

CHAMPAIGN COUNTY BOARD
COMMITTEE MINUTES

JUSTICE & SOCIAL SERVICES COMMITTEE

Monday, February 7, 2005

Meeting Rm. 1, Brookens Administrative Center

1776 E. Washington St., Urbana

7:00 p.m.

MEMBERS PRESENT: Anderson, Carter, Greenwalt, Hogue, James, Putman, Sapp, Schroeder, Tapley

MEMBERS ABSENT: None

OTHERS PRESENT: Deb Busey (County Administrator), Joseph Gordon (Court Services/Probation), Stephanie Joos (Animal Control), Kathleen Liffick (Head Start), Jeremy Maupin (Nursing Home Administrator), Nancy Richardson (Assistant Nursing Home Administrator), Dan Walsh (Sheriff), Barb Wysocki (County Board Member), Marilyn Garmon, Gary Mathews

CALL TO ORDER

Chair Anderson called the meeting to order at 7:05 p.m. The Recording Secretary called the roll. Declaring a quorum present, the Chair proceeded with the meeting.

APPROVAL OF AGENDA/ADDENDUM

MOTION by Hogue to approve the agenda; seconded by Putman. Motion carried.

APPROVAL OF MINUTES

MOTION by Putman to approve the regular session minutes of January 3, 2005; seconded by Sapp. Motion carried.

MOTION by Schroeder to approve the Performance Appraisal Subcommittee closed session minutes for August 25, 2004, August 26, 2004, September 23, 2004, and September 28, 2004; seconded by James. Motion carried.

PUBLIC PARTICIPATION

None.

MONTHLY REPORTS

MOTION by Sapp to receive and place on file the Animal Control report for December 2004; the Children's Advocacy Center report for December 2004; the Circuit Clerk reports for December 2004 and the Annual Report from December 1, 2003 thru November 30, 2004; the Court Services report for December 2004; the Developmental Disabilities Board minutes for December 15, 2004 and January 4, 2005; the ESDA report for January 2005; the Head Start reports for December 2004 and January 2005; the Mental Health Board reports for November 17, 2004, December 7, 2004, and January 4, 2005; the Nursing Home reports for November 2004,

December 2004, and January 2005; and the Public Defender reports for November 2004 and December 2004. Motion seconded by James. Motion carried.

JUVENILE DELINQUENCY GRANT MONTHLY REPORTS

MOTION by Hogue to receive and place on file the CASA report for December 2004; the Don Moyer Boys & Girls Club report for December 2004; the Provena/Family Conference Program reports for November 2004 and December 2004; the Provena/Family Intervention Program reports for November 2004 and December 2004; the Provena/Talks Mentoring reports for November 2004 and December 2004; the Regional Office of Education report for December 2004; the RPC-Court Diversion Services report for December 2004; and the Urban League report for January 2005. Motion seconded by Tapley. Motion carried.

COUNTY ADMINISTRATOR

Approval of Process and Request for Grant Applications for 2005 Quarter Cent for Public Safety Funding Supporting Delinquency Prevention, Intervention, and Diversion Projects

Fund Update for 2005 Grant Awards

Busey reviewed the fund update with the committee to show exactly what funds are available for award. When the budget is set, the actual revenue amount is an estimate until the end of the fiscal year. The final revenue amount is now available and it is slightly more than anticipated. A budget amendment is going to the Finance Committee later this week to increase the budget line from \$188,627 to \$195,487. The County Board has already appropriated \$37,747 of the \$195,487 to be spent in FY2005. The balance available for grants to be awarded is \$157,740. The committee discussed some of the history of spending the grant money.

Memorandum Regarding 2005 Grant Awards

Busey presented a memorandum with an overview of the FY2005 process to award the grants and confirmation of the amount to be awarded. There is an item in the grant applications that indicates the award amounts are set at a minimum of \$5,000 to a maximum of \$50,000. Busey brought this to the committee's attention for review. Discussion was held over the possibility of changing the monetary range of the grants. Greenwalt asked about removing the minimum amount so smaller programs in need of less money would be more likely to apply for a grant. Tapley stated the committee had determined a minimum amount is necessary in the past to eliminate any non-serious applicants. Busey concurred. Tapley noted that the Talks Mentoring Program is no longer affiliated with Provena Behavioral Health and requested that the new mailing address be obtained. Busey stated that all addresses of previous grant winners would be verified prior to the application mailing.

MOTION by Greenwalt to amend grant language so that awarded amount range for FY2005 be set at \$1,000-\$30,000 per grant; seconded by Schroeder. Discussion continued concerning the benefits of a minimum grant amount and small programs. Busey stated that an existing program might propose a subprogram targeted at a specific population for a grant that would only require a few thousand dollars. Lowering the minimum grant amount might enable organizations, who don't qualify for a large grant, to do more with a small grant. Putman asked Marilyn Garmon from the Champaign-Urbana Area Project for her opinion. She agreed with a smaller minimum amount. Sapp recognized Gary Mathews, a member of the public to speak. Mathews, from the Mahomet Area Youth Club, thought that organization such as his could benefit from a small grant. They would be more likely to provide matching funds for a couple thousand dollars. He doubts they would be eligible for a grant in the tens of thousands of dollars. Motion carried with one no vote.

Busey brought the committee's attention to the evaluation forms that had been handed out this evening. This form will be utilized by the Evaluation Subcommittee in reviewing the initial responses and then by the full committee to select the programs to make presentations at the Justice Committee meeting in April. Busey reminded the committee that no limit is placed on how often a program can apply for funding, the number of years a program can be funded, or whether once a program has received a grant, they can expect to always receive it in the future. The committee might want to make recommendations for next year as to whether a grant should be renewed or put on its own. Greenwalt stated that the City of Urbana prioritizes grant applications so that after three years of receiving a grant, priority goes to a new project. The committee can establish further guidelines if they so choose.

Request for Application Information Packet

A new dimension to the application process was recommended by Garmon. Her idea is to have an applicant conference early in the process, an idea supported by Busey. The conference will be held at noon on February 16th in Meeting Room 1. This meeting is not required for applicants. Committee members can attend if they wish. The grant application deadline is March 17th. The responses with go to the Evaluation Subcommittee on March 18th, so they can be reviewed until the 30th. Presentations to the Justice Committee will be on April 6th. The idea is to move towards a recommendation of awards on April 21st. Sometimes that process gets delayed until May, but that will still work with the funding cycle.

Request Appointment of Grant Application Review Subcommittee

Anderson previously spoke with committee members who have agreed to serve on the subcommittee.

MOTION by Putman to approve Chair's appointment of Hogue, Tapley, Anderson, Busey, and Garmon to the Grant Application Review Subcommittee. Anderson thanked Hogue for being the committee's representative for the site evaluations. Hogue said Garmon did an outstanding job at the site evaluations. Motion carried.

Review of Ordinance No. 635 – An Ordinance Establishing Procedures for Grant Application, Consideration, Acceptance, and Renewal/Extension

Busey provided this ordinance for information only. It includes the county's process to apply for grants. This document showed the committee what a department must undergo to receive permission to apply for a grant. There have been difficulties in the past regarding the timing of a grant application deadline and approval from a parent committee. Sometimes, grant applications are submitted prior to approval by the parent committee because the department was made aware of a grant after the parent committee met and the deadline is before the next committee meeting. A grant application can always be withdrawn if the parent committee does not approve it. There are several grants from departments on the agenda tonight. If approved tonight, these applications will be forwarded to the County Board with the recommendation to be accepted if the grant is awarded by the granting agency. If the grant is awarded in substantially the same form as was presented to the County Board, it is sent to a Grant Executive Committee comprised of the Board Chair, the parent committee Chair, and a representative of the minority party from the Finance Committee. This committee can complete the final review and acceptance of the award.

ANIMAL CONTROL

Report Regarding Implementation of Champaign County Animal Control Ordinances

Joos reported that she had spoken to Busey regarding the public's response to the new Animal Control Ordinances. The response was rocky at first. Joos handled each individual complaint personally and once the

people understood the history and reasoning behind the ordinances, they were willing to comply. The number of dogs registered from August 2004 to January 2005 was 5,081. In that same time period 2,199 cats were registered. Joos has not received any complaints concerning the ordinances since the two weeks after they were passed. Animal Control is seeing a higher compliance with dog registrations. Joos felt this is due to the fact that the veterinarians now have the option of selling the tags. Two cats have been returned to their owners since the implementation of the new ordinances. One cat was fifteen blocks from its home. The increase in the fines has worked as a deterrent to repeat offenders, as Joos hoped it would. Prior to the increase in the fines, Joos would sometimes pick up the same dog two to three times a week. Since the increase in the fines, Joos has only picked up one repeat offender.

Joos informed the committee that there has been three reported cases of rabies in domestic animals in the State of Illinois since December 2004. The Illinois Department of Public Health is recommending that all domestic animals be vaccinated for rabies, including cats, horses, and dogs.

Schroeder asked how many of the dog registrations represented new registrations. Joos did not have a breakdown of that information, but was willing to provide it for the next meeting. Putman thanked Joos for all her work concerning the new ordinances and asked for a review of the ordinances since six months has passed. She would like to consider a lower registration fee for families that own numerous pets, such as only paying the fees for the first three cats that they own and not for any additional cats. Joos stated she considered a different registration fee for someone who was a licensed rescue group or fostering program when she proposed the ordinances. Other counties have such exceptions for rescue groups. Joos owns seven pets herself and is understanding to owners of multiple pets. But she feels the County can't have people who are hoarding animals fall under the exception for rescue groups. There would need to be a clear definition of who is eligible for a reduced registration fee. James stated he would be against reduced registration costs for owners of multiple pets because he would want people who owned many pets and didn't watch them to be required to pay more money than someone with two animals. Greenwalt requested that this report be reviewed at the County Board meeting because it is time for the six-month review of the ordinances. Tapley suggested making an announcement at the next County Board meeting to draw Board members attention to this report. Tapley noted that he still hears snide comments about the cat registration fee and that people might have accepted it, but do not like it. The committee requested that Joos be available at the next County Board meeting for questions about the situation regarding the new Animal Control Ordinances. Further discussion was held concerning a six month review of the Animal Control Ordinances.

MOTION by Greenwalt to receive and place on file report regarding implementation of Champaign County Animal Control Ordinances; seconded by Hogue. Motion carried.

2004 Bite Statistics Report

Provided for information only.

Request Approval of Application for and, if awarded, Acceptance of Petsmart Charities Grant for Equipment in the amount of \$9,999.75

Joos stated the grant would assist Animal Control in implementing a spade/neuter program in the new Animal Control Facility. The funds would be for the purchase of equipment needed to alter animals going to the Humane Society or rescue groups for adoption. It might also be the beginning of a low-cost spade/neuter program for Champaign County.

MOTION by Greenwalt to approve the application for and, if awarded, acceptance of Petsmart Charities Grant for equipment in the amount of \$9,999.75; seconded by Schroeder. Schroeder applauded Joos for going after any available grant. He asked if a deal had been struck with the cities of Urbana and Champaign animal controls to coordinate with Champaign County Animal Control. Joos stated she is currently in the process of developing the contracts with the cities of Urbana and Champaign. Both have expressed "total interest" in coming to the county facility because the Humane Society did not offer a renewal of their contracts with the cities. Schroeder asked about the dollar figures involved in the contracts. Busey said the county is negotiating the contract with the cities for the same amount that they have been paying to the Humane Society to keep their animals. The total revenue for both contracts is about \$110,000-\$120,000. This dollar amount is being negotiated because the true cost of the operation of the new Animal Control Facility is not known at this time. The costs cannot be accurately tracked until the facility is functioning. The county has been unable to obtain any information on cost from the Humane Society. Schroeder questioned the likelihood of receiving this grant. Joos thought there exists a good chance of grant approval. Petsmart is very pro-spade/neuter program and this would be the only one of its kind in the county. Motion carried.

Request Approval for creation of part-time Veterinarian/Animal Control Administrator position to be referred to Job Content Evaluation Committee

MOTION by Putman to approve the creation of part-time Veterinarian/Animal Control Administrator position to be referred to Job Content Evaluation Committee; seconded by Greenwalt. Greenwalt asked if this position would include using the spade/neuter equipment to alter animals. Joos explained the veterinarian would vaccinate and spay/neuter animals going out for adoption. The veterinarian would also testify in animal cruelty cases. Tapley asked if this position had been anticipated. Busey said the position was anticipated and the approved Animal Control budget included professional services. A veterinarian is necessary for certain functions at an Animal Control Facility. The County Board must name an Animal Control Administrator who must be a veterinarian and this position could also fulfill that role. Motion carried.

Schroeder requested a closer dollar breakdown for costs of the new Animal Control Facility including staffing, equipment, etc. Busey noted that information was previously presented to the committee with the budget documents for the new facility and nothing more is known at this date. To obtain a more concise financial picture, Busey recommended waiting a few months until after Animal Control undergoes a major move and reorganization. More detailed information can be provided in May or June. Schroeder found this suggestion acceptable.

COURT SERVICES

Request Approval of Application for and, if awarded Acceptance of Illinois Criminal Justice Information Authority Grant for the JAIBG/JCEC Lapsing Equipment Funds in the amount of \$10,423

MOTION by Sapp to approve the application for and, if awarded, acceptance of the Illinois Criminal Justice Information Authority Grant for the JAIBG/JCEC Lapsing Equipment Funds in the amount of \$10,423; seconded by Tapley. Gordon explained that his department has a long-standing relationship with the Authority and they were contacted and made aware of this grant money just recently. The application must be in and the money spent by the end of next month. The matching funds required amount to about \$1,000. Gordon feels this is a good deal and the matching funds would be covered by Probation Services fees, so there would be no cost to the county for this grant. Anderson noted that the grant application referred to John Piland as the Champaign County State's Attorney instead of Julia Rietz. Gordon explained this was simply an oversight. Anderson asked what the procedure is if the grant awarded is less than requested. Gordon explained that the grant budget would then be adjusted accordingly. Busey remarked that a lesser awarded amount would also be a matter for the Grant Executive Committee. Motion carried.

HEAD START

Request Approval of Renewal/Extension of Head Start Grant

MOTION by Putman for approval of the Renewal/Extension of Head Start Grant; seconded by Greenwalt. Putman asked if Head Start is bracing for cutbacks from the federal government after the President announced his budget. Liffick answered that Head Start is already preparing for cuts to the 2005 grant. Motion carried.

SHERIFF

Request Approval of Application for and, if awarded Acceptance of Illinois Criminal Justice Information Authority Violent Offender Incarceration/Truth in Sentencing Incentive Grant in the amount of \$9,848,163

MOTION by Sapp to approve the application for and, if awarded acceptance of Illinois Criminal Justice Information Authority Violent Offender Incarceration/Truth in Sentencing Incentive Grant in the amount of \$9,848,163; seconded by Tapley. Sheriff Walsh stated that on January 4th his department received a letter from the Illinois Criminal Justice Information Authority explaining that they had \$11 million available for county jails to expand or renovate. The money must be used for fixed type assets, not furniture or other such items. This grant requires a local match of 10%. The original satellite jail has two pods; it was designed to add up to another four pods. Each pod contains approximately sixty prisoners. The grant application deadline was February 3rd, so there was not time to get the County Board's input prior. The Sheriff contacted the County Administrators for input. The Sheriff would use the grant money, if awarded, to add two pods to the satellite jail. This would enable the Sheriff to close the downtown jail facility. Sheriff Walsh contacted the State's Attorney to ask her if there are any policy or law changes that would significantly reduce the jail population. Rietz's answer was no. Nineteen other counties have applied for this grant, therefore the Sheriff is uncertain how likely it would be for this grant to be awarded.

Putman asked if the Sheriff would have any plans for the downtown jail space if this grant is awarded. Walsh stated he spoke with the feds and they expressed no interest. Greenwalt asked if the Facilities Committee would also be reviewing this grant application. Busey explained that this grant will go to the full County Board for approval and that the satellite jail was designed for pods to be added. It would become a Facilities issue if it is approved by the County Board. The Facilities Chair was made aware of this grant. There is currently a difference in prisoner living conditions between the downtown facility and the satellite jail. Sheriff Walsh stated he did not intend to step on any County Board authority, this grant opportunity came up quickly and he didn't want to pass up any chance for grant money. Anderson noted that committee members, who took the jail tour the Sheriff offered, noticed a number of things available to prisoners at the satellite jail are not available to prisoners at the downtown facility. All female prisoners are housed at the downtown facility. James commended the Sheriff for applying for any possible grant money. Discussion continued over the details of the grant application and downtown facility conditions. Tapley asked if the county would be required to close the downtown facility if they received this grant. The Sheriff said closing the downtown facility is not part of the grant and would not be required. Motion carried.

NURSING HOME

Champaign County Nursing Home Criminal Background Check Policy

Maupin presented a past history and the circumstances surrounding his proposed policy. The Illinois Department of Public Health mandates as of 1997 that all direct care staff with various responsibilities surrounding the Nursing Home have a criminal background check performed. Although direct care staff is not definitely defined in the act, it is Maupin's opinion that this term includes more than just the certified nurses' aids in the building. Everyone who works at the Nursing Home has access to the residents. Maupin strongly feels the Nursing Home needs to conduct criminal background checks on all of its employees, both bargaining

unit and non-bargaining unit. In theory, the licensed staff, such as the nurses, are checked prior to receiving their licenses. However, a person could commit a crime after he/she was licensed and another background check has not been performed to discover this. Therefore, Maupin proposed completing background checks on all employees. A potential problem would be with current employees who have not had a criminal background check. Maupin consulted with multiple parties, including the insurance company. It has been recommended to adopt a new policy for new hires and then develop a due process procedure for current employees who might show a conviction of a crime on the list of disqualifying offenses. Since 1997, all employees have signed an acknowledgement form that they could have a criminal background check performed. Prior to the state mandate, the Nursing Home did not have the statutory right or the permission of the County Board to perform checks on employees beyond the certified nurses' aids. Maupin does not think this new policy will be a problem for new hires, but is concerned that it will be controversial to current employees. Namely, what to do with current employees who are revealed to have criminal backgrounds and what to do with the information concerning them. Maupin felt the bargaining unit would have a problem if an employee is terminated after several years of employment based on a criminal background check performed now. The insurance company provided the perspective that if some due process or action is not taken by the Nursing Home upon the notification of an employee with a criminal record, then the Nursing Home is liable if something happens, such as abuse, theft, or misappropriation of property, and can be sued because the Nursing Home allowed that employee to continue. This leaves the county open to serious danger. The action requested tonight is to adopt the policy for criminal background checks for future employees. Maupin will work with legal counsel from IPMG, the insurance company, and the State's Attorney's Office in drafting a due process procedure for current Nursing Home staff. The outcome of this would have to be negotiated with AFSCME. Maupin would like to correct the part that states the background checks for current staff will be initiated now. Legal counsel recommends the current employees background checks not begin until the due process is worked out. The Nursing Home could be just as guilty by having the information and not doing anything about it.

MOTION by Sapp to approve Champaign County Nursing Home Criminal Background Check Policy; seconded by Tapley. James asked what would be the cost of the checks. Maupin stated the checks cost \$15. James noted that a background check can take months before the results are returned, therefore the Nursing Home might want to reword the section on hiring an employee pending the return of their background check. James also noted that background checks do not always include information about criminal activities in other states. Maupin reported the statute orders the release of employees whose background check results have not been received after three months. He thinks the nursing home industry is moving towards interstate or national background checks, but they do not have the statute authority at this time. Tapley recommended using the Circuit Clerk's website to check for criminal history because it is free. Tapley questioned how an employee with a criminal background or the union could argue against their dismissal when it is a matter of protecting the residents. Maupin listed the disqualifying offenses that would result in an employee being dismissed. He wanted to have a due process worked out and in place prior to this situation occurring. Discussion continued over details in the proposal. Motion carried with one no vote.

Champaign County Nursing Home Scholarship(s)

Maupin presented a scholarship offered by a private donor to provide educational support for those interested in the licensed practical nurse or registered nurse field. The donor stipulated that this is not a guaranteed scholarship for any length of time, but the donor did already write a check to cover the first semester's tuition. The agreement was drafted and legal counsel reviewed it. Two separate scholarships would be granted of \$1,750 each to cover costs. There is a payback provision if the applicant defaults on the scholarship opportunity. The agreement states that the applicant will work at the Champaign County Nursing Home Facility for a year after the money is given. Greenwalt wanted to be certain that Maupin considered this scholarship to be an asset for staff and whether the Scholarship Review Committee would be adequately constructive. Maupin feels there are several employees who would make good use of this scholarship.

MOTION by Greenwalt to accept the Champaign County Nursing Home Scholarship(s); seconded by Sapp. Sapp noted the Scholarship Review Committee would consist of Maupin, the Assistant Nursing Home Administrator, the Director of Nursing, the Human Resources Director, and the Assistant Director of Nursing. Sapp asked if it would be of some benefit to include an employee who works with the applicants on the committee. Maupin was willing to consider this suggestion. He was concerned that non-professional staff might be biased towards certain employees. He would recommend a staff nurse as the employee member of the Scholarship Review Committee. A staff nurse would have a perspective of working directly with employees. Motion carried.

Closed Session pursuant to 5 ILCS 120/2 (c) (11) to consider litigation, which is probable or imminent against Champaign County

MOTION by Greenwalt to enter into executive session pursuant 5 ILCS 120/2(c)(11) to consider litigation, which is probable or imminent against Champaign County. She further moved that the following individuals remain present: Recording Secretary, County Administrator, Nursing Home Administrator, and Assistant Nursing Home Administrator; seconded by Putman. Motion carried. Roll was called.

The committee resumed in open session at 9:16 p.m.

CHAIR'S REPORT

Determination Regarding Change to Committee Meeting Schedule

Carter has a commitment to another group on the first Monday night of the month and wants to change the date or time of the monthly Justice Committee meeting. Anderson stated that it was inquired whether the Justice and Policy Committees could switch meeting dates, but Busey had pointed out that there are Justice agenda items that require forwarding to Policy and to switch the days would create difficulties with only one County Board meeting a month. So Anderson asked the committee members if they were willing to meet at an earlier time, such as 5:30 or 6:00 p.m. Carter said he is a Mason and their meetings are on the first Monday of the month. He felt it is very important for him to be able to attend his Masonic meetings. Discussion was held on the possibility of changing the time of the Justice meeting. Tapley questioned why the meeting time needed to be altered when the County Board approved the new meetings schedule before Board members requested their committee assignments. Tapley noted that he has had conflicts with committee meeting days and times, but he has changed his schedule so he could attend the committee meetings. He stated that moving the meeting time to 5:30 or 6:00 would create a problem for his schedule, so he would prefer to not change the current meeting time. Discussion continued over moving the meeting to an earlier time, even to the afternoon at 3:30 p.m. Carter again asked why the Justice meeting was moved from Wednesday. Busey explained that the Policy Committee meeting has always been scheduled after the Justice Committee meeting. The way the schedule was developed made sense for Justice to be scheduled first because some Justice Committee agenda items must be referred to the Policy Committee before being referred to the full Board. If the Justice Committee met after the Policy Committee, then it would take a month longer to get those items on the County Board agenda or special meetings would have to be scheduled. Greenwalt stated she is concerned about moving the meeting time into the afternoon because it would be prohibitive for public participation.

MOTION by Hogue to change the Justice Committee meeting time to 6:00 p.m.; seconded by Putman. Motion carried with one no vote.

OTHER BUSINESS

Semi-Annual Review of Closed Session Minutes

Busey informed the committee that in the opinion of the State's Attorney's Office, all the closed minutes for review should remain closed so as to protect the public interest or the privacy of individuals.

MOTION by Putman, pursuant to the statutory requirement to conduct a semi-annual review of all closed meeting minutes, that the closed meeting minutes of the Justice & Social Services Committee be maintained as closed to protect the public interest or the privacy of individuals; seconded by Tapley. Motion carried.

In other business, Maupin presented a final report on Nursing Home deficiencies that resulted in a civil money penalty fine. The nature of the deficiency is such that Maupin did not think it is defensible. He recommended taking the reduction and paying fine of \$2,700. This deficiency has been cleared during a subsequent visit.

DETERMINATION OF ITEMS TO BE PLACED ON COUNTY BOARD CONSENT AGENDA

The Chair designated the Animal Control Grant, the Court Services Grant, the Head Start Grant, and the Sheriff's Grant for the Consent Agenda. Greenwalt requested the grant for the Sheriff's Office not be on the Consent Agenda, the Chair concurred.

ADJOURNMENT

Meeting adjourned at 9:22 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.