

# **PERSONNEL AND POLICIES COMMITTEE AGENDA**

**Called by:** Chairman, Dave Fiduccia  
Dave Boomer, Jim Webster, Joe  
Hoffman, Angie Goral, Dorothy  
Redd, Dave Kelley

**DATE:** TUESDAY, NOVEMBER 26, 2019  
**TIME:** 5:30 PM

**LOCATION:** CONFERENCE ROOM 815  
BEHIND COUNTY BOARD ROOM  
COUNTY COURTHOUSE  
400 WEST STATE STREET  
ROCKFORD, IL 61101

## **AGENDA:**

- A. Call to Order
- B. Roll Call
- C. Public Comment – This is the time we invite the public to address the Personnel and Policies Committee with issues and concerns. We ask you to limit your comments to three minutes. Personal attacks or inappropriate language of any sort will not be tolerated. We will allow a maximum of five speakers on a first come basis with sign up at the meeting. Speakers may not address zoning matters which are pending before the ZBA, the Zoning Committee or the County Board. Personnel matters or pending or threatened litigation may not be addressed in open session. An individual may speak a maximum of three times per calendar year on the same topic. This prohibition shall include the repetition of the same topic in a statement on what is purported to be a different topic. After acknowledgement by the chair, please stand and state your name. Thank you.
- D. Resolution Authorizing Hiring of the Northern Illinois University Center for Governmental Studies for Technical Research: Administrator and County Board Chair Duties
- E. Other Matters
- F. Adjournment

**RESOLUTION  
of the  
COUNTY BOARD OF THE COUNTY OF WINNEBAGO, ILLINOIS**

**SUBMITTED BY: PERSONNEL AND POLICES COMMITTEE**

**2019 CR**

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**RESOLUTION AUTHORIZING HIRING OF THE NORTHERN ILLINOIS  
UNIVERSITY CENTER FOR GOVERNMENTAL STUDIES FOR TECHNICAL  
RESEARCH: ADMINISTRATOR AND COUNTY BOARD CHAIR DUTIES**

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**WHEREAS**, the County Board of the County of Winnebago wishes to engage the services of the Northern Illinois University Center for Governmental Studies to provide technical research to review the existing ordinances establishing the duties of the County Administrator and the County Board Chairman for the purpose of identifying conflicts in the assignment of duties and offering suggested resolutions based on best practices and statutory guidelines; and

**WHEREAS**, after conducting research and a number of interviews, the County Board has determined that the Northern Illinois University Center for Governmental Studies is to be recommended for the project; an

**NOW, THEREFORE, BE IT RESOLVED**, by the County Board of the County of Winnebago that the Chairman of the County Board of the County of Winnebago, that the County engages the services of the Northern Illinois University Center for Governmental Studies as set forth in the Proposed Workplan and Exploration Steps presented October 9, 2019, a copy of which is attached to this resolution as Exhibit A.

**BE IT FURTHER RESOLVED**, that upon review by the Winnebago County State's Attorney, the Winnebago County Board Chairman is authorized and directed to execute a contract with the Northern Illinois University Center for Governmental Studies not to exceed \$4,900 to determine the duties of the County Administrator and the County Board Chairman offering suggested resolutions based on best practices and statutory guidelines.

**BE IT FURTHER RESOLVED**, that this Resolution shall be in full force and effect immediately upon its adoption.

**BE IT FURTHER RESOLVED**, that the Clerk of the County Board is hereby authorized to prepare and deliver certified copies of this Resolution to the Winnebago County State's Attorney, to Professor Kurt Thurmaier of the Northern Illinois University Center for Governmental Studies..

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Respectfully submitted,

Personnel and Policies Committee

\_\_\_\_\_  
Dave Fiduccia, Chairman

\_\_\_\_\_  
Angie Goral

\_\_\_\_\_  
Dave Kelley

\_\_\_\_\_  
Jim Webster

\_\_\_\_\_  
Dave Boomer

\_\_\_\_\_  
Joe Hoffman

\_\_\_\_\_  
Dorothy Redd

The above and foregoing Resolution was adopted by the County Board of the County of Winnebago, Illinois, this \_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
Frank Haney  
Chairman of the County Board  
of the County of Winnebago, Illinois

Attested by:

\_\_\_\_\_  
Lori Gummow  
Clerk of the County Board  
of the County of Winnebago, Illinois



NORTHERN ILLINOIS UNIVERSITY

**Center for  
Governmental Studies**

*Outreach, Engagement, and Regional Development*

# **Winnebago County**

## **Technical Research: Administrator and Board Chair Duties**

**Proposed Workplan and  
Exploration Steps**

NIU Center for Governmental Studies  
NIU Dept. of Public Administration  
October 9, 2019

## *Proposed Scope of Services-*

The Center for Governmental Studies at Northern Illinois University, in conjunction with its Department of Public Administration partners, is pleased to respond to your request for a proposal to develop and undertake a series of exploration and technical research tasks on the roles and duties of the County Administrator and County Board Chair with respect to the County Board. The proposed research component works in parallel with related role and responsibility discussions undertaken by a Committee of the Winnebago County Board.

The overall aim is to undertake and conduct a series of directed research and analysis exercises to gather objective information and data, including the identification of alternative approaches and designs, related to the duties and responsibilities of executive level and legislative roles in the County Government, integral to the governance and administration of the County organization. The study team will research and explore, within the context of Illinois' statutory provisions, examples of traditional stand-alone activities related to policy research and policy-making, budget preparation and administration, organizational management, advancement of organizational goals, and County governance.

The research team will undertake a multi-part research and analysis effort that condenses our findings into a presentation of alternative actions that the County's study group may recommended to the County board for implementation. The project would begin with a brief evaluation and diagnosis step with the Committee's leadership, ending with a facilitated group discussion session to share findings, ideas, goals and possible frameworks toward the formation of a consensus.

Committee and organizational leaders, senior staff and other participants will likely be asked to provide input and ideas to augment the study team's technical research. Organizational expertise and context will be important to fully explore options that may be discussed.

## **PROJECT PHASES**

The multi-phase *Technical Assistance and Research project* will be composed of these primary activities:

1. Exploratory background and discovery research and interviews of governance and administrative structures
2. Directed/focused research on models and examples from other Counties in Illinois and other midwestern states.
3. Compilation of the Research Team's findings
4. Review of case law and related statutory elements and feedback by legal research advisor<sup>^\*\*</sup>
5. Facilitated Workshop Presentation/Discussions: review concepts and research findings with committee leaders

### **Component 1: Exploratory Background Research**

We recommend an initial 2-hour background session with County study group representatives, board leaders and senior staff to gain a full understanding of the policy and organizational issues to be explored.

### **Component 2: Exploratory Research/Data Gathering**

We will undertake a series of exploratory research and analysis tasks to gain both breadth and depth in the review of the key duties of the positions under study, and, their relationship to the governance structure and the County Board function as a whole.

### **Component 3: Thematic Analysis of Exploratory Research**

We will complete an assessment of the themes from the research and data gathering and analysis phase. The analysts will be looking for opportunities for collaborative shared governance possibilities, core duties and activities and resource utilization and pathways to organizational effectiveness and performance.

### **Component 4: Facilitated Reporting & Findings Workshop**

We will use the information gathered in Component 1., to lead a 90 minute +/- feedback and learning leadership workshop to help explore, understand, and identify possibilities, conceptual frameworks, alternatives and approaches. The planned report out at the session would be similar to the following:

Part a.) Background and Context- Group review of current policy environment, issue framing, current organizational and county profile

Part b.) Findings Summation of the Data Gathering/Research Steps - review of collected research and gathered data from the University research team and legal advisor/reviewer<sup>^\*\*</sup>.

Part c.) Consideration of Knowledge Gained- Group discussions, deliberation of viable or desired conceptual structures or policy options

The planned concluding/reporting workshop would be conducted at one of the County-owned or identified meeting rooms or training facilities.

The researchers and facilitators will work to establish a common understanding among participants of the information shared, the ideas considered, and, if desired, can work to assist the group in moving toward a consensus view or point for further consideration, and/or concept termination.

The following primary objectives and framework for the technical research engagement will guide the University's research team:

- Promote knowledge, understanding, and analysis of information and concepts related to the topic at hand;
- Create a participative environment for all to share ideas and perspectives;
- Engage participants in shared dialogue and work to assist with group discussions and potential consensus building.

#### **Summarization/Compilation**

A summarization memorandum of the engagement's steps and research outcomes, and, the group discussions will be prepared, based on the group's work and conclusions.

## PROPOSED WORK SCHEDULE

The project's lead investigator/project coordinator will initiate on-site background meetings within two weeks of receipt of written notice to proceed. Work will progress from that point in time with an estimated completion time-frame of 5-7 weeks. The lead investigator/researcher serving as the primary field agent for the project will advise of any complications or unforeseen factors that would require amendments to the projected completion date.

## PROJECT FEES

### *Professional Fees & Expenses*

The Center for Governmental Studies, in partnership with the Department of Public Administration, proposes to undertake the above facilitated technical research/assistance project on a not-to-exceed professional fee basis. Our proposed fee for professional and support services for the project (Components described above) will be within a range of \$ 4,100-4,900 inclusive of normal project expenses for the research team. The eventual/final fee will be determined by the final scope of work completed including the extent of research undertaken, the number of encounters, workshop session participation and project coordination.

### *Expenses and Additional Work*

Reimbursable expenses, such as travel, printing, postage, telecommunications, research packets, or other materials are included in our range for the not-to-exceed fee. (Professional services by project team personnel for requested services, meetings or research *beyond* the project scope outlined above, or, not otherwise noted, will be charged at a rate of \$115 per hour, plus expenses, for professional-level staff involved. Support staff services will be charged at a rate of \$50 per hour.)

Should additional *Workshop Sessions*, beyond those identified in the scope of work above, be required, additional sessions will be billed at a rate of \$ 900 per each 2 +/- hour session (including required planning, follow-up, coordination, session notations, minor travel, etc.)

## \*RESPONSIBILITIES OF THE COUNTY/COMMITTEE

The designated County Official who will oversee the project will be responsible for identifying and reviewing



potential meeting sites with the lead researchers/coordinator and to select meeting sites mutually agreeable to both the City and the University research team. The County will also be responsible for inviting study group members, preparing all notices and agendas, keeping minutes, and, making all logistical, scheduling and equipment/supply arrangements for the sessions at the selected site. All meeting site expenses, refreshments, food, etc., (if any) will be the *sole responsibility* of the County and are typically contracted directly with the provider.

### TERMS

Upon execution of a formal notice to proceed, the Center for Governmental Studies will deliver a letter of agreement for execution, confirming the scope of the project, to Winnebago County for execution. Services will begin upon receipt of the executed agreement, and an engagement fee of \$1,000.

A final billing will be prepared at the conclusion of the research findings presentation meeting.

### PROJECT TEAM

Lead researcher and primary field agent duties will be shared with Prof. Kurt Thurmaier, Ph.D., Chair of the Department of Public Administration taking the lead researcher role and Greg Kuhn, Ph.D., Asst. Director for Public Management and Training at the Center for Governmental Studies serving as lead coordinator. Kurt and Greg will be assisted by other specialists, including Adam Simon, Esq. of Ancel Glink\*\*, and members of the Center's Public Management team as well as faculty or graduate students from the Department of Public Administration. Other support staff and professionals from NIU's Center for Governmental Studies may also serve as resources to the project's lead researcher. A summary biography of the project's lead researchers/facilitators and assisting staff is included with this proposal.

*^\*\*Please note, the County/ Board Committee will be asked to execute a separate professional services letter of engagement with Mr. Simon and Ancel Glink for their role and services related to the case law and statutory elements perspective important to the research undertaking described above.*

**ACCEPTANCE AND NOTICE TO PROCEED**

Thank you for your consideration of our outline to be of assistance to Winnebago County. Should the above outline confirm our understanding of the project and meet with the County's needs, please sign below as confirming to proceed. A separate inter-agency professional services agreement will be prepared by the Center's business office for the County's signature.

SUBMITTED BY:

ACCEPTED BY:



\_\_\_\_\_  
NIU Center for Govt'l. Studies  
Greg Kuhn, PhD  
Asst. Director  
October 11, 2019

\_\_\_\_\_  
Title: \_\_\_\_\_  
Winnebago County  
Date: \_\_\_\_\_