

CHAMPAIGN COUNTY BOARD
COMMITTEE MINUTES

POLICY, PERSONNEL, & APPOINTMENTS COMMITTEE

Wednesday, February 6, 2008

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

7:00 p.m.

MEMBERS PRESENT: Betz, Gross, Hunt, Knott, McGinty, Putman, Schroeder

MEMBERS ABSENT: Moser

OTHERS PRESENT: Kat Bork (Recording Secretary), Deb Busey (County Administrator of Finance & HR Management), Tony Fabri (Auditor), John Hall (Planning & Zoning Director), Denny Inman (County Administrator of Facilities & Procurement), Susan McGrath (Senior Assistant State's Attorney), Cameron Moore (RPC Executive Director), C. Pius Weibel (County Board Chair), Dan Welch (Treasurer), Thomas Berns

CALL TO ORDER

Betz called the meeting to order at 7:10 p.m.

ROLL CALL

The Recording Secretary called the roll. Betz, Gross, Hunt, Knott, McGinty, 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 Knott to approve the agenda and addendum; seconded by Hunt. **Motion carried.**

APPROVAL OF MINUTES

MOTION by McGinty to approve the Policy, Personnel, & Appointments Committee January 9, 2008 minutes; seconded by Knott. **Motion carried.**

PUBLIC PARTICIPATION

There was no public participation.

MONTHLY REPORTS

MOTION by Knott to receive and place on file the County Clerk Fees Monthly Report for December 2007; seconded by Putman. **Motion carried.**

COUNTY BOARD

Appointments/Reappointments

Champaign-Urbana Mass Transit District

Weibel nominated Thomas Berns to the Champaign-Urbana Mass Transit District.

MOTION by Knott to appoint Thomas Berns to the Champaign-Urbana Mass Transit District for a term from 2/21/2008 to 12/31/2012; seconded by Hunt.

McGinty stated he would abstain from voting because CUMTD is a client. Putman said she would be very pleased to vote for Berns's appointment. She thanked Berns for his service and complimented his resume. Gross inquired about Berns's possible conflicts of interest because his appointment request form notes that Berns's firm has provided professional services to CUMTD. Betz said, from his perspective, Berns would avoid conflicts of interest by doing what McGinty just did which is abstaining from specific votes with possible conflicts of interest. The committee discussed the issue. Thomas Berns addressed the committee to say that he provided some engineering services for CUMTD as part of a team for the terminal building. He indicated this information on the appointment request form to be completely truthful.

Motion carried with one abstention by McGinty.

Lincoln Exhibits Committee

Weibel nominated Kay Grabow to the Lincoln Exhibits Committee.

MOTION by Putman to appoint Kay Grabow to the Lincoln Exhibits Committee for a term from 3/1/3008 to 2/28/2011; seconded by Knott. **Motion carried.**

Convention & Visitors Bureau

Weibel nominated Alan Nudo to the Convention & Visitors Bureau.

MOTION by McGinty to appoint Alan Nudo to the Convention & Visitors Bureau; seconded by Knott. **Motion carried.**

Weibel said he forgot to include the appointment of Carol Ammons to take Catherine Hogue's place as a County Board Member in District 5. He wanted to send this appointment to the full Board in February. The committee had no objections.

COUNTY CLERK

Polling Places List

MOTION by Putman to receive and place on file the polling places list; seconded by Knott. **Motion carried.**

ADMINISTRATOR'S REPORT

Vacant Positions Listing

The vacant positions listing was provided for information only.

Recommendation Regarding Insurance Specialist Position

The Insurance Specialist position was reviewed by the Job Content Evaluation Committee and it was the committee's recommendation to reclassify the position to Grade Range I based on the level of responsibility and scope of knowledge required to perform this position. Busey said the policy states that a reclassification does not go into effect until the first day of the ensuing fiscal year. She requested the reclassification become effective the first day of the pay period when it is approved by the County Board, because it is so early in the fiscal year and they are trying to create an HR Team within Administrative Services with all four of the positions with similar levels of responsibility classified in the same range. The other three HR positions are already classified in Grade Range I.

MOTION by Knott to recommend to the Finance Committee approval of the reclassification of Insurance Specialist Position to Grade Range I, effective February 11, 2008; seconded by McGinty.

Gross asked about the changes in this position's duties. Busey explained the scope of the position is different than six years ago, which is the last time it was evaluated, in terms of oversight of the budget of Self-Funded and Tort Immunity Insurance Funds. The size of those budgets has increased substantially which is a factor in determining the scope of positions within the County. The position's own level of responsibility and accountability for issuance of RFPs is greater as well.

Weibel asked if the reclassification would result in a salary increase. Busey answered the Personnel Policy allows for a promotional increase of 10% or to the position's midpoint for a reclassification. Putman asked where in the range the employee's salary would be. Busey said there is a closed session later on the agenda to discuss this. Putman said she believed the incumbent is a person who has played a core role in the participating strongly in meetings of the Job Content Evaluation Committee. Busey corrected Putman that this individual does not participate on the Job Content Evaluation Committee. Putman asked if it was ever the case. Busey stated the Insurance Specialist has never served on the Job Content Evaluation Committee.

Motion carried with Gross voting against the motion.

Recommendation of Amendments to Purchasing Policy

Busey stated these are some additional recommendations for Purchasing Policy revisions. This completes additional items pointed out by departments to make improvements and clear up the policy. Busey reviewed the changes with the committee. The first recommended change was in Article V C to add language that allows departments to take advantage of competitively bid contracts for local government purchases that are bid by others than Champaign County. This replaces the need for three written quotes for purchases from \$5,000-\$20,000 and relieves the necessity for a bid if the purchase is over \$20,000. The second recommended change concerned the policy for surplus/obsolete/excess equipment in Article VIII C & D. This documents how the County actually handles the surplus/obsolete/excess equipment. The language is far less restrictive than the way it was previously written and far more realistic in terms of how the County actually handles it. A piece of excess equipment is made available to other County department if it is appropriate for reuse in the County. Otherwise it goes immediately to public sale through some auction venue. Ebay has been used quite usefully and the County has done better on Ebay than it previously did in taking items to Gordyville. The County Administrator will prepare an annual report on the sale of excess equipment. The third recommendation was a new Article X of which a revised version was distributed at the meeting. This was a new credit card policy drafted with the assistance of Dan Welch, County Treasurer, and Cameron Moore, RPC Executive Director. The new policy enables departments to obtain credit cards for appropriate purchases that relate to travel and appropriate purchases that can be made from a tax exempt status from items that are allowable under the Purchasing Policy. The previous credit card policy was located in the Travel Policy and departments could only obtain a credit card that could be used solely for

travel purposes with approval from this committee and the County Board. Welch sent out information to nine local banks and received three proposals in return. Busey Bank offered a VISA card that was selected. With the new policy, if departments want a credit card, they can come to Welch. He will develop the paperwork and the department will receive a basic, no frills VISA card.

Weibel asked who the billing should go to. Welch answered that each department will receive a credit card bill. Employees will be required to produce receipts for credit card purchases. Busey confirmed the policy requires receipts be produced. Gross noted that under the current policy an employee could present expenses for reimbursement, but a department head could refuse to approve certain expenses. She asked what would occur if an employee uses the department credit card, then refuses to provide an accompanying receipt or the department head does not approve the purchase. Welch expected the department heads to ensure the employees use the card appropriately. The elected officials do not have to take part in this policy. Busey spoke about this new policy at the department heads meeting and there was great initiative to have all elected and appointed officials participate in this policy. It is a benefit to have one contact person at the credit card company for the County to speak with about the cards. If a County employee used the card outside of the clearly stated guidelines with regard to meals, then the employee would be required to pay the County the difference between what is allowed and what was spent. If the employee did not, then the employee could be subject to discipline. Knott spoke about the University of Illinois credit card policy and how some purchases are broken down to avoid having to obtain a purchase order.

Fabri stated the accountants in the Auditor's Office are unhappy with the idea of anyone at the County using credit cards for any reason. He thanked Busey for addressing many of their concerns with this policy. The only obstacle he sees is his office is required to file 1099 forms and with a third party credit card the vendors may not give his office the information the need for the 1099 because the County cannot withhold payment. Fabri felt this will make more work for the accountants in the Auditor's Office. He wanted to go on the record stating the Auditor's Office did not want to see anyone using credit cards and did not want this policy to be changed.

Weibel shared that the Champaign-Urbana Public Health District tried to get rid of all of its credit cards for employees for reasons that have been public. CUPHD then discovered they could not function without the cards. So the cards were brought back with restricted use. It is difficult to work without credit cards these days. He suggested Fabri send out a memo to departments so the department heads are proactive in addressing the proper use of the cards. Busey stated the credit card policy will be included in both the Purchasing Policy and Travel Policy. It will be identical in both policies.

Knott asked if employees have to sign a form acknowledging that they have read and understand the credit card policy. At the University of Illinois, employees have to sign a form and go through training to understand using the university's cards. He was not saying the County needed to follow the same protocols, but it would help reinforce to employees that there are limitations on what the credit cards can be used for. He offered to send Busey a sample form. Busey expressed that employees already sign off on other policies, so Knott's suggestion it not unreasonable.

In Article XI under the exceptions language, the Regional Planning Commission would be excluded from this Purchasing Policy, similar to the way the Mental Health Board has always been excluded from the Purchasing Policy. Moore has presented to the RPC a recommendation to adopt and maintain its own Purchasing Policy. RPC runs into issues which are quite different from issues seen by the rest of the general County with regard to purchasing. The Regional Planning Commission is expected to adopt its own Purchasing Policy at their meeting this month. Betz asked if the RPC's Purchasing Policy would be audited by the County Auditor's Office. Busey said she believed that was a requirement. Moore stated the RPC is happy to be a part of Champaign County government, but recognizes that RPC operates differently than other

County departments. 96% of the RPC budget is from state and federal agencies that have contracts with RPC. The County Purchasing Policy is more restrictive than the state or federal policies. RPC was suggesting they should be exempted from the County Purchasing Policy due to the source of the majority of their funding. Moore explained the RPC Commissioners see every purchase that is made and they can always go back to the funding source to ask if a certain purchase is an eligible expense.

Gross asked who would audit the RPC's Purchasing Policy. Moore stated that RPC has its own outside auditor and the various funding agencies periodically send auditors as well. Gross asked how that information would be sent to the County Board. Moore said he would be happy to provide the annual RPC audit to the County Board. Gross asked how Fabri felt about that idea. Fabri said it would be hard to answer because he has not seen the suggested RPC Purchasing Policy, so he could not be in favor of it. It sounded to him like his office would not be involved in the day-to-day auditing of RPC and if that is so; he would not be in favor of the exception. Fabri asked the committee to postpone this action until the RPC Purchasing Policy has been developed. Moore said the intent is to still have the Auditor's Office review and make sure RPC is following its own Purchasing Policy. RPC will use the County Purchasing Policy as a model. Busey added that the Auditor's Office would simply be using a different document with which to compare RPC purchases to check for compliance. Weibel asked if Moore could provide a list of the major differences in the RPC Purchasing Policy when it is finished. Moore said he would be happy to do so. Putman asked about delaying the Purchasing Policy out of respect for Fabri's reservations. Busey suggested delaying only that one item and moving forward with the rest of the recommended changes. McGinty asked what a delay of a month would do to RPC's business. Moore did not have a problem with the delay of a month.

MOTION by McGinty to approve the recommendation of amendments to Purchasing Policy with the exception of the recommendation to exclude the Regional Planning Commission from the County's Purchasing Policy; seconded by Gross.

McGrath asked if the committee wanted to include Knott's suggestion about an employee form regarding the credit card policy. Betz indicated that was an administrative issue and Busey agreed.

Motion carried.

Recommendation of Amendments to Travel Policy

Busey stated the recommendation was to amend the Travel Policy to include the credit card policy exactly as it is in the Purchasing Policy.

MOTION by Knott to approve the recommendation of amendments to Travel Policy; seconded by Gross. **Motion carried.**

Putman exited the meeting at 8:15 p.m.

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

MOTION by Knott 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: Recording Secretary, County Administrators, and the County's legal counsel. Motion seconded by Hunt. **Motion carried with a roll call vote of 6 to 0.** Betz, Gross, Hunt, Knott, McGinty, and Schroeder voted in favor of the motion. The committee entered into closed session at 8:16 p.m. The committee re-entered open session at 8:19 p.m.

LEGISLATIVE REPORT

Weibel distributed a document on potential legislation regarding assessment publications. He commented that last fall began discussion on whether there are better ways of publishing the information other than the newspapers, such as posting on websites. It would also be much less cost to the taxpayers. Weibel met with Busey, McGrath, Welch, Joe Meents, and Stan Jenkins. The County could post the quadrennial information on the website with a notice published in the newspaper for seven days that the quadrennial report is available on the website. This would also be much more efficient and more available to the public. Weibel wants to propose this legislation to the State. He requested it be forwarded to the County Board. Betz asked if time was of the essence. Weibel said the deadline for a straw bill is February 15th. Knott asked if Weibel talked to Naomi Jakobsson or any others. Weibel spoke to Michael Frerichs and Bill Black because Jakobsson did not seem very interested. Putman heartily applauded the idea and she thought the only people in opposition to this idea would be the folks who publish newspapers. Betz remarked that Putman would be wrong because this legislation has been tried periodically and has been impossible to get out of committee at the State level because no one wants to take on the press lobby. Betz supported the legislation, but does not think it is an easy sell. Weibel noted this may not have been possible years ago, but websites are more powerful and in more regular use now. Weibel will go to UCCI and other organizations to push this proposal. Welch and Jenkins both support it. They recognition the legislation could take some time to pass. Putman asked what the County spends on assessment publications. Busey said the County spends \$200,000-\$220,000 each year on publications. The Supervisor of Assessments quadrennial publication costs \$65,000 by itself. Gross suggested writing letters to the editor in newspaper to demonstrate this approach would save taxpayers thousands of dollars a year. A straw poll showed no objections to this moving forward to the full Board.

CHAIR'S REPORT

There was no Chair's report.

OTHER BUSINESS

Resolution Calling for Legislative Change Concerning Municipal Annexations Agreements

MOTION by Knott to approve the Resolution Calling for Legislative Change Concerning Municipal Annexations Agreements; seconded by Hunt. **Motion carried.**

Prairie Center Day Proclamation Request by Prairie Center Health Systems, Inc.

MOTION by Knott to approve the Prairie Center Day Proclamation Request by Prairie Center Health Systems, Inc.; seconded by Schroeder. **Motion carried.**

ADDEDNDUM

RFP 2008-001 for Food, Beverage, & Snack Vending Machine Services Award of Contract

Inman said this project went out on the street in January. The contract would cover twenty-seven machines in nine facilities. The last contracts went to Pepsi-Cola. The total commission received last year was \$18,103.50. A portion of the commission goes to Administrative Services, which the County Board uses for the Employee Recognition Event. The January 14th pre-proposal meeting was attended by a few vendors. Two companies submitted proposals, Canteen Vending and Pepsi-Cola. A team was created consisting of Sheriff Walsh, Dan Welch, John Hall, Joe Gordon, Eleanor Ellis, and Tiffany Talbott. The team came back with a recommendation to award the contract to Pepsi-Cola.

MOTION by Knott to approve the award of contract for food, beverage, & snack vending services for all County facilities to Pepsi-Cola Champaign-Urbana Bottling Company, Inc.; seconded by Hunt.

Gross asked if there were other proposals. Inman said Canteen Vending submitted a bid. The evaluation team liked the food from Canteen more, but preferred the drinks from Pepsi. Inman said they will work with Pepsi for a better diet. Gross asked if the prices in the machines would remain the same. Inman said yes.

Motion carried.

CLOSED SESSION MINUTES

MOTION BY McGinty to approve the Policy, Personnel, & Appointments Committee January 9, 2008 closed session minutes; seconded by Knott. **Motion carried.**

DESIGNATION OF ITEMS TO BE PLACED ON COUNTY BOARD CONSENT AGENDA

Betz designated agenda items VII A 2-3, IX C-D, and XII A-C for the consent agenda.

ADJOURNMENT

Meeting was adjourned at 8:21 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.