

CHAMPAIGN COUNTY BOARD  
**COMMITTEE MINUTES**

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**FINANCE COMMITTEE**

**Thursday, June 4, 2009**

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

**MEMBERS PRESENT:** Thomas Betz, Chris Doenitz, Brad Jones, Brendan McGinty (Chair), Steve Moser, Michael Richards, Barbara Wysocki

**MEMBERS ABSENT:** Steve O'Connor, Giraldo Rosales

**OTHERS PRESENT:** Kat Bork (Administrative Secretary), Deb Busey (County Administrator of Finance & HR Management), Tony Fabri (Auditor), Cameron Moore (RPC Executive Director), Duane Northrup (Coroner), Alan Nudo (County Board Member), Dan Welch (Treasurer), C. Pius Weibel (County Board Chair)

**CALL TO ORDER**

Wysocki called the meeting to order at 7:00 p.m. Wysocki chaired the meeting at McGinty's request.

**ROLL CALL**

Bork called the roll. Betz, Doenitz, Jones, McGinty, Moser, Richards, and Wysocki were present at the time of roll call, establishing the presence of a quorum.

**APPROVAL OF AGENDA/ADDENDUM**

**MOTION** by Betz to approve the agenda and addendum; seconded by Jones.

Wysocki stated the request for waiver of the hiring freeze from the State's Attorney on the addendum had been withdrawn.

**Motion carried with all ayes.**

**APPROVAL OF MINUTES**

**MOTION** by Betz to approve the Finance Committee minutes of May 7, 2009; seconded by Doenitz. **Motion carried with all ayes.**

**PUBLIC PARTICIPATION**

There was no public participation.

**BUDGET AMENDMENTS/TRANSFERS**

**Budget Amendment #09-00054**

**MOTION** by Betz to recommend to the County Board approval of Budget Amendment #09-00054 from Fund 475 RPC Economic Development Loans – Department 757 CSBG American Recovery/Reinvestment Act for increased appropriations of \$13,000 for the To Regional Planning Commission Fund 075 line with increased revenue of \$536,000 from the HHS- Community Service Block Grant line, \$1,000 from the Investment Interest line, and \$12,000 from the Interest on Loans; seconded by Richards.

Richards asked Busey to explain the \$13,000 appropriation. Busey suggested Moore address the question as RPC Executive Director. Moore was not sure if he could answer the question and explained the \$549,000 was part of the CSBG allocation. RPC will receive an additional \$883,000 in CSBG funds under the federal stimulus act and decided to committee \$549,000 of that amount to the loan program. Weibel pointed out \$12,000 of the revenue came from interest on loans and \$1,000 came from investment interest. Richards indicated he was asking about the expenditure of \$13,000, not the revenue. Busey suggested the expenditure could be the indirect administrative overhead payment by the EDC Fund to the RPC Fund. Moore confirmed it was administrative in nature.

**Motion carried with all ayes.**

**Budget Amendment #09-00055**

**MOTION** by Betz to recommend to the County Board approval of Budget Amendment #09-00055 from Fund 104 Early Childhood Fund – Department 837 Head Start-American Recovery and Reinvestment Act for increased appropriations of \$30,000 for the Regular Full-Time Employees line, \$28,000 for the Regular Part-Time Employees line, \$5,500 for the Social Security-Employer line, \$6,500 for the IMRF-Employer Cost line, \$3,000 for the Workers' Compensation Insurance line, \$5,500 for the Unemployment Insurance line, \$25,000 for the School Supplies line, \$18,000 for the Schooling to Obtain Degree line, \$15,000 for the Conference and Training, \$25,000 for the Automobiles, Vehicles line, and \$15,000 for the Other Equipment line with increased revenue of \$176,500 from the HHS-Head Start Program line; seconded by Richards.

Wysocki inquired if these funds will make it possible to provide Head Start staff with a cost of living increase salary increase, which Moore confirmed. Wysocki asked if the County was obligated to give a similar increase next time the Head Start contract is negotiated. Busey stated Head Start was currently in contract negotiations and suggested going into closed session to discuss issues related to the contract. Wysocki agreed to speak with Moore later.

**Motion carried with all ayes.**

**Budget Amendment #09-00056**

**MOTION** by Betz to recommend to the County Board approval of Budget Amendment #09-00056 from Fund 104 Early Childhood Fund – Department 608 Early HS –American Recovery

& Reinvestment Act for increased appropriations of \$12,000 for the Regular Full-Time Employees line, \$6,000 for the Regular Part-Time Employees line, \$2,000 for the Social Security-Employer line, \$2,500 for the IMRF-Employer Cost line, \$1,000 for the Workers' Compensation Insurance line, \$1,500 for the Unemployment Insurance line, \$7,500 for the School Supplies line, \$8,000 for the Schooling to Obtain Degree line, \$4,000 for the Conference and Training, \$20,500 for the Automobiles, Vehicles line, and \$5,000 for the Other Equipment line with increased revenue of \$70,000 from the HHS-Head Start Program line; seconded by Richards.

Richards questioned the need for two budget amendments to expend American Recovery & Reinvestment Act funds of a similar nature. Moore explained the two separate budget amendments were necessary because Head Start and Early Head Start are separate programs.

**Motion carried with all ayes.**

Budget Amendment #09-00057

**MOTION** by Betz to recommend to the County Board approval of Budget Amendment #09-00057 from Fund 075 Regional Planning Commission – Department 691 Home Energy Assistance- HHS-Odd Year for increased appropriations of \$35,212 for the Regular Full-Time Employees line and \$1,064,788 for the Energy Assistance line with increased revenue of \$1,100,000 from the HHS-Home Energy Assistance Program line; seconded by Jones.

Richards wondered how many Champaign County families will be helped by the additional funding for the LIHEAP expansion. Moore stated the question was difficult to answer because the benefit amount varies for each family. He estimated between 500 and 1,000 families would be helped. Moser asked how many people RPC would hire to administer the program. Moore said RPC has already hired three employees and might possibly hire two more. They are trying to be upfront with these employees about how the federal stimulus money will likely disappear in eighteen months or by September 1, 2010. Betz asked how much federal stimulus money has been received by Head Start and RPC to date. Moore estimated the amount at \$5 million.

**Motion carried with all ayes.**

Budget Amendment #09-00058

**MOTION** by Betz to recommend to the County Board approval of Budget Amendment #09-00058 from Fund 080 General Corporate – Department 043 Emergency Management Agency for increased appropriations of \$54,000 for the Other Equipment line with increased revenue of \$54,000 from the Homeland Security-Interoperation Communication line; seconded by Moser.

**Motion carried with all ayes.**

**CORONER**

Request for Waiver of Hiring Freeze

Northrup stated he has recently lost two employees and this has a significant effect on the operations of his five-person office. The Chief Deputy Coroner retired and a clerical employee

resigned. The loss of the clerical worker translates to Northrup losing 50% of staff handling the office's call volume. He requested permission to fill at least one of the vacancies. Northrup was trying to hold off on hiring a new Deputy Coroner because holding this position vacant generates considerable savings. The clerical position will likely take two-three weeks to fill because it is a union position. Busey recapped that the hiring freeze resolution requires any vacant position to remain vacant for three months unless permission is received from the Finance Committee to fill it. After the initial three months, the department head has to request the committee's permission to fill the position. Northrup was asking to waive the initial three-month waiting period on one of his vacant positions. Betz asked for Busey's opinion on the request. Busey stated the 24/7 operation of the Coroner's Office necessitated more than three employees to function. She recommended Northrup's request for the waiver of the three-month waiting period be granted for one position.

**MOTION** by Betz to waive the 3-month vacancy required by the hiring freeze for one position in the Coroner's Office; seconded by Moser. **Motion carried**

Jones asked if there would be savings in the salary of the new employee compared to the previous employee's salary. Northrup stated no savings would be realized because the clerical employee received a considerable salary bump this year to meet the new minimum salary for the position. The new employee will be making the same minimum salary. The benefit of filling the vacant position now is that it prevents the remaining clerical employee from having to work overtime to cover the duties of the vacant position, thus incurring overtime expenses.

### **STATE'S ATTORNEY**

#### **Request for Waiver of Hiring Freeze**

This item was removed from the agenda.

### **COUNTY ADMINISTRATOR**

#### **General Corporate Fund FY2009 Revenue/Expenditure Projection Report**

Busey distributed her reports to the committee. Busey reported the General Corporate Fund (GCF) is in a similar position as the previous month. Sales taxes revenue continues to be low and the income tax revenue is down 9% compared to the same month last year. Busey expressed concern about the projected \$480,000 deficit in State Reimbursement. The deficit amount is primarily caused by the state's lack of salary reimbursement for Probation & Court Services positions. As of today, the County has only received two months of revenue this fiscal year. That revenue for the months of July and August 2008 received in January 2009. The state typically pays several months worth of reimbursement at the end of its fiscal year. The end of the state's fiscal year is June 30th and the state has not paid any reimbursement since January. If the state does not pay the reimbursement it owes the County, Busey warned the deficit on this line item could turn into \$1 million by July or August. Busey will be checking with the Court Services Department to see if they have any additional information. The revenue comes through the Administrative Office of the Illinois Courts. Busey had not previously anticipated this problem and had not been informed that the County might not be paid by the state this year. If the County does receive the reimbursement, the GCF is projected to receive 98% of budgeted revenue.

On the expenditure side, Busey projected the GCF will spend 97% of its budget. She believes the department heads continue to be careful with their expenditures. The projected budget is effectively a balanced budget with an ending balance that is \$270,000 revenue positive. This is not a large amount to the GCF budget.

#### General Corporate Fund Budget Change Report

The only one change was the \$18,800 appropriation for the sanitary district project's engineering fees.

**MOTION** by Betz to receive and place on file the County Administrator's reports on the General Corporate Fund; seconded by McGinty.

McGinty noted that Champaign County has again been recognized with the GFOA Distinguished Budget Presentation Award for FY2009. McGinty felt this indicated Champaign County was doing things right although times are tough. The committee has worked to continuously improve the budget document with Busey's leadership. McGinty expressed his appreciation for Busey's outstanding work on the budget. He asked what suggestions GFOA made for further improvements to the budget document. Busey explained she just received GFOA's comments and has not had the opportunity to review them in detail. The County's scores have improved each year. McGinty reminded the committee that Champaign County was one of only four counties in the state to receive this award last year. The committee applauded Busey for her work on the budget.

**Motion carried with all ayes.**

#### Distribution of Public Health Levy

Busey's memo regarding the distribution of this year's public health levy was provided for the committee's information. It has been shared with the County Board of Health. The committee may see a budget amendment from the Board of Health later this year as a result of the change in the distribution.

#### Approval of Application for, and if awarded, Acceptance of America Recovery and Reinvestment Act Grants for Champaign County Facilities

Busey had hoped to have the grant documents ready to show the committee, but they are still in the process of being completed. Busey provided the application summary and explained the grant documents will be ready by the County Board meeting.

**MOTION** by Betz to approve the application for and if awarded, acceptance of the America Recovery and Reinvestment Act Grants for Champaign County facilities; seconded by Richards.  
**Motion carried with all ayes.**

### Legislative Budget Hearings Schedule

The 2009 legislative budget hearings have been scheduled for August 24<sup>th</sup> and 25<sup>th</sup>.

### NURSING HOME

#### Financial Report on the Nursing Home

Busey distributed the Nursing Home financial report. She encouraged the committee to contact Mike Scavatto with any questions. Scavatto will also attend the next Nursing Home Board of Directors meeting on June 11<sup>th</sup> at 6:00 p.m. to explain the report.

### TREASURER

#### Monthly Report

Welch distributed his report to the committee. He explained real estate taxes were due June 1<sup>st</sup> and collections are going well. The taxes are 43.75% collected, which represents about \$118 million. He made the first distribution of tax revenue at the end of May to each of the different taxing districts. The GCF received about \$1.7 million. The GCF has borrowed \$3.3 million from other funds this fiscal year. Even with the tax distribution, the GCF balance was negative by \$25,000 after making payroll, accounts payable, and buying some revenue stamps for the Recorder. Once GCF receives its entire tax distribution, it will be able to make payroll, but Welch expressed concern about how the GCF would pay back the loans from other funds.

**MOTION** by Betz to receive and place on file the Treasurer's May 2009 monthly report; seconded by Jones. **Motion carried with all ayes.**

Welch informed the committee that the Nursing Home tax anticipation warrants of \$780,000 issued at the start of FY2009 are due on July 15<sup>th</sup> and December 15<sup>th</sup>. He pre-paid on part of the tax anticipation warrants with the Nursing Home's portion of the first distribution.

### AUDITOR

#### Purchases Not Following Purchasing Policy

The list of purchases not following the Purchasing Policy was provided for information. All items on the list were 2008 expenditures paid in 2009.

#### Monthly Report for April 2009

**MOTION** by Betz to receive and place on file the Auditor's April 2009 monthly report; seconded by Jones. **Motion carried with all ayes.**

#### Payment of Claims Authorization Process – Resolution No. 1743

Fabri thanked Busey for informing him that some questions were raised about the payment of claims authorization process at the last County Board meeting. Resolution No. 1743 authorizing

the County Auditor and Treasurer to pay bills and make cash advances was included in the agenda packet for information. Fabri stated that, in theory, the County Board approves every expenditure made by the County. In actual practice, the County Board adopted a resolution to empower the Auditor to pay the appropriate bills in a timely manner. Fabri said working on the payment of claims is 60% of the duties of the Auditor's Office. The accountants in the office are sticklers for detail and audit every item on the payment of claims resolution. The payment of claims resolution requires the County Board's approval for final, official payment even though many of the checks have already been issued for the goods and services. Fabri described the payment of claims process.

**INTER-COMMITTEE COMMUNICATION FROM THE POLICY, PERSONNEL, & APPOINTMENTS COMMITTEE**

**Intervention Regarding Illinois American Water Rate Increase**

Weibel shared the email from Dennis Schmidt, the City of Champaign Director of Public Works regarding the proposed water rate increase. Illinois American Water has requested another rate increase, this time in the amount of 34.7%, and the City of Champaign is leading the fight to contest it. The City of Champaign is asking other entities to join and donate to the initiative. Weibel asked the committee to wait on making a decision until October, when he will bring the issue back to see if the County has any money available in its budget to make a contribution. There were no objections from the committee with taking this approach.

**CHAIR'S REPORT**

There was no Chair's report.

**OTHER BUSINESS**

**Cancellation of July Committee Meeting**

**MOTION** by Betz to cancel the July committee meeting; seconded by Richards. **Motion carried with all ayes.**

**DESIGNATION OF ITEMS TO BE PLACED ON COUNTY BOARD CONSENT AGENDA**

Wysocki designated agenda items 6A-E for the consent agenda.

**ADJOURNMENT**

Meeting adjourned at 7:36 p.m.

Respectfully submitted,

Kat Bork

Administrative Secretary