

CHAMPAIGN COUNTY BOARD
COMMITTEE MINUTES

FINANCE COMMITTEE MINUTES

Thursday, May 5, 2005

Meeting Rm. 1, Brookens Administrative Center

1776 E. Washington St., Urbana

7:00 p.m.

MEMBERS PRESENT: McGinty, Avery, Bensyl, Betz, Doenitz, Gross, O'Connor, Tapley, Wysocki

MEMBERS ABSENT: None

OTHERS PRESENT: Deb Busey (County Administrator), Curt Deedrich (Supervisor of Assessments), Michael Frerichs (Auditor), Dan Walsh (Sheriff), Dan Welch (Treasurer), Sandy Lewis (CEO of Mental Health Center), Shelia Ferguson (Mental Health Center), John Sullivan (Mental Health Center).

Call to Order

Chair McGinty called the meeting to order at 7:00 p.m. The Recording Secretary called the roll. Declaring a quorum present, the Chair proceeded with the meeting.

Approval of Agenda/Addendum

MOTION by Betz to approve the agenda and addendum for the meeting; seconded by Wysocki. Motion carried.

Approval of Minutes

MOTION by Wysocki to approve the regular session minutes of April 7, 2005; seconded by Bensyl. Tapley informed the Recording Secretary of some minor alterations prior to the meeting, which the minutes will be edited to reflect. Motion carried.

Public Participation

There was no one for public participation.

Budget Amendments/Transfers

MOTION by Doenitz to recommend to the County Board approval of Budget Amendment #05-00038 from General Corporate – Sheriff and Budget Amendment #05-00042 from General Corporate – Sheriff; seconded by Tapley. Motion carried.

MOTION by Tapley to recommend to the County Board approval of Budget Transfer #05-00013 from General Corporate – County Treasurer; seconded by Bensyl. Motion carried.

MOTION by Wysocki to recommend to the County Board approval of Budget Amendment #05-00055 from General Corporate – Administrative Services; seconded by Tapley. Tapley asked if this was to supply three new computers and a printer. Busey explained the cost was for two new computers, a new printer, plus three-year licenses for all the software and email for the incoming attorneys and Deputy Administrator. The printer is a network printer

for the attorneys. Tapley was curious how vendors were selected. Busey stated it is state pricing on government contract pricing. Motion carried.

O'Connor entered the meeting at 7:02 p.m. Avery entered the meeting at 7:03 p.m.

County Administrator
General Corporate Fund FY2005 Revenue/Expenditure Projection Report

Busey presented her report with revenues continuing fairly stable and an anticipated realization of 103% of the budgeted revenue, based on the projection. On the expenditure side, it is anticipated that SLEP Overtime and Postage will require amendments this year. Purchase Document Stamps looked like a big shortfall, but there is an almost \$500,000 estimated increase in revenue under Non-Business Licenses and Permits, and that is revenue from Document Stamps. Busey expects this activity to slow down. Gas Service, Electric Service, and Medical/Professional Services are anticipated to need budget amendments in this year. The rest of the services look to have money that will not be spent. The total projected expenditure budget is at 99.6% or \$27,815,814. This would leave a balance of \$104,400 over what is currently budgeted. Based on the current budget for revenue and expenditure, there would be a shortfall of \$159,197 for General Corporate. Based on the projection, there could be excess revenue in the amount of \$770,000 in FY2005. Busey answered questions on how to read the Projection Report.

General Corporate Fund Budget Change Report

Busey reported the changes that have occurred since December 1st with regard to the General Corporate Budget FY2005.

Identification of Sources of One-Time Revenue for the General Corporate Fund

Pursuant to the committee's request, Busey prepared a memorandum of what could be identified as one-time revenue sources within the General Corporate Fund. Four were identified: any Recording Fees in excess of the ten-year historical annual average (currently any amount in excess of \$591,225), any interest earnings gained at a rate higher than 3.5%, inheritance tax earning in excess of the ten-year historical annual average (currently any amount in excess of \$235,748), and a one-time bond forfeiture in excess of \$50,000. Busey recommended identifying these one-time revenue sources during the year as they come in, but to not consider appropriating them until the following fiscal year when it is certain they will not be needed to cover revenue shortfalls in other areas. In any year, one revenue stream potentially balances another revenue stream that did not come in as anticipated.

Tapley appreciated this report and said it was a good step forward in the budgeting process. Tapley asked about inheritance tax earnings and how the committee should use the one-time revenue information. There was discussion about the budget process and identification of recurring revenue sources versus one-time revenue sources. Tapley requested Busey create an additional report for the budget process quantifying revenues and expenditures in the previous fiscal year that were both one-time revenues/expenditures and would likely not be repeated in the next fiscal year. McGinty stated this was definitely useful information.

Legislative Hearing Schedule and Proposed Change to Hearing Process for FY2006 Budget

Busey presented the Legislative Hearing Schedule for the FY2006 budget process. She requested consideration of a change with regard to four budget requests that have been called discretionary funding requests in the past. These funding requests are all part of the General Corporate Fund Budget. They represent a very small portion of the total General Corporate Fund Budget, yet almost an entire evening of the three evenings of hearings is dedicated to hearing these four requests. Busey requested the four budget request presentations be included in the Administrative Budget Hearings. The requests would be forwarded to the Administrator and be given guidance to present the request along the General Corporate funded operations guidelines. These guidelines were given by the

Finance Committee and the County Board. The guidelines include an allowance for 1.5% growth for Commodities & Services and a particular allowance (yet to be determined) for Personnel Increases. Should the Finance Committee not want to use these guidelines for the four budget requests, the committee could require the requests be submitted with an allowance for growth equal to the CPI used for the PTELL calculation for next year's budget.

Tapley felt Busey's suggestion was great and he proposed having the Finance Committee label which routine budget requests would be handled in this manner each year. The routine budget requests can change from year to year. Tapley also requested that the schedule on page fifteen of the agenda packet be adopted incorporating the following changes: moving the August 22nd hearing to 6:30 p.m., moving the Nursing Home presentation to August 22nd, and moving the Highway presentation to the end of the August 23rd hearing. This would only require two nights instead of three. With regard to the first statement, Busey recommended requiring any discretionary funding requests, who want to request more than their current budget level, to follow the same guidelines as the other General Corporate Fund operations. The other operations present a specific request for increased funding. Avery asked if the discretionary funding requests have included the increases for commodities in their requests at previous budget hearings. Busey said no, because those guidelines have not been given in the past. The discretionary funding requests often ask for 30%-40% more than their previous budget. The common action was to fund them at the same level as the previous year. Busey noted if no CPI factor increase is acknowledged, then they are losing money each year. This would be one way of addressing it. Busey stated the Champaign County Extension Service has been able to achieve a full increase every year equal to what we are able to do under PTELL. Sometimes this is more than 3-4% and has been as much as 5%. The committee needs to evaluate how to proceed with this. The committee continued discussion on this issue.

MOTION by Tapley to approve County Administrator's recommendation to change the FY2006 Budget Process and set the Calendar of Legislative Budget Hearings as it appears on page 15 of the agenda packet with the changes of moving the Nursing Home presentation to the first day, the Highway presentation to the second day, and starting the first day at 6:30 p.m.; seconded by Doenitz. Tapley amended his motion to include the presentations on August 24th be moved to August 23rd, Doenitz agreed to the friendly amendment. The committee discussed previous presentations made by the discretionary funding requests. The committee agreed that Busey's suggestion would be very beneficial. Motion carried.

Treasurer Monthly Report

Welch reported the real estate taxes bills were mailed on May 2nd. There were 67,330 bills sent out. \$207 million dollars in taxes will be collected this year. Last year, \$194 million dollars was collected in real estate taxes. This total is up 6.3%. After only three days, over \$1 million dollars has been collected in real estate taxes. Welch said the various departments involved in the tax cycle: Supervisor of Assessment's Office, County Clerk's Office, Treasurer's Office, and the IT Department did a terrific job to get the bills out on schedule. Out of the 102 counties in Illinois, Champaign County is one of only a handful that had their tax bills out on time. Welch reported the General Corporate Fund will not need any borrowing this year, but Social Security will. Social Security has historically needed borrowing. Welch pointed out a mistake on the front page of his report under Sales Tax ¼ Cent (Old); it should be \$356,637.24 instead of \$256,637.24. In response to Tapley's questions from the previous Finance meeting, Welch prepared a chart of what a 1% increase in interest rate would have meant for any of the last seven years.

MOTION by Betz to receive and place on file the Treasurer's April 2005 report; seconded by Wysocki. Motion carried.

Auditor Purchases Not Following Purchasing Policy

This report was provided for information only. One "no purchase order issued" item was for rental of construction equipment. Frerichs thought this was simply due to the workers not being able to exactly determine in

advance how much digging they had to do. Several vendors have only now submitted bills from FY2004. Frerichs was asked to point out the item concerning the Juvenile Detention Center. This bill was due in September 2004, yet it was only received last week in the Auditor's Office.

Monthly Report

MOTION by Betz to receive and place on file the Auditor's monthly report; seconded by Wysocki. Motion carried.

Sheriff

Approval of Agreement Among the Champaign County Board, the Sheriff of Champaign County, and the Fraternal Order of Police Illini Lodge 17 and the Illinois F.O.P. Labor Council – Correction Sergeants Division

The Sheriff thanked Captain Young and the Negotiating Team for negotiating this contract.

MOTION by Betz to approve Agreement Among the Champaign County Board, the Sheriff of Champaign County, and the Fraternal Order of Police Illini Lodge 17 and the Illinois F.O.P. Labor Council – Correction Sergeants Division; seconded by Tapley. Motion carried.

Request Regarding Mental Health Services for Jail/Correctional Center

The Sheriff addressed the committee concerning the mental health services situation at the County Jail/Correctional Center. Due to the three suicides that occurred last year, the Sheriff asked the National Institute of Corrections (a part of the Department of Justice) to do some studies and make recommendations. The National Institute of Corrections produced a report, copies of which were provided to County Board members. The Sheriff forwarded the report to the Champaign County Mental Health Center, who made further recommendations. The report was also provided to Health Professionals, the providers of medical care for inmates at the jail. The Sheriff asked for the committee's guidance on a plan of action. Firstly, overtime for the Sheriff's Office is projected to be short this fiscal year. During the last two years, the Sheriff has adjusted shortfalls within his budget and not asked for additional funding from the County Board. According to the Sheriff's projections, overtime will require an additional \$125,000 - \$150,000 in funding for this year. That projection assumes the County Fair does not turn into a riot like last year. The excess overtime occurred due to the Final Four, additional suicide and mental health training for officers immediately following the jail suicides, and a large portion from the County Jail operations. Several officers are unavailable to work for medical reasons, which requires the remaining officers to work overtime. After the third suicide, checks were increased at the jail. The Sheriff stated the correctional officers are burning out because of the increased level of checks. This has amplified the use of sick time by correctional officers.

The Sheriff stated Champaign County's correctional facility was designed to meet the American Correctional Association Standards maximum of 279 inmates. On account of increasing jail population, the Sheriff asked maintenance to weld in another 30 beds. This has been done and the jail is no longer in compliance with ACA standards, the jail is still in compliance with Illinois Jail Standards. The jail's population has remained high and the jail is out of bed space for the housed population (prisoners who have been through arraignment court, are not in the booking area, and require bed space). Prisoners are not being boarded out of county. The Sheriff stated the State's Attorney has done an admirable job of trying to move cases faster. Julia Rietz and Sheriff Walsh converse about the jail population issue on a regular basis and they do not think they will be able to make a substantial dent in decreasing the jail population. The use of home incarceration has been increased, this is used mostly for traffic offenders. The Sheriff defined a check as when a correctional officer "puts an eyeball right on an individual inmate" to verify their condition. State standards require a check every half an hour. When an inmate is placed on checks, that inmate is checked every fifteen minutes. Inmates placed on checks include anyone on psychotropic medications, under current life stressors, recovering from a serious medical condition (such as gunshot wounds) and anyone in a cell alone. The high jail population has necessitated the use of every cell in the jail, including the single inmate cells. Some inmates

necessitate placement in a single inmate cell, but there are currently inmates in these cells who are there simply because every cell has to be used with the current population level. A single inmate cell is where inmates are most capable of hurting themselves. Therefore, the correctional officers try to use the single inmate cells minimally, but that is not possible with the present population level. The increased use of single inmate cells and checks has required correctional officers to be on their feet much more than before. Because of the suicides, the correctional officers are putting inmates on checks more frequently as a precautionary measure.

The Mental Health Center is contracted to provide one and a half full-time counselors at the County Jail. The counselors only have time to handle the major issues and are unable to be proactive. With one and a half counselors, the Champaign County Jail offers more mental health counseling per inmate than most jails in the State of Illinois. The Sheriff would like more money for increased mental health services at the jail. The increased checks (requiring more officers in the jail) and the officers out on medical leave have required amplified use of overtime. This overtime will be another expense the Sheriff wants the committee to keep in mind. It is not known if financial savings will be incurred in the long run if the jail's mental health resources are substantially increased. It is also not known if increased mental health services will result in fewer officers taking sick time, mentally and physically healthier inmates, or less recidivism. Judy Cox, who performed the NIS study of the Champaign County Jail, told the Sheriff she is unaware of any study that proves increased funding of mental health services saves money in the long run. Therefore, the Sheriff said if the mental health services at the Champaign County Jail are bulked up, goals should be identified that we hope to accomplish, for example, less recidivism and no more inmates hurting themselves. The Sheriff reported Cox could not make recommendations about personnel in writing, but she suggested increased corrections officers and four clinicians. The Sheriff is not asking for more corrections offices at this time.

Wysocki asked if there were any studies suggesting that if a certain kind of mental health care is elevated in a facility then certain outcomes occur. The Sheriff said Ms. Cox was not aware of any such studies being done. He suggested if a change is made in the mental health services at the County Jail, the County should try to set its own criteria and see if there are any improvements. He also checked for any such studies with Health Professionals. They did not know of any and are checking to be sure.

Sheriff Walsh had asked the Mental Health Center and Health Professionals for proposals based on four full-time employees (FTEs) and the ability to provide services after 5:00 p.m. and on weekends. The Mental Health Center would not submit a proposal based on those standards and instead submitted a different proposal. Sheriff Walsh contrasted the proposals from the Mental Health Center and Health Professionals. He asked for the committee's advice on how to handle the situation.

Betz asked what percentage of the jail population are inmates who, in the past, would be housed in a mental institution. The Sheriff stated at this point the individuals in the County Jail have committed serious crimes and need to be incarcerated. He would guess 60-70% of inmates are substance abusers and/or have mental health problems. Betz suggested getting a professor from the university to draft a grant proposal to perform a study on how increased mental health services affect the jail population.

The Sheriff noted if the County Board approved even three FTEs, then Champaign County would be providing more mental health services per inmate than any jail in the State of Illinois. Bensyl stated he admired the Sheriff's approach to monitoring the outcome of increased services to see if it pays dividends in the end. He asked why the Mental Health Center can provide six FTEs, seven days a week, twenty-four hours a day, but they will not provide four FTEs as requested. Lewis said it was a liability issue. She gave some history of mental health service at the County Jail. She stressed the spike in utilization of services the Mental Health Center is experiencing at the County Jail at the present time. The demand for mental health services in the community, as well as the jail, continues to be on the rise. She detailed the Mental Health Center's proposal. Ferguson mentioned some of the services available to individuals in need of mental health services in the community. These services are available to inmates before and after they enter the jail.

Gross asked how much of the mental health situation is related to the conditions and lack of modern design in the downtown facility. The Sheriff said he cannot give a definite answer. He said it is extremely difficult to watch prisoners in the downtown facility. Two of the suicides occurred in the downtown facility. He has spoken to the Facilities Committee about plans for changes in the future. The Satellite Jail is a much nicer facility for the inmates and staff.

Discussion was held over possibilities of increasing mental health or corrections staff at the jail and what is the best method for the future. Tapley recommended issuing an RFP to compare costs of the mental health vendors. The Sheriff noted that since this issue concerns professional services, an RFP is not required. He felt the two firms who submitted proposals, the Mental Health Center and Health Professionals, are quality organizations. Health Professionals has told the Sheriff that the jail did not need mental health services twenty-four hours a day, seven days a week. The Sheriff recommended having the Mental Health Center and Health Professionals present their proposals to the Finance Committee, so the members can compare the information and ask more questions of the professionals.

The committee discussed whether to form a subcommittee to study this issue or take a recommendation from the Sheriff. The committee agreed to direct the Sheriff to prepare a recommendation concerning mental health services at the County Correctional Center/Satellite Jail, instead of creating a subcommittee. The Sheriff stated he will present a recommendation on what is best for the jail in the immediate future. He noted the issue of what is best for the community on this issue is another, larger matter. The committee decided to focus the mental health situation at the Correctional Center/Satellite Jail. The committee discussed liability and how to pay for increase mental health services for inmates.

The committee agreed to schedule a special committee meeting to hear the Sheriff's recommendation on how to address the mental health services at the Champaign County Correctional Center/Satellite Jail. The meeting will be held on Monday, May 16th at 7:00 p.m. so this issue can go to full County Board at the May 19th meeting.

Chair's Report

There was no Chair's Report.

Other Business

There was no other business.

Designation of Items to be Placed on County Board Consent Agenda

The Chair designated all budget amendments, the budget transfer, and the Corrections Sergeants Division Agreement for the Consent Agenda.

Adjournment

Meeting was adjourned at 8:42 p.m.

Respectfully submitted,

Kat Bork
Administrative Secretary

Secy's note: The minutes reflect the order of the agenda and may not necessarily reflect the order of business conducted at the meeting.