

CHAMPAIGN COUNTY BOARD
COMMITTEE MINUTES

POLICY, PERSONNEL, & APPOINTMENTS COMMITTEE

Wednesday, November 5, 2008

Brookens Administrative Center, Lyle Shields Meeting Room

1776 E. Washington St., Urbana

7:00 p.m.

MEMBERS PRESENT: Carol Ammons, Tom Betz (Chair), Claudia Gross, Kevin Hunt, Greg Knott, Steve Moser, Jenny Putman

MEMBERS ABSENT: Brendan McGinty, Jonathan Schroeder

OTHERS PRESENT: Kat Bork (Administrative Secretary), Deb Busey (County Administrator of Finance & HR Management), Debbie Chow (Insurance Specialist), Tony Fabri (Auditor), John Hall (Planning & Zoning Director), Denny Inman (County Administrator of Facilities & Procurement), Alan Nudo (County Board Member), C. Pius Weibel (County Board Chair), Barbara Wysocki (County Board Member), Molly Rollings (Dimond Brothers Insurance), Brad Uken, Dianna Visek

CALL TO ORDER

Betz called the meeting to order at 7:02 p.m.

ROLL CALL

Bork called the roll. Ammons, Betz, Gross, Hunt, Knott, Moser, and Putman 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; seconded by Knott. **Motion carried.**

APPROVAL OF MINUTES

MOTION by Gross to approve the Policy, Personnel, & Appointments Committee minutes of October 8, 2008; seconded by Hunt. **Motion carried.**

PUBLIC PARTICIPATION

Weibel asked for Brad Uken to be allowed to comment during the discussion over the Zoning Board of Appeals nominations instead of during public participation. Betz agreed.

Dianna Visek said she was distressed by occurrences of embarrassing behavior by key County employees. She suggested hiring practices be reviewed when the Public Health District searches for an Administrator to avoid the embarrassment to the County caused by Vito Palazzolo. Visek stated there should be another way of finding out about potential employees other than contacting a candidate's references or previous employers, such as talking to people in the candidate's local community or local newspaper because the County has looked inept in the employee hiring department. She wanted to remove politics from the hiring process and suggested that some employees need to be let go sooner rather than later because the County has appeared to value loyalty and political affiliation more than competence. Visek also spoke about a newspaper article concerning the nepotism issue of the awarding of a contract by the head of the County's Physical Plant to a company operated by his son. She was surprised that \$5,000 worth of work was done without any other quote being required. She spoke about the purchasing policies at the Cities of Urbana and Champaign and recommended the County decide at what point a price quote should be obtained.

Weibel asked to address the issues raised by Visek, which Betz allowed. Weibel stated the \$5,000 amount referred to the time and materials to replace some of the Regional Planning Commission's carpeting. The project was done in this matter because it consisted of many small projects done in the evening to prevent interruption of an office's regular operations. He wanted to make it clear that the situation was more complicated than was reported in the newspaper. Ammons expressed concern about Weibel's explanation because of the nepotism charge. She hoped this would be looked at during the committee's organizational meeting to improve the availability of minority contractors to do small projects. She did not think it would be hard to find companies to do small jobs. Weibel stated he was concerned about the nepotism charge and was looking into it, but he did not think this was the appropriate time to discuss an issue that is still being investigated. Since the issue was raised, Betz asked Busey or Inman to address the County's policy on nepotism. Busey clarified that the County's Personnel Policy does contain a nepotism clause regarding employment. As a result of this situation coming to light, it would be useful to add similar language to address contractual relationships that are covered by the Purchasing Policy and are not covered by the Personnel Policy. Busey has prepared some language for the Purchasing Policy at Weibel's request that will likely come to the committee in January.

ZONING BOARD OF APPEALS

Appointment of Doug Bluhm as the Zoning Board of Appeals Chairperson

The appointment of a Zoning Board of Appeals Chairperson was deferred at the request of Weibel.

Resolutions Honoring Retiring Zoning Board of Appeals Members

MOTION by Hunt to approve the Resolution Honoring Retiring Zoning Board of Appeals Member Debra Griest, Resolution Honoring Retiring Zoning Board of Appeals Member Joseph Irle, and Resolution Honoring Retiring Zoning Board of Appeals Member Richard Steeves seconded by Moser. **Motion carried.**

APPOINTMENTS/REAPPOINTMENTS

Public Aid Appeals Committee

Weibel nominated George Burnison, Carol Elliott, and Ronald Starwalt to the Public Aid Appeals Committee.

MOTION by Moser to appoint George Burnison, Carol Elliott, and Ronald Starwalt to the Public Aid Appeals Committee for terms beginning December 1, 2008 and ending November 30, 2010; seconded by Gross.

Putman inquired if members of the Public Aid Appeals Committee must be Township Supervisors and Weibel confirmed that was a requirement. Putman commended the individuals for serving on the committee.

Motion carried.

Senior Services Advisory Committee

Weibel nominated Kathleen Corley and Bonnie Vaughn to the Senior Services Advisory Committee.

MOTION by Knott to appoint Kathleen Corley and Bonnie Vaughn to the Senior Services Advisory Committee for terms beginning December 1, 2008 and ending November 30, 2011; seconded by Hunt. **Motion carried.**

Zoning Board of Appeals

Weibel nominated Catherine Capel and Thomas Courson to the Zoning Board of Appeals.

MOTION by Putman to appoint Catherine Capel and Thomas Courson to the Zoning Board of Appeals for terms beginning December 1, 2008 and ending November 30, 2013; seconded by Moser.

Moser spoke to John Hall, the Planning & Zoning Director, about how the ZBA has had members who reside within city limits. He noted that Doug Bluhm's position as a Drainage District Commissioner is an elected one. Weibel stated that he received an application from Kyle Krapf for ZBA appointment, but ZBA members must live within the unincorporated areas of Champaign County. He also confirmed that Debra Griest resided in an unincorporated area. Hall stated the residency requirement has been in the County's Zoning Ordinance since 1973, so this is not a new rule. The County Board could change the rule if it so desired. Both Catherine Capel and Thomas Courson live in unincorporated areas.

Betz allowed Uken to address the committee. Uken stated the Farm Bureau wants the ZBA appointments be re-opened for another month because the applicants and County Board members did not seem to understand the qualifications. He wanted every member to be judged on the same set of rules. Uken claimed the rules were not followed in the past because Debra Griest lives within the City of Champaign. Knott and Weibel confirmed Griest has a rural address and was qualified to

be a ZBA member. Knott asked how the lack of members would affect the ZBA. Hall stated the unfortunate situation is the ZBA will be down to four members at end of November. While the board can conduct meetings with four members present, one of those members was recently injured in a farming accident and will not likely be able to attend meetings. Knott inquired if the three existing members could have their terms extended, a situation that Weibel did not think was allowable. The committee continued to discuss the ZBA appointments.

MOTION by Knott to defer the ZBA appointments to December; seconded by Moser.

Weibel asked if the intent of the motion was to reopen the application process. Knott answered affirmatively. Betz voiced his lack of support for deferment, noting that the rules for ZBA members have been long-standing and the lawful process was followed. Moser expressed that a number of people both own farmland and reside in town. He desired that ZBA membership should be allowable for persons owning farmland in the unincorporated areas instead of basing membership on a mailing address. Betz objected to such a qualification change because for 14 years he has heard from rural people who insist only rural candidates should serve on the ZBA. Betz ordered a roll call vote.

Motion failed with a vote of 3 to 4. Hunt, Knott, and Moser voted in favor of the motion. Ammons, Betz, Gross, and Putman voted against the motion.

The committee proceeded to vote on the original motion.

Motion carried with one vote against by Moser.

ADMINISTRATOR'S REPORT

Vacant Positions Listing

The vacant positions listing was provided for information only.

FY2009 Insurance Renewal Package for Property, Auto, Liability, & Worker's Compensation

Busey presented a recommendation to the committee for the County's property, auto, liability, and worker's compensation insurance in FY2009. She noted that, compared to the FY2008 premiums, the property/inland marine/boiler and machinery premium decreased by 11%; the general county and nursing home liability premium decreased by 3%; and the pollution legal liability coverage for the nursing home facility premium decreased by 38%. The worker's compensation insurance premium increased by 4% compared to the FY2008 premium.

MOTION by Gross to accept the premium proposal from Cincinnati Insurance Company for property/inland marine/boiler and machinery coverage in the amount of \$118,492, the premium proposal from the UCCI endorsed ICRMT program for general county and nursing home liability coverage in the total amount of \$424,780, the premium proposal from AIG for pollution legal liability coverage for the nursing home facility in the total amount of \$18,332, and the premium proposal from the UCCI endorsed ICRMT program for worker's compensation coverage for the County in the amount of \$176,354 for the policy period of December 1, 2008 to November 30, 2009; seconded by Ammons.

Putman asked if the County should be doing business with AIG because of its recent failure. Rollings spoke about AIG and how the insurance arm of the company is separate from the financial arm. She assured the committee that many companies write on AIG paper and the bailout for AIG's financial division will not negatively affect AIG's insurance division. Nudo inquired about Cincinnati Insurance's rating and the potential for it to be downgraded. Rollings confirmed Cincinnati Insurance has an A++ rating that is being reviewed. Fitch, Moody's, and Standard & Poor's groups have downgraded Cincinnati Insurance's rating from AAA to AA. The A.M. Best Company reviewed Cincinnati Insurance and decided not to downgrade its rating. The rating downgrade occurred because Cincinnati Insurance was too heavily invested in Fifth Third Bank. Rollings said only 27 companies have an A++ rating right now, so Cincinnati Insurance remains in the upper echelon of companies even with the downgraded rating. Nudo indicated the financial and insurance divisions are not separate because the financial reserves are tied directly to the rating. Rollings explained that AIG could not touch its reserve funds and reiterated that the AIG insurance division is not in trouble. Nudo asked if Dimond Brothers was prepared with a plan to step in with the other insurance companies if a calamitous situation occurs. Rollings confirmed they did and that Dimond Brothers has 57 companies. Ammons asked about the Nursing Home's pollution legal liability. The pollution legal liability coverage for the Nursing Home was more difficult to obtain quotes because of the huge potential for loss. AIG offered the best coverage of three companies for this coverage. Putman asked if the County would continue to be vulnerable to mold in the Champaign County Nursing Home. Inman elucidated that a building will always be susceptible to mold, but all the test reports have been positive for two years. Weibel asked if the pollution coverage was standard for a nursing home. Rollings said no and explained this is insurance specific to an incident. Dimond Brothers is issuing more of these policies because buildings are getting wet during construction. Putman asked if the County required mold protection insurance with old Nursing Home building. Inman said it was not required, but the County did have insurance because it was a multi-generational building.

Motion carried.

Response to Request for Re-Evaluation of Accountant Position in the Auditor's Office

Busey presented the report from the Job Content Evaluation Committee that did not recommend any change to the Accountant position in the Auditor's Office after completing a review. The Accountant position does provide some working direction supervision to other Accountants within the office. The position was granted additional points, but it was not enough to change the position's classification.

MOTION by Ammons to receive and place on file to Job Content Evaluation Committee's report on the Accountant position in the Auditor's Office; second by Hunt.

Fabri was surprised the Job Content Evaluation Committee did not approve a change in classification for the Accountant position. He looked at the Insurance Specialist position in the Administrative Services Department, which was reviewed and reclassified in the last year. He tried to follow the attributes that had successfully moved the Insurance Specialist position to a new grade range in preparing his request for the reclassification of the Accountant position. Fabri compared the Insurance Specialist to the Accountant and spoke about why he disagreed with the Job Content Evaluation Committee's report. Fabri stated that the individual in the job has taken on enormous

responsibility and worked over a 40-hour week the entire time that he has been the County Auditor. He will try to rectify this situation in the next non-bargaining position review. Fabri did not think the recommendation is right and asked for the committee to recommend a reclassification of the Accountant position to Grade Range I from Grade Range H to the Finance Committee.

Betz asked Busey for a response. Busey stated the Job Content Evaluation Committee looked at the Accountant position the same way it looks at any other position. The position analysis questionnaire measures at working conditions, education requirements, experience requirements, accountability and responsibility. This position's re-evaluation did not place it in Grade Range I. Fabri presented information to the Job Content Evaluation Committee and the committee recognized this is a very busy position. The fact that an employee is working more than 40 hours per week does not necessarily mean the position has assumed greater responsibilities. It could be the Auditor's Office does not have adequate staff to complete the amount of work assigned to the positions and needs additional staff. Fabri has two employees who regularly work more than the standard 37.5 hours per week. The Auditor's staff was increased by a half-time position when the Payroll Accountant was moved to Administrative Services. Busey was not aware that Fabri would make a comparison to the Insurance Specialist position, so she did not have that documentation with her to respond. Busey did confirm the Job Content Evaluation Committee's recommendation to not change the classification was a result of evaluation.

Gross asked what positions made up the Job Content Evaluation Committee. Busey stated the committee consisted of the Chief Deputy Sheriff, Chief Deputy Treasurer, Grounds Maintenance Supervisor from Physical Plant, HR Generalist, Payroll Accountant, County Administrator of Finance & HR Management, Court Services Director, and the HR Director at the Nursing Home, a position which is currently vacant. Ammons asked about the Accountant position's education requirement and the credit card responsibilities. Busey stated the position requires a four-year college degree and did so previously, so there was no change. The change in the County's credit card policy did create more work for the position, but it is work at the same level of responsibility as other duties the position already had. Adding more duties of the same level of responsibilities does not change a position's classification. Adding supervisory responsibilities to a position can change a position's classification. The committee discussed the re-evaluation of all non-bargaining positions that will be undertaken in FY2009.

Motion carried with one vote against by Gross.

Response to Request for Re-Evaluation of Law Library Position

Busey reported that the Law Library Clerk, a bargaining unit position, has changed drastically from its last review. Previously, the position answered phones and put books on shelves, now the position is held by a non-practicing lawyer able to conduct legal research for the judges and provide supervision to the law school externs who work for the judges. Because of these changes, the Job Content Evaluation Committee's recommendation is the Law Library Clerk position be reclassified from Grade Range C to Grade Range G. The resulting salary increase defined by the bargaining unit contract would be \$3.79/hour or \$3,942/year in FY2009 for the part-time position.

MOTION by Knott to recommend to the Finance Committee approval of the reclassification of the Law Library Clerk position to Grade Range G with a corresponding title change to Law Librarian; seconded by Moser.

Gross asked where the money would come from. Busey said the funding comes out of the Law Library Fund and the fund can absorb the additional cost. In response to the committee's questions, Busey explained the current incumbent was not in the Law Library position when it was evaluated. The Circuit Court hired someone who is considerably more credentialed than past incumbents and this person now functions as the research assistant to the judges. Gross was under the impression that County departments were supposed to request the review and change to positions before a position is altered instead of hiring someone and then figuring out the correct position. Busey confirmed the Circuit Court definitely increased responsibilities of this position without coming to the Policy, Personnel, & Appointments Committee first. The incumbent would remain in the position if it is reclassified as a Law Librarian. Gross felt this was a backdoor way of obtaining a position reclassification. The committee discussed the changes to the Law Library Clerk position. Ammons asked if the employee understood they were being hired as a Law Library Clerk. Busey stated the incumbent knew what they were being hired for. Betz was concerned approving this request would lead to positions being posted and if a seriously overqualified candidate is hired then the job description would be rewritten based on the individual's qualifications. He knows the judges might need a qualified Law Librarian, but he felt it would be a mistake to pretend this is an honest way of dealing with labor issues. Betz asked for a roll call vote.

Motion carried with roll call of 4 to 3. Hunt, Knott, Moser, and Putman voted in favor of the motion. Ammons, Betz, and Gross voted against the motion.

LEGISLATIVE REPORT

There was no legislative report.

CHAIR'S REPORT

Betz thanked the members for serving on the committee and spoke of Putman's long service on the County Board. Betz has enjoyed working with the committee and chairing it for eight years. He thanked the Republicans for the invaluable perspective they have brought to the committee and how he does not want them to ever feel ignored or rolled over.

OTHER BUSINESS

Selection of Martin Luther King Jr. Award Recipients

Weibel said the nominations for the awards have been slow in coming so no decision has been reached by the MLK Committee. He requested permission to take the MLK Committee's selection of the two award recipients directly to the County Board in November for its approval. There was no objection from the body.

Calendar Recommendation for County Board & Committee Meetings for December 1, 2008 – November 30, 2009

MOTION by Ammons to approve the calendar recommendation for County Board & Committee Meetings for December 1, 2008 – November 30, 2009; seconded by Gross. **Motion carried.**

Holiday Schedule 2009

Provided for information only.

DESIGNATION OF ITEMS TO BE PLACED ON COUNTY BOARD CONSENT AGENDA

Betz designated agenda items 6 B-D, 7 A&B, and 11 B for the consent agenda.

Weibel reported the Justice & Social Services Committee has discussed putting together a citizens advisory committee to look at the jury selection process. The committee would be similar to the Steering Committee for the Land Resource Management Plan in selecting about 10-12 qualified citizens to serve. Weibel asked if the Policy, Personnel, & Appointments Committee wanted to be involved in the appointment of the advisory committee. Betz said the idea was a creation of the Justice & Social Services Committee and Ammons supported that committee reviewing the candidates. Betz had no objection to the appointment of the advisory committee bypassing the Policy, Personnel, & Appointments Committee.

ADJOURNMENT

Meeting was adjourned at 8:14 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.