

**Special County Board Meeting**

**Wednesday, July 18, 2012**

**@7:30pm.**

**AGENDA**

1. Roll Call
2. Pledge to the Flag
3. Approval of the Agenda
4. Communications and Referrals
5. Persons to be Heard from the Floor

**Executive Committee**

- a.) Ordinance #2012-11: Amendment to the DeKalb County Code. *To amend the DeKalb County Code under Article III, Section 2-66 © pertaining to the required qualifications for the position of the County Administrator.* **Committee Action: Moved by \_\_\_\_\_, seconded by \_\_\_\_\_, and it was carried \_\_\_\_\_, to forward this ordinance to the full board for approval.**
- b.) Resolution #R2012-54: Approval of the Hiring of an Executive Search Firm for the County Administrator's position. *To approve the hiring of an Executive Search Firm to assist in the search for a new County Administrator. The award goes to \_\_\_\_\_ of \_\_\_\_\_, \_\_\_\_\_, at the cost of not to exceed \$\_\_\_\_\_.*

6. Old Business
7. New Business
8. Adjournment

**SECTION G.**

**EXECUTIVE COMMITTEE**

**ORDINANCE #2012 – 11**  
**Amended**

WHEREAS, the upcoming retirement of the current County Administrator has caused the Executive Committee of the County Board to review the County Code as it pertains to the qualifications for County Administrator position, and

WHEREAS, the County Code states the minimum qualifications for this position to be a master's degree as well as a minimum of ten 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, and

WHEREAS, it is not an unusual practice within organizations that the qualifications for management positions provide the employer flexibility in evaluating candidates by allowing for the exchange of experience for education, and

WHEREAS, while the common practice of substituting experience for education may be an implied standard, it is desirable to have the record clearly state the wishes of the County Board relative to the issue of education and experience, and

WHEREAS, it has been determined that it would advantageous to the County to be flexible during the recruitment process to have minimum qualifications which insure the hiring of a capable candidate, yet which allows for the greatest number of candidates possible to seek this position, thereby enabling the Board to make the best hiring decision for the County for the management skills that are most needed at that point in time, and

WHEREAS, it is suggested that a reasonable number of years of professional experience be eligible to be substituted for the current education requirement of a master's degree in business or public administration, and

WHEREAS, the International City/County Management Association (ICMA) has a standard formula used for the exchange of professional experience for education and that standard allows a minimum of nine (9) years of service to be combined with a bachelor's degree as a substitute for a master's degree, and

WHEREAS, the Executive Committee has reviewed this issue and has recommended that the County Code be formally changed to grant the employer greater flexibility in the hiring process and to be in line with the ICMA and clearly state that years of professional experience may be substituted for a master's degree as it relates to the County Administrator position;

NOW, THEREFORE, BE IT ORDAINED by the DeKalb County Board that the Article III, Section 2-66 (c), pertaining to the required qualifications for the position of County Administrator, is hereby amended to allow **nine** years of progressively responsible professional experience, of which at least five years must be 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,** to be added as an alternative minimum qualification for said position by adopting the specific wording changes as shown by the “underlines and strike-outs” on the attachment to this resolution.

Passed in Sycamore, Illinois, this 18<sup>th</sup> Day of July, 2012, A.D.

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Larry Anderson, Chairman of the Board

ATTEST:

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John Acardo, County Clerk

**Resolution #2012-54**

Whereas, the Executive Committee of the DeKalb County Board agreed to retain an Executive Search Firm to assist in the search for a new County Administrator; and

Whereas, the Executive Committee did review the proposals from the Executive Search Firms and recommended Voorhees Associates, LLC, of Deerfield, Illinois, to produce excellent candidates, and provide the DeKalb County Board and Executive Committee with comprehensive materials concerning the candidates' aptitude, experience, background, interviews, references, extensive background checks, verification of employment and education and reviews of Internet and newspaper archives of these candidates.

**NOW, THEREFORE, BE IT RESOLVED**, that the DeKalb County Board does concur in the recommendation of the Executive Committee and does approve the hiring of Voorhees Associates, LLC of Deerfield, Illinois, to begin the process of searching for the next County Administrator for the County of DeKalb, Illinois, at the cost of not to exceed \$19,900.00.

**PASSED IN SYCAMORE, ILLINOIS, THIS 18<sup>TH</sup> DAY OF JULY, 2012, A.D.**

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Larry A. Anderson, Chairman of the Board

ATTEST:

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John Acardo, County Clerk