

Approved 6/12/2012

CHAMPAIGN COUNTY BOARD COMMITTEE OF THE WHOLE MINUTES

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

Tuesday, May 15, 2012

Lyle Shields Meeting Room, Brookens Administrative Center

1776 E. Washington St., Urbana, Illinois

MEMBERS PRESENT: Christopher Alix, Carol Ammons, Jan Anderson, Ron Bensyl, Astrid Berkson, Thomas Betz, Lloyd Carter, Lorraine Cowart, Aaron Esry, Stephanie Holderfield, Stan James, John Jay, Jeff Kibler, Alan Kurtz, Ralph Langenheim, Gary Maxwell, Brendan McGinty, Diane Michaels, Steve Moser, Steve O'Connor, Patsi Petrie, James Quisenberry, Michael Richards, Giraldo Rosales, Jon Schroeder, C. Pius Weibel

MEMBERS ABSENT: Max Mitchell

OTHERS PRESENT: Steve Bantz (Board of Review), Deb Busey (County Administrator), Julia Rietz (States Attorney), Kay Rhodes (Administrative Assistant), Dan Welch (Treasurer)

CALL TO ORDER

Weibel called the meeting to order at 6:04 p.m.

ROLL CALL

Rhodes called the roll. Alix, Ammons, Anderson, Bensyl, Berkson, Betz, Carter, Cowart, Esry, Holderfield, James, Jay, Kibler, Kurtz, Langenheim, Maxwell, McGinty, Michaels, Moser, 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 Kurtz to approve the April 10, 2012 Committee of the Whole minutes; seconded by Rosales. **Motion carried with unanimous support.**

APPROVAL OF AGENDA/ADDENDA

MOTION by James to approve the agenda/addenda; seconded by Ammons. **MOTION** by Ammons that Item VII-A-10, Board of Review appointments be moved to the full County Board meeting on May 24, 2012; seconded by Cowart. **Motion to amend carried with unanimous support.** Richards asked to remove Item VIII - Justice & Social Services from the agenda because Presiding Judge Difanis had stated that it is inappropriate for members of the

judiciary or department heads under their supervision to participate at County Board meetings, as such Mr. Rosenbaum would not attend the County Board meeting. Richards explained therefore, there would be no presentation from the Public Defender's office. Weibel asked if anyone objected to the request. There was no opposition, and Justice & Social Services was removed from the agenda as well.

PUBLIC PARTICIPATION

There was no public participation.

COMMUNICATIONS

Weibel announced HB3637 would affect Champaign County because the loss of State Corporate Personal Property Replacement Tax Fund represented a 2.8% reduction in the revenue for General Corporate Fund in FY2012. He encouraged everyone to contact his or her legislators. Bensyl discussed the Wind Farm progress in his area.

POLICY, PERSONNEL & APPOINTMENTS

Appointments/Reappointments

MOTION by Weibel to appoint Jon Schroeder as County Board Liaison to the Regional Planning Commission, term ending 11/30/12, to replace Steve Moser; seconded by Betz. **Motion carried with unanimous support.**

MOTION by Weibel to appoint Margaret Chaplan to the C-U Mass Transit District-term ending – 12/31/13; seconded by Anderson. Betz was pleased to have someone who actually rides the bus appointed. **Motion carried with unanimous support.**

MOTION by Weibel to appoint Eddie Adair to the Deputy Sheriff Merit Commission – term ending 11/30/17; seconded by Betz. **Motion carried with unanimous support.**

MOTION by Weibel to appoint Todd McManaway to the East Lawn Memorial Burial Park Association- term ending 3/30/2017; seconded by Bensyl. **Motion carried with unanimous support.**

OMNIBUS MOTION by Weibel to appoint Bruce Ricketts to the Broadlands-Longview FPD, Stewart Williams to the Eastern Prairie FPD, Linda Baucus to the Edge-Scott FPD, James Hixson to the Ivesdale FPD, Patrick Quinlan to the Ludlow FPD, Maurice Gorman to the Ogden-Royal FPD, Chris Hausman to the Pesotum FPD, Michael McHenry to the Philo FPD, Richard Jobe to the Sadorus FPD, Ron Kuhns to the Sangamon Valley FPD, Paul Berbaum to the Scott FPD, Richard Denhart to the St. Joseph/Stanton FPD, Michael Tittle to the Thomasboro FPD, Dennis Davis to the Tolono FPD, and David Dupre Windsor Park FPD for terms ending 4/30/2015; seconded by Betz. **Motion carried with unanimous support.**

MOTION by Weibel to appoint Ruth s. Mitchell to the Windsor Park FPD – term ending 4/30/2014; seconded by Kurtz. **Motion carried with unanimous support.**

MOTION by Weibel to appoint Richard Rayburn and Kent Krukewitt to the Farmland Assessment Review Committee; seconded by Esry. **Motion carried with unanimous support.**

MOTION by Weibel to appoint Rebecca Roach, Mary Ellen Farrell, Tod Satterthwaite, Lisa Meid Hamelberg, Cathe Capel, Bradley Uken, Sarah Riddle, Zachary Kennedy, and Christopher Henning to the Local Foods Policy Council-terms ending 5/31/2014; seconded by Kurtz. Quisenberry abstained due to a conflict of interest. **Motion carried.**

MOTION by Weibel to appoint Jerry Lyke to the Urbana-Champaign Sanitary District-term ending 5/31/2015; seconded by Jay. **Motion carried with unanimous support.**

MOTION by Weibel to appoint Mark Richardson to the Penfield Water District and Mike Larson to the Sangamon Valley Public Water District; seconded by Maxwell. **Motion carried with unanimous support.**

County Administrator

Busey said the Administrative Services report provided more detail particularly in the Human Resource area. **MOTION** by Betz to receive the Administrative Services April 2012 report and place on file; seconded by Berkson. **Motion carried with unanimous support.**

Busey said pursuant to the direction of the Policy, Personnel, and Appointments Committee of the Whole the Job Content Evaluation Committee evaluated the position of the Veterans' Assistance Commission Superintendent and Administrative Assistant. The position of Superintendent was classified at Salary Grade Range H, \$34,437 minimum to \$51,655.50 maximum, midpoint at \$43,056. Busey said the Job Content Evaluation Committee agreed that no recommendation would be forwarded at this time for the position of Administrative Assistant due to the inability to measure the assignment of responsibilities. Busey said after the VAC has been in operation for some time, if there is a need for an Administrative Assistant, the request should be presented to the County Board.

MOTION by McGinty to recommend to the Finance Committee of the Whole approval of classification of the VAC Superintendent in the Grade Range H; seconded by Kurtz. Petrie asked why the new position was classified in Grade Range H and if it were a full-time position. Busey explained the position was exempt, Salary Administration performed analysis of this type of position in comparable counties, and this position was assigned 595 points based on the job description, responsibilities, and questionnaire. The number of points assigned places the position in Salary Grade Range H.

Ammons asked where the funding would come from if this position were approved. Busey said it would require a budget amendment to be approved by the Finance Committee of the Whole. **Motion carried.**

County Clerk

MOTION by Betz to receive the April 2012 report and place on file; seconded by James. **Motion carried with unanimous support.**

Other Business

MOTION by Maxwell to recommend County Board approval of a resolution in support of the Police Training Institute at the University of Illinois; seconded by Kurtz. Discussion followed. **Motion carried with a roll call vote of 14-12.** Kibler, Kurtz, McGinty, Moser, O'Connor, Petrie, Quisenberry, Richards, Weibel, Alix, Anderson, Bensyl, Esry, and James voted in favor of the motion. Langenheim, Maxwell, Michaels, Rosales, Schroeder, Ammons, Berkson, Betz, Carter, Cowart, Holderfield, and Jay voted against it.

There was no Chair's report.

Designation of Items to be Placed on County Board Consent Agenda

Items A1-9 were designated for the County Board Consent Agenda.

FINANCE

Budget Amendments/Transfers

Budget Amendments #12-00019 and #12-00020

OMNIBUS MOTION by James to recommend County Board approval of Budget Amendment 12-00019 for Fund/Dept: 075 Regional Planning Commission-819 Shelter Plus Care IV with increased appropriations of \$10,000 and increased revenue of \$10,000 to accommodate expansion of existing HUD-funded Shelter Plus Care Grant Program with HUD Bonus Project Funding for an additional unit; and Budget Amendment 12-00020 for Fund/Dept: 075 Regional Planning Commission-820 Emergency Solutions with increased appropriations of \$52,000 and increased revenue of \$52,000 to accommodate a new Emergency Solutions Grant for the provision of services to the homeless; seconded by Langenheim. **Motion carried with unanimous support.**

Budget Amendment #12-00021

MOTION by Esry to recommend County Board approval of Budget Amendment 12-00021 for Fund/Dept: 080 General Corporate-041 States Attorney with increased appropriations

of \$17,868 and no increased revenue-from Fund Balance for benefit payout of retiring employee and a terminating employee; seconded by Kurtz. **Motion carried with unanimous support.**

Budget Amendment #12-00023

MOTION by Jay to recommend County Board approval of Budget Amendment 12-00023 for Fund/Dept-080 General Corporate-140 Correctional Center with increased appropriations of \$21,587 and no increased revenue-from Fund Balance for this year's budget for payment of HIV medication bill from last year; seconded by Weibel. **Motion carried with unanimous support.**

Budget Amendment #12-00024

MOTION by Schroeder to recommend County Board approval of Budget Amendment 12-00024 for Fund/Dept-080 General Corporate-042 Coroner with increased appropriations of \$4,000 and increased revenue of \$4,000 to use grant monies received to purchase items for autopsy needs; seconded by Kibler. **Motion carried with unanimous support.**

Budget Amendment #12-00025

MOTION by James to recommend County Board approval of Budget Amendment 12-00025 for Fund/Dept-080 General Corporate-140 Correctional Center with increased appropriations of \$2,940 and increased revenue of \$2,940 to cover personnel expenditures for Court Security Officers in FY2012; seconded by Holderfield. **Motion carried with unanimous support.**

Budget Amendment #12-00026

MOTION by Moser to recommend County Board approval of Budget Amendment 12-00026 for Fund/Dept-080 General Corporate-023 Recorder with increased appropriations of \$300,000 and increased revenue of \$450,000 to purchase additional transfer tax stamps due to increased sales prices; seconded by Ammons. **Motion carried with unanimous support.**

Budget Transfers #12-00003-#12-00006

OMNIBUS MOTION by Esry to recommend County Board approval of Budget Transfers 12-00003, 12-00004, 12-00005, and 12-00006 for Fund 080 General Corporate-Depts. 075 General County, 020 Auditor, 022 County Clerk, 023 Recorder, 025 Supervisor of Assessments, 026 Treasurer, 030 Circuit Clerk, 031 Circuit Court, 032 Jury Commission, 036 Public Defender, 040 Sheriff, 041 States Attorney, 042 Coroner, 051 Juvenile Detention Center, 052 Court Services, 071 Public Properties, 130 Circuit Clerk Support Enforcement, 140 Correctional Center, and 141 States Attorney Support Enforcement for a total of \$308,267 to transfer funds to the appropriate General Corporate Fund department line items to cover the cost

of FY2012 negotiated bargaining unit wage increases; seconded by Kibler. **Motion carried with unanimous support.**

Animal Control

OMNIBUS MOTION by Ammons to recommend County Board approval of the Animal Control and Animal Impound Intergovernmental Agreements with the City of Urbana for services; seconded by Cowart. **Motion carried with unanimous support.**

Children's Advocacy Center

MOTION by Cowart to recommend County Board approval of application, and if awarded, acceptance of the National Children's Alliance Chapter Sub-Awardees Grant for the Children's Advocacy Center; seconded by Holderfield. **Motion carried with unanimous support.**

Sheriff

MOTION by Weibel to bring an amendment to the amendment of the main motion by Kurtz and seconded by Kibler "*No Shipping and handling for any orders online that are already stocked at the jail and shipping and handling for orders that are not*", back to the floor from the April 19, 2012 County Board meeting regarding the Amendment to the Aramark Inmate Commissary Services Agreement; seconded by Esry. Discussion followed.

Michaels exited the meeting at 6:55 p.m.

Busey clarified that the items stocked at the jail are there for the convenience of the inmates who order them. The Correctional Officers then distribute them to the inmates. When families place orders online, through Aramark for the inmates, Aramark ships these items from their inventory and they do not come from the inventory at the jail. When orders are placed online there will be shipping and handling charges. **Motion by Kurtz to amend the amendment to the main motion failed.**

MOTION by Cowart and seconded by Berkson at the April 19, 2012 County Board meeting to amend the main motion by adding "*Purchases online to inmates will not be charged shipping and handling.*" Discussion followed. **Motion to amend failed with a vote of 6-19.** Langenheim, Richards, Rosales, Berkson, Betz, and Cowart voted in favor of the motion to amend. Kibler, Kurtz, Maxwell, McGinty, Moser, O'Connor, Petrie, Quisenberry, Schroeder, Weibel, Alix, Ammons, Anderson, Bensyl, Carter, Esry, Holderfield, James, and Jay voted against the motion to amend.

MOTION by McGinty to recommend County Board approval of Resolution No. 8090 approving the Amendment to Aramark Inmate Commissary Services Agreement; seconded by James. Discussion followed. **Motion carried.**

County Administrator
General Corporate FY2012 Budget Projection & Budget Change Reports

Busey explained that the anticipated increased revenue of \$317,000, which corresponds to Budget Amendment #12-00026 from the Recorder who proposed revenue from purchased document stamps, would generate \$450,000 more this year. Busey said her own estimate was more conservative. Busey said income tax was \$200,000 below what was budgeted this year.

Busey said the County would spend close to 100% of the budget. She said the Personnel line continues to be under spent. The County is projected to be over budget in the line items of Gasoline & Oil and Postage. She said the projected Fund Balance before the outstanding loan would be at 14.6% or \$4.6 million and after the loan the Fund Balance would be at 13.58% or \$4.3 million.

MOTION by Jay to receive the General Corporate FY2012 Budget Projection and Budget Change Reports and place on file; seconded by Kurtz. **Motion carried with unanimous support.**

FY2012 Additional General Corporate Funding Requests

Busey explained that in February, the Finance Committee of the Whole deferred further discussion regarding the General Corporate Fund FY2012 additional funding requests to the May Finance meeting. Busey explained since this time the Regional Office of Education temporarily withdrew their request. She explained they covered the maintenance of the Truancy Program through re-assignment of staff. Busey said ROE applied for a grant to cover future operation of the program. If ROE does not receive a grant then this request would be incorporated into their FY2013 budget request.

Busey stated the Sheriff and the Supervisor of Assessments had withdrawn their requests. Ammons would like to see the layout, technology, and furnishings of the County Board room addressed for future County Board members.

MOTION by Ammons to move the Physical Plant additional funding request to the FY2012 budget process in order to update the County Board Room, Audio/Video System, and furnishings at a cost of \$98,579; seconded by Petrie.

James disagreed with the motion because other needs should be given a higher priority. Alix agreed because any additional funding requests to improve County services should take priority over the improvement of the County Board room. In addition, Alix stated House Bill 3637-Reassigning Distribution of the State Corporate Personal Property Replacement Tax Fund would affect the County's FY2012 revenue reducing it by 2.8%.

Discussion followed. Ammons withdrew her motion.

MOTION by Maxwell to include the Coroner's additional funding request of \$38,000 in the FY2012 budget to purchase a freezer for the Morgue Facility; seconded by Berkson. Betz said all of the additional funding requests were worthy goals, but the County should not spend money before they receive it. Cowart said she would support the motion because the Coroner would save the County money by performing autopsies at this facility. Jay said operating a morgue was not profitable and the County should not operate one. Jay said at the time a morgue facility was proposed he had pointed out that it was much less expensive to transport to other facilities. Holderfield supported the purchase of a freezer. **Motion failed with a vote of 7-18.** Kibler, Maxwell, O'Connor, Berkson, Carter, Cowart, and Holderfield voted in favor of the motion. Kurtz, Langenheim, McGinty, Moser, Petrie, Quisenberry, Richards, Rosales, Schroeder, Weibel, Alix, Ammons, Anderson, Bensyl, Betz, Esry, James, and Jay voted against it.

Taxable Allowances as IMRF Earnings

Busey explained IMRF audited the County in January. The audit produced one finding of non-compliance with IMRF requirements and required County Board action to correct it. The IMRF requires taxable expense allowances to be included as earnings reportable to the IMRF. Busey explained the two areas of allowances were the vehicle allowance paid to the County Engineer and the clothing allowance paid to Investigators in the Sheriff's Office. She explained under IRS Guidelines these allowances are reportable earnings and the County had assumed that these earnings would also be included as earnings reportable to IMRF and has reported them this way since October 2004. Busey said in order to include this as taxable income a resolution is required and would correct the inaccuracy dating back to October 12, 2004 and going forward.

MOTION by Jay to recommend County Board approval of a resolution authorizing inclusion of taxable allowances as IMRF earnings; seconded by Moser. James asked if this was a requirement. Busey said while it was not a requirement, the employees have always been told it was part of their IMRF package and if the County does not do this then the County will owe the employees the monies they have paid over the years for these allowances into their IMRF account. **Motion carried.**

IMRF Report (For Information Only)

Busey pointed out that IMRF is funded very well. She explained the funded status of the other five pension plans in Illinois at the end of 2011 was 43.3% and IMRF was above this percentage.

FY2013 Non-Bargaining Salary Administration Recommendation

Busey explained the County had not performed a market study since 2008 because of declining revenues in 2009 and 2010, as well as the need to cut personnel budgets in 2009-2011. Salary Administration prepared a salary survey analysis based on comparison data of benchmark positions compiled from four mid-sized Counties-Peoria, Champaign, McLean, and Rock Island.

The Counties Survey indicated that the County is still at or slightly ahead of the market for the top salary ranges of K-N. However, the average of the County's minimums for salary ranges E-J was at 96% and the maximums compared to the community for ranges E-J was only 74.45%. Busey stated the bargaining unit salary ranges, which were comparable to ranges E-I would be increased by 2% pursuant to AFSCME contracts, effective December 1, 2012.

MOTION by Rosales to recommend County Board approval of the Non-Bargaining Salary Schedule Rages E-J be increased by 2%, effective December 1, 2012 and the Non-Bargaining Salary Administration Plan for FY2013 include a 2% COLA increase to the base rate for all non-bargaining employees, effective December 1, 2012 for FY2013; seconded by Kurtz. Discussion followed. **Motion carried.**

FY2013 Budget Process

MOTION by Alix to recommend County Board approval of the resolution establishing the budget process for FY2013; seconded by Quisenberry.

Petrie said the individualized sessions did not provide an opportunity to fold into the County Board Study Session for a better understanding of the budget as a whole. Betz agreed with Petrie and wanted to go back to the three-night Budget Hearings. James agreed it was worth the time spent and allowed for more oversight. Ammons agreed with Betz and said she felt it would keep the public informed if these study sessions were aired on television. Langenheim liked the individual contact with each department head at the Budget Hearings for questions and discussion. Schroeder agreed with the other comments and thought it gave more oversight. More discussion followed.

MOTION to amend by Betz to strike August 21, 2012 for the receipt of electronic Non-General Corporate Fund Budget Summaries and have three-day Legislative Budget Hearings August 28-30, 2012; seconded by Langenheim. Kibler asked to make a friendly amendment by keeping August 21, 2012 as the deadline for submission for electronic submission of Non-General Corporate Budget Fund Summaries so the Board members have plenty of time to prepare. Busey said all Budget Summaries could be ready for electronic submission by August 25. Kibler agreed to change the date from August 21 to August 25. Quisenberry wanted receive all materials at least two days before they are to be discussed. More discussion followed. **Motion to amend carried with unanimous support. Original Motion as amended carried with unanimous support.**

Auditor

MOTION by Betz to receive the April 2012 report and place on file; seconded by Ammons. **Motion carried with unanimous support.**

Treasurer

Welch said the Treasurer's office saved \$9,000 using the new mailing and printing process for real estate tax bills. **MOTION** by Quisenberry to receive the April 2012 report and place on file; seconded by Rosales. **Motion carried with unanimous support.**
There was no other business or Chair's report.

Items A1-11, B1-2, and C1, were designated for the County Board Consent Agenda.

The meeting adjourned at 8:28 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.