

Minutes

COUNTY BOARD SEARCH COMMITTEE

SPECIAL MEETING

MONDAY, FEBRUARY 20, 2023

6:00 p.m.

R.O.E. Conference Room

507 Vermont Street

Quincy, IL. 62301

In attendance: Kent Snider, Les Post, Bret Austin, Dave Bellis, Keith Callaway, Matt Obert

Absent: Barbara Fletcher, Bob Reich

- 1) Kent Snider called the meeting to order and recommended Matt Obert to be Chair of the committee. All committee members approved of Mr. Obert being Chair
- 2) Speaker - No public requested to speak meeting
- 3) New Business

a. Review Vacant Director of Administrative Services Position

Committee briefly discussed reason for current vacancy. Person in the previous position left to take a new position out of state. Everyone agreed that the position was valuable and the vacancy should be filled as soon as possible.

b. Review Job Description

The committee reviewed the current job description and past advertising posting for the County Executive Assistant position thoroughly. It was discussed that some changes needed to be made to put less emphasis on the Human Resources management duties and put more focus on supporting county board business operations and financial management. Several recommended changes and edits were suggested. Mr. Obert agreed to edit the form by end of day Wednesday Feb. 22 and would email a draft out to all committee members. Goal is for all committee members to review and respond back with their approval or recommended changes by Friday Feb 24th so that the open position could be immediately advertised.

c. Requirements and Plan to Proceed Filling Vacancy

The committee review education and other requirements for the position and agreed that no changes were necessary.

Goal is to have the job description and posting approved by Friday February 24th and public posting and advertising for the position would start immediately.

The committee recommended accepting application through close of business on March 24, 2023.

Those interested in applying will be asked to submit application/resume by email to Kent Snider ksnider@co.adams.il.us or mail a copy to the County Board Office Attn: Chairman Kent Snider.

- 4) Executive Session (If Needed) –
No Executive Session necessary
 - a. Actions Items, if needed
 - i. Personnel
 - ii. Legal
- 5) Adjournment - Kent snider motion to adjourn, Bret Austin Seconded. All agreed meeting adjourned at 6:55 pm

Next Meeting is scheduled for March 27 6pm in the ROE conference room