

CHAMPAIGN COUNTY BOARD
COMMITTEE MINUTES

POLICY, PERSONNEL, & APPOINTMENTS COMMITTEE

Wednesday, January 9, 2008

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

7:00 p.m.

MEMBERS PRESENT: Hogue, Hunt, McGinty, Moser, Putman, Schroeder

MEMBERS ABSENT: Betz, Gross, Knott

OTHERS PRESENT: Kat Bork (Recording Secretary), Deb Busey (County Administrator of Finance & HR Management), Susan McGrath (Senior Assistant State's Attorney), Mark Shelden (County Clerk), Dan Walsh (Sheriff), C. Pius Weibel (County Board Chair)

CALL TO ORDER

Vice-Chair Moser, in the absence of Chair Betz, called the meeting to order at 7:00 p.m.

ROLL CALL

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

APPROVAL OF AGENDA/ADDENDUM

MOTION by Schroeder to approve the agenda; seconded by Hunt. **Motion carried.**

APPROVAL OF MINUTES

MOTION by Schroeder to approve the Joint Meeting of the Justice & Social Services Committee and Policy, Personnel, & Appointments Committee September 11, 2007 minutes and the Policy, Personnel, & Appointments Committee November 7, 2007 minutes; seconded by McGinty. **Motion carried.**

PUBLIC PARTICIPATION

There was no public participation.

MONTHLY REPORTS

MOTION by Hogue to receive and place on file the County Clerk Fees Monthly Report for November 2007 and the Semi-Annual Report November 2007; seconded by Hunt.

Shelden reported the last calendar year was the slowest year for marriages since 1972, which he thought was interesting. Weibel asked if the County gets anything out of divorces. Shelden said it was a lot more than what it gets out of marriages because the fee to file divorce papers is about \$200.

Motion carried.

COUNTY BOARD

Appointments/Reappointments

Appointment of Greg Knott to the Labor Subcommittee

Weibel nominated Greg Knott to the Labor Subcommittee. This vacancy occurred due to the resignation of Scott Tapley from the County Board. Weibel stated Knott agreed to serve on the subcommittee in advance of the meeting.

MOTION by Schroeder to appoint Greg Knott to the Labor Subcommittee; seconded by Hogue.
Motion carried.

Appointment of Brad Jones as Vice-Chair of the Finance Committee

Weibel nominated Brad Jones to be the Vice-Chair of the Finance Committee. This vacancy also occurred due to the resignation of Scott Tapley, as he was the Finance Vice-Chair.

MOTION by Hunt to appoint Brad Jones to be the Vice-Chair of the Finance Committee; seconded by Schroeder. **Motion carried.**

SHERIFF

Recommendation Regarding Jail Superintendent Position

Sheriff Walsh stated, in the past, the Captain of Corrections has been the defacto Jail Superintendent. The Captain is a Merit Commission position and a SLEP position. The statute, 730 ILCS 125/3, gives a Sheriff the discretion to appoint a Jail Superintendent and to appoint or remove the Superintendent at the Sheriff's pleasure. This gives him the ability to either promote from within or appoint a civilian to run the County Jail. If he did appoint a civilian to run the jail, it would not be a SLEP position. If Captain Young had stayed, he would have been making right at \$81,000, so the Sheriff advertised the position at a salary range of \$75,000-\$81,000. Sheriff Walsh is interviewing the external candidates. If the Sheriff hired someone who is not through the Merit Commission, the Sheriff did not think it would be a SLEP position and asked Busey to confirm. Busey believed the Sheriff was correct. Busey said she did not think this issue needed to go to the full Board if the Sheriff was asking for the committee's agreement with the idea of either hiring a civilian or to promote from within his department. The Sheriff already has the Captain position available for his staff; if he hires a civilian then the Captain position would be changed to a non-SLEP, Jail Superintendent position which would be approved by the County Board. The Sheriff needs to know the committee will support this because he cannot have 2 positions simultaneously. The Sheriff said that was not exactly what he had in mind. He stated he has not interviewed the internal candidates for the position yet. If an internal candidate is selected, that person would obviously want to be promoted to Captain. The Sheriff proposed that he should be allowed to have both the Captain position and the Jail Superintendent positions available, but he would only fill one because he does not have the budget to fill both at the same time. If the Jail Superintendent is purely a civilian position, then a deputy who has risen through the ranks would have to give up the Merit Commission protection and SLEP retirement if hired as Jail Superintendent. Sheriff Walsh thought this would dissuade many qualified internal candidates. He wanted to have both positions, but only fill one because of money issues. Busey said she did not think it advisable for the County Board to approve two positions at the same time. The Captain position already exists and if the Sheriff hires a civilian then he will ask for the Captain position to be replaced with the Jail Superintendent position. The Sheriff would not be losing the designation or job description of Captain. The Sheriff would not be losing this Captain position forever because he can always request the Jail Superintendent position be changed to a Captain position at a future time. Otherwise, the County Board would be approving another full-time equivalent position for the Sheriff and allowing him to have two positions because he had not decided which one he wanted to fill. This

is not the way the policy works. Deb stated it would be more advisable for the County Board to approve the position the Sheriff decides to fill. This way the number of positions allowed for the Sheriff would match the staffing budget and the numbers of FTE positions dictate salary administration. The Sheriff wanted to add the position so the next Sheriff would not have to come back to the County Board to request its approval to change from a civilian Superintendent to a promoted Captain, or vice versa. Busey warned that a future Sheriff, not that Walsh would ever do this, might decide to fill the Captain position while he had a Jail Superintendent because he had that many FTE positions designated by the County Board. The Sheriff replied that he or she would run out of money. He asked McGrath if there was a way to word this so both Busey could get what she needed and he could get what he would like. McGrath said the committee could authorize the Sheriff to hire the Jail Superintendent position as either a civilian or a Captain position, and then abolish the other position not filled at the time the Jail Superintendent is hired. The County would keep the not-filled job description and make it available for the Sheriff's use if there is another vacancy in the position. Busey completely agrees with the Sheriff having the flexibility to hire either an internal or external candidate, but it does not mean both positions have to exist in the staff budget simultaneously. The County does not even have a full job description for a Jail Superintendent. The description will need to be developed, submitted to this committee, forwarded to the Finance Committee, and forwarded to the County Board for approval. The Sheriff said he and Busey would find a way to work it out between themselves.

Putman entered the meeting at 7:06 p.m. She asked the Sheriff what DOQ means in his memo. The Sheriff stated DOQ stands for Depending On Qualifications.

MOTION by McGinty to concur with the Sheriff's decision to either hire a civilian or promote from within his department to fill the Jail Superintendent position; seconded by Putman. **Motion carried.**

COUNTY CLERK

Recommendation Regarding Election Judge Pay

Shelden said he did not have a specific recommendation. He was presenting information on the County's Election Judges' pay compared with other counties. He had hoped the State of Illinois would provide more money to alleviate the pay situation. The State passed a bill increasing its portion of the Election Judges' pay from \$25 to \$45. However, this increase was contingent on be funded in the State budget and it was not funded in the recent budget. The Election Judge pay is at \$90 and is the least amount paid when compared with neighboring counties. Shelden explained that any increase in pay by the County would be permanent because the County does not raise the pay one year and lower it the next. A \$5 increase for each judge would mean an additional \$3,000 cost per election. Shelden added that Champaign County has the largest average precinct population in the state and our judges serve more voters than any judges in the state. He stated that he does not know what the right amount of increase is, but he would like to have to have more money.

Schroeder asked if the increase would be for trained or untrained judges. Shelden explained the State provides funding for the trained judges and virtually every Election Judge in Champaign County is trained. Schroeder said he was not opposed to increasing the pay, even to \$10, if the County can afford it. Moser asked if Shelden wanted the Policy, Personnel, & Appointments Committee to send a recommendation to the Finance Committee. Busey said this item is not on the Finance agenda or addendum, but the Finance Committee could discuss it and a budget amendment could go to the County Board this month if necessary. McGinty asked where the money for a pay increase would come from. Busey said there is about \$20,000 remaining in the contingency line. McGinty was all for an increase if they could afford it. Shelden remarked on the methods his office uses to save money, such as designing their own ballots. Because it is a presidential election year, he did not anticipate that he could save anything from his budget this year. The committee supported the use of contingency money for the pay increase.

MOTION by Schroeder to increase the Election Judges' pay by \$10; seconded by Hogue. **Motion carried.**

ADMINISTRATOR'S REPORT

Vacant Positions Listing

The vacant positions listing was provided for information only.

Recommendation for Purchasing Policy Revision

Busey explained this recommendation is not a comprehensive Purchasing Policy, which she hopes will be coming to the committee later this year. The financial thresholds the departments have to follow with regard to purchasing that have not been adjusted in eight years. The current thresholds can be problematic for efficient operations. Busey checked with the City of Champaign, Peoria County, and McLean County. This change would follow state law. The current policy requires a purchase order be prepared for anything over \$1,000, up to \$5,000. If a purchase costs between \$5,000 and \$10,000, the department is required to submit three written quotes with the purchase order. Anything over \$10,000 requires that it be bid. Anything purchased off of state government pricing contracts is considered equivalent to having been bid. The recommended changes were to increase the dollar value which mandates a purchase order from \$1,000 to \$5,000 and to increase the dollar value which mandates the issuance of bids from \$10,000 to \$20,000. Often the purchases between \$10,000 and \$20,000 are things that operationally are needed on a fairly short turn around time. Issuing a bid takes 60 to 90 days. Busey thinks what is occurring is that some County officials are purchasing off of state government pricing contracts when they might get better pricing by going to local vendors for quotes. She thinks increasing the mandate for bidding would be advantageous. Furthermore, Busey pointed out the name of the fund on Page 33 of the policy has been changed to Capital Asset Fund from the Capital Equipment Replacement Fund because in the last two years the County has added facilities replacement to this fund. Busey showed the committee where the changes were in the policy. McGinty said he thought these were good and sensible changes.

MOTION by McGinty to approve the revisions to the Purchasing Policy; seconded by Putman. **Motion carried.**

Recommendation for Travel Policy Revision

Busey stated this revision is at the request of several members of the Finance Committee. The Travel Policy current allows that any reimbursements for travel expense that comes to the Auditor more than 60 days past the last day of travel can be paid if they are approved by the County Board. This change would simply eliminate that option. If the travel voucher is not submitted to the Auditor's Office within 60 days of the last date of travel then it is not paid. Busey said she reviewed this change with the department heads and they are fine with it. The only exception would be for employees who travel between County buildings. There are certain employees who travel back and forth between building and accrue minor mileage reimbursement. These employees should submit their travel voucher for mileage at the end of each month. Busey requested the limit for miscellaneous travel expenses that do not require a recipient be increased from \$10 to \$20. This would cover expenses like cab fare.

MOTION by Schroeder to approve the revisions to the Travel Policy; seconded by Hunt.

Putman asked if there would be a grace period for employees when these changes are first implemented. Busey said the current Travel Policy requires all travel expenses to be turned in at the end of the fiscal year and the County is just past the end of the last fiscal year. Anyone who has travel expenses since December 1st that they have not submitted will have enough time to turn in their expenses for reimbursement. The department managers were not concerned with the deadline. This is a benefit to the

departments. Weibel said he spoke to Cameron Moore about the change. It is definitely doable. Busey added the travel reimbursement form is on the website and available to all employees.

Motion carried.

Request for Re-Evaluation of Insurance Specialist Position

Busey requested the Insurance Specialist position be submitted for re-evaluation because the responsibilities associated with the position have increased since it was last evaluated seven years ago.

MOTION by Schroeder to submit Insurance Specialist Position to Job Content Evaluation Committee for re-evaluation; seconded by McGinty.

Recommendation Regarding EMA Director & IT Director Position Classifications

Busey reported the EMA Director position was reviewed by the Job Content Evaluation Committee and a reclassification to Grade Range K was recommended. Busey recommended a 10% promotional salary increase to the incumbent effective on the first day of the pay period which the County approves this. The Personnel Policy states that any reclassification during the year becomes effective on the first day of the ensuing fiscal year. However, this position reclassification started with the EMA Director's annual performance appraisal and was slow in the process.

The Job Content Evaluation Committee reviewed the position description and information for the Information Technology Director and recommended the position be assigned to Grade Range L and, as with all of the other IT positions, there be a market adjustment to Grade Range M. This is consistent with what the County has been told it will have to pay to be competitive with salary for this type of position. Grade Range M is the top grade range. The midpoint for the position would be at \$80,000. Maximus told the County it would need to spend \$110,000 to fill this position in the IT assessment report. McGinty concurred that it is his experience the County will have to pay at the very least \$80,000 to get a quality person in the IT Director position. He thinks it will be a challenge to fill the position at \$80,000 based on the market.

MOTION by Hunt to recommend to the Finance Committee approval of the reclassification of EMA Director assigned to Grade Range K, with the incumbent to receive a 10% promotional increase effective on the first day of the pay period in which the County Board approves the reclassification and to recommend to the Finance Committee approval of the classification of the IT Director assigned to Grade Range L with market adjustment for salary to Grade Range M. Motion seconded by McGinty.

Weibel asked if all this had been budgeted for. Busey said a budget amendment is on tomorrow's Finance Committee agenda for the EMA Director's salary increase.

Motion carried.

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

MOTION by Schroeder 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 requested the following individuals remain present: Recording Secretary, County Administrator, County's legal counsel, and the Supervisor of Assessments. Motion seconded by Hogue. **Motion carried with a roll call vote of 6 to 0.** Hogue, Hunt, McGinty, Moser, Putman, and Schroeder voted in favor of the motion. The committee entered into closed session at 7:45 p.m. The committee resumed open session at 7:51 p.m.

LEGISLATIVE REPORT

IACBMC 2007 Legislative Summary

Moser stated he is glad he is a Republican with what this General Assembly accomplished.

CHAIR'S REPORT

There was no Chair's report.

OTHER BUSINESS

Resolution to Commemorate Champaign County's 175th Anniversary of Incorporation

MOTION by Schroeder to approve Resolution to Commemorate Champaign County's 175th Anniversary of Incorporation; seconded by McGinty.

Weibel requested the date be left blank until they can confirm the date. This was taken as a friendly amendment by the mover and seconder.

Motion carried as amended.

DESIGNATION OF ITEMS TO BE PLACED ON COUNTY BOARD CONSENT AGENDA

Moser designated all appointments and agenda items IX A, X B-C, and XIII A for the consent agenda.

ADJOURNMENT

Meeting was adjourned at 7:53 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.