

Approved November 8, 2011

CHAMPAIGN COUNTY BOARD COMMITTEE OF THE WHOLE MINUTES

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

Tuesday, October 11, 2011

Lyle Shields Meeting Room, Brookens Administrative Center

1776 E. Washington St., Urbana, Illinois

MEMBERS PRESENT: Christopher Alix, Jan Anderson, Astrid Berkson, Thomas Betz, Lloyd Carter, Lorraine Cowart, Aaron Esry, Stephanie Holderfield, Stan James, Ralph Langenheim, Gary Maxwell, Brendan McGinty, Diane Michaels, Alan Nudo, Patti Petrie, James Quisenberry, Michael Richards, Giraldo Rosales, C. Pius Weibel

MEMBERS ABSENT: Carol Ammons, Ron Bensyl, John Jay, Brad Jones, Alan Kurtz, Steve Moser, Steve O'Connor, Jonathan Schroeder

OTHERS PRESENT: Deb Busey (County Administrator), Tony Fabri (Auditor), Roger Holland (Court Administrator), Gordy Hulten (County Clerk), Andy Rhodes (IT Director), Kay Rhodes (Administrative Assistant), Dan Welch (Treasurer)

CALL TO ORDER

Weibel called the meeting to order at 6:03 p.m.

ROLL CALL

Rhodes called the roll. Alix, Anderson, Berkson, Carter, Cowart, Esry, Holderfield, James, Maxwell, McGinty, Michaels, Petrie, Quisenberry, Richards, Rosales, and Weibel were present at the time of roll call, establishing the presence of a quorum.

Weibel said he was notified by Ammons, Kurtz, Bensyl, and Jones they could not attend the meeting.

APPROVAL OF MINUTES

MOTION by Rosales to approve the Committee of the Whole minutes of September 13, 2011 and County Administrator Evaluation Committee minutes of September 14, 2011; seconded by Esry. **Motion carried with unanimous support.**

MOTION by Holderfield to approve the County Administrator Evaluation Committee Closed Session minutes of September 14, 2011; seconded by James. **Motion carried with unanimous support.**

APPROVAL OF AGENDA/ADDENDA

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

PUBLIC PARTICIPATION

There was no public participation.

COMMUNICATIONS

Weibel explained it was time for the semi-annual review of closed session minutes and asked Board members to review them.

JUSTICE & SOCIAL SERVICES

Head Start Presentation 2010 Report

Kathleen Liffick, Head Start/Early Head Start Director presented the 2010 Annual Report and explained the report was also available on the RPC website. Liffick explained the Head Start/Early Head Start program is funded by a federal grant. The funding does not come from the State.

Langenheim entered at 6:12 p.m.

The budget last year was \$5.1 million. This is made up of the Head Start and Early Head Start grants. They also received \$600,000 from the Illinois State Board of Education because they submitted a grant. This allowed them to have a second teacher in all classrooms who was certified in early childhood education. Reimbursement also comes from the Childcare Food program. Head Start employs 123 staff. The majority of their budget is spent on personnel costs.

Betz entered at 6:13 p.m.

Last year, the program served 781 children, which included replacement enrollments. The funded enrollment was 584 children. Liffick stated the program offers full-day/10-hours, part-day/3.5 hours, or school-day/6 hours classrooms. Liffick said the program offers home based services as well. The staff also collaborates with childcare centers, childcare homes, and schools. Liffick stated Early Head Start is available to assist pregnant mothers as well. Ninety percent of the enrollment must have income at poverty level or below. Head Start services are free however; there is a fee for full day childcare. Ninety-five percent of families seeking full day services qualify for assistance and pay for childcare on a sliding scale based on their income. Ten percent of the enrollment must have a disability. The Mental Health Board also provides a small grant enabling Head Start to provide mental health support services to children and their families.

Liffick stated enrollment in Head Start is not first come, first served. They are required to serve the families with the greatest need, so they are enrolled in the program first. The goal of the program is to ensure all children are ready, both academically and physically for kindergarten.

Liffick pointed out a federal monitoring review in September 2010, in which a single non-compliance was identified. The non-compliance was a technicality on calculation methods. Staff received technical assistance and resubmitted the report.

The Office of Head Start performed a 4-day assessment and found no non – compliance in service delivery or systems under program design and management. The Smile Healthy program and the partnership with Women in Transition were identified as two significant strengths of the Head Start program.

Petrie asked how the federal government decides the amount of funding the County receives and if it were comparable to that of other counties. Liffick explained the funding is in a competitive range for the dollars per child. They receive \$9,000 per child for Head Start and \$16,000 per child for Early Head Start per year. Head Start cannot ask for a certain amount of money, it is divvied up throughout the country.

Monthly Reports

OMNIBUS MOTION by Betz to receive and place on file the Animal Control August 2011; Emergency Management Agency September 2011; Head Start September 2011; and Probation & Court Services August 2011 reports; seconded by Berkson. **Motion carried with unanimous support.**

Juvenile Detention Center

Champaign County Juvenile Detention Center 2011 Inspection Report

Richards explained the non-compliance mentioned in the report is related to an on-going dispute that the County and the courts have with the Illinois Department of Juvenile Justice. **MOTION** by James to receive and place on file the 2011 Juvenile Detention Center Inspection report; seconded by Rosales. Esry asked if any Board action were required on this item. Richards explained there was not. He said the courts would not stop sending neglected minors through the system because they do not agree with the opinion of the Illinois Department of Juvenile Justice. **Motion carried with unanimous support.**

Other Business

Offer of RRC Services to Champaign County from
Prairie Center Health Systems, Inc.

MOTION by Weibel to approve the County Board expression of support for the offer of Residential Re-entry Services by Prairie Center Health Systems; seconded by Quisenberry.

Bruce Suardini, Chief Executive Officer for Prairie Center Health Systems, said every five years they are required to submit an application to the Bureau of Prisons for a halfway house. The Prairie Center has operated the halfway house for approximately twenty years. The grant comes from the Bureau of Prisons and is about \$450,000. Suardini stated they average about 15 inmates who stay at the Hill Street facility in Champaign.

Marlys Buelow, Clinical Director for Prairie Center Health Systems explained they were applying for a 5-year RFP to the Federal Bureau of Prisons. The purpose of the re-entry center is to

assist inmates returning to the community by providing a place to stay, finding a job, and if needed referring them to mental health services or substance abuse treatment services. They are a small use facility, which means there are generally 12-15 inmates staying at the facility. Staff meets with a Community Review Board on a quarterly basis. The Review Board includes the City of Champaign Assistant Chief of Police, John Murphy, a mental health representative, and other interested members of the community.

Buelow explained inmates stay around 3-6 months and there is a ninety-five percent success rate with little recidivism. Buelow stated public safety is the highest priority. Inmate accountability is a requirement so staff knows where the inmates are at all times. Betz asked if other proposals would be submitted. Buelow said they did not know if other entities would submit a grant application. They may have an advantage because they just renewed a three-year contract with the United States Probation Office and a renewed contract for drug and treatment with the Bureau of Prisons.

Betz asked if these were local inmates. Buelow affirmed the offenders come out of Champaign, Ford, Iroquois, Vermilion, and McLean counties. Betz was concerned about supporting this entity without knowing if others would also submit a grant application. Suardini said it is a competitive grant and the County Board was not obliged to take a position one way or the other. He explained they are required to inform the County about the proposal. Petrie asked for clarification as to whether the Board could support another entity as well if it came forward. Richards and Weibel affirmed they could support another service provider as well. **Motion carried with unanimous support.**

Chair's Report

The Chair had no report.

Designation of Items to be Placed on County Board Consent Agenda

There were no items designated for the Consent Agenda.

FINANCE

Treasurer

Welch explained in 2008 all three mobile homes were not purchased at the tax sale. The Trustee in the name of the County took possession and waited for 2 ¹/₂ years for someone to redeem them. This did not occur so consequently the County has the ability to deed them over to a bidder.

OMNIBUS MOTION by Cowart for approval of resolutions authorizing the County Board Chair to assign mobile home Tax Sale Certificates of Purchase for, Permanent Parcel No. 30-059-0002, Parcel No. 14-019-0100, and Parcel No. 20-032-0243; seconded by Rosales. **Motion carried with unanimous support.**

MOTION by James to receive and place on file the September 2011 Treasurer's monthly report; seconded by Betz. **Motion carried with unanimous support.**

Budget Amendments & Transfers

Budget Amendment #11-00050

MOTION by James to recommend approval to County Board of Budget Amendment 11-00050 for Fund/Dept: 076 Tort Immunity Tax Fund-075 General County for increased appropriations of \$120,000 for Workers' Compensation Insurance with no increased revenue: from fund balance; seconded by Anderson. Richards asked if the increased appropriation to Workers' Compensation meant there was a larger amount in claims to pay than originally anticipated. Busey explained the increase to the work comp rate was not received for this fiscal year until well into the first quarter. The rate increased 19% and at that time, it was decided to wait until the end of the fiscal year to have a better idea of the amount they actually needed. **Motion carried with unanimous support.**

Budget Amendment #11-00051

MOTION by Holderfield to recommend approval to County Board of Budget Amendment 11-00051 for Fund/Dept: 080 General Corporate-023 Recorder for increased appropriations of \$54,000 for Rental Housing Fee Remittance with increased revenue of \$60,000 from Rental Housing Support Fee; seconded by Richards. **Motion carried with unanimous support.**

Budget Amendment #11-00052 & Budget Amendment #11-00053

OMNIBUS MOTION by Maxwell to recommend approval to County Board of **Budget Amendment 11-00052** for Fund/Dept: 080 General Corporate-020 Auditor for increased appropriations of \$3,900 for State-Paid Salary Stipend with increased revenue of \$3,900 from State Revenue-Salary Stipends; and **Budget Amendment 11-00053** for Fund/Dept: 080 General Corporate-042 Coroner for increased appropriations of \$3,900 for State-Paid Salary Stipend with increased revenue of \$3,900 from State Revenue-Salary Stipends; seconded by Betz. **Motion carried with unanimous support.**

Budget Amendment #11-00054

MOTION by Anderson to recommend approval to County Board of Budget Amendment 11-00054 for Fund/Dept: 091 Animal Control-047 Animal Control Admn for increased appropriations of \$500 for Medical Supplies with increased revenue of \$500 from Gifts and Donations; seconded by Esry. **Motion carried with unanimous support.**

Budget Amendment #11-00055

MOTION by Carter to recommend approval to County Board of Budget Amendment 11-00055 for Fund/Dept: 080 General Corporate-023 Recorder for increased appropriations of \$1,000 for Overtime with increased revenue of \$1,000 from Recorder Automation Fund 614; seconded by James. James asked if the overtime was due to a particular event. Busey explained the Recorder's office performed a complete upgrade to their software resulting in the overtime. **Motion carried with unanimous support.**

Budget Amendment #11-00056

MOTION by Michaels to recommend approval to County Board of Budget Amendment 11-00056 for Fund/Dept: 080 General Corporate-022 County Clerk for increased appropriations of \$9,075 for County Clerk Automation Fund 670 with increased revenue of \$9,462 from State Reimbursement; seconded by Maxwell. **Motion carried with unanimous support.**

Labor Sub-Committee

Agreement for Joint Labor/Management Health

Insurance Committee – County of Champaign, Illinois

MOTION by Holderfield to recommend approval of Agreement for Joint Labor/Management Health Insurance Committee; seconded by Maxwell. **Motion carried with unanimous support.**

County Administrator

General Corporate Fund FY2011 Budget Projection Report

Busey said there were no substantial changes to the projection report. Revenues are still above what was projected at 101%, coming in at \$ 241,183 over budget. Busey stated sales tax continues to perform better than last year. She said General Corporate Fund departments continue to do a good job managing personnel costs because in all areas departments will under spend by at least 2% or \$626,550. The projection for the end of FY2011 is 11.85% Fund Balance and once the loan to the Nursing Home has been subtracted, it places it at 10.8% Fund Balance.

General Corporate Fund Budget Change Report

Busey pointed out the FY2011 Budget Change Report looks much different from those in past years, which were at least two pages long. This is an indication of how well departments are managing their budgets and reflects that the County Board is not approving unnecessary budget amendments.

MOTION by James to accept and place on file the General Corporate Fund FY2011 Budget Projection Report and the General Corporate Fund Budget change Report; seconded by Rosales. **Motion carried with unanimous support.**

Recommendation for FY2012 Budget Appropriation

Busey explained the Circuit Court had presented a request for replacement of the Court sound system in FY2012 because the current system is failing in many courtrooms. In addition to this, the video arraignment system has begun to fail over the past 3 months and needs replacement. Busey explained none of the General Corporate Fund new requests had been included in the FY2012 Budget because the budget did not allow for any more expenditure. Busey said the Courts Construction Fund has \$1 million left in it. It was anticipated that these funds would be used to pre-pay bonds or offset bond payments made by Public Safety Sales Tax. A portion of these funds in the amount of \$300,000 was from bond proceeds, which were for original project expenses, and \$700,000 was donated funds for the Clock and Bell Tower project from the citizens committee, which raised \$1.1 million. These funds need to be reserved for pre-payment of bonds and/or

offsetting the burden on Public Safety. Busey recommended including \$100,000 in appropriation from the Courts Construction Fund to replace the courthouse sound system and the video arraignment system in FY2012.

MOTION by Betz to approve the recommendation to appropriate funds in the Courts Construction FY2012 Budget for the replacement of the Courthouse Sound System, and Video Arraignment System at an estimated cost of \$100,000; seconded by Cowart.

Betz said he was very familiar with the video arraignment system and most of the time it works, but it is definitely outmoded. He was surprised the system lasted as long as it had. Betz hoped the new system has a longer life expectancy and adaptability. Betz illustrated how an equipment failure could affect the County. He gave the example of a trial in which a recording system stops working and no one becomes aware of it. This would make the record incomplete and it could be the basis of an appeal or a new trial.

James wanted to make sure the system has been thoroughly checked out even if they go out for bids on a new system. Holderfield wanted to make sure a maintenance agreement was included in the project to extend the life of the system. Alix supported the system replacement because he felt the installation had limited contractor oversight and as a result, it was installed poorly and had very little documentation. Quisenberry agreed the system needed to be replaced because the technology is now 10 to 15 years old. Quisenberry encouraged the Board to not only purchase current technology but also purchase a system that would adapt to future needs.

Petrie asked what would happen with the other \$200,000 after the \$100,000 expenditure. Busey explained the money is dedicated to the court system and projects related to the court facility. Quisenberry hoped the Board would look at the estimated cost of the project because he was skeptical the project could be completed with \$100,000. **Motion carried with unanimous support.**

FY2012 Budget Presentation

Busey stated the entire County budget is \$110,999,158 in revenue and \$113,312,685 in expenditures. The General Corporate Fund budget is \$31,551,692 in projected revenue and \$31,660,183 in budgeted expenditure. The National Association of Business Economists downgraded its forecast for national growth to 1.7% in 2011 with anticipated growth of 2.3% in 2012. Busey cautioned there was continuing uncertainty with the State budget, which places at risk some of the State shared revenues received by the County. One of those revenues is the Personal Property Replacement Tax because legislators are considering the use of the local share of this tax to fund items normally paid for by the State share.

Busey explained the County would receive more income tax revenue from the State this year because the County will receive a complete year of revenue. She said the County received 10 months of income tax revenue in each of the last two years. However, the County is receiving less monthly revenue than last year. Busey stated property values continue to maintain with a projected growth of 1% in 2011, which will affect 2012 revenues.

Busey named four areas of concern in the FY2012 budget, the Tort Immunity Fund, Capital Replacement Fund, Information Technology, and the Nursing Home. Busey explained the Tort Immunity Fund is used to pay the General Corporate share of worker's compensation claims and

insurance, as well as property liability claims and insurance. She said the collection of Tort Immunity revenue is through a property tax, which is subject to tax caps. Busey said because of this, the growth in the revenue has not kept pace with the increases in expenditure. Since 2008, the fund balance continues to drop. Busey explained the County has managed this shortfall to date because the Self-funded Insurance Fund is healthy, so the County is still at goal because the balance in Self-funded Insurance offsets the balance in Tort Immunity. Busey advised while the County has managed to this point, a solution needs to be determined at some point.

Busey explained the purpose of the Capital Asset Replacement Fund is to set aside reserve funds for replacement of technology, vehicles, and other capital project needs. Busey said funds have not been set aside for this purpose since 2008. The fund reserves have been used each year to replace only what is necessary in that budget year. Busey warned FY2013 would be the first year when there will no longer be any reserve funds available for capital replacement needs.

Busey stated the County has two major business programs that need new technology, a real estate tax cycle program and the accounting system program. These programs were written in-house over 30 years ago using RPG programming language and are hosted on the AS400. She said these programs still work very well. However, the outside auditor noted there is only one in-house programmer that can maintain these programs. An attempt was made to hire another programmer with this skill-set and was unsuccessful. RPG programming is not taught anymore and there is a diminishing population of programmers with this skill-set. The County will need to replace these systems with-in the next 5-10 years.

Busey stated the last area of concern is the Nursing Home because there will be a 17% decrease in the Medicare rate in FY2012. In August, nursing homes across the State were told there would be up to a 120-day delay in Medicaid reimbursements. The County Nursing Home is already low on funds. Busey said by the end of the 3rd quarter the Nursing Home will pass the \$2-million dollar mark in accounts payable that is outstanding. Busey explained when the Nursing Home is listed on the Auditor's report as paying items out of the wrong fiscal year this is partly because they do not have the funds available to them because the State is behind on reimbursements.

Busey said earlier in the FY2012 budget process General Corporate Fund departments were encouraged to document long-term operational needs, which would require additional funding. Busey said the funding to replace of the Circuit Court Sound System was found elsewhere. The requests total over \$1.1 million, but over half of this amount is from one item and that is for the Brookens generator. It was decided at the September Committee of the Whole meeting that the FY2012 budget could not absorb any additional on-going expenditures. It was agreed after the end of the first quarter in 2012 the Board would re-visit the department requests for additional funding and see if there were any one-time revenues available to be used for one-time expenditures.

MOTION by Weibel to receive and place on file the FY2012 Budget; seconded by Rosales.
Motion carried with unanimous support.

Auditor
Monthly Report

MOTION by James to receive the Auditor's September 2011 report and place on file; seconded by Cowart. **Motion carried with unanimous support.**

Other Business

Request Approval of Illinois State Board of Elections Grant Acceptance Agreement

MOTION by Holderfield to recommend approval to County Board of the Illinois State Board of Elections Grant for Voting Access for Individuals with Disabilities – VAID IV Acceptance Agreement; seconded by Quisenberry. **Motion carried with unanimous support.**

Chair's Report

There was no Chair's report.

Designation of Items to be Placed on County Board Consent Agenda

All Items under A, B, C, & F designated for Consent Agenda.

POLICY, PERSONNEL, & APPOINTMENTS

Appointments/Reappointments

Willow Branch Drainage District

MOTION by Weibel to withdraw his appointment nomination of Robert McMahon and appoint Jed Gerdes to the Willow Branch Drainage District, Term 9/1/2011 to 8/31/2014; seconded by Anderson. Petrie asked Weibel if there were a deadline for approval. Weibel said there was not but the drainage district is very small consisting of about 6-8 people who live in the district. Rosales asked if Gerdes had a conflict of interest. Weibel said Gerdes had stated the district owed him approximately \$2,000. Nudo felt they should try Gerdes, but he was concerned about how he answered question number two on the application. Anderson said Mr. McMahon did not own property in the district and that he was a tenant farmer. Anderson would vote for Gerdes. James agreed with Anderson. Betz said he could not support the nomination because the dispute between the drainage district and Gerdes had not been resolved. **Motion carried.**

Appointment of County Board Members to EMA Director Selection Committee

MOTION by Weibel to appoint County Board members John Jay, Republican County Board member and Michael Richards, Democratic County Board member to the Emergency Management Agency Director Selection Committee; seconded by McGinty. **Motion carried with unanimous support.**

County Administrator
2011 Employee Recognition

Busey reminded everyone that the 2011 Annual Employee Recognition Event will take place at the Urbana Civic Center, on Monday, October 31, 2011, 11:30 a.m. to 1:30 p.m. and a final sign-up sheet for Board members will be available at the October 20 County Board meeting to let organizers know if they are attending.

County Clerk
Monthly Fees Report

MOTION by Betz to receive and place on file the September 2011 Report; seconded by Esry. **Motion carried with unanimous support.**

Other Business
Procedural Recommendation for Review of Closed Session Minutes

Weibel reviewed the list of proposed guidelines for review of Closed Session minutes on the handout. Weibel said he would like to take action on the procedures next month. Betz had two major concerns in terms of personnel matters and labor negotiations. Betz stated members of the Labor Negotiation Committee who represent management, should be able to talk freely and openly. Betz said even if these minutes were opened up five or ten years later, he believed they would still be of interest to the labor negotiators because they could reveal management strategies for negotiations. Betz said he did not favor ever opening these minutes. Betz said Closed Session minutes regarding personnel matters such as a negotiation for termination could involve strategic issues that others may look to for their own situation with the County. Betz wanted to see a solid legal reason to open these closed session minutes instead of basing it on the number of years.

Langenheim objected to the terms “never” and “forever” because one never knows what could be of interest to historians. Weibel asked if a period of 100 years would suffice. Langenheim agreed as long as an actual period for disclosure was used. Petrie disagreed with Betz because she did not believe strategies used in the year 2000 would be the same strategies used today. Petrie also felt that minutes regarding personnel matters should be opened at some point because it would not be helpful to the next employer. Richards agreed with Petrie stating he hoped the elected time-period for opening closed session minutes was shorter and not longer.

Nudo stated employers are very limited as to what can be disclosed to other employers. The County must be very careful about disclosure of personnel matters.

Annual Trick-or-Treat Hours

The hours are Monday, October 31, 2011, from 6:00 p.m. to 8:00 p.m.

Chair's Report

There was no Chair's report.

Designation of Items to be Placed on County Board Consent Agenda

Item IX-A2 was designated for the Consent Agenda.

Semi Annual Review of Closed Session Minutes

MOTION by James to open the closed session minutes under Finance of May 21, 2003; May 8, 1991; November 16, 1992; and Policy of May 4, 1993; June 24, 1993; January 13, 2000; June 12, 2000; August 21, 2000; and Justice of November 17, 1993; December 5, 1990; May 1, 1991; November 17, 1992 and leave all other minutes closed; seconded by Anderson. Betz said he needed to abstain from November 17, 1992 because he was involved in the litigation. **Motion carried.**

ADJOURN

The meeting adjourned at 7:49 p.m.

Respectfully submitted,

Kay Rhodes
Administrative Assistant

Please note the minutes reflect the order of the agenda and may not necessarily reflect the order of business conducted at the meeting.