

CHAMPAIGN COUNTY BOARD  
**COMMITTEE MINUTES**

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**POLICY, PERSONNEL, & APPOINTMENTS COMMITTEE**

**Wednesday, June 4, 2008**

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

7:00 p.m.

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

**MEMBERS ABSENT:** Ammons, Moser

**OTHERS PRESENT:** Kat Bork (Administrative Secretary), Deb Busey (County Administrator of Finance & HR Management), Denny Inman (County Administrator of Facilities & Procurement), Susan McGrath (Senior Assistant State's Attorney)

**CALL TO ORDER**

Betz called the meeting to order at 7:00 p.m.

**ROLL CALL**

The Recording Secretary called the roll. Betz, Gross, Hunt, Knott, McGinty, and Putman were present at the time of the roll call. Ammons and Moser had communicated they would not be attending the meeting. 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 Hunt to approve the Policy, Personnel, & Appointments Committee minutes of April 24, 2008 and May 7, 2008; seconded by Moser.

Putman thanked Bork for the superior preparation of the minutes.

**Motion carried.**

**PUBLIC PARTICIPATION**

There was no public participation.

**APPOINTMENTS/REAPPOINTMENTS**

**Cemetery Associations**

Weibel listed his nominees for the cemetery associations.

**MOTION** by Knott from an omnibus motion to appoint:  
Thomas Barnhart, Gary Fisher, Michael Freese, Jr., and Robert Hesler to the Bailey Memorial Cemetery Association for terms from July 1, 2008 to June 30, 2014;  
Cecil McCormick to the Clements Cemetery Association for a term from July 1, 2008 to June 30, 2014;  
Philip Nixon and Lyle Reed to the Davis Memorial Cemetery Association for terms from July 1, 2008 to June 30, 2014;  
Gregory Burr to the Locust Grove Cemetery Association for a term from July 1, 2008 to June 30, 2014;  
Thomas Gordon, Robert Reese, and Robert Trumbull to the Mt. Olive Cemetery Association for terms from July 1, 2008 to June 30, 2014;  
Pamela Carpenter, Marc Shaw, and Clark Wise to the Prairie View Cemetery Association for terms from July 1, 2008 to June 30, 2014; and  
Amy Clabaugh to the Yearsley Cemetery Association for a term from July 1, 2008 to June 30, 2014.  
Motion was seconded by McGinty. **Motion carried.**

### **Construction Education Task Force**

Weibel nominated Carol Ammons to the Construction Education Task Force.

**MOTION** by McGinty to appoint Carol Ammons to the Construction Education Task Force; seconded by Putman.

Weibel explained this appointment was previously held by Steve Beckett who resigned a year ago.

**Motion carried.**

### **County Board of Health**

Weibel nominated John Peterson and Cheryl Ramirez to the County Board of Health. Weibel noted that Ramirez wrote the original SAMHSA grant application and John Peterson is currently serves on the Board of Health. Weibel mentioned there is one more opening available on this board.

**MOTION** by McGinty to appoint John Peterson and Cheryl Ramirez to the County Board of Health for terms from July 1, 2008 to June 30, 2011; seconded by Hunt. **Motion carried.**

### **Developmental Disabilities Board**

Weibel nominated Holly Jordan to the Developmental Disabilities Board.

**MOTION** by Knott to appoint Holly Jordan to the Developmental Disabilities Board for a term from July 1, 2008 to June 30, 2011; seconded by Putman. **Motion carried.**

### **Forest Preserve Board**

Weibel nominated Ruth Wene to the Forest Preserve Board, explaining that she has served for a term and her appointment has the support of the other Forest Preserve Board members.

**MOTION** by Gross to appoint Ruth Wene to the Forest Preserve Board for a term from July 1, 2008 to June 30, 2013; seconded by Putman. **Motion carried.**

## **Housing Authority Board**

Weibel asked to defer this appointment.

**MOTION** by Knott to defer; seconded by Gross. **Motion carried.**

## **ADMINISTRATOR'S REPORT**

### **Vacant Positions Listing**

The vacant positions listing was provided for information only.

### **Recommendation for IT Staffing – Realignment of Positions & Request for Review by Job Content Evaluation Committee**

Busey distributed a three-page recommendation for the IT staffing, including a current organizational chart and a proposed restructuring of the nine IT positions. Last year's Maximus report identified the organization of the department as an early task for the new IT Director. Winton Cape, the IT Director, developed the reorganized structure found in second chart. Cape recommended a Business Applications Analyst position be created and added to the department. The other positions would be filled by incumbents in the department. Busey requested the proposed positions be sent to the Job Content Evaluation Committee.

**MOTION** by Gross to send the recommended realignment of IT staffing positions to the Job Content Evaluation Committee for review; seconded by McGinty. **Motion carried.**

Busey reminded the committee they approved the RFP for actuarial services and the contract will be on the June County Board agenda. The proposals are being reviewed and it is expected a firm will be selected by the end of the week. The contract will be reviewed by legal counsel. Busey stated the new HR Generalist is the coordinator for the Employee Recognition Event and the plan will be similar to last year's two events in late September or early October.

## **LEGISLATIVE REPORT**

Knott noted the legislature had adjourned.

## **CHAIR'S REPORT**

There was no Chair's Report.

## **OTHER BUSINESS**

### **Status of July Meeting**

Betz suggested the committee did not need a July meeting. He asked Weibel if there would be any urgent appointments. Weibel said the only appointments should be for the Housing Authority and the Board of Health. Betz agreed those could be placed directly on the County Board agenda. Betz asked if there were any pressing issues for the committee in July. Gross asked if the committee needed to discuss the Nursing Home referendum in July. Betz said that could be done in August. Putman asked about the limit of three questions on the ballot. McGrath explained tax questions do not count towards the three question rule. Betz canceled the July meeting. Putman said it was not too early to start a citizens committee if people were eager to begin working to support a Nursing Home referendum. McGinty thought was a terrific point because the union has expressed concern over the County Board's pace on the referendum and this demonstrates that the union does not have to wait on the County Board to move forward on garnering support for a referendum.

**ADDENDUM**

**Resolution Honoring Katy Podagrosi**

**MOTION** by Hunt to approve the Resolution Honoring Katy Podagrosi; seconded by Knott. **Motion carried.**

**County School Facility Occupation Tax**

Betz stated he viewed this as a mandatory action on the part of the County Board, which he finds very odd that an elected body can be required to vote yes by legislation. He stated he thought it was a horrendously bad idea as a matter of principle because the County Board members should be allowed to exercise independent judgment.

**MOTION** by Gross to approve the Resolution Placing the Question of Imposing a Retailers Occupation Tax and a Service Occupation Tax on the Ballot for the Election Scheduled on November 4, 2008; seconded by McGinty.

Weibel said this item was on the addendum because he recently got the resolutions from the schools who voted in favor of the tax from Jane Quinlan, Regional Office of Education Superintendent.

**Motion carried** with two votes against by Hunt and Schroeder.

Putman asked about the language regarding a claim for refund to the Department of Revenue for this tax. McGrath said the Department of Revenue has a rule that if someone is erroneously assessed the tax they would receive a check refunding the money instead of a tax credit.

Betz pointed out that copies of the County Board Strategic Plan were provided for the committee to review and comment on. The plan will put out for public comment at places like the County Fair. This is a working document and Betz encouraged Board members to make suggestions. McGinty explained the Strategic Planning Subcommittee wants to have a handful of broad goals from which departments can use to drive their budget goals. Betz asked if the draft plan should be placed on the website for public comment. Hearing no objection, Betz asked for it to be done.

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

Betz designated agenda items VI A-K for the consent agenda.

**ADJOURNMENT**

Meeting was adjourned at 7:25 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.*