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DeKalb County Government
Sycamore, Illinois

**Ad Hoc Rules Committee Minutes
January 30, 2017**

The Ad Hoc Rules Committee of the DeKalb County Board met on Monday, January 30, 2017 at 7 p.m. in the Administration Building's Conference Room East in Sycamore, Illinois. Chairman Pietrowski called the meeting to order. The roll reflected that the Members present were Ms. Askins, Mr. Bagby, Mr. Frieders, Mr. Jones, Ms. Leifheit, and Chairman Pietrowski. Mr. Faivre and Mr. Stoddard were absent. A quorum was established.

County Administrator Gary Hanson was also present.

APPROVAL OF THE AGENDA

Mr. Jones moved to approve the agenda and Ms. Askins seconded the motion. The motion was carried unanimously by voice vote.

PUBLIC COMMENTS

There were no public comments made.

Chairman Pietrowski shared that one of the main reasons he wanted to re-establish the Ad Hoc Rules Committee is to dig into the current County Board Rules and to see if there are any rules that need to be updated or amended in any ways or to identify new areas that may need to be addressed.

Some items that Chairman Pietrowski identified that he would like to see laid out more clearly is separating politics and running for office within the Offices of the County's Elected Officials and for Board Members not using the County for any political gain. He also noted that he may want to look more into decorum and ethical guideline principles.

REVISIONS TO CHAPTER 2 OF THE COUNTY CODE

Mr. Hanson noted that he has a couple items for consideration to amend from Chapter 2 of the DeKalb County Code.

Sec. 2-32. - Meetings generally.

- (a) Regular meetings of the county board shall commence promptly at ~~7:30~~ 7:00 p.m. and shall end no later than 10:30 p.m. unless extended by majority vote of the members present. Meetings shall be held on the third Wednesday of each month. Special meetings may be called by the chairman in accordance with the requirements of the Illinois Open Meetings Act. The meeting agenda, board minutes, committee reports, and a compilation of bills to be paid shall be made available to board members and to the public on the county's website not less than five calendar days prior to regular board meetings.

The first item Mr. Hanson presented was to see if the Committee and ultimately the County Board would consider moving the full County Board Meeting from 7:30 p.m. to 7:00 p.m. He shared that the history behind the time was that a long while back the County Board used to meet at 8:00 p.m. for six months in the summer and six months at 7:30 p.m. in the winter months and then several years ago they moved the whole year to 7:30 p.m.

Mr. Frieders questioned if there was any value in setting a set time for all Committee Meetings. The group noted that there is some confusion between meeting times because some Committee meet at 6:00 p.m., some at 6:30 p.m., and the rest at 7:00 p.m. Mr. Hanson agreed there would be value in doing so but each Committee has somewhat worked out what works for them and he encourages the Committee to take a look at changing their meeting times if they want during Committee Orientation Night.

The Committee Members agreed that 7:00 p.m. would be an acceptable time for the full County Board Meeting to start. Mr. Hanson also noted that he would suggest that if approved by the full County Board, the 7:00 p.m. start time go in effect August 1, 2017. The reason for the delay would be to give Board Members and the public adequate time to change calendars and for notifications to be made. The Committee agreed with that suggestion as well.

Sec. 2-66. - County administrator.

- (a) *Position created.* There is hereby created the position of county administrator.
- (b) *Appointment.* The county administrator position, when vacant, shall be filled via the following procedure:
 - (1) The ~~rules/~~executive committee shall act as a selection committee.
 - (2) The committee shall review the credentials of all applicants meeting the minimum requirements for the position and select a group of not less than three persons for personal interviews.
 - (3) Following completion of all scheduled interviews, the selection committee shall forward to the full board at its next meeting a recommendation to hire one of the candidates.
 - (4) A majority vote of those members present in favor of the hiring resolution shall end the selection process. Should the motion fail, the selection committee shall restart the process outlined above.
- (c) *Qualifications.* Candidates for the position shall, at a minimum, possess a master's degree in business or public administration or its equivalent from an accredited institution and a minimum of nine years of progressively responsible professional experience in the management of local government affairs at least five years of which must be on an administrative level, or a minimum of ten years of progressively responsible professional experience in the management of local government affairs at least nine of which must be on an administrative level. Candidates who are not credentialed by the International City/County Management Association (ICMA) will, if hired, have one year to become a credentialed manager, which then must be maintained for at least three consecutive years.

Mr. Hanson continued that the next revision suggestion has to do with Sec. 2-66 – County Administrator. The first suggestion would be to change that the Selection Committee would be the Executive Committee instead of Rules/Executive (which is the old name for Executive).

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The next suggestion that he wanted to bring forward was that one of the Administrator's requirement is to be an International City/County Management Association (ICMA) Credential Manager and that has a significant amount of professional development and training hour, time, and reports attached to it. He continued that he was just wondering if the Committee would consider keeping that requirement to at least three year instead of "lifelong". He noted that he thinks it would be a value and important that an Administrator would obtain the credentialing but it would be a cost savings to not continually require it. Mr. Hanson shared that he also finds that it would be more beneficial, to him at least, to be able to pinpoint certain topics that are current to areas the County Board is talking about rather than have to spend a large amount of time and resources on the ICMA credentialing.

Chairman Pietrowski asked what a ballpark amount would be that is spent on the ICMA credentialing. Mr. Hanson noted that it depends but with the classes, travel, and time it is estimated to cost between \$3-6,000.

Through discussions, the Committee additionally expressed their desire to make the qualifications for the County Administrator more open-ended so that the Selection Committee could use their discretion of what criteria was most important o the County at that point in time. They thought that the Code should service more as a "guideline" for the Section Committee, but it should not tie their hands. Additionally, the Committee came to a consensus that the ICMA certification should be less restrictive, but to still be able to stipulate continuing education as needs and budgets permit.

The Committee asked Mr. Hanson to take their various comments and do some final re-wording to incorporate their suggested changes but they still would like to proceed forward with the suggested revision.

Sec. 2-68.1. - Planning director.

The planning director shall serve as the building officer, **development officer**, plat officer, planning director and zoning administrator of the county and exercise direct control over all professional and technical work of the planning department. In addition, he shall serve as key staff to the county board and the **administrative aide county administrator**, and provide them with research, plans and professional recommendations to assist in the formulation of policy and procedures.

Lastly, Mr. Hanson suggested adding development officer to the Planning Director duties and update the referenced title of administrative aide to county administrator. The Committee suggested adding economic in front of development to read: economic development officer.

Mr. Frieders moved to approve the three suggested code revisions with the County Board Meeting time change effective August 1, 2017 and the other revisions effective upon passage by the full County Board. Ms. Askins seconded the motion and it was approved unanimously.

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The Committee additionally briefly skimmed through the County Board Rules in order to address anything that may have popped out at them. A couple questions were addressed but no items were suggested to be revised at the time.

Chairman Pietrowski suggested that everyone do a little homework and review the County Code and bring forward any additions, subtracts, revisions they may have for next meeting. He also asked Mr. Hanson to forward the County's Ethics Policy or any and all rules that the Committee could review.

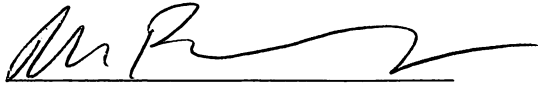
NEXT MEETING DATE

The Committee agreed that their next meeting date would be Tuesday, February 21, 2017 at 7 p.m. in the Administration Building's Conference Room East.

ADJOURNMENT

It was moved by Mr. Jones, seconded by Ms. Askins, and it was carried unanimously to adjourn the meeting.

Respectfully submitted,



Chairman Mark Pietrowski


Tasha Sims, Recording Secretary

Proposed Code Changes
January 30, 2017

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 - (4) A majority vote of those members present in favor of the hiring resolution shall end the selection process. Should the motion fail, the selection committee shall restart the process outlined above.
- (c) *Qualifications.* Candidates for the position shall, at a minimum, possess a master's degree in business or public administration or its equivalent from an accredited institution and a minimum of nine years of progressively responsible professional experience in the management of local government affairs at least five years of which must be on an administrative level, or a minimum of ten years of progressively responsible professional experience in the management of local government affairs at least nine of which must be on an administrative level. Candidates who are not credentialed by the International City/County Management Association (ICMA) will, if hired, have one year to become a credentialed manager, which then must be maintained for at least three consecutive years.

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Proposed Code Changes / Revised 02/08/2017 based on 01/30/2017 Rules Committee Suggestions

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 - (4) A majority vote of those members present in favor of the hiring resolution shall end the selection process. Should the motion fail, the selection committee shall restart the process outlined above.
- (c) *Qualifications.* The County will seek candidates with relevant education, administrative, management, and government experience. Candidates who are not credentialed by the International City/County Management Association (ICMA), may be required to obtain that certification, or pursue other professional development opportunities, as a condition of employment. The selection committee is authorized to use discretion in evaluating candidate qualifications to bring forward their recommendation to the County Board for appointment.
- (c) ~~*Qualifications.* Candidates for the position shall, at a minimum, possess a master's degree in business or public administration or its equivalent from an accredited institution and a minimum of nine years of progressively responsible professional experience in the management of local government affairs at least five years of which must be on an administrative level, or a minimum of ten years of progressively responsible professional experience in the management of local government affairs at least nine of which must be on an administrative level. Candidates who are not credentialed by the International City/County Management Association (ICMA) will, if hired, have one year to become a credentialed manager. **(Effective upon Passage)**~~

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