

CHAMPAIGN COUNTY BOARD COMMITTEE OF THE WHOLE MINUTES

Tuesday, April 13, 2010

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

MEMBERS PRESENT: Carol Ammons, Jan Anderson, Steve Beckett, Ron Bensyl, Thomas Betz, Lorraine Cowart, Chris Doenitz, Stan James, John Jay, Brad Jones, Greg Knott, Alan Kurtz, Ralph Langenheim, Brendan McGinty, Diane Michaels, Steve Moser, Alan Nudo, Steve O'Connor, Giraldo Rosales, Samuel Smucker, C. Pius Weibel, Barbara Wysocki

MEMBERS ABSENT: Lloyd Carter, Matthew Gladney, Michael Richards, Larry Sapp, Jonathan Schroeder

OTHERS PRESENT: Kat Bork (Administrative Secretary), Deb Busey (County Administrator), Tony Fabri (Auditor), Roger Holland (Court Administrator), Bill Keller (EMA Director), Randall Rosenbaum (Public Defender), Mark Shelden (County Clerk), Amanda Tucker (HR Generalist), Dan Welch (Treasurer)

CALL TO ORDER

Betz called the regular meeting of the Committee of the Whole to order at 6:03 p.m.

ROLL CALL

Bork called the roll. Anderson, Beckett, Bensyl, Betz, Doenitz, James, Jay, Jones, Knott, Kurtz, Langenheim, McGinty, Michaels, Moser, Nudo, O'Connor, Rosales, Smucker, and Wysocki were present at the time of roll call, establishing the presence of a quorum.

Ammons entered the meeting at 6:04 p.m.

APPROVAL OF COUNTY BOARD RESOLUTION TO MEET AS COMMITTEE OF THE WHOLE

MOTION by Beckett to approve the County Board Resolution to meet as a Committee of the Whole; seconded by Wysocki. **Motion carried with all ayes.**

APPROVAL OF MINUTES

MOTION by Rosales to approve the Committee of the Whole minutes of March 9, 2010; seconded by Kurtz.

James requested a correction to line 836.

Motion carried as amended with all ayes.

APPROVAL OF AGENDA/ADDENDA

Betz requested to move the Policy items to the end of the agenda because Weibel was not present to make nominations for the appointments.

MOTION by Jay to approve the agenda as amended; seconded by James.

McGinty requested a friendly amendment making the closed session the final agenda item. Jay and James agreed the amendment was friendly.

Motion carried as amended with all ayes.

PUBLIC PARTICIPATION

There was no public participation.

COMMUNICATIONS

Wysocki announced the Courthouse Clock & Bell Tower will receive a Heritage Award from the Preservation and Conservation Association (PACA) for restoring the building to its original character. She stated the Citizens Clock & Bell Tower Committee should be commended for their years of dedicated work on the project.

JUSTICE & SOCIAL SERVICES

Monthly Reports

MOTION by Knott to receive and place on file the Animal Control – January 2010 & February 2010; Emergency Management Agency March 2010; Head Start March 2010; and Probation & Court Services – February 2010 monthly reports; seconded by James. **Motion carried with all ayes.**

Children's Advocacy Center

Approval of Continued Grant Funding from the National Children's Alliance

MOTION by Beckett to approve the application for and, if awarded, acceptance of the National Children's Alliance Chapter Sub-Awardee Grant for the Children's Advocacy Center; seconded by Ammons. **Motion carried with all ayes.**

Emergency Management Agency

Approval of Acceptance of Six Portable Generators from Illinois Emergency Management Association

MOTION by James to accept the six portable generators from the Illinois Emergency Management Association; seconded by Jay.

Anderson commented the generators will be placed at several sites. These generators can be used locally and would be available for use during state emergencies.

Motion carried with all ayes.

Other Business

There was no other business.

Chair's Report

There was no Chair's report.

Designation of Items to be Placed on County Board Consent Agenda

Agenda items 8.B.1 and 8.C.1 were designated for the consent agenda.

POLICY, PERSONNEL, & APPOINTMENTS

Appointments/Reappointments

Fire Protection Districts

Weibel nominated all the single candidates for a fire protection district.

MOTION by Weibel for an omnibus motion to appoint Lacy Taylor to the Broadlands-Longview Fire Protection District, Patricia Chancellor to the Eastern Prairie Fire Protection District, Mark McDuffy to the Edge-Scott Fire Protection District, Jeff White to the Ivesdale Fire Protection District, Richard Amsden to the Ludlow Fire Protection District, Rusty Smith to the Ogden-Royal Fire Protection District, Dennis Butler to the Pesotum Fire Protection District, Clifford Gorman to the Philo Fire Protection District, Frederick Seibold to the Sadorus Fire Protection District, Norman Paul to the St. Joseph-Stanton Fire Protection District, Roger Hayden to the Tolono Fire Protection District, and William Walker to the Windsor Park Fire Protection District for terms from May 1, 2010 to April 30, 2013; seconded by Beckett.

Wysocki inquired about the eligibility of Richard Amsden to be a trustee on the Ludlow Fire Protection District because he lists an address outside of Champaign County on the application form. Weibel agreed to look into that candidate's qualifications and address before the County Board meeting. Jay noted the Ludlow Fire Protection District covers parts of Ford County and Champaign County. Weibel stated the Ludlow Fire Protection District appointment would not be included on the consent agenda.

Motion carried with all ayes.

Weibel nominated Roger Ponton, Jr. as the trustee to the Sangamon Valley Fire Protection District.

MOTION by Weibel to appoint Roger Ponton, Jr. to the Sangamon Valley Fire Protection District for a term from May 1, 2010 to April 30, 2013; seconded by James. **Motion carried with all ayes.**

Weibel nominated Mervin Maier to a full term and Michael Tittle to complete the term left vacant by the resignation of Ramon Freese on the Thomasboro Fire Protection District.

MOTION by Weibel to appoint Mervin Maier to the Thomasboro Fire Protection District for a term from May 1, 2010 to April 30, 2013 and appoint Michael Tittle to the Thomasboro Fire Protection District for a term from May 1, 2010 to April 30, 2012; seconded by James.

Beckett stated he would abstain from voting on these appointments because he has represented each party. Michaels asked why Weibel selected Maier and Tittle. Weibel remarked that Maier was a firefighter for 22 years and has been actively involved in fund-raisers for the fire department. Tittle was a retired police officer who has manned the fire protection district's radio for a number of years. Weibel believed both individuals would fit in well with the fire protection district.

Motion carried with one abstention by Beckett.

Administrator's Report

Resolution Amending Champaign County's Flexible Benefits Plan

Busey explained the amendments to the County's Flexible Benefits Plan were required by recent legislation.

MOTION by Beckett to approve the Resolution Amending Champaign County's Flexible Benefits Plan; seconded by Bensyl. **Motion carried with all ayes.**

Job Content Evaluation Committee Report on Account Clerk Position

Busey explained the Job Content Evaluation Committee reviewed the Account Clerk position in the Treasurer's Office and recommended there be no change in the classification.

Job Content Evaluation Committee Report on Non-Bargaining Positions Review Project

Busey distributed the Job Content Evaluation Committee's report on the non-bargaining positions review project. Similar to the elected officials' salaries recommendations, she did not expect the County Board to vote on this matter tonight. She encouraged the Board to contact her with any questions before the Board considers this in May. In the Fall of 2008, the Policy, Personnel, & Appointments authorized the Job Content Evaluation Committee to initiate a review of all non-bargaining positions for the purpose of classification, description, and compensation for those positions. This review was last done in 1999. The majority of work was completed in 2009; however, Busey did not think August or September 2009 was a good time to present the report given the state of the County's finances. The information in the report was reviewed and updated for Spring 2010. Busey detailed the compensation and evaluation process a position undergoes at

the behest of the department head. The 2010 report includes 88 employees in the General Corporate Fund, not including attorneys or command positions in the Sheriff's Office. The new evaluations resulted in changes to 24 positions. Of those, 14 positions are recommended to receive an upgrade and 10 positions are recommended for a downgrade. Four title changes were recommended. The non-bargaining employees' salaries were frozen in 2010, making them the same as in 2009. Busey explained the goal was to have the non-bargaining salaries within 90%-115% of the salaries in comparable counties, which was achieved thru this recommendation. The financial impact of the recommendation is connected to the recommendation for FY2011 non-bargaining salary administration. Busey is recommending for FY2011 a 1% market adjustment to the salary scales and compa-ratio adjustments, with any adjustment limited to 10%. There would be 28 positions receiving a salary adjustment above the 1% market adjustment. There are three incumbents whose salaries are above the FY2011 maximum for their classification and pursuant to the Personnel Policy, those salaries would be frozen until the salary range maximum meets for exceeds their current salary.

Busey provided a separate recommendation for attorneys. The State's Attorney and Public Defender informed the Job Content Evaluation Committee of their frustrations and difficulties in limiting job responsibilities for attorneys to a job description for either an Assistant State's Attorney/Public Defender or a Senior Assistant State's Attorney/Public Defender. Both officials indicated a desire for the ability to assign responsibilities that any attorney should be able to complete to any attorney in their offices. The committee understood the limitations and recommended an attorney salary range that spans two salary ranges as outlined on Page 15. It was also recommended an attorney licensed to practice for 10 years be at the salary range midpoint, rather than the 7-year standard used for other non-bargaining positions. The Personnel Policy would require amendment to incorporate the changes for the separate delineation for attorneys' salaries.

The Sheriff's command staff positions have been treated differently from the other non-bargaining position since 2001. Those positions are not shown in the category of positions. The Sheriff supports having an incentive for an individual to go from bring a sergeant (where overtime is received for all hours worked) to accepting additional responsibilities as a lieutenant (which is exempt under FLSA). The lieutenants are paid 11% above the sergeants, the captains are paid 11% above the lieutenants, and the Chief Deputy's salary is designated at 5% above a captain's salary. This is the continuing recommendation for the command staff at the Sheriff's Office in FY2011.

Michaels asked about the reasons for the 1950 hours versus 2080 hours listed for employees. Busey stated most County employees work a 37.5 hour work week, which is 1950 hours annually. The 24/7 operations (Sheriff, Nursing Home, and Animal Control) are based on 2080 hours. Michaels questioned who sits on the Job Content Evaluation Committee. Busey stated the Personnel Policy determines the committee's membership. It is designed to include management positions from every area of County government and does not usually include elected officials. The goal is to have management and middle management positions serving on the committee.

Ammons asked about the total impact of the recommended changes on the FY2011 budget. Busey pointed out the information in Page 6 on the document. The total impact of recommended changes is \$166,094 or 2.42% of the \$6 million in salaries covered in the report.

Smucker asked about the recommended 1% adjustment to the scale. Busey confirmed every non-bargaining employee would receive a 1% as a Cost of Living Adjustment (COLA) if the recommendation was approved. Those employees receiving compa-ratio adjustments do not receive a 1% in addition to the compa-ratio. Smucker asked if the 1% would be in addition to any other wage increases given to non-bargaining employees. Busey stated there would be no other wage increases for non-bargaining employees.

Nudo asked if non-bargaining employees received the same step salary increases the union employee receive. Busey said the compa-ratio adjustments are designed to ensure that after 7 years, the employee should be making the salary range's midpoint. This is considered the market value for that job and is expected to be paid for someone who is fully competent in that position. The County Board has not funded the compa-ratio adjustments since 2008. The non-bargaining employees did not receive any kind of compensation increase in FY2010.

Betz cut off discussion at 7:00 p.m. for the public hearing. Discussion resumed at 8:22 p.m. with Weibel now present at the meeting.

Ammons asked how the recommended changes to the non-bargaining positions would impact the anticipated General Corporate Fund shortfall. Busey stated the County would have to implement budget cuts if the revenue shortfalls prove true over the next 60 days in order to survive. The problems with state revenues, the County's own fees revenues, and sales tax revenues mean the funding will be an issue the County Board will have to address. Busey pointed out the non-bargaining employees were effectively the only County employees who have taken a wage freeze in FY2010. The County Board has given authority for wage increases for bargaining employees and the recommendation for non-bargaining employees closely matches that authority. She would not recommend isolating the non-bargaining employees and freezing their wages again while other County employees are receiving wage increases. The County may be looking at additional position eliminations and other cutbacks in the revenues do not recover. Ammons inquired if the Board would receive projections on how the changes would impact the budget next month. Busey confirmed the County Board would be asked to approve the budget process resolution establishing the guidelines for the General Corporate Fund budget preparation for FY2011 at the next meeting.

Vacant Positions Listing

The vacant positions listing was provided for information only.

County Clerk Monthly Fees Report

MOTION by Ammons to receive and place on file the County Clerk monthly fees reports for February 2010 and March 2010; seconded by McGinty. **Motion carried with all ayes.**

Approval of Voter Registration State Grant Acceptance Agreement

MOTION by Cowart to approve the Voter Registration State Grant Acceptance Agreement; seconded by Ammons. **Motion carried with all ayes.**

Other Business

Resolution Approving the Proclamation Designating the Week of May 9th as National Police Week

MOTION by Ammons to approve Resolution Approving the Proclamation Designating the Week of May 9th as National Police Week; seconded by Anderson. **Motion carried with all ayes.**

Resolution Approving the Proclamation Designating the Week of May 2nd as National Correctional Officer Week

MOTION by James to approve Resolution Approving the Proclamation Designating the Week of May 2nd as National Correctional Officer Week; seconded by Smucker. **Motion carried with all ayes.**

Chair's Report

Resolution Opposing Senate Bill 3474 Amending Illinois Finance Authority Act

MOTION by Wysocki to approve a resolution opposing Senate Bill 3474 amending the Illinois Finance Authority Act; seconded by Kurtz. **Motion carried with all ayes.**

Designation of Items to be Placed on County Board Consent Agenda

Agenda items 9.A.1-4, 6-11, & 13-14, 9.B.1, 9.C.2, and 9.E.1 were designated for the consent agenda.

FINANCE

Public Defender

Request Waiver of the Hiring Freeze

MOITION by Beckett to waive the hiring freeze for an Assistant Public Defender position; seconded by Kurtz. **Motion carried with all ayes**

Budget Transfer #10-00001

MOITION by Jones to recommend to the County Board approval of Budget Transfer #10-00001 from Fund 080 General Corporate – Department 036 Public Defender for a transfer of \$22,500 to the Attorney Fees line from the Regular Full-Time Employees line; seconded by Beckett. **Motion carried with all ayes.**

County Administrator

General Corporate Fund FY2010 Revenue/Expenditure Projection Report

Busey's reports were distributed to the County Board. Busey explained the revenue projection has dropped. The 1% sales tax revenue has dropped and is now projected to come in at 86%. This is fairly flat compared to the actual amount the General Corporate Fund (GCF) received last year. The ¼% sales tax is keeping pace with the projection. The state income tax is projecting a \$155,000 shortfall, but that figure anticipates the County will actually receive ten months of

revenue this year and Busey is not sure this will occur. Historically, the County receives twelve months of income tax revenue and last year it received nine months. This number could change towards the negative.

Cowart entered the meeting at 6:14 p.m.

General government (fees and fines) revenue has the biggest deficit with a \$425,000 shortfall even with the inclusion of Harris & Harris collections. There was no explanation at this time why those revenues are less than they were a year ago. This item will have to be carefully watched. Busey will follow up with the criminal justice system departments to see if anything can be done to improve the situation. The total GCF revenue is projected to have \$972,500 shortfall.

On the expenditure side, the GCF is doing fairly well managing personnel dollars and should under spend those budgets by a couple percentage points. The commodities lines are doing fairly well with the exception of purchase document stamps. This means the Recorder is recording more real estate transactions, which generates more revenue and offsets that expenditure. Gas and electric services look to spend 98% and 93% of their budgeted amounts. Busey reported the medical and professional services lines are potentially under budgeted. Busey projected the GCF expenditures will come in under budget by about 4% for a savings of \$246,049. The end result is an \$823,000 shortfall that would drop the fund balance to \$700,000 or 2.2%. This represents a significant problem the Board will address in the next couple of months.

General Corporate Fund Budget Change Report

The budget change report was provided.

Harris & Harris Monthly Collections Report

Busey reported the County collections for the year-to-date is \$108,829. The total collections are \$292,863.

Nudo asked if the \$400,000 shortfall was related to less fines being collected or if fewer fees and fines were being adjudicated. Busey asked the Circuit Clerk today about the collections and the Clerk had no explanation why fees collection is less. The State's Attorney indicated caseloads are moving as usual. Nudo asked for Busey's ideas about a mid-course correction to address the shortfall. Busey wanted to wait another month to see if anything improved. The sales taxes, which reflected January activity, were down 5%. The indicators she has seen show sales taxes should improve from February. Otherwise, the County Board will have to critically look at the budget in May or June to reduce spending. She noted the report has not appeared this bad in prior months and there can be a single month anomaly.

MOTION by Jones to receive and place on file the General Corporate Fund FY2010 Revenue/Expenditure Projection Report, General Corporate Fund Budget Change Report, the Harris & Harris monthly collections report; seconded by Kurtz. **Motion carried with all ayes.**

Elected Officials' Salaries Recommendation

Busey distributed a memorandum with her recommendation of salary increases for the County Clerk, Sheriff, and Treasurer for FY2011 thru FY2014 and the County Board Chair for FY2011 thru FY2012. The County Board is required to adopt the salaries for the elected officials who will be elected in November. This must be done at least 180 days before those terms of office begin, meaning action must be taken by the May County Board meeting. She provided information about salary administration in four other counties: Sangamon, Peoria, McLean, and Rock Island. Of these counties, Champaign ranks second in size, but fourth in elected officials' salaries. She described the classifications of elected official positions and their compensation. Given the County's current financial difficulty, she is recommending a phased approach to implement a 1% salary increase for FY2011 for the County Clerk, Treasurer, Sheriff, and County Board Chair; a 3% increase for FY2012 for the same officials; a 4% increase for FY2013 for the County Clerk, Treasurer, and Sheriff; and a 3% increase for FY2014 for the County Clerk, Treasurer, and Sheriff.

MOTION by O'Connor to approve the elected officials' salaries increases for FY2011 to FY2014 as recommended by the County Administrator; seconded by Langenheim.

Ammons felt it was premature to adopt salary increases when the Board members just received the materials and there are so many unknowns with the County's finances.

MOTION by Beckett to suspend the rules; seconded by Wysocki. **Motion carried.**

MOTION by Beckett to defer the issue to May; seconded by James.

James concurred with Ammons that he would appreciate sufficient time to review the Administrator's recommendation and ask questions. Kurtz asked about the Board's alternatives. Busey stated the salaries have to be set by the May County Board meeting. She was presenting the information at the April so she could explain it and give the Board time to consider it. Kurtz inquired if the County Board has to increase the elected officials' salaries. Busey said this was her recommendation and the County Board can adopt anything it wants

Motion carried with all ayes.

Recommendation for Final Distribution of Nursing Home Construction Fund Monies

Busey said all final construction, arbitration, and litigation bills have been received and paid from the Nursing Home Construction Fund. She would like to transfer the balance to the General Corporate Fund, which paid for expenses related to the project.

MOTION by James to transfer all monies remaining in the Nursing Home Construction Fund to the General Corporate Fund to reimburse the GCF for expenses previously paid which were related to the Nursing Home Construction Project; seconded by Wysocki.

James thought the County Board discussed moving any excess money in the Nursing Home Construction Fund to a capitalization program for the buildings. Busey did not believe the County

Board ever identified the Nursing Home litigation proceeds going to anything other than repaying the GCF for what was spent on the construction project. She recalled discussion that new revenue or one-time revenue would be directed towards the capital fund, but not the litigation proceeds. Busey stated loans amounting to \$1.5 million given to the Nursing Home from the General Corporate Fund had been forgiven. The litigation proceeds were earmarked to offset the losses of those loans to the GCF. James remembered the discussion was about using some proceeds towards capital projects if a significantly large settlement was received.

Motion carried with all ayes.

Budget Amendment #10-00042

MOITION by Ammons to recommend to the County Board approval of Budget Amendment #10-00042 from Fund 070 Nursing Home Construction Fund – Department 010 County Board for increased appropriations of \$6,500 for the To General Corporate Fund 080 line and no increased revenue; seconded Bensyl. **Motion carried with all ayes.**

Treasurer
Monthly Report

Welch stated the real estate tax bills will be mailed April 30th. The tax cycle is running on schedule for the 8th year in a row. Welch noted Champaign County is one of only 6-8 of the 102 Illinois counties to get tax bills out on time. This benefits both the taxing districts who will start receiving tax revenue in May and the taxpayers who have the full three-month period to pay their bills. In the last 11 years, the Treasurer has collected over \$2 billion.

The GCF is on track to end April with about a \$750,000 cash balance and should receive \$1.7 million in tax revenue starting in May. Welch predicted the GCF's cash flow will be okay through the end of the year once the real estate tax revenue is received. The GCF borrowed \$2.1 million this year from other funds. As of today, the GCF cash balance was \$114,000. He reminded the Board it costs \$1.5 million to cover payroll each month.

MOTION by Jones to receive and place on file the Treasurer's March 2010 report; seconded by Wysocki. **Motion carried with all ayes.**

Resolution Authorizing the County Board Chair to Assign a Mobile Home Tax Sale Certificate of Purchase, Permanent Parcel No. 03-002-0103 and Resolution Authorizing the County Board Chair to Assign a Mobile Home Tax Sale Certificate of Purchase, Permanent Parcel No. 03-059-0004

Welch described the process by which mobile homes end up at the tax sale and are eventually sold to new owners to become tax revenue producing properties again.

MOTION by James to approve Resolution Authorizing the County Board Chair to Assign a Mobile Home Tax Sale Certificate of Purchase, Permanent Parcel No. 03-002-0103 and Resolution Authorizing the County Board Chair to Assign a Mobile Home Tax Sale Certificate of Purchase, Permanent Parcel No. 03-059-0004; seconded by Rosales. **Motion carried with all ayes.**

Auditor

Purchases Not Following Purchasing Policy

The purchases not following Purchasing Policy list was distributed only for information.

Monthly Report

MOTION by Beckett to receive and place on file the Auditor's March 2010 report; seconded by Kurtz. **Motion carried with all ayes.**

Other Business

There was no other business.

Chair's Report

There was no Chair's report.

Designation of Items to be Placed on County Board Consent Agenda

Agenda items 10.A.2, 10.B.5-6, and 10.C.2-3 were designated for the consent agenda.

Closed Session Pursuant to 5 ILCS 120/2(c)2 to Consider Collective Negotiating Matters Between Champaign County and its Employees or Their Representatives

MOTION by Smucker to enter into closed session pursuant to 5 ILCS 120/2(c)2 to consider collective negotiating matters between Champaign County and its employees or their representatives. He further moved the following individuals remain present: the County's legal counsel, County Administrator, County elected officials, HR Generalist, and the Recording Secretary. The motion was seconded by Ammons. **Motion carried with a vote of 18 to 2.** Ammons, Anderson, Beckett, Bensyl, Betz, Jay, Jones, Knott, Kurtz, Langenheim, McGinty, Michaels, Moser, Nudo, Rosales, Smucker, Weibel, and Wysocki voted in favor of the motion. James and O'Connor voted against the motion. The County Board entered into a closed session at 8:34 p.m. and resumed open session at 8:50 p.m.

ADJOURNMENT

Betz adjourned the meeting at 8:50 p.m.

Respectfully submitted,

Kat Bork
Administrative Secretary