history background and reference check, criminal background and credit history*

check with written authorization from the candidate will also be conducted by the County. These background checks will be discreet and will not be conducted until it is clear that the candidate(s) are going to be considered a finalist for the position. The discloser of the finalist names will be with consent of the finalist and will be coordinated between the finalist and the Committee.

*n. **Status Reports:** The Chairman of the Committee shall report to the full County Board at the Regular Monthly Full County Board Meeting the status of the County Administrator search and screening process. The Status Report shall include total number of applicants received, number of applicants selected, number of finalist, a current timeline for interview and the selection process. The Committee shall refrain from disclosing the names of the candidates until the appropriate time as described in 1 TCC 3-3-a-i – Evaluation.*

1 TCC-3-4 Vacancies

The position of County Administrator shall be deemed vacant if the County Administrator is, by death, illness or other casualty, unable to continue in office, or resigns or is removed from office. A vacancy in the office shall be filled in the same manner as the original appointment. The Board may appoint an Acting County Administrator in case of a vacancy or temporary absence or disability until a successor has been appointed and qualified or the County Administrator returns to office.

1 TCC-3-5 Removal

The County Administrator shall serve at the pleasure of the Board and may be removed at any time by an affirmative vote of a two-thirds majority of the members of the Board. The county Administrator may request in writing a reconsideration of his removal. Any such request must be made in writing and directed to the Chairman of the Tazewell County Board and must be received no later than 10 days after the removal vote. Within thirty-one (31) days after the request has been received, the full Board will meet, hear the appeal. The removal may be rescinded by a two-thirds majority vote.

During any lapse of this contract the County Administrator may be removed by a majority vote of the Board with no right of appeal

1 TCC-3-6 Qualifications

The County Administrator shall be a person having demonstrated professional, administrative and executive ability as shown by at least ten (10) years of experience in:

- *Municipal or County government or non-government (NGO) sector employment in responsible position(s) requiring the planning and execution of administrative operations, budgeting and control of revenue and expenditures, coordination and leadership of diverse departments and*

functions, the service to elected and/or appointed boards, commissions, councils or their equivalent;

- *Providing staff support to Municipal or County Government, its Standing Committees, Municipal or County Chairman/President or equivalent, and Elected Control Officers, Board of Directors or their equivalent;*
- *Planning and executing an annual operating, capital projects and personnel budget;*
- *Administration of or overseeing Employee Insurance Programs, Pay Plans, Evaluation and Assessment Systems;*
- *Participation in or acting as a Board/Commission/Council (or equivalent), representative in the collective bargaining process with FOP, AFSCME or Teamsters Unions or equivalent;*
- *Demonstrating excellent oral and written communications skills, human relations and consensus building strengths, labor relations skill and abilities.*

The County Administrator preferably will possess a Masters Degree in Public Administration or will have an equivalent combination of education and experience and should have an excellent working knowledge of Microsoft Operating Systems, Microsoft Excel and other software programs and computer networking systems.

1 TCC 3-7 Compensation

The compensation of the County Administrator shall be fixed by the Board. An annual performance review shall be made by the Committee and the Board Chairman.

1 TCC 3-8 Authority

The County Administrator shall act as the liaison to all departments and functions under the jurisdiction of the Board; and to all departments exempt from the direct authority of the County Board.

1 TCC 3-9 Powers and Duties

Within the limits of the authority prescribed in 1 TCC 3-8, unless otherwise stated below, the County Administrator shall have the following powers and duties:

- a. **Budget:** The County Administrator shall establish the schedule and procedures to be followed by all county departments, offices and agencies in connection with the preparation, review, adoption, implementation and amendment of the annual budget. The County Administrator shall supervise and administer all phases of the budgetary process. The County Administrator shall review departmental and agency budget requests.
- b. **Personnel:** The County Administrator and County Board Chairman shall jointly select, employ, supervise, suspend, discharge or remove

all personnel, positions or employment under the jurisdiction of the Board (including the Zoning Administrator and staff, County Board office, Animal Control Director and staff, Building & Grounds Supervisor and staff), except persons appointed by the Board as required by the laws of the state. The County Administrator shall, with input of all department heads and, subject to approval of all elected officials regarding their employees, maintain a plan for classifying, compensating and evaluating all positions in county service and recommend its approval by the appropriate County Board Committee. The County Administrator shall be responsible for all other aspects of personnel management of County Board employees, labor relations training and development.

- c. **Contracts and Agreements**: The County Administrator shall ensure that all terms and conditions of leases, contracts and other agreements are performed and shall notify the Board of any violations thereof.
- d. **Property**: The County Administrator along with the Building and Grounds Superintendent shall be responsible for the care and custody of all county property pursuant to 55 ILCS 5/5-1015 except the Courthouse and Jail which shall be in the care and custody of the Sheriff pursuant to 55 ILCS 5/3-6017.
- e. **Communications and Information Systems**: The County Administrator shall evaluate systems of communication and information processing, including but not limited to data processing, telephone, micrographics and reproduction, word processing and mail services, to develop uniformity between all county officials.
- f. **Support of the Board**: The County Administrator shall distribute the agenda and the minutes of all meetings of the full Board. The County Administrator shall review, and may comment on, any documents or reports which are submitted to the full Board. The County Administrator shall attend all meetings of the full Board and committee meetings as necessary. He may participate in the discussion of any matter before the full Board. The County Administrator shall provide the full Board, or individual members thereof, upon request, with data or information concerning the county and provide advice and recommendations on county government operations to the full Board.
- g. **Administration**: The County Administrator shall administer and carry out the directives and policies of the Board, and enforce all orders, resolutions, ordinances and regulations of the Board to assure that they are faithfully executed.

The County Administrator shall report to the Board on action taken pursuant to any directive or policy within the time set by the Board. The County Administrator shall advise the Board on matters of policy and may make recommendations to the Board on any matter before the Board.

- h. **Procedures**: The County Administrator shall recommend improved or standardized forms and procedures. The County Administrator shall provide other central administrative services as may be directed by the Board.
- i. **Intergovernmental Relations**: The County Administrator, instead of or along with the Chairman, shall represent the Board in its relations with other governments, as directed by the Board or Chairman. The County Administrator may comment upon or make recommendations to the Board concerning proposed or accomplished actions of other governments, including legislation and regulations of the state and federal governments.
- j. **Records**: The County Administrator shall maintain records appropriate to or required by the powers and duties of the position.
- k. **Reports**: The County Administrator shall, from time to time, be required to prepare reports on the state of the county and its government operations and work accomplished, and make any recommendations as to actions or programs the County Administrator deems necessary for the efficient operation of the county and the welfare of its residents. The County Administrator shall review the yearly audits of all fee funds and report to the County Board.
- l. **Staff**: With the agreement of the full County Board, the County Administrator may employ staff to assist in the performance of these powers and duties. Authorization of the Board is also required for funding.
- m. **Other**: The County Administrator shall perform such other duties as may be required by the Board.

As Adopted by the County Board Nov. 18, 1998
REVISED and Adopted by the County Board Nov. 29, 2006

Discussion of utilizing outside public sector executive search firm for County Administrator Search

Chairman Zimmerman

Believes an outside recruiting firm should be utilized

Crawford

Asks if Chairman is looking for a motion

Chairman Zimmerman

There are no action items tonight

Hahn

States that he has been on searches with school boards some of the search firms hire their own cronies and there is always the possibility of that person having problem

Administrator Jones

In some circles but not in local government executive the firm brings to the Board with some background already done and also weaned out by the Legislative body. Ultimately it's the decision of the County Board Members.

Vanderheydt

How much is hiring a firm going cost? David Jones was hired thru a firm.

Administrator Jones

About a third (1/3) of his salary. $\$105,000 / 3 =$ About \$33,000

Donahue

How do we select a firm?

Chairman Zimmerman

There are a relatively small number of firms about 5 or 6 for public sector. To name a few there are Slaven Management, Waters and Colin Bezing.

Donahue

Thinks that the \$33,000 is a lot of money and asks if they get preliminaries done and recommended to the County. He says that the City of Pekin used this process and ended up hiring from within. He knows that there is 1 or more from within who are applying and thinks that those people should be talked to first.

Chairman Zimmerman

Says he feels like we should use this process

Donahue

Mentioned that the city's big obstacle is residency requirements

Ackerman

City of Washington thought a local candidate wasted their time ended up getting a different job and went to a National Firm

Stanford

Supports the search firm says we need to sell the area

Harris

Supports the search firm says it takes outside issues out of our hands

Neuhauser

Supports the search firm says that we need to get this right and believes we will get the best result

Sinn

Wants to know how do the firms advertise? How do we choose a firm?

Administrator Jones

All advertisements would be similar - City / Co Managers ICMA have a magazine - Most Administrators with a Masters in Public Administration belong to this. They will advertise in magazines and if wanted locally. Usually a brochure for the position is created so that candidates can review the position. Search Firms will also use their own websites to advertise the position.

Member Sinn

Asks if there is a preferred Search Firm that we are wanting to use.

Administrator Jones

Has an RFQ prepared and is looking at track record

Member Donahue

The consensus is to go with the Search Firm. The City used an extensive application and brochure which we could utilize. The applications were sent by email to the search firms.

Chairman Zimmerman

We will hire a firm and will get RFQ out from committee

**Discussion of Administrator qualities, skills,
experience and anticipated salary range**

Chairman Zimmerman

We are putting together a list a qualities to send out for members to review

Crawford

Asked if there was an actual job description of the position.

Chairman Zimmerman

Yes there is a job description of the position but it needs to be gone thru and reviewed

Salary Range

Mel has one comment who ever we hire to them this will be an entry level position where they will only be here 2,3,4,5 years, career ending where they will just retire in 4-6 years or they will just be somebody else's problem. That is we don't have a competitive salary. We need to compare to other Counties like McLean, Macon and Champaign. Even if we have to compare to the City of Bloomington.

Administrator Jones

Ackerman has come up with base salary amounts for several counties

McLean - \$118,000

Peoria - \$145,000

Champaign - \$125,000

Dekalb - \$158,399

City of Pekin - \$117,000

City of Peoria - \$175,000

City of Bloomington - \$150,000

City of Washington - That position is vacant but advertising in the low \$100,000's

Member Harris

Does not like to compare to other Counties. It should depend on the cash flow. We have support staff here and believes we should go after the entry level people.

Member Ackerman

Came up with the list just as a guide to go by. This position should pay above the local cities near the other County levels or just a notch below. No entry level and needs to have prior experience someone who knows what they are doing and knows how to run a County.

Member Donahue

If you want to know any salary of any City Manager all you have to do is Google it.

Member Sinn

We need to hire low or else we won't be able to keep them if we can't pay them. We need to be real with what we can pay and stick with their skill set.

Chairman Zimmerman

The recruiter will recommend a hiring range of about \$100,000 to \$140,000

Administrator Jones

The \$100,000 to \$140,000 range is a reasonable range and competitive as well and the benefits are a key point as well.

Member Donahue

The term of the contract is substantial. Would not want to fall into a situation where the County Chairman and Administrator leave in the same year.

Chairman Zimmerman

You know we can fire Administrator at any time.

Administrator Jones

You can make contracts for 10 years or you can make it open ended contract 2 things you can insist on severance or you can fire at any time at all. Don't get hung up on the contract.

Member Crawford

Salary is reasonable but wants to see a job description before the salary is to be set. Applicants should not be discouraged due to the category they fall into whether it being new career, end of career or mid career. We need to hire the best person who fits the job description. Crawford believes we already have people that already work for Tazewell County who are capable enough to be the interim until we hire someone permanently. Have we already come with a way to determine who would be right for the Interim Administrator?

Chairman Zimmerman

No!

Member Hahn

When is David actually leaving? What does calendar look like?

Administrator Jones

Thought it was going to be mid September but turns out it will be the end of September now about 5-6 more weeks.

Ratify appointments to Administrator Search Committee

Chairman Zimmerman

Ordinance for the administrator search committee needs to consist of 3 Democrats and 3 Republicans who all vote.

The Committee selected

Democrats: Meisinger, Sundell and VonBoeckman

Republicans: Hobson, Neuhauser and Donahue

Recruitment committee will probably meet within the next week.

Member Ackerman

Making a note that there are members from District 1 and District 2 and there are no District 3 members. Thinks there should be someone on the committee from District 3 and asks for reconsideration of the list.

Chairman Zimmerman

We will just go with the committee that has been selected

Other Discussion

Member Stanford

Just wanted to suggest David and Brian to go to a training program to get better ideas for questions to ask applicants.

Administrator Jones

A recruiter will provide and suggest questions to be asked.

Member Stanford

Feels that recruiters questions can be ad lib at times and that can make a person nervous.

BOARD RECESSED AT 6:50 P.M. NEXT MEETING WILL BE HELD ON AUGUST 31ST, 2011.

I, CHRISTIE A. WEBB, CLERK OF TAZEWELL COUNTY, DO HEREBY CERTIFY THAT THE FOREGOING IS A TRUE AND COMPLETE COPY OF THE BOARD MINUTES AT A MEETING HELD IN THE JUSTICE CENTER COMMUNITY ROOM IN THE CITY OF PEKIN, ILLINOIS ON AUGUST 17, 2011 AT 6:01 P.M. THE ORIGINALS OF WHICH ARE IN MY CUSTODY IN MY OFFICE AND THAT I AM THE LEGAL CUSTODIAN OF THE SAME.

IN TESTIMONY WHEREOF, I HAVE HEREUNTO SUBSCRIBED MY HAND AND AFFIXED THE SEAL OF THE SAID COUNTY AT MY OFFICE IN PEKIN, ILLINOIS
THIS 17TH DAY OF AUGUST, 2011.