

CHAMPAIGN COUNTY BOARD  
**COMMITTEE MINUTES**

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**POLICY, PERSONNEL, & APPOINTMENTS COMMITTEE**

Wednesday, June 6, 2007

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

7:00 p.m.

**MEMBERS PRESENT:** Betz (Chair), Gross, Knott, McGinty, Moser, Putman, Schroeder

**MEMBERS ABSENT:** Hogue, Hunt

**OTHERS PRESENT:** Kat Bork (Recording Secretary), Andrew Buffenbarger (Nursing Home Administrator), Deb Busey (County Administrator of Finance & HR Management), Tony Fabri (Auditor), Ron Gremore (Deputy County Administrator/HR), Denny Inman (County Administrator of Facilities & Procurement), Duane Northrup (Coroner), Susan McGrath (Senior Assistant State's Attorney), C. Pius Weibel (County Board Chair)

**CALL TO ORDER**

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

**ROLL CALL**

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

**APPROVAL OF AGENDA/ADDENDUM**

**MOTION** by Putman to approve the agenda and addendum; seconded by Schroeder. **Motion carried.**

**PUBLIC PARTICIPATION**

There was no public participation.

**MONTHLY REPORTS**

County Clerk Fees Report for April 2007

**MOTION** by Moser to receive and place on file the County Clerk Fees Report for April 2007; seconded by Schroeder. **Motion carried.**

**COUNTY BOARD**

Appointments/Reappointments

**Craw Cemetery**

Weibel nominated Kenneth Bialeschki, Carolyn Gonzalez, John Hadden, Bill Payne, and James Reifsteck to the Craw Cemetery Association.

**MOTION** by Schroeder to appoint Kenneth Bialeschki, Carolyn Gonzalez, John Hadden, Bill Payne, and James Reifsteck to the Craw Cemetery Association for terms commencing July 1, 2007 and ending June 30, 2012; seconded by Moser. **Motion carried.**

### **Stearns Cemetery**

Weibel nominated Marlene Cherry to the Stearns Cemetery Association.

**MOTION** by Moser to appoint Marlene Cherry to the Stearns Cemetery Association for a term commencing July 1, 2007 and ending June 30, 2013; seconded by Schroeder. **Motion carried.**

### **Board of Review**

Weibel nominated Laura Sandefur to the Board of Review. Weibel explained this selection was made by communicating with Knott as Chair of the Republican Caucus.

**MOTION** by Knott to appoint Laura Sandefur to the Champaign County Board of Review for a term commencing June 22, 2007 and ending May 31, 2009; seconded by Moser.

Putman thanked Weibel for honoring the noble tradition of allowing the minority party to choose their candidate for the Board of Review. She reflected that when Harry Washburn, the other candidate, sought to be appointed to the Board of Review in the past as a Democratic candidate and he is now seeking to be appointed as a Republican candidate. At the past meeting when Washburn's candidacy was being considered, he was not the choice of the Democratic Caucus, but he was named as their choice because the Democrats were such an embattled minority at the time. Putman remembered that the *News-Gazette* published an article about Washburn's appointment declaring "Dems Not Wild About Harry." She felt it was appropriate to allow the Republican Party to choose their candidate for this position, regardless that Sandefur is a Democrat. Weibel stated he had Washburn's record and he did vote in the Democratic primary in 1992, but since then he has voted Republican. Moser added that Washburn resigned twice when he was appointed to the Board of Review in the past.

**Motion carried.**

### **Board of Health**

Betz noted that one of the applicants, David King, withdrew his name from consideration via email. Weibel nominated Susan Maurer and Julian Rappaport to the Board of Health. Weibel stated the last open position was previously held by a nurse, so the objective is to find an applicant with similar qualifications. Betz stated Rappaport is an outstanding individual. Weibel said he thought both candidates were outstanding.

**MOTION** by Putman to appoint Susan Maurer and Julian Rappaport to the Champaign County Board of Health for terms commencing July 1, 2007 and ending June 30, 2010; seconded by Schroeder. **Motion carried.**

### **Board for the Care & Treatment of Persons with a Developmental Disability**

Weibel nominated Joyce Dill and two County Board members, Barbara Wysocki and Michael Richards, to the Board for the Care & Treatment of Persons with a Developmental Disability. Betz interjected that the previous County Board representation to this body equally represented both political parties. Weibel asked Knott if any Republicans were interested in serving on this board. Knott agreed to ask the Republican Board members to see if any were interested and requested the committee postpone appointing one of the County Board representatives. Weibel put forth Wysocki's name as the single County Board representative. The

committee concurred with amending the resolution on its face to appoint another member to the Board for the Care & Treatment of Persons with a Developmental Disability at the June County Board meeting if necessary.

**MOTION** by Putman to appoint Joyce Dill to the Champaign County Board for the Care & Treatment of Persons with a Developmental Disability for a term commencing July 1, 2007 and ending June 30, 2010 and Barbara Wysocki as a County Board representative to the Champaign County Board for the Care & Treatment of Persons with a Developmental Disability; seconded by Gross. **Motion carried.**

### **Forest Preserve Board**

Weibel nominated Edwin Herricks to the Forest Preserve Board.

**MOTION** by Schroeder to appoint Edwin Herricks to the Forest Preserve Board for a term commencing July 1, 2007 and ending June 30, 2012; seconded by Gross.

Schroeder spoke about the exceptional Dr. Herricks and how the County is fortunate to have such an individual to serve on the board. He worked with Dr. Herricks for 2 years on the Forest Preserve District and considered it a privilege. He noted that Dr. Herricks has maintained an impressive meeting attendance record even with his busy schedule. Gross also spoke well of Dr. Herrick's qualifications as a Forest Preserve Board member and as a person she has known for 30 years.

**Motion carried.**

### **Appointment of Performance Appraisal Teams for Annual Department Head Evaluations**

Weibel nominated the Performance Appraisal Teams for Annual Department Head Evaluations:

#### **Appointed Official**

Jeff Blue, County Engineer  
Andrew Buffenbarger, Nursing Home Administrator  
Bill Keller, EMA Coordinator  
John Hall, Director-Planning & Zoning  
Deb Busey, County Administrator of  
Finance & HR Management  
Denny Inman, County Administrator of  
Facilities & Procurement

#### **Performance Appraisal Team**

Lorraine Cowart, Pius Weibel, Greg Knott  
Jan Anderson, Pius Weibel, Greg Knott  
Jan Anderson, Pius Weibel, Greg Knott  
Barbara Wysocki, Pius Weibel, Greg Knott  
Brendan McGinty, Pius Weibel, Scott Tapley  
  
Steve Beckett, Pius Weibel, Ron Bensyl

There will no performance appraisal for the Interim Supervisor of Assessments.

**MOTION** by Knott to approve the appointment of Performance Appraisal Teams for Annual Department Head Evaluations; seconded by McGinty.

Betz asked about the timeframe in which the appraisals will take place. Gremore said the packets have been sent to the department heads and are due back by Monday. Gremore will be proposing an orientation meeting of those teams in late June. The appraisal process will continue through October.

**Motion carried.**

### **ADMINISTRATOR'S REPORT**

#### **Vacant Positions Listing**

The vacant positions listing was provided for information only.

Recommendation for Award of Contract for Copier Services

A memorandum from the County Administrators was distributed to the committee. Inman spoke about issuing RFP 2007-001 for rental of digital copiers/printers. The purpose of the RFP was to identify a vendor who would provide rental of current digital multifunctional copiers and printers, provide the operational supplies, and provide the training and maintenance support services to all County departments over a 5-year period. The project team's goals were to reduce the overall cost to the County, provide the County departments access to state of the art digital technology with multifunctional capabilities, maintain current levels of equipment quality and reliability, and improve the quality level of services and support. Busey and Inman feel they have met their due diligence on this project with the submission of this memorandum. The memorandum gave a chronological report of the RFP process. The County departments were interviewed on what they felt were the current copier shortcomings and what the future would bring for copier services. The project team also had a secondary goal of trying to bring in multifunctional equipment to reduce the number of standalone printers for cost savings. Many of departments were willing to take this approach. Inman hopes with the influx of the new equipment, more departments will be willing to take this opportunity. A third goal of the project was to organize a digital records management project in some fashion. Inman thinks the County Board will see something about this with the IT Assessment Study. The RFP was released on March 26, 2007. The RFP was posted on the County's website, published in the legal notices section of the *News-Gazette* from March 17<sup>th</sup> to the 31<sup>st</sup>, and vendors were called. The project team consisted of Rhonda Wrona, Evelyn Boatz, Eleanor Ellis, Tim Breen, Betty Murphy, Jed Willard, Pat Chancellor, Deb Busey, and Denny Inman. The project team held a mandatory pre-proposal meeting and onsite evaluations so the vendors understood exactly what was being requested. A total of 7 people attended the pre-proposal meeting. On April 18<sup>th</sup>, 4 vendors submitted technical responses and cost per copy proposals. The project team tabulated their evaluations and identified Xerox Corporation as the top ranked firm. This selection was affirmed in a subsequent project team meeting. Because Xerox is the current supplier of the County's copiers, the project team scrutinized the proposal to come up with any reasons to not choose Xerox. There were several key factors for selecting Xerox. Xerox has an equipment/replacement loan guarantee. If a department does not like its equipment, it will be replaced with similar equipment. If a copier has 3 repair calls in a month, it can be replaced. There is no charge for scanning or faxing. Xerox has an aggressive recycling/energy efficiency program where 60% of the equipment is recycled and reused. Xerox has extensive compatibility with the County's existing technology infrastructure. The cost per copy is \$0.0222 for 5 years. This means if the contract is approved, County will have paid almost the same cost for approximately 10 years, which is unheard of when technology is upgraded and the production level remains at 7 million copies per year. At \$0.0222 for 7 million copies, the annual cost is approximately \$155,400 without paper. Paper adds another half cent. So the County's copying needs cost approximately \$200,000/year, which is significantly lower than what the current budget level is for this service.

**MOTION** by Schroeder to accept the project team's results and recommendation that Xerox Corporation is the top ranked firm for the digital copier/printer project and identify Rhonda Wrona, Betty Murphy, Jed Willard, and the County Administrators as the County's negotiating team to negotiate a contract for the rental of multifunctional document reproduction equipment and, if negotiations are successful, present a contract to the County Board for award at the June 21, 2007 meeting; seconded by Moser.

Schroeder thanked the County Administrators and the project team for doing an excellent job in evaluating the vendors. He asked if the number of copies produced by the County has decreased in recent years. Inman said the total figure has increased, though some departments are making fewer copies. Administrative Services, State's Attorney's Office, and RPC have high capacity copiers and account for approximately 50% of the total number of copies. Schroeder asked if all the vendors offered recycling programs. Inman stated the recycling programs varied. Xerox has the best program, they will recycle cartridges and the copiers themselves. Xerox will even pick up the used cartridges.

Putman asked if the previous contract was also 5 years in duration. Inman confirmed it was. Putman asked about the departments who expressed dissatisfaction in 2002 about not getting enough input into the

decision. Inman said the goal was to gather information on the departments' copying needs. A couple of departments have unique situations and those departments were included in the decision-making process. The project team tried to find a reason not to select Xerox to ensure the right choice was being made. The County Clerk was one of the offices dissatisfied with the last contract. Both County Clerk representatives on the project team voted in favor of Xerox. Putman expressed that the second disappointment with the last contract evolved from the fact that few or no firms headed by women or minorities submitted bids. Putman asked what outreach was performed to ensure women and minority owned firms were contacted. Inman said all firms in the Yellow Pages or on the State of Illinois contract list were contacted and asked to bid. Many of those firms are spaced throughout the state. It is his understanding that American Documents is a female owned business. American Documents dropped out because their business is to take a company's documents to their facility, scan them in, and return the end result.

Knott asked about the price range of the 4 bids. Busey said \$12,400/month was the low bid and \$14,500/month was the high bid. Xerox offered the second lowest bid. The price was not the sole criteria and this was stated in the RFP.

Fabri stated he really appreciated how this RFP was handled as far as getting input from departments concerning their copying needs.

**Motion carried.**

Prevailing Wage Ordinance for June 2007

**MOTION** by Knott to approve the Prevailing Wage Ordinance; seconded by Gross. **Motion carried.**

Discussion Regarding Employee Recognition Event 2007

Gremore will be coordinating the Employee Recognition Event in 2007. He is looking at ways to modify or enhance the program. He was hoping for the committee's input. Gremore suggested having a formal banquet for the County Board, the department heads, and just the recognition award recipients instead of having the event open to all County employees. The department heads that Gremore surveyed gave recommendations such as changing from a single event to having multiple events at multiple sites over the course of a week. Other suggestions included to stop serving boxed lunches and instead providing cookies, fruits, and beverages at the multiple sites. Gremore made the suggestion to continue giving recognition awards, but to add door prizes as well for employees to encourage them to come. Gremore requested the committee's consent to proceed with planning multiple events.

McGinty spoke positively of last year's event, with the exception that many of the employees being recognized did not stay to receive their awards. He acknowledged it is difficult to organize an event with some class to recognize long-term employees. He worried about draining labor resources with a week's worth of events. McGinty suggested holding 2 events, one at noon and one after-hours at 5:30 p.m. He felt door prizes were a waste and would rather that money be put towards food and drinks.

Busey said this approach was intended to be more like the County Board members coming to the employees instead of the employees coming to County Board's event. This would bring the event to the employees. McGinty thought last year's event was special because to gave employees from different departments the chance to visit with each other.

Putman thought the choir performance at last year's event was fantastic. She liked the idea of events at different locations and door prizes. She suggested the County Board members donate the door prizes. The committee continued to discuss the notion of holding multiple events. Betz asked about departments that have several shifts, such as the Nursing Home and the Sheriff's Office. Gremore said that issue was raised by the

department heads. He thought if the event occurs in the department, then those individuals might be more apt to attend the presentations. Gross support the idea of multiple events and providing a meal for employees. Schroeder asked if the multiple events would be grouped by building or department. Gremore said he was looking for direction from the committee, so he could go back to the department heads on what they want to arrange. He envisioned a combined event for departments in the same building.

Betz declared it was the consensus of the committee to hold multiple events (but only a few and staggered in times), the employees be paid for attending the event, and meals be provided. Gremore will return with a specific proposal after he speaks to the department heads.

### **LEGISLATIVE REPORT**

Putman brought a message from Representative Naomi Jakobsson, who suggested the two legislative liaisons telephone her with any concerns the Board has instead of sending a formal resolution. Representative Jakobsson has received the resolutions only after the issue of concern was discussed in committee, therefore, she was unable to do anything useful on those issues.

### **OTHER BUSINESS**

#### **Champaign-Urbana International Humanitarian Awards Participation Request**

Weibel requested the Champaign-Urbana International Humanitarian Awards Participation Request be included on the agenda more for the committee's information than for action. There is no money in this year's budget for a donation, but he wanted to know if the County Board would like to give money for this award in future years. McGinty remarked he would like to see a list of organizations who ask the County for money every year all at once while the budget is being prepared so the County Board could prioritize any donations. Weibel concurred with McGinty suggestions. Betz does not think the County has a rational basis it uses to consent or decline such requests. There are many good causes out there and it would be best to develop some guidelines.

#### **Closed Session Pursuant to 5 ILCS 120/2 (c) 1 to Consider the Employment, Compensation, Discipline, Performance, or Dismissal of an Employee**

**MOTION** by McGinty to enter into closed session pursuant to 5 ILCS 120/2 (c) 1 to consider the employment, compensation, discipline, performance, or dismissal of an employee. He further moved the following individuals remain present: County Administrators, Nursing Home Administrator, County's legal counsel, and the Recording Secretary. The motion was seconded by Schroeder. The roll was called. **Motion carried with a vote of 6 to 1.** Betz, Gross, Knott, McGinty, Putman, and Schroeder voted in favor of the motion. Moser voted against the motion. The committee entered into closed session at 8:04 p.m. The committee resumed open session at 8:09 p.m.

### **ADDENDUM**

#### **Ordinance Regulating the Granting of Permits for Pyrotechnic Display Fireworks and Consumer Fireworks Displays**

**MOTION** by Schroeder to approve the Ordinance Regulating the Granting of Permits for Pyrotechnic Display Fireworks and Consumer Fireworks Displays; seconded by Gross.

McGrath told the committee that this ordinance was drafted because the Sheriff's Office has received numerous complaints. The State's Attorney's Office will bring another ordinance to the committee in August to regulate door-to-door solicitations, also due to the many complaints that have been received. McGrath said citizens have been injured by fireworks being used improperly and the ordinance would allow the County to better manage some other problems.

**Motion carried.**

**CHAIR'S REPORT**

There was no Chair's Report

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

Betz designated items VI A 1-7 and VII B-C for the consent agenda.

**ADJOURNMENT**

Meeting was adjourned at 8:10 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.*