

CHAMPAIGN COUNTY BOARD COMMITTEE OF THE WHOLE MINUTES

Finance/Policy, Personnel, & Appointments/Justice & Social Services

Tuesday, January 18, 2011

Lyle Shields Meeting Room, Brookens Administrative Center

1776 E. Washington St., Urbana, Illinois

MEMBERS PRESENT: Christopher Alix, Carol Ammons, Astrid Berkson, Lloyd Carter, Lorraine Cowart, Stephanie Holderfield, Stan James, John Jay, Brad Jones, Alan Kurtz, Ralph Langenheim, Brendan McGinty, Diane Michaels, Alan Nudo, Steve O'Connor, Patti Petrie, James Quisenberry, Michael Richards, Giraldo Rosales, Jonathan Schroeder, C. Pius Weibel

MEMBERS ABSENT: Jan Anderson, Ron Bensyl, Thomas Betz, Greg Knott, Steve Moser, Larry Sapp

OTHERS PRESENT: Deb Busey (County Administrator), Tony Fabri (Auditor), Bill Keller (EMA Director), Andrew Levy (RPC Planner/Sustainability Coordinator), Peter Tracy (Mental Health Board Executive Director)

CALL TO ORDER

Weibel called the meeting to order at 6:00 p.m.

ROLL CALL

Bork called the roll. Alix, Ammons, Berkson, Carter, Cowart, Holderfield, James, Jay, Jones, Kurtz, Langenheim, McGinty, Michaels, Nudo, O'Connor, Petrie, Quisenberry, Richards, Rosales, Schroeder, and Weibel were present at the time of roll call, establishing the presence of a quorum.

APPROVAL OF MINUTES

MOTION by James to approve the Committee of the Whole minutes of November 9, 2010 and December 14, 2010; seconded by Ammons. **Motion carried with unanimous support.**

APPROVAL OF AGENDA/ADDENDA

MOTION by Cowart to approve the agenda and addendum; seconded by Carter. **Motion carried with unanimous support.**

PUBLIC PARTICIPATION

Tony Fabri spoke about the list of purchases not following the Purchasing Policy and offered to answer any questions Board members had regarding the list.

Martel Miller said spoke about a County Jail inmate's injuries and about the inmate receiving medical treatment at the Jail instead of at a hospital on Friday. The Sheriff looked into the issue and the inmate is now at Carle Hospital. Miller wanted more assistance when someone is injured at the County Jail.

Brad Diel introduced himself as one of the candidates for the Champaign-Urbana Mass Transit District appointment being considered at this meeting. He was a firefighter in the City of Champaign. His interest was in maintaining the CUMTD's excellent service for those who have no other way to move around town. Individuals without cars call for an ambulance or the fire department when they have emergencies unless they have access to mass transit services. He wants to see the tax dollars spent in a positive manner.

Anthony Bruno spoke about his candidacy for the Urbana-Champaign Sanitary District Board vacancy and his experience with Habitat for Humanity.

COMMUNICATIONS

Holderfield noted a visitors' guide was on the Board's desks & the CVB was moving its location. Kurtz spoke about the Courthouse help desk & wind farms. Ammons said she would contact the Sheriff tomorrow about Martel Miller's public comments.

JUSTICE & SOCIAL SERVICES

Monthly Reports

MOTION by James to receive and place on file the Animal Control November 2010, Emergency Management Agency November & December 2010, and Probation & Court Services November 2010 monthly reports; seconded by Rosales. **Motion carried with unanimous support.**

Other Business

Nudo has wondered if the County Board is losing touch with some of the departments that used to report monthly to the former Justice & Social Services Committee. He suggested that the Board should receive a quarterly report, as the Nursing Home does, from Mental Health and other departments that the Board has not heard from in a long time. This would allow the members to ask questions either at a Committee of the Whole or full County Board meeting. Richards thought Nudo had a great idea because the Board used to see a lot more from these agencies a couple of years ago. Nudo said there were some groups who notoriously did not send reports to the Board on time and members objected to receiving reports on the nights of meetings. Ammons felt the County Board has delegated its responsibilities to other boards and lost touch with administrative functions. She wanted to claim the responsibility as an elected official and require administrators under the Board's authority to come and explain why they are doing what they are doing to the Board. Petrie

asked if there was an official procedure to address public comments like those made by Martel Miller and get the facts about what they were told. Richards said there was no specific procedure for the Sheriff's Office, but as elected officials the Board members certainly had the right to contact agency heads and have leverage over agencies in the form of budgetary approval. James said he did not mind Board members requesting information, but there should be a chain of command so other officials can be asked to give reports to the full Board instead of spending time handling repeated questions from multiple Board members. Weibel clarified that the Sheriff is an elected official and he reports to the voters, not to the County Board. The Sheriff cannot be required to report to the Board.

Chair's Report

Richards stated the Citizens Advisory Committee on Jury Selection has not met this month.

Designation of Items to be Placed on County Board Consent Agenda

There were no items for the consent agenda.

FINANCE

Criminal Justice System Presentation on E-Ticketing

This item was removed from the agenda.

Budget Amendments & Transfers

Budget Amendment #11-00009

MOTION by James to recommend to the County Board approval of Budget Amendment #11-00009 from Fund 080 General Corporate – Department 042 Coroner for increased appropriations of \$302 for the Indigent Burial line with increased revenue of \$302 from the Court Fees and Charges line; seconded by Holderfield. **Motion carried with unanimous support.**

Budget Amendment #11-00012

MOTION by Jones to recommend to the County Board approval of Budget Amendment #11-00012 from Fund 106 Public Safety Sales Tax Fund – Department 230 Justice System Technology Project for increased appropriations of \$127,500 for the Furnishings, Office Equipment line with increased revenue of \$127,500 from the From Court Automation Fund 613 line; seconded by Holderfield. **Motion carried with unanimous support.**

Budget Amendment #11-00013

Busey clarified that the revenue line item should be changed to 080-077-332.21 to reflect that it is federal grant revenue.

MOTION by Kurtz to recommend to the County Board approval of Budget Amendment #11-00013 from Fund 080 General Corporate – Department 077 Zoning & Enforcement for increased appropriations of \$8,045 for the Professional Services line with increased revenue of \$8,325 from the DOE-Energy Efficiency & Conservation Grant-ARRA line; seconded by Langenheim.

Motion carried.

Budget Transfer #11-00002

Busey stated the last transfer should be corrected to line 641-053-513.04 Workers' Compensation Insurance.

MOTION by Nudo to recommend to the County Board approval of Budget Transfer #11-00002 from Fund 641 Access Initiative Grant – Department 053 Mental Health Board for transfers of \$12,500 to the Regular Full-Time Employees line from the Parent Activities/Travel line, \$17,361 to the Regular Full-Time Employees line from the Conferences & Training line, \$2,282 to the Social Security-Employer line from the Conferences & Training line, \$3,103 to the IMRF-Employer Cost line from the Conferences & Training line, and \$1,825 to the Workers' Compensation Insurance line from the Conferences & Training line; seconded by James.

Ammons inquired why the Access Initiative Project has needed several budget amendments over the past several months and whether the project was hiring new employees or embarking on an application process. It seemed the project was spending more money than it actually received. Tracy explained this was the federal grant which comes through the State of Illinois DHS. The grant was \$1 million for the initial year, of which the Champaign County Mental Health Board received \$679,000 for the Access Initiative Project. The State of Illinois takes a cut and some of the money goes to the University of Illinois. The Mental Health Board is in the process of implementing the project and got a late start because no money was received until February 2010, although the federal government announced the grant award in October 2009. It took until June 2010 to staff the project. Tracy explained they did not fully understand all of the things necessary for this program, which has been intensive in regards to the number of administrative transactions. They under shot on the administration side and the transfer would take care of it. He did not think the Mental Health Board would have another issue like this again because they now know the nature of this beast. The project requires a lot of transactions, a lot of youth-parent involvement, and payments for the federal and state requirements. Ammons said it was very hard to administer a grant they did not understand and it would be helpful for the County Board to receive a quarterly report about the initiative project's status. She also wanted the Board to be given more specific information when a budget amendment or transfer is requested. She was aware the federal grant money came to the County, but did not know how it was being administered. Tracy said he would be happy to provide a quarterly report. He noted Jan Anderson is the County Board's representative on the Mental Health Board and is a decision-making member of that board.

Motion carried with unanimous support.

County Administrator

General Corporate Fund FY2010 Revenue/Expenditure Final Report

Busey distributed her reports to the Board. This report brings the very good news that the CGF ended the fiscal year in a revenue positive position of \$1 million. The GCF received \$31.1 million in revenue in FY2010. The most significant line item that did not come in as budgeted was the General Government Fees. Most of the other revenue lines were received in the 90%-110% range. The overall revenue came in at 97% of the budget. Busey had anticipated the GCF would receive less than was budgeted, which is why cuts were enacted in May 2010. The FY2009 actual revenue was listed as \$32.2 million, but that number was really \$31.2 million because a \$1 million settlement payment was received. This settlement payment was then documented as a repayment of a loan on the expenditure side. This is not the same kind of revenue the GCF receives on a regular basis. Busey noted the GCF revenue was budgeted at \$30.9 million in FY2011.

The budget cuts were reflected on the expenditure side. The GCF budget started as a \$32.4 million budget and was cut to \$31.1 million, of which only \$30.1 million was spent. The expenditure side was under spent by \$926,000. This shows a lot of conservatism by the department heads and elected officials as they are not spending all the dollars appropriated. This is to everyone's benefit. The almost \$1 million revenue positive year is extremely good news for the GCF fund balance. The fund balance started FY2010 at 5.96% and ends at 9.27%. This is still not at the fund balance goal, but it is closer to a realistic cash flow. When the loan to the Nursing Home is subtracted, the GCF fund balance stands at 8.2%. Busey and the Treasurer reviewed the cash flow situation and expect to reach March 2011 before the GCF has to borrow from other funds. This is the position the GCF was in three years ago. Two years ago, the GCF had to start borrowing \$3 million from other funds in December to meet cash flow needs. She did not anticipate the GCF would need to borrow more than \$1 million from another fund in FY2011. Busey understood that some people may wonder why cuts were made midyear when the fund ended with a positive variance. Some things that changed from May to the year's end included improved revenues received from the state. However, the State of Illinois is still four months behind on income tax payments.

Ammons requested an update on repayment of the outstanding loan to the Nursing Home because recent reports have shown the Nursing Home's financial position is doing well. Busey said there is not a structured repayment schedule. The Nursing Home has taken on the annual debt obligation for the additional debt service issued to construct the new facility. She believed the Nursing Home was hoping to look at repaying this loan in the next year.

General Corporate Fund Budget Change Report

Busey presented the report of changes to the FY2010 GCF budget.

Harris & Harris Monthly Collections Report

The Harris & Harris collections report was provided in the agenda packet. The total collections result for the GCF in FY2010 was \$182,758. The total collections revenue for all funds and other entities was \$846,680. Busey was aware some reporting complexities slowed down the

transactions sent to Harris & Harris. This has been remedied and she looks for these collections to improve.

MOTION by Jones to receive and place on file the County Administrator's reports and Harris & Harris report; seconded by Ammons. **Motion carried with unanimous support.**

Request for Approval of Funding for Redistricting Commission

Busey said this item was really a request from the Redistricting Commission. The commission has been seated and commissioned to do work in terms of developing maps for the County Board. Some resources need to be allocated to the commission in order to complete that work. By working with Regional Planning Commission (RPC) staff, the commission and Busey have developed a recommendation that does not require an increase to the GCF budget or to any other budget. It will be done by reallocating some of the County Planning Contract and GIS Special Projects Contract work. Selected initiatives would be delayed and the resources would be allocated towards the mapping and census data requirements to draw maps in FY2011, which the County Board is required to do. The proposal in the agenda packet spells out the details. Andrew Levy has been working with the Redistricting Commission and Busey to bring this information to the County Board. The maximum total resources that would be allocated are \$14,744. It is possible not all of those resources would be used. In the green packet distributed at tonight's meeting there is an additional request directly from the Redistricting Commission from its meeting last week.

MOTION by Jones to approve the funding request from the Redistricting Commission; seconded by Nudo.

Holderfield asked if the GIS mapping was bid. Busey stated this was a proposal from the GIS Consortium. The County is not required to request bids for purchases under \$20,000 and they were asking the County's own experts to give some estimates of the resources needed to provide this work product and output for the commission. Holderfield asked if the \$7,466 total for the GIS Consortium was a cap and included total map costs. Busey said it was a cap based on the scope of the documented work. If the Redistricting Commission requests more hours or service than what is documented in the proposal, then the request would have to come to the County Board for the additional authority. She thought the proposal included up to 25 different variations.

James asked if the computer terminal cost was included in the original proposal. Busey said it was not, but no cost was assessed for the computer terminal at this time. There is one license that could be made available over this period of time because it is not currently in use due to a vacancy in the Supervisor of Assessments' Office. A computer could be set up to access that software from approximately February to May. James asked if the wording "not to exceed \$14,744" could be included in the proposal. Busey said any additional request would have to come back to the County Board because that is the only amount the Board is approving.

Petrie asked where the money would come from to replace the money taken from the County Planning and GIS Special Projects Contracts to fund the Redistricting Commission. Busey said that issue was prepared on the addendum for last week's Committee of the Whole meeting, but it was removed from the agenda. This item outlined the County Planning Contract work and how it

would be impacted. The County budgets money with GIS for special projects done at the request of department heads affected by GIS, primarily the County Clerk and Supervisor of Assessments. There is an addressing project that will be delayed until next year. Petrie attended the last Redistricting Commission meeting and understood that any maps coming from outside sources have to be filtered through the commission and run through the program proposed by RPC. Petrie thought the \$14,744 amount would be exceeded. She would not support the proposal because the costs of doing the redistricting was never a part of the conversation when she was running for County Board, nor was any potential help that could be provided by various entities at the University of Illinois discussed, and she was cautioned by Busey last week that there are great restraints on the County budget. Nudo also attended the last Redistricting Commission and reminded the Board that the commission was charged to develop a map drawn by professionals so it is taken out of the hands of those with political persuasion. He felt \$14,744 spread over the ten years of the census was not that large of a cost. The cost of the redistricting has been debated many times. Nudo was fully in support of the proposal. The Board continued to discuss the proposal from the Redistricting Commission.

Busey clarified that the County Board has two contracts with the Regional Planning Commission in the FY2011 budget: the County Planning Work Contract (\$77,867) and the GIS Special Projects Contract (\$35,000). The proposal is recommending that a part of the County Planner resource be used for this project instead of something else via the County Planning Work Contract. The recommendation was trying to pay for the Redistricting Commission initiatives out of existing budgets by reassigning some work. If the County Board is not interested in that approach, she asked if the Board wanted a budget amendment to be prepared to increase the budget by the amount of resources necessary for the Redistricting Commission, which is a seated body. She understand the concerns of Board members over the fact that this expense was not included in the original FY2011 budget, however, the commission had to be established in order to work with the RPC staff to determine exactly what scope of work they would require before a budget could be developed. This has been done in the first two meetings of the commission. Cowart asked about a timeframe. Busey explained the commission is scheduled to meet the first and third Wednesdays of the month, starting on February 2nd. The commission has three months to produce maps for the County Board, so it is a time critical issue. The final census data should be received sometime in February to begin the work. The commission needs to know what resources they can expect to use during the two to three month period they have to prepare the maps for the County Board. Discussion continued at length over the funding proposal and the time the commission has to complete its purpose.

Petrie asked about the procedure to change the proposal to a budget amendment. Busey explained the procedure would be for the County Board to direct that a budget amendment be prepared for the Board to vote on at the January 27th County Board meeting to appropriate an additional \$14,744 in the County Board budget to go to the Redistricting Commission. The proposal currently before the Board does not require the appropriation of any additional money. McGinty directed there would be a roll call vote.

Motion carried with a vote of 14 to 7. Alix, Holderfield, James, Jay, Jones, Kurtz, McGinty, Michaels, Nudo, O'Connor, Quisenberry, Rosales, Schroeder, and Weibel voted in favor

of the motion. Ammons, Berkson, Carter, Cowart, Langenheim, Petrie, and Richards voted against the motion.

Treasurer

Monthly Report – December 2010

MOTION by Jones to receive and place on file the Treasurer's December 2010 report; seconded by Rosales. **Motion carried with unanimous support.**

Auditor

Purchases Not Following Purchasing Policy

The list had been distributed at the Board's desks for information only.

Monthly Report – December 2010

MOTION by Jones to receive and place on file the Auditor's December 2010 monthly report; seconded by Rosales. **Motion carried with unanimous support.**

Other Business

Agreement between the Champaign County Board and Land of Lincoln Legal Assistance Foundation

MOTION by Kurtz to approve the Agreement between the Champaign County Board and Land of Lincoln Legal Assistance Foundation; seconded by Langenheim.

James saw the County was going to give the Land of Lincoln Legal Assistance Foundation more money for the self-representative help desk at the Courthouse and read a section from the December 14, 2010 minutes where Kurtz announced that private donations and grants would cover the help desk expenses for it to reopen in January. James asked why giving the Land of Lincoln Legal Assistance Foundation more money was back on the agenda and stated he would not support it. Kurtz explained that Roger Holland, the Court Administrator, administers the Law Library Fund and asked that \$3,000 be moved from that budget towards funding the Land of Lincoln's self-representative help desk. This money is already in Holland's budget, he is just moving it to pay the Land of Lincoln Legal Assistance Foundation. Kurtz thought this would save money by reducing the thousands of people in need of help from going to the Circuit Clerk's Office and the Public Defender's Office or wasting the court's time by coming with improper paperwork. He argued the help desk has helped many people to navigate the complexity of the Courthouse and saved time and money for the courts system. Linda Frank, the Circuit Clerk, supported the expenditure because her office was being inundated with people asking for legal advice that the Circuit Clerk's Office cannot provide since the help desk closed. The County Board has to approve the change to Holland's budget.

McGinty clarified this is a request to move money, not an amendment to spend more money from the budget. There is \$2,000 coming from the Conferences & Training line in the County Board budget to pay the Land of Lincoln Legal Assistance Foundation. Michaels noted the

agreement just says the County agrees to pay the Land of Lincoln Legal Assistance Foundation a total of \$5,000 without indicating where the money will come from. She felt the agreement was vague.

Jay found it ironic that the Land of Lincoln Legal Assistance Foundation was in business specifically to serve those who need legal help and cannot get it by other means. He asked why the County was paying the Land of Lincoln Legal Assistance Foundation to do its job. His other concern was that the County was locking itself into another program indefinitely by approving this agreement. He did not think the County Board should approve it.

Ammons asked why the agreement was written without detailing where the money was coming from. Busey believed the agreement was drafted by the Land of Lincoln Legal Assistance Foundation and they only recognize that the money is coming from Champaign County, not the specific sources in the budget.

Nudo was disappointed that Kurtz failed to mention that \$2,000 of this funding was coming out of the County's coffers. He appreciated what Kurtz was trying to do, but he thought Kurtz's individual actions of going to department heads and elected officials were inappropriate as a County Board member. Kurtz is neither the County Board Chair nor did the Board direct him to take this action. Nudo said the County Board has a right to act as a group to make these kinds of decisions. It is not right for an individual member to take such action in the context of what the Board is trying to do. It was important that any proposals be brought to the entire Board to allow several weeks of contemplation and discussion. Nudo did not appreciate any individual member seemingly negotiating on the Board's behalf without the Board's consent. Nudo mentioned past incidents when Kurtz has taken such action and promised not to do it again after being chastised by the Board.

Holderfield realized there was a need for the help desk's services, but wondered why it was the responsibility of the taxpayers to support an outside organization, such as the Land of Lincoln Legal Assistance Foundation, when it failed to raise the funds to continue its services. It was not the County Board's responsibility to fund outside organizations. The Board continued to discuss the merits of the agreement and the Land of Lincoln Legal Assistance Foundation's help desk.

Kurtz said this action moves money from the original budget and was not adding more expense. In response to Nudo's comments, Kurtz stated he was an elected official and not beholden to any other Board members. He said he would be a lone wolf sometimes because no one else wanted to step up to the plate. If his constituents do not like it, then they can vote him out in the next election. He thought his constituents liked his initiative because he works for the community. He shared his own experience of being thrown out of court for not completing the proper paperwork and the assistance the help desk provided him to traverse the courts system. This saved him time and money. Kurtz stated he would follow his constituents' feelings, policies, and desires and they want him to continue doing exactly what he has been doing.

Further discussion was held by Board members over the request to fund the help desk and the agreement's language. Holderfield suggested adding wording to the agreement specifically stating where the funding is coming from. As a board member for the Center for Women &

Children in Transition, she also urged the County Board to look at the fact that there are other service providers in the community who provide ways for people at the poverty level to obtain assistance with the court system. She wanted to send a clear message to the Land of Lincoln Legal Assistance Foundation that if they are going to continue this service that they start a fundraiser instead of coming to County government. Alix requested a roll call vote. More discussion was held over County Board procedures and the Land of Lincoln Legal Assistance Foundation's help desk.

Weibel asked Busey if she could rewrite the agreement to fit the manner the County Board is used to and have it reviewed by the County's legal counsel. Busey said a subparagraph could be added under Number 2 in the agreement that delineates the funding sources. She did not think the Land of Lincoln Legal Assistance Foundation would object to that change.

MOTION by Petrie to incorporate the language changes as stated by Busey to the agreement, add a clear end date, and that any further review of this kind of support come before the full Board. Quisenberry called for a point of information because an end date was listed in the agreement. McGinty read the end date of October 15, 2011 from the agreement. Petrie wanted it clear that date was the end date. McGinty thought the end date was clear as presently worded. Busey read the language that would be amended in the agreement. Petrie accepted Busey's wording as her intended motion. The motion was seconded by Quisenberry.

Jones thought the County had funded the help desk with \$12,000 the previous year and asked Busey where that money came from. Busey said the Law Library Fund previously made a two-year commitment to fund this program, which ended in FY2010. McGinty confirmed with the Board that a voice vote was acceptable on the amendment.

Motion carried to amend the original motion.

Kurtz stated that Roger Holland revised his budget to make the required budget cuts over the last two years. Holland cut \$15,000 in funding from the Land of Lincoln Legal Assistance Foundation's help desk. When the help desk was going to close on December 1, 2010, it seemed no one would develop a way to continue the service so Kurtz took the initiative and talked to Cameron Moore at RPC. Moore found \$2,500 in a grant. Kurtz emphasized the funding in this agreement was a one-time only cover for the next year. He would look for additional monies from private sources and confirmed this issue would not come back to the County Board again. After talking to Moore, Kurtz met with Valerie McWilliams at the Land of Lincoln and they found \$1,000 in private donations. Then Kurtz met with Roger Holland and Linda Frank and they were able to work \$3,000 out of the Law Library Fund's budget for the help desk. Kurtz spoke to the Board Chair about adding a budget amendment to be voted on by the County Board. They did not want to add more expense to the County's budget, so the money was taken from the County Board's Conference & Training line. Kurtz verified there was no additional money and this was not an ongoing request. It is a one-time request. He has also spoken to the bar association about adding some money to the help desk's budget. The Board continued to discuss the cost of providing services. Cowart called the question.

Motion carried as amended with a vote of 19 to 2. Alix, Ammons, Berkson, Carter, Cowart, Holderfield, Jones, Kurtz, Langenheim, McGinty, Michaels, Nudo, O'Connor, Petrie,

Quisenberry, Richards, Rosales, Schroeder, and Weibel voted in favor of the motion. James and Jay voted against the motion.

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, 2, & 4 were designated for the consent agenda.

POLICY, PERSONNEL, & APPOINTMENTS

Appointments/Reappointments

Champaign County Mental Health Board

MOTION by Weibel to appoint William Gleason, Jr. and Michael McClellan to the Champaign County Mental Health Board for terms from January 28, 2011 to December 31, 2014; seconded by McGinty. **Motion carried with unanimous support.**

Urbana-Champaign Sanitary District Board

The Board received Christopher Alix's resignation letter.

MOTION by Weibel to appoint Jennifer Putman to the Urbana-Champaign Sanitary District Board to complete Alix's term from January 28, 2011 to May 31, 2013; seconded by Cowart.

Weibel said it was extremely difficult to choose between the three good candidates. He chose Putman because of her degree in urban planning.

Motion carried.

Champaign-Urbana Mass Transit District

MOTION by Weibel to appoint Bradley Diel to the Champaign-Urbana Mass Transit District Board to fill the vacancy caused by the death of John Chato for term from January 28, 2011 to December 31, 2013; seconded by Schroeder.

Weibel described the various qualities of the candidates and reasons why he selected Diel.

Motion carried with unanimous support.

Locust Grove Cemetery Association

The Board received Leo Lafenhagen's letter of resignation from the Locust Grove Cemetery Association Board.

MOTION by Weibel to appoint Francis Lafenhagen to the Locust Grove Cemetery Association Board to complete Leo Lafenhagen's term from January 28, 2011 to June 30, 2012; seconded by O'Connor.

Weibel pointed out that the resignation letter was dated May 18, 2010, but it was not sent to the County Board Office until December 2010. O'Connor added that the cemetery association's secretary went into a nursing home and this caused the paperwork delay.

Motion carried with unanimous support.

List of Appointments Expiring in 2011

The list was provided for information only. Petrie wanted to see more effort in making public announcements concerning any vacancies. She contacted the *News-Gazette* about providing similar publicity on other appointments that was provided for the Redistricting Commission. Ammons noted the list of appointment vacancies was provided on the County's website. She encouraged Board members to actively recruit candidates for the vacancies and assist the Board Chair in the selection process.

County Administrator **Vacant Positions Listing**

The vacant positions listing was provided for information only.

Request Approval for Release of RFP 2011-002 for Fiber Optics and Structured Cabling

Busey explained this RFP was part of the current construction project to complete redundant fiber loop for network connectivity on this campus.

MOTION by Langenheim to release RFP 2011-002 for Fiber Optics and Structured Cabling; seconded by Quisenberry. **Motion carried with unanimous support.**

Request Approval for Release of RFP 2011-003 for Vending Services for Champaign County

Busey stated the current vending services contract ends in April and they need an appropriate amount of time to receive and evaluate responses in order to bring a contract recommendation to the County Board in March.

MOTION by Cowart to release RFP 2011-003 for Vending Services for Champaign County; seconded by James.

Petrie asked if they could request very healthy items in the vending machines. Busey said there is a clause that 30% of the offerings should be at least low fat and low carb. Ammons asked what percentage of the revenue comes back to the County. Busey said it would be negotiated. Current revenue from the vending machines is about \$4,000. This covers the vending machines in all the County building except the ILEAS facility. ILEAS asked to receive the revenue from the

commissions on machines within that facility because of their operation. The Nursing Home also receives the revenue from the machines in its building. Jay asked if a firm had to bid on the entire vending package or if the drinks and food could be divided between firms. Busey answered that it would depend on the responses. At the present time, one firm provides all of the vending services. One of the most difficult vending issues is ensuring that both Pepsi and Coke products are offered in the buildings.

Motion carried with unanimous support.

Request Approval for Release of RFQ 2011-004 for Broker Services for Employee Health & Benefit Plans

Busey said there were corrections in the version placed on the Board's desks. The census data was also included. Busey wanted to release this RFQ on Friday because legal counsel is still reviewing it. Ammons asked about the difference between an RFP and an RFQ. Busey explained this is the first time this process has been undertaken for health insurance. She hopes a Health Insurance Committee will be created, which will engage in the evaluation process. That committee is dependent on a Labor Committee meeting held later this month and working with the bargaining agents. She would like to get the RFQ out on the streets and provide that actual evaluation process and how to move forward with adopting a contract at the February meeting.

Berkson said the needs for handling a group insurance account, such as the County's, are quite minimal. She wondered why the County's Insurance Specialist could not evaluate the proposals. Busey was not aware of any entity of local government in this area who does not use a licensed insurance agent to provide broker services. The agent becomes the County's representative to take the RFPs for health insurance and related ancillary services to the various providers and analyze the responses based on the County's census data. The County does not have anyone on staff with the skill set and capability to do that level of analysis.

MOTION by James to release RFQ 2011-004 for Broker Services for Employee Health & Benefit Plans; seconded by Rosales. **Motion carried.**

Busey reminded the Board that these releases were committee-level decisions and would not be forwarded to the full County Board because the issue would come back to the County Board after responses have been received. The Board was giving the authority to move ahead in releasing the requests.

Closed Session Pursuant to 5 ILCS 120/2(c)1 to Consider Appointment, Employment Compensation, Discipline, Performance, or Dismissal of Specific Employees

MOTION by Alix to enter into a closed session pursuant to 5 ILCS 120/2(c)1 to consider appointment, employment compensation, discipline, performance, or dismissal of specific employees. He further moved the following individuals remain present: the County Administrator and the Director of the Emergency Management Agency. The motion was seconded by McGinty. **Motion carried with a roll call vote of 20 to 1.** Alix, Ammons, Berkson, Carter, Cowart, Holderfield, James, Jay, Jones, Kurtz, Langenheim, McGinty, Michaels, Nudo, Petrie, Quisenberry,

Richards, Rosales, Schroeder, and Weibel voted in favor of the motion. O'Connor voted against the motion. The Board entered into closed session at 8:15 p.m. and resumed open session at 8:24 p.m.

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 9.A.1, 3, & 4 were designated for the consent agenda.

ADJOURN

The meeting was adjourned the meeting at 8:25 p.m.

Respectfully submitted,

Kat Bork
Administrative Assistant

Secy's note: The minutes reflect the order of the agenda and may not necessarily reflect the order of business conducted at the meeting.

CHAMPAIGN COUNTY BOARD
CLOSED SESSION MINUTES

**COMMITTEE OF THE WHOLE – Finance/Policy, Personnel, & Appointments/
Justice & Social Services
Tuesday, January 18, 2011
Lyle Shields Meeting Room, Brookens Administrative Center
1776 E. Washington St., Urbana, Illinois**

MEMBERS PRESENT: Christopher Alix, Carol Ammons, Astrid Berkson, Lloyd Carter, Lorraine Cowart, Stephanie Holderfield, Stan James, John Jay, Brad Jones, Alan Kurtz, Ralph Langenheim, Brendan McGinty, Diane Michaels, Alan Nudo, Steve O'Connor, Patti Petrie, James Quisenberry, Michael Richards, Giraldo Rosales, Jonathan Schroeder, C. Pius Weibel

MEMBERS ABSENT: Jan Anderson, Ron Bensyl, Thomas Betz, Greg Knott, Steve Moser, Larry Sapp

OTHERS PRESENT: Deb Busey (County Administrator), Bill Keller (EMA Director)

Closed Session Pursuant to 5 ILCS 120/2(c)1 to Consider Appointment, Employment Compensation, Discipline, Performance, or Dismissal of Specific Employees

MOTION by Alix to enter into a closed session pursuant to 5 ILCS 120/2(c)1 to consider appointment, employment compensation, discipline, performance, or dismissal of specific employees. He further moved the following individuals remain present: the County Administrator and the Director of the Emergency Management Agency. The motion was seconded by McGinty. **Motion carried with a roll call vote of 20 to 1.** Alix, Ammons, Berkson, Carter, Cowart, Holderfield, James, Jay, Jones, Kurtz, Langenheim, McGinty, Michaels, Nudo, Petrie, Quisenberry, Richards, Rosales, Schroeder, and Weibel voted in favor of the motion. O'Connor voted against the motion. The County Board entered into closed session at 8:15 p.m.

Busey stated the closed session concerned a staffing issue at the Emergency Management Agency (EMA). The EMA work in Champaign County has been changing over the last ten years. A Regional Emergency Coordination Group (RECG) has been established via an intergovernmental agreement and thru its efforts emergency management is developing a strategic plan. The RECG is embracing new initiatives and expanding the business that needs to be done by emergency management at the county level. The City of Champaign is currently considering closing its emergency operations center, so there would only be one EOC in Champaign County. This would provide some additional funding to the County's EMA when the City of Champaign closes its operations center. The current EMA staffing consists of the EMA Director and an Administrative Aide. The need for clerical support is minimal, but the need for an Assistant or Deputy Director is significant. The EMA needs to have someone who could step in when the Director is absent or assisting other jurisdictions with emergency situations. Busey and Keller agree with this recommendation. One reason it is being brought to the Committee of the Whole at this time is because the Administrative Aide is in the AFSCME General Unit and there is currently another vacancy in the AFSCME General Unit where the individual could be reassigned. The other vacancy is the

Administrative Secretary position in the Auditor's Office. Busey has spoken to Tony Fabri, the Auditor, and he would be relieved to have the position filled sooner, rather than later. The individual in the Administrative Aide position is classified one position grade above the Administrative Secretary position and should possess the full capability and qualifications to perform the job in the Auditor's Office. The only negative impact will be to the employee, who will be moving down one grade classification. Her wage will decrease from \$20.91/hour to \$18.93/hour. Busey wanted a straw poll to determine whether there is consensus amongst the Board to move forward with the elimination of the EMA Administrative Aide position in the AFSCME General Unit. Busey would return with a request to send a proposed new Deputy Director position to the Job Content Evaluation Committee in February and for the position classification to be approved in March.

Weibel asked if filling the vacancy in the Auditor's Office conflicted with the hiring freeze. Busey said it could, but they would ask for an exception to the hiring freeze when addressing this layoff. There will still ultimately be a vacant position for three months because she does not anticipate filling the Deputy Director position until the end of March. James asked how long the Administrative Aide had been employed at the County. Busey answered that she was a twenty-year employee. James said he would hate to lose the accumulated knowledge of the employee and asked about the new position that would become available at EMA. Keller stated the Administrative Aide does not have the skill set to perform Deputy Director level responsibilities. She does have the clerical skills to support an office.

Michaels asked if there would be salary savings for the County. Busey said no, the current Administrative Aide is paid over \$40,000/year and Keller thinks they could hire a Deputy Director for somewhere in that salary neighborhood. When and if the City of Champaign closes its EOC, the County could get a portion of the \$15,000-\$18,000 in revenue the City receives from the state each year for operating its own EOC. Michaels asked about the salary decrease for the current employee. Busey said the employee would take a pay cut when she transfers to the Auditor's Office.

Richards supported the personnel change to have a Deputy Director. Ammons reminded the Board they were just discussing whether to support the change for this employee to move from one position to another. The Board discussed the proposal. A straw poll supported the recommendation.

The County Board resumed open session at 8:24 p.m.

Respectfully Submitted,

Kat Bork
Administrative Assistant