

**CHAMPAIGN COUNTY BOARD
COMMITTEE OF THE WHOLE MINUTES**

**Finance/ Justice & Social Services/Policy, Personnel, & Appointments
Tuesday, June 11, 2013
Lyle Shields Meeting Room**

MEMBERS PRESENT: Christopher Alix, Astrid Berkson, Lloyd Carter, Lorraine Cowart, Aaron Esry, Stan Harper, Josh Hartke, Stan James, John Jay, Jeff Kibler, Alan Kurtz, Ralph Langenheim, Jim McGuire, Diane Michaels, Max Mitchell, Patti Petrie, James Quisenberry, Michael Richards, Giraldo Rosales, Jon Schroeder, Rachel Schwartz

MEMBERS ABSENT: Gary Maxwell

OTHERS PRESENT: Tim Breen (Information Technology Manager), Deb Busey (County Administrator), John Farney (Auditor), Barb Frasca (Recorder), Gordy Hulten (County Clerk), Andy Rhodes (Information Technology Director), Kay Rhodes (Administrative Assistant), Dan Walsh (Sheriff), Dan Welch (Treasurer)

CALL TO ORDER

Kurtz called the meeting to order at 6:02 p.m.

ROLL CALL

Rhodes called the roll. Alix, Berkson, Carter, Cowart, Esry, Harper, Hartke, James, Jay, Kibler, Langenheim, McGuire, Michaels, Mitchell, Petrie, Quisenberry, Richards, Rosales, Schroeder, Schwartz, and Kurtz were present at the time of roll call, establishing the presence of a quorum.

APPROVAL OF MINUTES

MOTION by James to approve the May 14, 2013 Committee of the Whole minutes; seconded by Rosales. **Motion carried with unanimous support.**

APPROVAL OF AGENDA/ADDENDA

MOTION by Rosales to approve the agenda/addenda; seconded by James. Kurtz removed VII-F-1 from the agenda. **Motion carried with unanimous support.**

PUBLIC PARTICIPATION

Sarah Livesay spoke regarding the Champaign County Forest Preserve District Board appointment. Amy Armstrong, Jennifer Knapp, Linda Tortorelli, Joyce Dill, Sheila Krein, and Pam Klassert spoke in favor of the expansion of the Developmental Disabilities Board. Sue Suter spoke regarding the appointment to the Developmental Disabilities Board.

COMMUNICATIONS

Kurtz said Maxwell could not attend the meeting due to illness. He also pointed out a communication on board members desks from Mr. Phillip Krein regarding the DDB expansion. Hartke noted that he attended a recent press conference in Champaign regarding the gang violence in the Garden Hills area and said he reassured city council members that the County Board would look for opportunities to apply resources to ensure that our community is safe.

Petrie stated she had arranged to have a rainfall simulator available for demonstrations to County Board members and the public on June 25, 3:30 p.m. to 6:00 p.m., at the Brookens Administrative Center.

POLICY, PERSONNEL, & APPOINTMENTS

Appointments/Reappointments

Quisenberry noted the resignation of Steve O'Connor from the Community Action Board and the resignation of Lacy Taylor from the Broadlands-Longview Fire Protection District Board.

MOTION by Kurtz to recommend County Board approval of a resolution appointing James Jones to the Broadlands-Longview Fire Protection District for an unexpired term ending 4/30/2016; seconded by Alix.

Petrie pointed out that according to the statutes, it was possible to increase the size of the Fire Protection Districts and hoped the County Board would consider doing this sometime in the future. Berkson stated it was difficult to maintain three members on many boards and the possibility of appointing five members was unlikely. **Motion carried with unanimous support.**

MOTION by Kurtz to recommend County Board approval of a resolution appointing Sarah Livesay to the Champaign County Forest Preserve District Board for a term July 1, 2013-June 30, 2018; seconded by Schroeder. **Motion carried with unanimous support.**

OMNIBUS MOTION by Kurtz to recommend County Board approval of resolutions appointing David Thies and Betty Segal to the County Board of Health for terms July 1, 2013-June 30, 2016; seconded by Esry.

Petrie was concerned that the Board of Health did not have the number of members called for and wondered if this affected the legality of any actions taken by the members. Kurtz did not see any issues as long as a quorum was established. Kurtz said they have full-filled the statute requirements of appointing certain professionals as members of the Board of Health and now were seeking interested members of the public, particularly those with experience in the mental health field. **Motion carried with unanimous support.**

MOTION by Kurtz to recommend County Board approval of a resolution appointing Sue Suter to the Developmental Disabilities Board, term July 1, 2013-June 30, 2016; seconded by Kibler. Kurtz noted that all the applicants were extremely qualified and would have liked to select all of them.

Richards asked how Ms. Suter was an improvement over the well-regarded incumbent Joyce Dill. Kurtz responded that he felt it was important to bring Ms. Suter's expertise onto the board. **Motion carried with unanimous support.**

MOTION by Kurtz to recommend County Board approval of a resolution appointing Andrew Quarnstrom to the Public Aid Appeals Committee for an unexpired term ending 11/30/2013; seconded by Esry. Kurtz explained that Quarnstrom was the newly elected Township Supervisor for the City of Champaign Township and township supervisors are chosen for service on this committee. Petrie stated there are supposed to be five members and only three were currently listed. She asked why no vacancies were listed on the website.

Kurtz explained that the statute requires that not more than three members may be of the same political party. Quarnstrom would be the third democrat. Ms. Mayol who is also a democrat would need to serve as an alternate. Kurtz said the committee currently only has one republican and they have not received any applications from a republican township supervisor.

Cowart asked if someone else would be appointed when this term ends on November 30, 2013. Busey explained that in order to be considered for this particular committee the applicant must be a Township Supervisor. Busey further explained that the only reason there were two vacancies was that the incumbents had not been re-elected thus they no longer qualified for the committee appointments. **Motion carried.**

MOTION by Kurtz to recommend County Board approval of a resolution appointing Michelle Mayol as an alternate on the Public Aid Appeals Committee for an unexpired term ending 11/30/2014; seconded by Esry. **Motion carried.**

OMNIBUS MOTION by Kurtz to recommend County Board approval of resolutions appointing Stacey Gross and Robin Hall to the Fine Arts Review Committee for the Parkland Community College Student Services Center Project; seconded by James. **Motion carried with unanimous support.**

MOTION by Kurtz to recommend County Board Approval of a resolution appointing Robin Hall to the Fine Arts Review Committee for the Parkland Community College Applied Technology Center Project; seconded by James. **Motion carried with unanimous support.**

MOTION by Kurtz to recommend County Board approval of a resolution appointing Marlene Cherry to the Stearns Cemetery Board, term July 1, 2013-June 30, 2019; seconded by Kibler. **Motion carried with unanimous support.**

County Clerk

MOTION by Mitchell to receive the May 2013 and the Semi-Annual reports and place them on file; seconded by Jay. **Motion carried with unanimous support.**

Developmental Disabilities Board Expansion

MOTION by Alix to expand the number of Developmental Disabilities Board members from three (3) to five (5); seconded by Hartke.

Kibler asked if were possible to specify the qualifications required for the two (2) additional members to create peer diversity, for example age or type of disability the person is associated with, in order to be considered for appointment to the Developmental Disabilities Board. Quisenberry suggested communicating the County Board's intent on diversity and then voting on the appointments with this factor in mind. Kurtz supported the expansion of the DDB because it would allow for more diversity. James stated that any board is only as good as the members who serve on it.

Richards pointed out this issue had come before the County Board previously and it was voted down. He asked what new information had been presented to change the County Board's decision now. He explained that the increase in the number of members would then allow two (2) members to meet to discuss DDB business in private. He took issue with the idea that forty percent of the board would be allowed to conduct business this way because this board was in charge of a budget of \$3.2 million. Richards stated the DDB holds monthly meetings where business can be conducted in the public eye.

Alix said this was a unique circumstance in which more than five (5) qualified applicants were interested in serving on this board and this was somewhat of a rarity. He added that the DDB deals with a wide variety of disabilities and a larger more diverse board would be an asset. **Motion carried.**

County Administrator

MOTION by Mitchell to receive the Administrative Services May 2013 report and place it on file; seconded by Esry. **Motion carried with unanimous support.**

OMNIBUS MOTION by Jay to recommend to the Finance Committee approval of classifications of the States Attorney Chief of Civil Division to Grade Range L; Senior Executive Secretary position to Grade Range I; and Office Manager position to Grade Range H; seconded by Berkson.

Petrie asked what the cost of benefits would be to the County and how the positions would be funded. Busey said although a position was added, the States Attorney also eliminated a position so the number of positions did not change and the personnel budget did not change, and there will be no impact on fringe benefit costs because IMRF and Social Security are calculated on total salary dollars; health and unemployment insurance are based on the number of employees. **Motion carried.**

MOTION by James to recommend to the Finance Committee approval of the classification of the Deputy County Administrator of Finance to Grade Range M; seconded by Berkson.

Petrie asked where the funding would come from for this position. Busey said the funding would come from the General Corporate Fund and this may mean limiting spending in other areas in order to ensure appropriate staffing for the operation and administration of county government. Hartke supported the creation of the position. James supported the position in order to have more than one person knowledgeable about the County's budget and operations, as well as bring some relief to the County Administrator. **Motion carried.**

Quisenberry explained that Busey requested that two (2) County Board members assist in the search for the Deputy County Administrator of Finance. Quisenberry nominated Alix, Chair of Finance and Kibler, Vice-Chair of Policy, Personnel, and Appointments to participate on the Deputy County Administrator of Finance Search Committee.

Other Business

There was no other business.

Chair's Report

There was no Chair's report.

Designation of Items for the County Board Consent Agenda

Items A3-6, A9-11 were designated for the County Board Consent Agenda.

Determination on Whether to Cancel the July 9, 2013 Policy, Personnel, and Appointments Committee meeting

Hartke felt this ignored the public interest and sent a bad message. James did not have an issue canceling the meetings in July because this had been done for many years without

incident. Langenheim said it was unreasonable to ask County Board members to attend three meetings a month without break for an entire year. Cowart and Carter supported the cancellation. Quisenberry suggested they wait to decide until they heard from the Finance and Justice Committees.

FINANCE
Treasurer

MOTION by James to receive the Treasurer's May 2013 report and place on file; seconded by Jay. **Motion carried with unanimous support.**

Auditor

MOTION by James to receive the Auditor's May 2013 report and place on file; seconded by McGuire. **Motion carried with unanimous support.**

Nursing Home Monthly Report

Hartke gave an update of recent initiatives taken by the Board of Directors. He explained the Board of Directors is looking at ways in which to measure nursing home performance in quality of care, resident satisfaction, and food quality. The Board of Directors would also begin having various units within the nursing home present reports at the meetings. He explained this would assist them with their own internal review in preparation for the Illinois Department of Public Health reviews.

MOTION by James to receive the Nursing Home monthly report and place on file; seconded by Langenheim. **Motion carried with unanimous support.**

Budget Amendments/Transfers

MOTION by McGuire to recommend County Board approval of **Budget Amendment #13-00025** for Fund/Dept: 614 Recorders Automation Fund-023 Recorder with increased appropriations of \$11,983 and no increased revenue to hire a full-time employee to enable a training period before a long-time employee retires; seconded by Kurtz.

James felt 6-months training was a long time and a normal training period was 30-60 days. Frasca explained they have been under-staffed since 2004. She said the Sangamon County Recorder's office, which serves a slightly smaller county population, has eleven (11) employees and she employs four (4). Frasca stated the new hire would need to learn how to cull nearly three-hundred (300) different types of documents for the correct and pertinent information to be indexed. In addition to the use of the computer systems, this employee would need to learn how to search for records manually by utilizing the books stored in the vault.

Discussion followed regarding the length of time requested and why a request for an additional position was not made instead. Frasca said she had come to the Board numerous times before to request additional positions and been turned down.

Busey explained that the Recorder's office is one of the best technologically developed Champaign County offices and this is probably one of the reasons why the office can function with a staff less than half the size of a similar sized county. Busey said the largest area of growth for the County is in real estate transactions, evidenced in the monthly budget projection reports, which means the Recorder's office is very busy. Busey explained the retiring employee has been with the County for over a decade and is extremely competent in her work. Busey said during the first year of employment a new employee will encounter different tasks every day that will need explanation, therefore an employee who receives six-months of training will be much more reliable than one who receives the standard 30-day training.

Richards stated that the funding for this position would come from the Recorder's Automation Fund and not from the General Corporate Fund, so the County Board should grant the request.

McGuire said that the position request was not only to allow for ample training, but also to assist with the work created from the returning real estate market and he supported it.

Schroeder hoped that the Board would not attempt to micro-manage an elected official's department and allow her to do the job she was elected to do.

Hartke stated that his main issue with the request was the amount of time. Schwartz pointed out the Board had approved the spending of larger amounts on other items and this funding was coming out of the department head's own fund and not General Corporate so they should not attempt to micro-manage her decisions. Schwartz would support the request.

Alix summarized the issue for the Board. He said an elected official, who has been in office since 1996, has come to the County Board with a request for a relatively small amount of money to run her office the way she chooses using her own funds. **Motion carried.**

OMNIBUS MOTION by McGuire to recommend County Board approval of **Budget Amendment #13-00026** for Fund/Dept: 675 Victim Advocacy Grant-ICJIA-041 States Attorney with increased appropriations of \$7,917 and increased revenue of \$6,146 because additional revenue from States Attorney budget to meet Victim Advocacy Grant expenditures and increase in expenditure due to change in employee grant during grant period and recommend County Board approval of **Budget Transfer #13-00004** for Fund/Dept: 080 General Corporate-041 States Attorney for a total amount of \$6,146 necessary for Victim Advocacy Program grant match; seconded by Mitchell. **Motion carried with unanimous support.**

MOTION by Kurtz to recommend County Board approval of **Budget Amendment #13000027** for Fund/Dept: 085 County Motor Fuel Tax-060 Highway with increased

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appropriations of \$712,860 and no increased revenue, from fund balance to cover the final payment on the Windsor Road Project per January 18, 2008 Intergovernmental Agreement between the City of Urbana and Champaign County and amended by the June 18, 2009 amendment to the agreement; seconded by Jay. **Motion carried with unanimous support.**

OMNIBUS MOTION by Mitchell to recommend County Board of **Budget Amendment #13-00028** for Fund/Dept: 075 Regional Planning Commission-737 CRIS rural Job Access with increased appropriations of \$60,000 and increased revenue of \$60,000 due to receipt of new federal and state grant funding, CRIS Rural Transit will establish a new JARC Shuttle Service between Rantoul and Champaign-Urbana and **Budget Amendment #1300029** for Fund/Dept: 075 Regional Planning Commission-738 CRIS NFP Medical Access with increased appropriations of \$95,000 and increased revenue of \$95,000 to expand current transportation services by providing medical shuttle to rural areas in Champaign County; seconded by Cowart. **Motion carried with unanimous support.**

MOTION by Cowart to recommend County Board approval of **Budget Amendment #13-00030** for Fund/Dept: 075 Regional Planning Commission-735 DOT-FTA-MYTRIP2 with increased appropriations of \$65,000 and increased revenue of \$65,000 to a establish a planning process to better utilize the transit toolkit and assist transit providers in a 12 county region with technical resources; seconded by James. **Motion carried with unanimous support.**

MOTION by Schroeder to recommend County Board approval of **Budget Amendment #13-00031** for Fund/Dept: 080 General Corporate-071 Public Properties with increased appropriations of \$9,110 and no increased revenue, from Fund Balance due to mandatory elevator upgrades per Public Act 096-0054; seconded by Mitchell. **Motion carried with unanimous support.**

MOTION by Quisenberry to recommend County Board approval of **Budget Amendment #13-00032** for Fund/Dept: 080 General Corporate-028 Information Technology with increased appropriations of \$13,936 and no increased revenue, from Fund Balance to upgrade networking equipment in order to utilize faster internet bandwidth now available as a result of UC2B; seconded by Kibler.

Quisenberry asked if IT had a long-range plan for equipment replacement. Rhodes explained that they began putting funds away last year into the Capital Equipment Replacement Fund for the servers and network equipment but they are not fully funded yet. Rhodes added that almost the entire network was built through construction projects so none of the equipment was capitalized. Rhodes stated this equipment has been added to the Capital Replacement Fund list effective FY2013 but there is very little reserve at this time. Quisenberry asked what the oldest piece of equipment was that is still in service on the network. Rhodes responded that one piece of equipment had been in service since 1996.

Quisenberry asked about the replacement cycle for equipment. Rhodes said they would not replace network equipment until it failed. Servers are replaced every 3-4 years and they are able to obtain three (3) year warranty on the servers.

Kibler pointed out building connection redundancies and asked if the fees would continue to be the same since none of this equipment would be replaced. Rhodes explained the fees should go down. The Illinois Century Network connection is an 8-megabit connection, the cost is \$807.00 per month, and the UC2B connection is 80-megabits and the cost is approximately \$180.00 per month. Rhodes explained they would keep the ICN connection because the County did not receive as many IP addresses as originally promised from UC2B. Rhodes anticipated the ICN cost to decrease to approximately \$500.00 per month for 50-megabits in July.

Kibler asked why this request should be processed now instead of incorporating it into the budget for next year. Rhodes explained there was an immediate need due to the Sheriff's recent issue of an RFP for inmate phone services and video visitation. **Motion carried with unanimous support.**

MOTION by Carter to recommend County Board approval of **Budget Amendment #13-00033** for Fund/Dept: 080 General Corporate-028 Information Technology with increased appropriations of \$20,367 and no increased revenue, from Fund Balance to purchase two servers and reporting tools in order to upgrade the County's email system to Microsoft Exchange 2010; seconded by Mitchell. James preferred it be delayed for 6-months and did not feel the need was urgent.

Rhodes stated that his department, like many in county government, had very limited staff and if the upgrade to the email system is not done at this time it would require the full attention of one staff person simply to maintain the server. Rhodes explained this would have a detrimental effect on IT services. Kurtz and Hartke supported the upgrade and understood the importance of efficient email communications.

Quisenberry asked if the possibility of out-sourcing the email system had been considered. Rhodes explained they had not looked at this because there are a number of issues surrounding Cloud-based email systems such as Google mail when it comes to county government. Rhodes said one large issue is the Criminal Justice Information System (CJIS) compliance, which are guidelines for sharing criminal justice information. He said Cloud-based email systems are not considered compliant because there is no way for the provider to ensure that every person who may access the system has had a criminal background check. Therefore, if this system were in place the employees of the Sheriff's department and the State's Attorney could no longer utilize the email system to discuss any justice related information. He added that the judges did not want this kind of email system either because they would rather have county employees in charge of the email servers. Rhodes indicated they would revisit the issue in the future. Rhode also added that the justice group also used two software packages, JANO and New World that require a working word processor on the computer and are not compatible with Cloud-based systems.

Kibler asked how long the servers would last assuming they do not go to a Cloud-based system. Rhodes stated that with an email retention policy in place, the servers should last 3-years and by that time, the funds should be available through the capitalization fund. **Motion carried with unanimous support.**

Animal Control

MOTION by Esry to recommend County Board approval of a resolution authorizing an Intergovernmental Agreement with the City of Champaign to provide animal control services; seconded by Hartke. Petrie stated that the Animal Control Director had indicated to her that this agreement would create a very tight budget because the City of Champaign would only agree to a 3% increase. Petrie said Ms. Joos indicated to her that she would be more comfortable with a 5% increase.

Busey said the contract did call for a 5% increase in the second year and 4% built upon that percentage for the third year. **Motion carried with unanimous support.**

Regional Planning Commission

OMNIBUS MOTION by Mitchell to recommend County Board approval of resolutions authorizing the application and if awarded, acceptance of Hazard Mitigation Plan Grant and statement of intent to participate in multi-jurisdiction all hazard mitigation planning; seconded by Cowart. **Motion carried with unanimous support.**

The Committee of the Whole took a short recess at 8:20 p.m. and resumed session at 8:25 p.m. County Board members Richards and Rosales did not return to the meeting.

County Administrator

MOTION by James to receive the General Corporate Fund FY2013 Budget Projection and Budget Change Reports and place on file; seconded by Mitchell. **Motion carried with unanimous support.**

MOTION by Kibler to recommend County Board approval of a resolution authorizing the creation of an additional attorney position in the States Attorney staffing budget, said position to be Chief of Civil Division assigned to Champaign County Salary Grade Range L; seconded by Esry. **Motion carried.**

MOTION by Langenheim to recommend County Board approval of a resolution authorizing the classification of the States Attorney Senior Executive Secretary position to Grade Range I; seconded by Jay. **Motion carried.**

MOTION by Schroeder to recommend County Board approval of a resolution authorizing the classification of the States Attorney Office Manager position to Grade Range H; seconded by Esry. **Motion carried.**

MOTION by James to recommend County Board approval of a resolution authorizing the creation of an additional position in the Administrative Services Staffing Budget, said position to be Deputy County Administrator of Finance assigned to Champaign County Salary Grade Range M; seconded by Quisenberry. **Motion carried.**

MOTION by Berkson to recommend County Board approval of a resolution authorizing an amendment to the October 2012 agreement between the Institute for Law and Policy Planning and the County of Champaign; seconded by Kurtz. The motion was amended to have the ILPP report delivered in September instead of July. James did not support the increased time and cost of the additional work. Hartke agreed with James and felt the funds could be used elsewhere. Harper would not support the additional work either. Petrie supported the additional work and cost. Discussion followed.

Motion carried as amended with a roll call vote of 10 -9. Alix, Berkson, Carter, Cowart, Kurtz, Langenheim, McGuire, Petrie, Quisenberry, and Schwartz voted in favor of the motion. Esry, Harper, Hartke, James, Jay, Kibler, Michaels, Mitchell, and Schroeder voted against the motion.

A presentation was given by Bellwether Advantage, LLC regarding a preliminary fee review for the offices of the County Clerk, Recorder, and the Sheriff. Each office paid for the preliminary fee review at a cost of \$1,000 each.

MOTION by Mitchell to recommend County Board approval of a resolution authorizing an agreement with Bellwether Advantage, LLC to conduct a comprehensive fee review for the offices of the County Clerk, Recorder, and the Sheriff; seconded by Hartke. **Motion carried.**

Other Business

MOTION by Cowart to recommend County Board approval of a resolution authorizing an Intergovernmental Agreement between the Cities of Champaign and Urbana, the Village of Rantoul, and the County of Champaign for the JAG Program; seconded by Esry. **Motion carried with unanimous support.**

Chair's Report

There was no Chair's report.

Designation of Items for the County Board Consent Agenda

Items C2-10; D1; E1-2; and G2 were designated for the Consent Agenda.

Carter, Cowart, James, and Michaels exited the meeting at 9:40 p.m.

JUSTICE & SOCIAL SERVICES

Monthly Reports

OMNIBUS MOTION by Schwartz to receive the monthly reports for Animal Control: April 2013; EMA: May 2013; Head Start: May 2013; Probation & Court Services: April 2013; Public Defender: April and May 2013 and Veterans' Assistance Commission: May 2013 and place on file; seconded by Langenheim. **Motion carried as amended with unanimous support.**

Other Business

There was no other business.

Chair's Report

There was no Chair's report.

Determination on Whether to Cancel July Committee meetings of Finance; Policy, Personnel, & Appointments; and Justice & Social Services

MOTION by Langenheim to cancel the July Committee meetings of Finance; Policy, Personnel, & Appointments; and Justice & Social Services; seconded by McGuire. **Motion carried.**

Adjourn

The meeting adjourned at 9:45 p.m.

Respectfully submitted,

Kay Rhodes
Administrative Assistant