

CHAMPAIGN COUNTY BOARD  
**COMMITTEE MINUTES**

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**POLICY, PERSONNEL, & APPOINTMENTS COMMITTEE**

**Wednesday, November 8, 2006**

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

7:00 p.m.

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

**MEMBERS ABSENT:** Beckett

**OTHERS PRESENT:** Kat Bork (Recording Secretary), Deb Busey (County Administrator of Finance & HR Management), Andrew Buffenbarger (Nursing Home Administrator), Debbie Chow (County Insurance Specialist), John Dimit (RPC Executive Director), Ron Gremore (Deputy County Administrator/HR), Denny Inman (County Administrator of Facilities & Procurement), Susan McGrath (Senior Assistant State's Attorney), Molly Rollings (Dimond Bros. Insurance Agency)

**CALL TO ORDER**

The meeting was called to order at 7:03 p.m. by Jenny Putman. Putman stated Betz requested she chair tonight's meeting.

**ROLL CALL**

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

**APPROVAL OF AGENDA/ADDENDUM**

**MOTION** by Fabri to approve the agenda and addendum; seconded by Wysocki. **Motion carried.**

**APPROVAL OF MINUTES**

**MOTION** by Knott to approve the Policy, Personnel, & Appointments Committee regular session minutes of October 4, 2006; seconded by Jones.

Wysocki stated the minutes reflect there was discussion at the October meeting regarding requests from University of Illinois campus units about establishing an early voting facility on campus. Mark Shelden, the County Clerk, told the committee that he responded to the Student Senate and Professor Burton. Shelden agreed to provide a copy of his response and this letter was distributed to the committee members tonight.

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

**Motion carried.**

## **PUBLIC PARTICIPATION**

Ted Bailey spoke about the fitness of John Peterson and Tom O'Rourke as members of the Champaign County Board of Health. He filed a Freedom of Information Act request to obtain documents about the contractual relationship between John Peterson and CUPHD concerning the methadone clinic. Bailey said he wanted the committee to look at his documents and see whether Peterson and O'Rourke have conflicts of interest as Board of Health members. Putman offered to let Bailey distribute copies of his documents to the committee, which he did.

## **MONTHLY REPORTS**

### **County Clerk Fees Report**

**MOTION** by Betz to receive and place on file the County Clerk's Fees Report for September 2006; seconded by Fabri. **Motion carried.**

## **COUNTY BOARD**

### **Appointments/Reappointments**

**MOTION** by Wysocki to appoint Jack Murray to the Blackford Slough Drainage District for a term beginning 11/21/2006 and ending 8/31/2009; seconded by Moser. **Motion carried.**

**MOTION** by Wysocki to appoint George Burnison, John Schmidt, Ronald Starwalt, and Michael Babb as Members and Anthony Arnold as an Alternate to the Public Aid Appeals Committee for terms beginning 12/1/2006 and ending 11/30/2008; seconded by Betz. **Motion carried.**

**MOTION** by Wysocki to appoint Karen Bodnar, Tami Fruhling-Voges, Cathy Lentz, Penny Shaw, and Linna McDade to the Senior Services Advisory Committee for a term beginning 1/1/2007 and ending 12/31/2009; seconded by Knott. **Motion carried.**

## **ADMINISTRATOR'S REPORT**

### **Vacant Positions Listing**

The vacant positions listing was provided for information only.

### **Request Approval of Revised Position Description and Incentive Agreement for Marketing Admissions Coordinator**

Busey stated this request was brought to the committee by Buffenbarger pursuant to the Personnel Policy. Buffenbarger explained the Nursing Home currently employs a Marketing Admissions Coordinator and his intent with the request is to change the job description and pay structure to better reflect what a Marketing Admissions Coordinator in a hospital or a large nursing home would normally be, where the position is actually conducting a lot of the marketing activities on behalf of the institution. These changes reflect a Marketing Admissions Coordinator who would be doing public relations work and working with advertisers to publicize the Nursing Home along with coordinating the admissions process to make certain it runs smoothly. The change in the pay structure is tied to performance, namely the admissions and the total census. Knott asked how much more the position would be paid. Buffenbarger said the position has a base salary of \$35,000 with an incentive bonus of \$100 for every admission and a monthly bonus of \$1,000 for every month the average daily census is in excess of 95%. The Nursing Home's average daily census has been around 93% for about three years. Knott asked if the \$1,000 bonus would be given one time or each month the census exceeds 95%. Buffenbarger said it would be given for each month. Knott asked if the incentive was a market standard. Buffenbarger said it is. Knott asked if the Nursing Home could afford it. Buffenbarger said the incentive

package is based on the additional revenue brought it and would not require a change to the budget. Putman asked if this position change was discussed with the firm performing the operational audit of the Nursing Home. Buffenbarger said no, the firm has not started the work yet.

**MOTION** by Betz to approve the revised position description and incentive agreement for the Marketing Admissions Coordinator; seconded by Fabri. **Motion carried** with one no vote by Moser (later withdrawn).

Third Party Administrator Services Agreement – BPC, Inc.

Chow explained this agreement is with Benefit Planning Consultants, Inc., the third party administrator for the County's flexible spending account. The agreement is for the new plan year beginning December 1, 2006.

**MOTION** by Wysocki to approve the Third Party Administrator Services Agreement – BPC, Inc.; seconded by Betz.

Wysocki asked if this agreement was standard. Chow stated the agreement is exactly the same as last year's. The only change is the addendum for the monthly fees in the next year. Putman asked if the State's Attorney's Office reviewed the agreement. McGrath confirmed the language in the agreement has been reviewed by legal counsel.

**Motion carried.**

Health Reimbursement Arrangement Plan – Non Bargaining Employees – Plan Document

Chow described the plan document sets how the health reimbursement account will work for the high deductible plan offered to employees.

**MOTION** by Wysocki to approve the Health Reimbursement Arrangement Plan – Non Bargaining Employees – Plan Document; seconded by Fabri.

Betz asked if this was mandatory. Chow explained it was one of the options available to employees for health insurance.

**Motion carried.**

Health Reimbursement Arrangement Plan – Employees of Champaign County Nursing Home – Plan Document

**MOTION** by Betz to approve the Health Reimbursement Arrangement Plan – Employees of Champaign County Nursing Home – Plan Document; seconded by Wysocki. **Motion carried.**

Champaign County Flexible Benefits Plan

Chow explained this document sets the rules for the flexible spending accounts offered to employees.

**MOTION** by Betz to approve the Champaign County Flexible Benefits Plan; seconded by Moser. **Motion carried.**

Renewal of Insurance Policies – December 1, 2006 to November 30, 2007

Chow presented the recommendation to renew the County's insurance policies for liability, property, auto, and pollution control. It includes the proposal from Cincinnati Insurance Company for the Nursing Home. Chow noted a change in the liability coverage total amount from the fourth paragraph in the memorandum. The premium proposal from the UCCI endorsed ICRMT program for all county liability coverage should be in the total amount of \$406,236, instead of \$411,819, because they are unable to change the deductible on the automobile liability to \$100,000.

**MOTION** by Wysocki to approve acceptance of the premium proposal from Cincinnati Insurance Company for the Nursing Home property coverage in the amount of \$31,210 for the policy period of December 1, 2006 to November 30, 2007; the premium proposal from Selective Insurance Company for property, inland marine, and crime coverage for all other County departments in the amount of \$87,696 for the policy period December 1, 2006 to November 30, 2007; the premium proposal from the UCCI endorsed ICRMT program for all county liability coverage in the total amount of \$406,236 for the policy period December 1, 2006 to November 30, 2007. She further moved acceptance of the two-year rate guarantee with the two-year commitment binding order from ICRMT for all county liability coverage; program term of December 1, 2006 to November 30, 2008. She further moved acceptance of the premium proposal from AIG for Pollution Legal Liability coverage for the new nursing home facility in the total amount of \$23,516 for the policy period December 1, 2006 to November 30, 2007. Motion seconded by Moser.

Betz said he has had litigation against the Cincinnati Insurance Company in the past and against the County's legal counsel if it would be a conflict of interest for him to vote on the motion. McGrath said Betz did not need to abstain from voting.

Molly Rollings from Dimond Bros. Insurance Agency answered Putman's questions about the premium rate changes. Putman asked about the pollution legal liability coverage for the Nursing Home. McGrath explained this is coverage the County requested the carrier provide to insure protection for any problems that may arise due to mold in the future. Putman asked what this protects the County from. Rollings said the policy would cover clean-up costs of up to \$1 million and medical care for residents in the occurrence of new mold in the Nursing Home. It has a \$50,000 deductible. The policy also covers loss of income created by moving residents because of mold clean-up. McGrath explained this is additional coverage the County did not previously have. Putman asked what other kinds of pollution liability this policy would protect the County from. Rollings said it would cover water damage and some hazardous materials. Jones asked if the \$50,000 applied per claim. Rollings and McGrath explained the deductible was per incidence. For example, if five people were making claims from the same mold incident, it would be covered by one deductible. McGrath answered further questions about the deductible. The committee discussed the pollution legal liability coverage.

**Motion carried.**

**CHAIR'S REPORT**

Nomination of Recipients of 2007 Martin Luther King, Jr. Awards

The nominations were distributed to the committee. There were three nominations for the James R. Burgess, Sr. Humanitarian Award and three nominations for the Doris Hoskins Prestigious Community Service Award. The committee gave its consensus to refer the award nominations to the Martin Luther King, Jr. Subcommittee for the subcommittee to bring recommendations to the November County Board meeting.

**LEGISLATIVE REPORT**

Knott announced there was an election yesterday.

## **OTHER BUSINESS**

### **Media Com Extension Agreement**

McGrath explained this agreement involved a cable television franchise in parts of Champaign County that is up for renewal. The agreement is still a work in progress and will likely be ready by the committee's December meeting.

**MOTION** by Betz to defer the Media Com Extension Agreement to the December meeting; seconded by Knott. **Motion carried.**

### **Regional Planning Commission Discussion**

Wysocki stated the Regional Planning Commission is starting the process of a search for Dimit's replacement when his contract expires in September 2007. The Board of Commissioners, on which Wysocki, Moser, and Nancy Greenwalt serve, has begun by looking at RPC's history as well as its current programs. This is a good point for the members to ask themselves whether they want the organization to continue with the current programs or make changes. The materials in the agenda packet were a part of Dimit's recent presentation to the Board of Commissioners. It gives a good history of RPC. Dimit was present to respond to any questions.

Knott asked if Dimit saw any glaring holes where RPC should provide services and does not. Dimit said he looked at other RPCs in the state and throughout the country. He discovered Champaign County has the leading RPC in the state, with the possible exception of Bi-State Regional Planning in the quad cities area. Working through the National Association of Regional Councils, he has identified 10 peer RPCs or councils of government comparable to Champaign County RPC in different states. The biggest program area that Champaign County is not involved in that most of the others are is in homeland security planning. Bill Keller of the Emergency Management Agency has been doing some work in homeland security. Another minor area is joint purchasing.

Moser asked if other RPCs are involved with as many social programs as Champaign County RPC is. He has seen RPC add social programs over the years. He remembers the primary reason RPC was created was for planning and not to be a social service agency. Dimit concurred the majority of RPC's budget and staffing goes towards social services, including Head Start. Dimit spoke about the comparable RPCs across the country. Knott asked if Head Start has distracted RPC from its planning mission. Dimit said the office is organized so RPC has not been prevented from growing in the area of planning. The limitation in planning is the federal funding for classic urban planning-type functions no longer exists. Local government did not have the will or the ability to make up for the loss of federal funding. RPC has helped smaller communities in the County with planning, but the requirements to receive funding are increasingly targeted towards low income communities. East Central Illinois is not particularly prone to poverty when compared to Western and Southern Illinois.

Knott said he knows RPC has done a lot of work in the Gilman/Onarga area and asked if Dimit sees the geographic boundaries growing in terms of finding work to sustain the department. Dimit said he spoke at the Legislative Budget Hearings about a pending request with the Economic Development Administration for a multi-county economic development district. This request has been funded and added to the RPC budget. This funding gives RPC an institutional role for three counties at first (Champaign, Iroquois, and Douglas) and presumably growing to six counties (Piatt, Ford, and Vermillion). This gives RPC more of a multi-county focus. RPC remains a single county entity under the control and purse strings of Champaign County. Dimit anticipates RPC will deal with a larger regional than just Champaign County for planning and economic development purposes.

Knott asked for Dimit's advice on what would make his job attractive to applicants. Dimit stated it will be important that the commissioners not be afraid of change with a new Executive Director and allow the person to put their imprint on the job. Dimit did not think the social services aspect will be a detriment. The search for applicants should be a national search and the County should be aware the starting salary will need to be set at the same level as Dimit's current salary or slightly higher to be competitive on a national level. Other RPCs have larger memberships than Champaign County's as a way to generate more revenue. The committee discussed the type of candidate RPC would be looking for in an Executive Director.

Wysocki reiterated an earlier comment by Dimit that homeland security is currently a one-person operation in Champaign County. She said Keller does a marvelous job working with other communities and attracting grants. It is possible that Keller might choose to retire in 4-5 years and there is no one on staff waiting in the wings to step into Keller's position. The County will want to consider this in regard to RPC. Dimit described homeland security involvement by other RPCs and GIS development in Champaign County. Dimit spoke about upcoming RPC programs. He was concerned the County Board not lose sight that long-range planning functions were kept at RPC when Planning & Zoning moved to a separate department.

Knott exited the meeting at 8:21 p.m.

Schroeder encouraged avoiding any duplication of services and asked about state funding. Dimit explained RPC has had to discontinue programs because of cuts in state funding. The increasing difficulty is the slowness of state reimbursement. This is causing RPC's operating fund balance to be negative. RPC is not receiving the state reimbursement within 30-45 days and it continues to further slow. Schroeder asked if all counties are experiencing this problem. Dimit said the slowdown is universal and it is more difficult to attract funding in this part of the state.

Request to Submit Administrative Legal Secretary Position in the State's Attorney's Office to the Job Content Evaluation Committee for Re-Evaluation

**MOTION** by Betz to submit Administrative Legal Secretary Position to Job Content Evaluation Committee for re-evaluation; seconded by Moser. **Motion carried.**

Putman thanked the committee members for their service the last two years.

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

Moser withdrew his vote against agenda item VIII B so it could be included on the consent agenda. Putman designated agenda items VII A 1-3 and VIII B-G for the consent agenda.

**ADJOURNMENT**

Meeting was adjourned at 8:29 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.*