

CHAMPAIGN COUNTY BOARD  
**COMMITTEE MINUTES**

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**POLICY, PERSONNEL, & APPOINTMENTS COMMITTEE**

Wednesday, April 9, 2008

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

7:00 p.m.

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

**MEMBERS ABSENT:** Gross

**OTHERS PRESENT:** Kat Bork (Recording Secretary), Deb Busey (County Administrator of Finance & HR Management), 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)

**CALL TO ORDER**

Betz called the meeting to order at 7:06 p.m.

**ROLL CALL**

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

**APPROVAL OF MINUTES**

**MOTION** by Moser to approve the Policy, Personnel, & Appointments Committee March 12, 2008 minutes; seconded by McGinty. **Motion carried.**

**PUBLIC PARTICIPATION**

Richards Reynolds spoke about his experience in bailing a co-worker out of the County Jail and hoped his complaints would be addressed. Weibel offered to assist Reynolds and meet with him after the committee meeting was over. Reynolds said he would email Weibel.

**MONTHLY REPORTS**

**MOTION** by Moser to receive and place on file the County Clerk Fees Monthly Report for February 2008; seconded by Ammons. **Motion carried.**

**COUNTY BOARD**

**Appointments/Reappointments**

**Fire Protection Districts**

Weibel nominated the individuals to various fire protection districts as they are listed on the agenda and the addendum. He noted several trustees' terms are different than the other in orders to properly stagger the terms amongst the trustees.

**MOTION** by Moser to appoint:

Linda Kates to the Eastern Prairie Fire Protection District for a term from May 1, 2008 to April 30, 2011,  
Dorothea Hunt to the Edge-Scott Fire Protection District for a term from May 1, 2008 to April 30, 2011,  
James Hixson to the Ivesdale Fire Protection District for a term from May 1, 2008 to April 30, 2012,  
Denny Jayne to the Ivesdale Fire Protection District for a term from May 1, 2008 to April 30, 2011,  
James Kirk to the Ludlow Fire Protection District for a term from May 1, 2008 to April 30, 2011,  
James Vickers to the Ogden-Royal Fire Protection District for a term from May 1, 2008 to April 30, 2011,  
Raymond Hettinger to the Pesotum Fire Protection District for a term from May 1, 2008 to April 30, 2011,  
Kevin Robert Chalmers to the Philo Fire Protection District for a term from May 1, 2008 to April 30, 2011,  
William Eckerty to the Sadorus Fire Protection District for a term from May 1, 2008 to April 30, 2011,  
Michael Kelly to the Sangamon Valley Fire Protection District for a term from May 1, 2008 to April 30, 2011,  
Bryan Shields to the Sangamon Valley Fire Protection District for a term from May 1, 2008 to April 30, 2010,  
Chris Karr to the Scott Fire Protection District for a term from May 1, 2008 to April 30, 2011,  
Andrew Rickords to the St. Joseph-Stanton Fire Protection District for a term from May 1, 2008 to April 30, 2011,  
William Kurth to the Thomasboro Fire Protection District for a term from May 1, 2008 to April 30, 2011,  
Ann Jack Haluzak to the Tolono Fire Protection District for a term from May 1, 2008 to April 30, 2011,  
J. Fred Giertz to the Windsor Park Fire Protection District for a term from May 1, 2008 to April 30, 2011, and  
Brian Thode to the Broadlands-Longview Fire Protection District for a term from May 1, 2008 to April 30, 2011. Motion seconded by Ammons. **Motion carried.**

**Sangamon Valley Public Water District**

Weibel nominated Robert Guthrie to the Sangamon Valley Public Water District.

**MOTION** by Knott to appoint Robert Guthrie to the Sangamon Valley Public Water District for a term from April 25, 2008 to May 31, 2013; seconded by Schroeder. **Motion carried.**

**Community Services Block Grant Board**

Weibel nominated Zoe Hood to the Community Services Block Grant Board.

**MOTION** by Hunt to appoint Zoe Hood to the Community Services Block Grant Board for a term from April 25, 2008 to December 31, 2012; seconded by Schroeder.

**Motion carried.**

**Nursing Home Board of Directors**

Weibel nominated Alan Nudo and Jan Anderson as the two County Board members on the Nursing Home Board of Directors. Weibel said it was a tough decision with the Democratic candidates, but he felt Anderson was the most qualified having been a nurse.

**MOTION** by Knott to appoint Alan Nudo and Jan Anderson to the Nursing Home Board of Directors for terms from April 25, 2008 to November 30, 2008; seconded by McGinty.

Betz stated he strongly agreed with Weibel's choices as Nudo and Anderson are outstanding County Board members. McGinty concurred.

**Motion carried.**

Weibel nominated Charles Lansford, a very well qualified, retired doctor from Carle to the Nursing Home Board of Directors. Weibel said he was an outstanding candidate.

**MOTION** by Knott to appoint Charles Lansford to the Nursing Home Board of Directors for a term from April 25, 2008 to November 30, 2010; seconded by Moser.

Ammons asked if it was common practice to wait for closing period of application process before beginning the discussion and selection of appointees. Betz said it is at the discretion of the Board Chair and the appointments have to be approved by the Policy Committee and the County Board. Weibel said this is not standard practice and noted he has never done this before. The Board of Directors is a unique situation. Moser said when someone of Lansford's caliber applies, then they should get him on the board.

**Motion carried.**

**REGIONAL PLANNING COMMISSION**

**Approval of Regional Planning Commission Purchasing Policy**

Betz stated the discussion on the Regional Planning Commission Purchasing Policy began last month and it was suggested that the parties return to this meeting.

**MOTION** by Moser to approve the Regional Planning Commission Purchasing Policy; seconded by McGinty.

Weibel had asked the Auditor's Office to come up with a list of RPC purchases not following purchasing policy. The list was provided to the committee. Weibel was surprised that the number of purchases on the list was fewer than he expected. Most of these purchases were not serious violations, in his opinion. Knott stated that he deals with purchases at the University of Illinois and this policy is more restrictive than university's. Federal grants, like those received by RPC, add many strings making this a strict policy. Moore stated that at last meeting he distributed a list of the various audits RPC undergoes because of their funding sources. Head Start underwent its annual audit recently. The result was the program's fiscal management and record keeping was found to be exemplary. Ammons asked how the County Board would have oversight if the RPC has its own Purchasing Policy. Busey said any changes to this Purchasing Policy would have to be approved by the County Board and the RPC Commission. Betz added that the County Board appoints RPC Commissioners. Hunt said all the RPC transactions would still be reviewed by Auditor's Office for compliance. Weibel explained that the RPC budget would still be approved by County Board so the County Board would retain oversight of RPC finances.

Weibel distributed a memo from Tony Fabri and expressed that he disagreed with Fabri's memo on several different points. Weibel said the CEO should have sole discretion as to whether an emergency exists, just as he does as County Board Chair. He noted emergencies cannot be predicted in advance. At least one of Fabri's concerns was for a matter that is not included in the latest version of the Purchasing Policy. Fabri implied at the last meeting and in his memo that the RPC Commissioners are less responsible than the County Board because they are not elected to their positions. Weibel disagreed with that opinion. Fabri also made

comments that RPC would be like the Champaign-Urbana Public Health District. Weibel was not sure what Fabri was referring to, but he might be saying that Weibel does not take his job on the CUPHD Board seriously. He suggested Fabri ask the fired CUPHD Administrator as to whether the CUPHD Board takes its job seriously. Weibel said he did not see anything wrong with the current version of the RPC Purchasing Policy.

Putman asked what Moore has in mind to use small and minority owned businesses. Moore stated RPC does a lot of lending to female and minority owned businesses and these types of firms are business clients. RPC receives a directory of registered minority and female owned businesses in Champaign County and they try to reach out to these businesses to provide goods and services. Putman asked the difference between a purchase requisition and a purchase order. Busey explained a purchase order has to be issued prior to a purchase if the purchase price is above a specified amount. A purchase requisition pays for an item that has been ordered. This part of the RPC Purchasing Policy is identical to the County's Purchasing Policy. Putman asked how the \$350 gift amount reached. Moore said the amount for gifts was set high from experience. He thought it related to a retirement gift for John Dimit. Putman felt the threshold was too high for the situations she envisioned it would be used for and asked what other County Board members thought. Knott said the County Board should trust its administrators to spend at least \$350 and he had no objection to that limit. McGinty thought the amount was reasonable and added \$350 does not buy what it used to. The \$350 is the limit, not the average amount to be spent. Ammons agreed it was reasonable and important thing is to reward employees. Putman said she thought the County Board shows its appreciation to an employee by giving a high salary with excellent benefits for a long time. Putman declared a problem once arose when a department head gave his employees their birthdays as a paid day off and this led to union employees demanding their birthdays off with pay. This created a labor situation that had to be bargained with the union. She asked if the RPC Purchasing Policy would create a situation where union employees would demand to receive gifts if a fellow employee received a gift in recognition of exemplary service. She wondered if this could be a problem with the union. Moser stated he was at the meeting when John Dimit was presented with a retirement gift of a Palm Pilot by the RPC Commission. He expressed that the Administrator of Savoy was the head of the RPC Commission at that time and took it upon himself to purchase a gift for Dimit with his own money. The full RPC Commission voted to reimburse the Administrator of Savoy for purchasing the gift. The Administrator was willing to pay for it himself. Moser said it was a rare situation concerning an employee who had worked for RPC for thirty-nine years. If push had come to shove, Moser said the RPC Commissioners would have chipped in with their own money for Dimit's gift. Putman said her question was about whether the County Board was putting itself in jeopardy with any possible gifts to employees. Betz did not think it would a problem with the bargaining contract. Busey stated the section in the policy concerns employee recognition. The only bargaining unit employees in RPC are in Head Start and this would be in compliance with the Head Start Grant that provides for gifts. Different methods of employee recognition are used throughout the County, such as a department head buying his/her employees lunch, which are not negotiated. As long as Moore treats all the Head Start employees consistently, there is no problem. Moore said, in his twenty-five years of management experience, he has found that small tokens of appreciation can be more valuable sometimes than money in terms of letting employees know how much they are valued. He is aware of taking an equitable approach and having some criteria as to how employees are recognized. This may be flowers at someone's mother's funeral or a small token at an employee recognition event. The important thing is to make clear to all employees why someone is being recognized.

**Motion carried.**

#### **ADMINISTRATOR'S REPORT**

##### **Recommendation to Exclude the Regional Planning Commission from the Champaign County Purchasing Policy**

Busey explained the recommendation is to amend the Champaign County Purchasing Policy to reflect the exclusion of RPC.

**MOTION** by McGinty to approve excluding the Regional Planning Commission from the Champaign County Purchasing Policy; seconded by Hunt. **Motion carried.**

Vacant Positions Listing

The vacant positions listing was provided for information only.

Approval of Operating Agreement for Food, Snacks, & Beverage Vending Services for All County Facilities with Pepsi-Cola Champaign-Urbana Bottling Company, Inc.

Inman stated that in February the committee accepted the selection of Pepsi-Cola as the vendor for vending services in County facilities. The contract is for two years with a possible one year extension. The contract requires a one-hour response time to emergency situation. Movement has been realized in increasing the amount of low-fat opportunities in vending machines to 30%. To Inman's knowledge, there was been a positive response from employees on the selection provided in the vending machines. There was significant employee participation in the selection of this vendor. The revenue is a 25% commission on drinks and food. The revenue goes to fund the Employee Recognition Event.

**MOTION** by Moser to approve the Operating Agreement for Food, Snacks, & Beverage Vending Services for All County Facilities with Pepsi-Cola Champaign-Urbana Bottling Company, Inc.; seconded by Knott

Putman asked what entity won the previous contract. Inman said it was Pepsi-Cola. Ammons asked about the new policy requiring background checks and drug tests for any personnel who works for an entity that contracts with the County. Inman said he did not believe it applies to this contract. The Substance Abuse Act is primarily for the construction industry. The County Facilities Committee was informed last night that this act will be referenced in future construction contracts. They are working with local entities to figure out how to implement it because the act has no enforcement mechanism. McGrath stated the Substance Abuse Act is specifically related to public works projects.

**Motion carried.**

Request for Review of Lead Custodian Position

Busey explained this was a request to refer the Lead Custodian position to the Job Content Evaluation Committee for review. This request came from a labor management meeting with AFSCME. There are two Lead Custodian positions, one at the Brookens Administrative Center and one at the Courthouse. It was pointed out by AFSCME that the Lead Custodian at Brookens has varying degrees of responsibility compared to the Lead Custodian at the Courthouse. A recommendation for change would come back to the Policy, Personnel, & Appointments Committee.

**MOTION** by McGinty to submit Lead Custodian position assigned to Brookens to the Job Content Review Committee; seconded by Moser.

Ammons inquired why this position is coming up for review. Busey said the Lead Custodian job classification was created in the last four years when the County switched from outsourcing custodial services to in-house services. The Lead Custodian is a kind of working manager for the two largest County buildings. There are a number of additional responsibilities that the Lead Custodian at Brookens handles. For example, the Custodians are responsible for the security of Brookens, unlike any other County building, and manage the mail at Brookens.

**Motion carried.**

**LEGISLATIVE REPORT**

**IACBMC Grantline on Road Grants**

Moser asked about getting information on these grants to rural road districts with limited funds. Knott offered to bring it up at Friday's Highway Committee meeting and ask Jeff Blue to relay the information to road districts. Ammons asked if the Highway Committee could apply for a grant. McGrath said it could come from the County Board, the County Board Chair, or the Highway Engineer. Putman asked for a report on state bills that were mentioned at the March meeting. Weibel said the assessment publications bill is still in committee. Moore offered to get information on any specific transportation or road project issues or legislation if the committee makes that request of him.

**CHAIR'S REPORT**

There was no Chair's Report.

**OTHER BUSINESS**

**Intergovernmental Agreement to Amend the Boundaries of the East Central Illinois Economic Development District**

**MOTION** by Moser to approve the Intergovernmental Agreement to Amend the Boundaries of the East Central Illinois Economic Development District; seconded by Schroeder.

Weibel said the agreement added Ford, Iroquois, and Vermillion Counties to the district.

**Motion carried.**

**County School Facility Sales Tax**

Weibel said the County Board members would be getting an informational packet on this subject in their weekly mailing. Knott stated the school districts are talking about this tax and it should be the schools making this pitch to the citizens, not the County Board. Betz said the Champaign and Urbana schools can do this without the County's help. Weibel said the President of the Unit 4 School District asked him to put this on the ballot. Moser asked whether the school puts this tax on ballot and who would set the rate. McGrath explained that the County Board would set the rate if it put the issue on the ballot. The school districts would set the rate if they put it on the ballot. Weibel recommended saving questions until next month's study session on this issue. Betz suggested the Board members write down questions for the presentation next month. McGinty agreed with the idea that school districts should set this tax rate and inquired if the committee even wanted to deal with this next month. Weibel said he would rather be informed about it than not. Moser stated if Champaign County passed the tax then the surrounding smaller counties would do it as well.

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

Betz designated agenda items VII A 1-16 & 18, VIII A, IX A & C, and XII A for the consent agenda.

**ADJOURNMENT**

Meeting was adjourned at 8:15 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.*