

CHAMPAIGN COUNTY BOARD  
**COMMITTEE MINUTES**

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**POLICY, PERSONNEL, & APPOINTMENTS COMMITTEE**

Wednesday, October 4, 2006

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

7:00 p.m.

**MEMBERS PRESENT:** Beckett, Betz (Chair), Fabri, Jones, Knott, Moser, Putman, Wysocki

**MEMBERS ABSENT:** Schroeder

**OTHERS PRESENT:** Kat Bork (Recording Secretary), Deb Busey (County Administrator of Finance & HR Management), Ron Gremore (Deputy County Administrator/HR), Denny Inman (County Administrator of Facilities), Mark Shelden (County Clerk)

**CALL TO ORDER**

Chair Betz called the meeting to order at 7:04 p.m.

**ROLL CALL**

The Recording Secretary called the roll. Beckett, Betz, Fabri, Jones, Knott, Moser, Putman, and Wysocki were present at the time of the roll call. The Chair declared a quorum and proceeded with the meeting.

**APPROVAL OF AGENDA/ADDENDUM**

**MOTION** by Beckett to approve the agenda for the meeting; seconded by Wysocki. **Motion carried.**

**APPROVAL OF MINUTES**

**MOTION** by Beckett to approve the Policy, Personnel, & Appointments Committee regular session minutes of August 9, 2006, August 24, 2006, and September 6, 2006; seconded by Wysocki. **Motion carried.**

Putman said she would not vote on the August 9, 2006 minutes because she did not attend that meeting. Betz ruled that was a ministerial act and Putman could vote on the minutes. Putman complimented Bork on the quality and level of detail in the minutes.

**MOTION** by Beckett to approve the Policy, Personnel, & Appointments Committee closed session minutes of August 24, 2006 and September 6, 2006; seconded by Fabri. **Motion carried.**

**PUBLIC PARTICIPATION**

There was no public participation.

**PROCLAMATION RECOGNIZING OCTOBER AS DOMESTIC VIOLENCE AWARENESS MONTH**

**MOTION** by Moser to approve the proclamation Recognizing October as Domestic Violence Awareness Month; seconded by Wysocki. **Motion carried.**

Betz stated the proclamation will be placed on the regular County Board agenda to draw attention to it.

**MONTHLY REPORTS**  
**County Clerk Fees Report**

**MOTION** by Beckett to receive and place on file the County Clerk's Fees Report for August 2006; seconded by Wysocki. **Motion carried.**

Shelden said Wysocki requested he attend the meeting, but he could not remember why. Wysocki said a letter was received regarding early voting facilities on the University of Illinois campus. The letter has been distributed to all County Board members. It was signed by Vernon Burton and a number of student organizations who promote voter registration on campus. Wysocki said there was some willingness by the university to contribute money. Wysocki spoke to Shelden about this. Shelden told Wysocki that he discussed this matter on his blog and was putting together a response in writing to Professor Burton. Shelden felt that while this sounds like a good idea, it may not be easy to execute as it would appear. Wysocki asked Shelden to come to this meeting to talk about this so the committee understands the situation with creating an early voting site on campus.

Betz ruled to suspend the rules to allow Shelden to make a presentation about an early voting site on the University of Illinois campus. There were no objections from the committee.

Shelden stated he responded to Professor Burton's letter through the media and in writing. He did not think an early voting site on campus would be a good idea. There are technological issues about accessing the voter database on the server at Brookens. This server cannot be accessed over phone lines or the Internet. The front end of the database is not Internet compliant. Shelden did not think the County has the money or resources right now to make the necessary technological changes because he essentially does all the tech work in his office. Shelden was also concerned with the manpower needed to staff and equip the location, both of which are very costly. The high resolution printer used to print the ballots costs \$5,000 alone. Shelden further commented that this issue could become a political football. He has received requests for early voting sites in Rantoul and other locations. If he agrees to open one early voting site, there will be requests for many more. He does not know how a consensus would be reached on where to place the sites. He stated having early voting available in the County Clerk's Office is fair and equitable for all voters.

Beckett requested copies of Shelden's response letter be given to the full County Board. Shelden agreed to do so. Beckett asked if comparable counties, such as Peoria and Sangamon, have multiple early voting sites. Shelden said he did not have that information, but when it was discussed a year ago most counties shied away from it. It is being used in the suburbs. Beckett said an early voting site on campus sounds like a good idea during an election when a heavy voter turnout, but Shelden pointed out some sound technological reasons that present problems. We might be able to overcome those problems in the future and provide early voting sites for populations with transportation issues, such as the elderly. Beckett said the University of Illinois would be a natural place for early voting in future consideration because it has a population concentration. He completely understood Shelden's reasoning.

**COUNTY BOARD**  
**Appointments/Reappointments**

**MOTION** by Wysocki to appoint Doug Stierwalt to the Two Mile Slough Drainage District for a term beginning 10/19/2006 and ending 8/31/2009; seconded by Moser. **Motion carried.**

## **ADMINISTRATOR'S REPORT**

### **Vacant Positions Listing**

The vacant positions listing was provided for information only.

### **2007 Holiday Schedule**

The 2007 Holiday Schedule was provided for information only. Busey stated the schedule was consistent with the bargaining contracts and the Personnel Policy.

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

Busey explained a Lead Custodian will be retiring from Physical Plant. She is requesting the waiver to fill the position. A current Custodian will likely be promoted to Lead Custodian, so a new Custodian will likely be hired.

**MOTION** by Knott to approve the waiver of hiring freeze; seconded by Beckett. **Motion carried.**

### **County Board & Committee Meetings Calendar Recommendation for December 1, 2006 – November 30, 2007**

Busey stated the calendar recommendation for FY2007 is basically the same scheduled the committees and County Board currently follows. She pointed out the County Board's organizational meeting is on the first Monday in December and the first meeting of each committee incorporates orientation for that specific committee. This would be beneficial for the brand new Board members and those incumbent Board members assigned to a new committee. Busey would encourage all Board members to attend all the orientation meetings for informational purposes. Busey said the County might want to schedule a tour of the facilities on a Saturday morning at the beginning of the new term. This decision would be up to the County Facilities Committee Chair and Denny Inman.

**MOTION** by Wysocki to approve the County Board & Committee Meetings Calendar Recommendation for December 1, 2006 – November 30, 2007; seconded by Moser.

Putman asked if the meeting dates in October took Yom Kippur into consideration. Busey said she was willing to consider a change to the schedule. Putman will research this before the County Board meeting in October.

Wysocki heartily agreed to scheduling individual orientations for each committee. She anticipated the Board members who are assigned to certain committees will avail themselves of the orientations. She also liked the invitation to all Board members to attend all the committee orientations in order to broaden their understanding of the issues the committees deal with and give them a global picture of the County Board's duties. Wysocki said she and Busey discussed allowing Board members to receive a per diem for attending the orientations even if they were not members of the particular committee. Busey is checking into whether an orientation session can be included as an allowance for a per diem.

**Motion carried.**

Busey requested the Chair's permission to raise an item that it not listed on the agenda. Betz consented. Busey stated the County Board has not made a designation for health insurance for the non-bargaining Nursing Home employees. Andrew Buffenbarger, the Nursing Home Administrator, has requested that the non-bargaining employees be able to sign-up for health insurance instead of waiting until the bargaining unit contract is negotiated. The health insurance terms for the Nursing Home employees are somewhat different than for

other employees because the Nursing Home cannot afford the same premium the County is paying for its other employees. The County's contribution will remain at the same dollar figure in FY2007 as it is paying in FY2006. With the committee's permission, Busey would like to have a resolution prepared to go on the County Board agenda designating the FY2007 Nursing Home non-bargaining employees' health insurance. The County Board can suspend the rules at the October meeting to take this item into consideration without it going to a committee first. Betz said it sounds reasonable and constituted an emergency situation. Beckett asked if this has been communicated to the non-bargaining employees at the Nursing Home. Busey said it was those employees who have requested to be able to sign-up for the FY2007 health insurance now. Busey said if it is okay with the committee, Buffenbarger will begin informing the employees tomorrow. Putman asked for clarification. Busey stated this is consistent with the information the County Board has received regarding negotiating authority for the AFSCME contract and the FY2007 Nursing Home budget. The County will pay the same amount of the premium next year that it pays this year. The County is offering a high deductible health plan, for which the County will be able to pay the entire amount of the premium but the Nursing Home cannot afford to contribute to the deductible. The committee gave its consensus for a resolution to be placed on the County Board agenda about the Nursing Home non-bargaining employees' health insurance.

Betz asked if a closed session should be included on the agenda if the County Board needs to discuss its negotiating strategy with regards to health insurance. Busey said they could enter into a closed session relevant to an agenda item. Betz thought it would be a good idea to include a closed session on the agenda. Putman asked how many Nursing Home employees are non-bargaining. Busey said there are about eighteen. Wysocki wanted the Board members to be aware that there is another closed session on the October agenda. Betz noted the Board might not need to enter into closed session; it is just in case the discussion turns to confidential matters.

#### **CHAIR'S REPORT**

##### **Resolution Designating Hours and Guidelines for the Observance of Halloween**

The resolution was provided for information only.

##### **Martin Luther King Jr. Awards Update**

Betz encouraged the Board members to make nominations for the James R. Burgess, Sr. Humanitarian Award and the Doris Hoskins Prestigious Community Service Award. Wysocki suggested the nomination forms be included in the next County Board mailing. Betz thought it was a great idea.

#### **LEGISLATIVE REPORT**

##### **IACBMC 2006 Legislative Summary**

Knott noted a few pieces of legislation of interest to the committee in the summary, including the County Jail Medical Expense Act. He noted page 38 includes a public act that would amend the Open Meetings Act's definition of a meeting to include "video and audio conferences, phone calls, and electronic communication such as instant messages if a majority of a quorum participates." Beckett agreed with Knott. The Open Meetings Act change would not apply to the Champaign County Board because its rules do not allow participation by video or audio conferencing. The County Board Rules would have to be amended to allow such a thing.

#### **OTHER BUSINESS**

##### **Approval of the Bond Ordinance for the First-Time Homebuyer Down Payment Assistance Program**

Betz noticed this program has been done for several years and has been a success.

**MOTION** by Moser to approve Bond Ordinance for the First-Time Homebuyer Down Payment Assistance Program; seconded by Beckett. **Motion carried.**

### DBE Program

Beckett explained his memorandum summarizing the first meeting he had with Cathy McArthur and Ron Brown of IDOT. Beckett announced Brown has agreed to join with the Construction Industry Diversity Task Force and be a member of the Disparity Study Subcommittee. The subcommittee is seeking to coordinate governments to conduct a disparity study that would provide data regarding Disadvantaged Business Enterprises (DBE). IDOT has had experience in this area and its affirmative action program has been challenged in court. IDOT's affirmative action program was upheld in court on the basis of an availability study. Beckett requested McGrath research this case. At the last Construction Industry Diversity Task Force meeting, Beckett heard a report from the Pre-Apprentice Academy Program Subcommittee. The concept behind the program is an effort between organized labor and contractors to develop a training program for high school and youth with a GED. The program would consist of fifteen students per session, last about eight weeks for forty hours of class, and take place in the Fall and Spring. The students would be trained in the application process, a mock interview, and a math assessment. The student would be allowed only two absences to continue in the program and would have a graduation certificate at the program's end. The Joint Apprenticeship Training Trustees and the contractors have approved this program. This means students who undergo the program would receive points in the apprenticeship application process. Receiving points is a significant achievement for the program and a reaching out by the contractors. It is awaiting agreement by the Building Trades Council. This program will be put into written form and presented to the County Board, Cities of Champaign & Urbana, and the University of Illinois. There are plans to track the results of the program.

Beckett has a copy of IDOT's DBE Program. He will have copies made so others can see it. Brown indicated that he was more than willing to attend a Policy, Personnel, & Appointments Committee meeting and talk about IDOT's history of efforts to expand its program to include DBE contractors. Brown is concerned about a patchwork quilt of disparity studies. Brown is afraid the disparity studies will not be executed properly and will result in two disparity studies with vastly different findings. This would cause a complete mess for any regional programs. Brown advocated Champaign County participating in a statewide IDOT study. Beckett and Brown agreed that the contractors that work with IDOT are mostly different than the contractors the County works with on its construction project. Beckett understands Brown's concerns.

Betz asked if the concern was that one disparity would contradict another with overlapping jurisdiction and give someone the basis to file a lawsuit. Beckett said that was exactly the point. Any disparity study needs to be methodologically sound. Beckett was surprised to learn that Brown has been working with the City of Champaign since January about developing a disparity study. Beckett spoke to Tom Bruno, who was also unaware the City was looking into a disparity study. The County is not the only unit of government looking for the right way to perform a disparity study. Beckett wanted to keep the committee informed about the activities of the Construction Industry Diversity Task Force.

Wysocki asked what the next step would be. Beckett said the Pre-Apprentice Academy Program Subcommittee will put their program in writing as agreed to by the Contractors Association and by the Building Trades Council. The program will be submitted to Parkland College, the University of Illinois, the Cities of Champaign & Urbana, and Champaign County because these entities will have roles in the program and could help provide funding. The Workforce Development Board will be the umbrella organization which will have oversight of the program. Parkland College will implement the education program. Beckett will eventually have something in writing to present to the committee. The Disparity Study Subcommittee will continue to meet. Beckett and McArthur asked if the City of Champaign would allow them to attend one of their meetings and they were told no, but Brown could attend and report back to the others on the substance of the meeting. Betz asked the reason given for the exclusion. Beckett said he did not know.

Putman asked if Brown's presentation could be made at the County Board meeting in November instead of at a Policy, Personnel, & Appointments Committee meeting. Beckett noted all County Board members could attend the Policy, Personnel, & Appointments Committee meeting. Having the presentation at a committee meeting would not inconvenience Board members and those interested in the issue would be able to hear about it. He observed there has been criticism of the disparity issue which caused delays at the County level. He explained Brown would only be able to speak about the IDOT approach and litigation they were involved in over disparity issues. This is very different from the approach the County would need to take and Beckett wanted to make it clear in order to not mislead anyone. Putman said her request was to make the presentation more convenient for the Board members and to expose more Board members to the issue. Betz remarked he routinely goes to meetings for committees that he does not serve on and believes Board members should read all the agenda packets since they receive copies. He noted the Justice & Social Service Committee is holding a special meeting next week to hear presentations and has issued an invitation to all Board members. Betz would be happy to issue an extra invitation to non-Policy Board members about Brown's presentation. The committee agreed with that approach.

Beckett stated he would be in Buffalo, New York with the U of I trial team on November 8th and would not be able to attend the committee meeting. Betz said he would prefer the presentation occur at a meeting that Beckett could attend and the December meeting would be fine. Wysocki said there is a study session date reserved in November. Beckett said the County Facilities Committee meeting has been moved to November 14th because their regularly scheduled meeting fell on Election Day. Busey noted the December Policy, Personnel, & Appointments Committee meeting would be an orientation session with a new committee. Wysocki said it might be useful to wait until a new County Board is seated to hear this issue. The committee concurred.

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

The Chair designated agenda items VIII A 1, IX D, & XII A for the consent agenda.

#### **ADJOURNMENT**

Meeting was adjourned at 7:50 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.*