

CHAMPAIGN COUNTY BOARD
COMMITTEE MINUTES

FINANCE COMMITTEE

Thursday, April 5, 2007

**Lyle Shields Meeting Room, Brookens Administrative Center
1776 E. Washington St., Urbana**

7:00 p.m.

MEMBERS PRESENT: Doenitz, Gross, Jones, McGinty (Chair), O'Connor, Richards, Tapley, Weibel
Wysocki

MEMBERS ABSENT: None

OTHERS PRESENT: Kat Bork (Recording Secretary), Tim Breen (IT Systems Administrator), Deb
Busey (County Administrator of Finance & HR Management), Tony Fabri
(Auditor), Denny Inman (County Administrator of Facilities & Procurement),
Susan McGrath (Senior Assistant State's Attorney), Dan Welch (Treasurer)

CALL TO ORDER

McGinty called the meeting to order at 7:01 p.m.

ROLL CALL

The Recording Secretary called the roll. Doenitz, Gross, Jones, McGinty, O'Connor, Tapley, Weibel,
and Wysocki were present at the time of roll call. McGinty declared a quorum and proceeded with the meeting.

APPROVAL OF AGENDA/ADDENDUM

MOTION by Gross to approve the agenda and addendum; seconded by Doenitz. **Motion carried.**

APPROVAL OF MINUTES

MOTION by O'Connor to approve the regular session Finance Committee minutes of March 15, 2007;
seconded by Jones. **Motion carried.**

PUBLIC PARTICIPATION

There was no public participation.

BUDGET AMENDMENTS/TRANSFERS

Budget Amendments #07-00034, #07-00035, #07-00036

MOTION by Tapley for an omnibus motion to recommend to the County Board approval of:
Budget Amendment #07-00034 from Fund 075 Regional Planning Commission – Department 683 Shelter Plus
Care 1 – Even Years for increased appropriations of \$17,200 for the Regular Full-Time Employees line, \$100
for the Job-Required Travel Expenses line, \$100 for Photocopy Services line, and \$110,600 for Emergency
Shelter/Utilities Line with increased revenue of \$128,000 from the HUD-Shelter Plus Care line;

Budget Amendment #07-00035 from Fund 075 Regional Planning Commission – Department 684 Shelter Plus Care 2 – Even Years for increased appropriations of \$17,500 for the Regular Full-Time Employees line, \$150 for the Job-Required Travel Expenses line, \$150 for Photocopy Services line, and \$109,200 for Emergency Shelter/Utilities Line with increased revenue of \$127,000 from the HUD-Shelter Plus Care line; and Budget Amendment #07-00036 from Fund 075 Regional Planning Commission – Department 623 Geographic Information System – Odd Years for increased appropriations of \$10,000 for the Furnishings, Office Equipment line with increased revenue of \$10,000 from the Administrative Fees line. The motion was seconded by Jones. **Motion carried.**

Budget Amendments #07-00037 and #07-00038

MOTION by Gross to recommend to the County Board approval of:

Budget Amendment #07-00037 from Fund 475 RPC Economic Development Loans – Department 751 CDAP New Economic Development Awards for increased appropriations of \$10,000 for the Bad Debt Expense line with no increased revenue and

Budget Amendment #07-00038 from Fund 475 RPC Economic Development Loans – Department 759 CSBG New Economic Development Awards for increased appropriations of \$55,000 for the Bad Debt Expense line with no increased revenue; seconded by O'Connor. **Motion carried with one abstention by Tapley.**

Budget Transfer #07-00004

MOTION by Tapley to recommend to the County Board approval of Budget Transfer #07-00004 for a transfer of \$500 to Fund 080 General Corporate – Department 020 Auditor for the Stationary & Printing line from Fund 080 General Corporate – Department 026 Treasurer, Professional Services line. **Motion carried.**

ADDENDUM

Budget Amendment #07-00041

MOTION by Tapley to recommend to the County Board approval of Budget Amendment #07-00041 from Fund 628 Election Assistance/Accessibility – Department 022 County Clerk for increased appropriations of \$4,000 for the Building Repair/Maintenance line, \$12,500 for the Furnishings, Office Equipment line, and \$12,500 for the Election/Voter Regular Equipment line with no increased revenue; seconded by O'Connor.

Busey stated the County Clerk is asking for an increased appropriation of \$29,000 and has about \$3,300 of appropriation already budgeted. The County Clerk only has \$19,000 left in this fund, therefore, unless there is increased revenue for the fund this amendment is too large. She was unable to talk to the County Clerk this afternoon about this amendment. Busey requested the committee consider changing the Furnishings, Office Equipment line appropriation to \$2,500, so the total amendment is appropriating \$19,000 instead of \$29,000. Tapley asked if this change would cause a problem for the County Clerk. Busey reiterated that the Election Assistance/Accessibility Fund does not have \$29,000 and the County Clerk cannot spend money he does not have. Busey did try to reach to the County Clerk today, but the Finance Committee should not appropriate \$10,000 that is not in the fund. It does not appear the County Clerk anticipates any additional revenue. Tapley and O'Connor agreed to consider the changes as a friendly amendment.

Motion carried as amended.

Richards entered the meeting at 7:06 p.m.

Budget Amendment #07-00042

MOTION by Doenitz to recommend to the County Board approval of Budget Amendment #07-00042 from Fund 080 General Corporate Fund – Department 140 Correctional Center for increased appropriations of \$5,500 for the Furnishings, Office Equipment line with increased revenue of \$5,500 from the Just.-Justice Assistance Grant; seconded by Weibel. **Motion carried.**

Budget Amendment #07-00043

MOTION by Gross to recommend to the County Board approval of Budget Amendment #07-00043 from Fund 682 Juvenile Accountability Grant – Department 051 Juvenile Detention Center for increased appropriations of \$381 for the Return Unused Grant line and \$79 for the Probation Services Fund 618 line with no increased revenue; seconded by Tapley. **Motion carried.**

COUNTY ADMINISTRATOR

General Corporate Fund FY2007 Revenue/Expenditure Projection Report

Busey distributed her reports to the committee. Busey stated the revenue from the 1% Sales Tax is beginning to decline by 5-6%. The 1/4% Sales Tax is fairly stable. The Income Tax is up by 9% compared to last year. Both General Government and Fines are doing quite well. Busey felt this was an indication of improved collections as a result of the justice system taking a position about not allowing fines to go uncollected. Weibel asked about Off-Track Betting revenue. Busey explained this revenue stream fluctuates. Busey reported that the General Corporate Fund is under-spending in Personnel both in regular employees and SLEP employees, but the Fringe Benefits costs might be short. The Commodities line is fairly balanced. The County will have to purchase more document stamps based on the current real estate transactions. Electric Service will be about \$100,000 short, but Gas Service looks like it will be under-spent by \$67,000. Busey projected the General Corporate Fund will under-spend its budgeted expenditures by \$261,562. This translates to spending 99.1% of the budget. Based on those projections, the General Corporate Fund would end this fiscal year with a surplus, which would increase the fund balance from 10% to 13%. Busey noted it is still early in the fiscal year for projections.

General Corporate Fund Budget Change Report

This report documented changes to the FY2007 budget and has not changed since the previous month.

Nursing Home Report

Busey reported the Nursing Home had about \$100,000 in deficit for March. This includes three payrolls.

Discussion and Recommendation Regarding IT Assessment Consulting Study

Busey distributed a memo to the committee. She explained that when budget priorities were identified by the Finance Committee last year, one of the top priorities was technology. A priority was placed on the ease, access, and availability of services and information achieved through technology. Busey stated a top priority is maintaining an appropriate and efficient IT Services Division. It is believed that it is appropriate to request assistance from an outside consultant to work with the County in developing a strategy for a long-term IT plan. Areas of focus would be: to assess the County's existing computing platforms and information systems to determine that they will be effective in the future, to determine a migration path for some of the current information systems that allow them to operate in a user-friendly and efficient environment, and to assess the current staffing structure and determine an appropriate staffing level for the future effectiveness in meeting the

needs of the County. Busey pointed out, in regard to IT staffing, that technology has evolved substantially over the last 5-10 years. The County's position descriptions are based on traditional programmer/analyst type positions. Busey believes the County could use some assistance in determining what are the best skills and qualifications for the County's IT staff to have to ensure it is training existing staff and creating job descriptions that will best meet the needs County-wide for what IT needs to deliver. Busey also wants to develop cost beneficial recommendations regarding various projects and initiatives of the County. Busey would like to develop an IT vision and strategy that is aligned with the vision and strategy of the County as a whole. This would mean incorporating the goals of all County offices and systems and making sure they are all working together. This would include the criminal justice system, the real estate tax cycle system, the accounting management system, and the payroll system. The County Administrators recommended the County Board engage Maximus to conduct an IT assessment study. Busey explained that Maximus is a national company which has focused on working with governments and improving the delivery of services. The recommendation is based on the fact that in 2003 the County engaged Maximus to conduct a cost analysis study and all the departments who worked with the company were pleased with Maximus's staff, work ethic, and the way they delivered the study. Maximus is an approved vendor under GSA, so a contract for these consulting services would be negotiated in compliance with the General Services Administration Authorized Federal Supply Schedule Price List for Consulting Services. Busey provided the list for the committee. Busey stated that Maximus has performed this type of work and would be very relevant to what IT is trying to accomplish. She gave background on Maximus and their recent projects. During preliminary discussions with Maximus, the company stated this project could have a cost of up to \$100,000, based on the proposed scope of the project. The New Brownfield, Texas project, which is similar, has a documented cost of \$80,000. It is understood that the General Corporate Fund is currently experiencing a financial strain, but the County Administrators believe that in order for the County to move forward, particularly in the preparation of the FY2008 Budget. They believe the greatest good for all departments will be accomplished by moving forward with technology and having this study done will be beneficial for all. Busey requested approval to negotiate a contract for these services with Maximus in an amount not to exceed \$75,000. The negotiated contract would then be brought to the County Board for approval in April. Busey further requested the appointment of a negotiating team for the contract consisting of the Finance Committee Chair, the IT Systems Administrator, and the County Administrators. Because this expense is not appropriated in the FY2007 Budget, a budget amendment would need to be prepared to ensure the monies are appropriated before the County enters into a contract.

McGinty shared some of his experiences in the technology field. He stated this type of study is not within the capabilities of the local, small technology companies. The larger, national companies would charge much more for the study without providing as much service as Maximus could. McGinty became familiar with Maximus at the NACo Conference and gained a positive impression of the company. Maximus is experienced with the operations of county governments. The different departments have different needs and McGinty felt \$75,000 would be worth taking steps now to develop an IT plan.

Weibel asked about the time period of the study. Busey said Maximus would need at least 60 and likely 90 days to work. Weibel asked if the County would receive a final report at the end of 90 days or 120 days. Busey did not ask Maximus that specific question, but her goal is for the County Board to have the results of the study by the time it is looking at the FY2008 Budget in August.

Gross asked if other companies had been considered for this study. Busey stated that Maximus is a company that does government consulting services all the time. She has not talked to any local companies who would not have the same scope of experience or any larger companies who provide more than government consulting services. The fact that Maximus is on the GSA contract pricing list insures to a certain extent that the customer is getting a good value for the consulting services in terms of the dollar costs. Busey did ask Maximus who their competitors are and they answered that the competitors are typically very large, national corporations like KPMG, Deloitte, and Xentaur who provide this type of service for a variety of industries including governments. These larger companies have a government section, but the cost would be much higher. The

other competitors would be regionalized, smaller companies who would not have the scoop and breadth of experience of Maximus, which is invaluable on a project like this. Gross asked about IT's current goals and stated she likes the idea of IT having a plan or a guideline for the future. Busey stated some of IT's goals are to assess our current structure and environment, assess how the network is designed and built, and assess the IT staff's responsibilities and what skill sets those individuals should have. After the major experiences with the Justice Systems Technology and Kronos projects, Busey would like to determine if the County really wants to pursue software solutions or do we want to be able to build our own solutions. In the early 1980's, Champaign County built all of its own programs and got 25 years of really good results out of those programs. Recently the County has used more software solutions, namely with the Justice Systems Technology Project and Kronos. Busey is very interested in getting an assessment of whether or not it would be a better investment to have the right infrastructure and the right staff to address problems in-house. The way Champaign County government operates is unique from one office to another. Developing in-house solutions might be the better approach, but it would be helpful to have confirmation on what the County needs to have in order to follow that path. McGinty added that it is difficult to put forth a system that will bring the County to a new level and set up the infrastructure to support it with continuous renewal.

Tapley raised the question of the cost of implementing the solutions that might be suggested by Maximus. He is not opposed to a consulting engagement, but he would like for funding to be identified for improvements the various departments would like to be made. He would not want for the County to spend money on a study and then have to sit for some time because sources of funding are not available. McGinty voiced concern that waiting too long to undertake the study would result in the information not be available at the time of the FY2008 Budget preparation. Tapley wants funding identified so changes can be implemented when the plan is received. Busey said that the County knows what the current costs are for the IT Department. However, it would be very difficult to appropriately evaluate how one department's desires for IT services fits in with what the other departments want. The County needs someone to tie together the various desires of the departments. Busey hopes the result will be a scale for the decision-making when the study is complete. There needs to be some graduated ability to develop a long-term plan where the County Board and County officials come to some consensus regarding the priorities for the projects. The present problem is one official will make demands on IT while other officials are waiting on making requests because they understand IT does not have the time to do anything but crisis management. Busey believes the County needs a third party to help walk through some of the decision-making so everyone can be open, but there is objectivity to how the plan is developed. Tapley agreed with this idea, but he would like to identify some funds that can be used to implement the plan. McGinty said he has spoken to the County Clerk, who would like to use more modern tools with more intuitive interface usability. He would imagine speed of access and time-saving tools are desirable for most departments. He sees the challenge as the migration from old to new and making tools customizable to the needs of the County. Busey said the County does as much as it can to budget for equipment through the Capital Equipment Replacement Fund and will likely need to increase this funding. The resources that are typically used are the General Corporate Fund and the Public Safety Sales Tax Fund for some of the expenses related to the downtown offices. Anything of benefit to the courts system could be partially funded from the Court Automation Fund. The Court Automation Fund is currently paying part of the cost for a Project Manager for the Justice Systems Technology Project, which is a contractual position that will end at the close of this fiscal year. When the Justice Systems Technology Project goes live and the Project Manager is no longer here, somehow the IT Department will have to start supporting the justice system's technology. This is an area in need of assistance. This is another reason the timing of this study is important. Other departments have automation funds that could be used to help fund efficiencies for their offices. The Regional Planning Commission has basically joined the County's network and indicated an ability and a willingness to help pay for fiber connectivity. This is a project that Tim Breen is working on now with the cities, library districts, and the university to get everyone interconnected. GIS is another partial funding source.

Tapley was pleased to hear those ideas. The court computer system debacle and the savings that were supposed to materialize from it are still fresh in his mind. He is pleased to hear that system is enabling the

County to collect more money in fees and fines. Busey clarified that the increased revenues for court fees and fines can be attributed to the diligent efforts of the State's Attorney's Office, not because of the Justice Systems Technology Project. She does believe that once the system is entirely up and running there should be personnel savings in the Circuit Clerk's Office. The Circuit Clerk's Office will see an extreme amount of streamlining in their operations, which should eventually result in an ability to cut back on some staffing.

Jones asked if the money recently appropriated to purchase a server and Kronos software upgrades would be put on hold pending the results of the study. Busey said it would not and that money has been spent. The server has arrived and the upgrade will be done. This had to be done because of the need for the legislative updates, otherwise the County could have been out of compliance with its payroll management system. Jones asked if it was possible that Maximus would recommend scrapping Kronos and going with another system. Busey would not expect that. Kronos is getting better. The study is for moving forward in the future in other areas that might be similar projects to Kronos so the County could know what other options are available. For example, the County's accounting system is a 25-year-old program which will need to be upgraded at some point. The Nursing Home, RPC, and anyone who is managing a financially complex system is frustrated with having to work with the County's AS400 accounting system because it does not have the capabilities that even Excel spreadsheets have. The County has made do with the system. There are ongoing demands for the Internet technology and interactivity from departments. McGinty mentioned the importance of the consistency of the County's Internet presence with its different departments.

MOTION by Tapley to appoint a negotiating team consisting of the Finance Chair, the Systems Administrator, and the County Administrators to negotiate a contract for an IT assessment consulting study with Maximus, in an amount not to exceed \$75,000, to be brought to the County Board for approval at the April 19, 2007 meeting. He further moved to direct the County Administrator to prepare a budget amendment of up to \$75,000 to appropriate funds for this contract for the April County Board meeting. The motion was seconded by Gross.

Gross stated she would like the County Auditor added to the negotiating team because they will be looking at accounting software. Busey stated the team would not be looking at accounting software. She explained reviewing software changes is one of the potential outcomes of the study. After confirming that the team was simply negotiating the contract, Gross withdrew her request.

Tapley requested statements or acknowledgements be obtained from various department heads with automation funds attesting to their willingness to participate.

Weibel asked if the study would include an evaluation of the hardware. Busey answered yes. Weibel commented that printers are costly and he has noticed them in several departments. Since he has not seen these machines being operated, he thinks the printers are an inefficient use of an expensive machine. Weibel recommended having a limited number of printers that will work for everybody and perhaps Maximus can identify the best way to set it up. Weibel said the exercise of walking from one end of the building to the other would be good for County employees. McGinty noted the shelf life for printers is much longer than for personal computers.

Motion carried.

TREASURER
Monthly Report

Welch distributed his monthly report and drew the committee's attention to the fact that the General Corporate Fund balance at the end of March was negative by \$914,000. The Public Safety Sales Tax Fund has loaned the General Corporate Fund \$650,000.

MOTION by Tapley to receive and place on file the Treasurer's March 2007 monthly report; seconded by Doenitz. **Motion carried.**

Request from Housing Authority for Waiver of Annual PILOT Payment

Welch stated that he again contacted the Housing Authority about their request for the County to waive the annual PILOT payment. The Housing Authority told Welch that they would send the necessary information to Welch, but they did not.

AUDITOR

Purchases Not Following Purchasing Policy

This Purchases Not Following Purchasing Policy list was provided for information only. All items on the list were 2006 expenditures paid in 2007.

CHAIR'S REPORT

McGinty thanked Tapley for chairing the meeting last month and added that he would be asked to chair another meeting in the future because people commented how smoothly the last meeting went.

OTHER BUSINESS

Request from the Mental Health Center for the Issuance of \$1.8 Million in Industrial Revenue Bonds

Busey explained the Mental Health Center is interested in refunding two bonds, but the amount is not \$1.8 million as previously indicated. The amount is \$4 million. The County has the ability to issue up to \$10 million worth of bonds in any given year before it runs into tax issues. The County will have to issue bonds later this year for the Courthouse Exterior Renovation/Remodeling Project and for the General Corporate's share of the Highway Facility Project, which will likely include the relocation of the Children's Advocacy Center. At this point, Busey thinks the amount of the bond issue will be about \$6 million, but this figure cannot be known for sure until more definitive information is received from the architects for the Courthouse project. Busey has a concern about the County's capacity to issue the bonds with the increased amount the Mental Health Center is requesting. She asked for direction from the committee. Tapley asked if the County had any flexibility on the bonds for its projects. Busey believed both projects will need to have the bonds issued this year because they will come to the end of the financial resources for those projects in this year. Doenitz said the County has to consider meeting its own needs first. Busey will tell the Mental Health Center that the County will let them know at a later time whether they can issue the bonds under the cap.

Busey noted a letter from the Public Defender to state representatives was distributed for the committee's information. Last year the County Board increased the Public Defender's salary because the State of Illinois would reimburse the County for 2/3 of the salary if the Public Defender's salary was set at 90% of the State's Attorney's salary. The State has run out of money, so the County will not be receiving the reimbursement for the last 4 months of the fiscal year. Governor Blagojevich has not included funding for the Public Defenders' salaries in the next State budget.

MOTION by O'Connor for a resolution requesting the Governor include funding for the State's portion of Public Defender salaries, as allowed by the Public Defender Act, be included in the State budget; seconded by Tapley. **Motion carried.**

Tapley asked if there is a fund that had a dollar amount of the Motel/Hotel Tax. Busey explained that tax goes into the General Corporate Fund. These funds are used for the overtime for the Sheriff's deputies to secure the fairgrounds.

DESIGNATION OF ITEMS TO BE PLACED ON COUNTY BOARD CONSENT AGENDA

McGinty designated agenda items VI A-C, VI F, VI G-I, and the resolution regarding the Public Defender salary for the consent agenda. Richards stated he did not sign Budget Transfer #07-00004. McGinty asked if Richards was present when the committee voted on the transfer. Richards said he was not. McGrath stated that the fact that Richards was not present at the time of the vote does not make any difference on whether an item is placed on the consent agenda. An item is placed on the consent agenda when it is passed unanimously by a quorum of the committee. Richards requested item VI F be placed on the regular agenda. McGinty directed the item be removed from the consent agenda.

ADJOURNMENT

McGinty adjourned the meeting at 7:56 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.