

CHAMPAIGN COUNTY BOARD COMMITTEE OF THE WHOLE MINUTES

**Finance; Policy, Personnel, & Appointments; Justice & Social Services
Tuesday, October 15, 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, Ralph Langenheim, Gary Maxwell, Jim McGuire, Diane Michaels, Max Mitchell, Patsi Petrie, James Quisenberry, Michael Richards, Giraldo Rosales, Jon Schroeder, Rachel Schwartz

MEMBERS ABSENT: Jeff Kibler, Alan Kurtz

OTHERS PRESENT: Van Anderson (Deputy County Administrator/Finance), Deb Busey (County Administrator), Joel Fletcher (Assistant State's Attorney) (Scott Gima (MPA), Kathleen Liffick (RPC Head Start Director), Susan Monte (RPC Recycling Coordinator), Kay Rhodes (Administrative Assistant), Molly Rollings (Dimond Brothers Insurance), Dan Welch (Treasurer)

CALL TO ORDER

Schroeder 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, Langenheim, Maxwell, McGuire, Michaels, Mitchell, Petrie, Quisenberry, Richards, Rosales, Schwartz, and Schroeder were present at the time of roll call, establishing the presence of a quorum.

APPROVAL OF MINUTES

OMNIBUS MOTION by Carter to approve the Legislative Budget Hearing minutes of August 26-28, 2013; seconded by Langenheim. **Motion carried with unanimous support.**

MOTION by Hartke to approve the minutes of September 10, 2013; seconded by James. **Motion carried with unanimous support.**

APPROVAL OF AGENDA/ADDENDA

MOTION by Rosales to approve the agenda/addenda; seconded by Mitchell. **Motion carried with unanimous support.**

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PUBLIC PARTICIPATION

James Kilgore addressed comments made at the October 1, 2013 Finance Committee of the Whole meeting regarding the FY2014 Champaign County Budget. He pointed out that the criminal justice system affected everyone in the county and not just those who were in the system. He was pleased that the Finance Committee of the Whole had set aside \$200,000 to work towards recommendations made in the ILPP report. Kilgore encouraged the committee to use the majority of those funds towards a Champaign County Re-entry Program. He added that although concerns had been raised because there was not a complete proposal for a re-entry program, there were already many sources to draw from for its creation, such as the Community Justice Task Force Report, the ILPP Report, and programs in other counties.

COMMUNICATIONS

Busey introduced Van Anderson as the new Deputy County Administrator of Finance. Anderson said it was a pleasure to be working for Champaign County. Anderson said he had been a resident for over thirty-one years. He first came to Champaign-Urbana to attend the University of Illinois where he received a Doctorate in Genetics in 1987. Anderson also received a Master's Degree in Business Administration while working in administration at the U of I where he gained in-depth experience in finance, human resources, contracts, and grants. Anderson added that he had served on multiple budget committees, which had oversight over administrative and academic budgets.

McGuire announced an open house to be held for the Champaign County Youth Assessment Center at 402 S. Randolph Street, Champaign from 4:00 p.m. - 6:00 p.m.

JUSTICE & SOCIAL SERVICES

Head Start Update Presentation

Liffick reviewed the Champaign County Head Start/Early Head Start Progress and Outcomes 2012-2013 report and the Daily Attendance by Classroom report for the month of August 2013. She pointed out that the reports included children with disabilities and it was a requirement of the program that at least 10% of the enrollment is offered to children with a type of disability.

Liffick said over 90% of the children were prepared for kindergarten when they left. She said when a developmental area percentage is less than 90% they examine ways to provide additional resources and review staff training. Liffick explained that their reporting system was very detailed because they could review statistics by classroom, location, age, and gender.

Liffick said a Head Start/Early Head Start monthly attendance report is prepared which also provides information on the number of children who participate in the Child and Adult Care Food Program.

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Liffick stated that the federal government shutdown was not currently affecting the Head Start Program. She said that their funding was in the payment system through the end of February 2014. In March 2013, sequestration did cause Head Start to reduce their funding proposal by \$260,000. They closed the part-day classrooms one week early and reduced enrollment by 20 children in Head Start and 24 children in Early Head Start. This was accomplished through attrition. This appears to be a permanent reduction to funding. Sixty-two staff members had their hours reduced. Six teaching staff and one home-based position were also eliminated. Two vacant office positions were not filled.

Monthly Reports

OMNIBUS MOTION by James to receive the Animal Control-August 2013; Emergency Management Agency-August and September 2013; Head Start-August 2013; Probation & Court Services-August 2013; Public Defender-August 2013; and the Veterans' Assistance Commission-September 2013 reports and place them on file; seconded by Cowart. **Motion carried with unanimous support.**

There was no other business or Chair's report.

POLICY, PERSONNEL, & APPOINTMENTS

Appointments/Reappointments

MOTION by Schroeder to recommend County Board approval of a resolution authorizing the appointment of Robert Kettner to the Penfield Water District for an unexpired term ending 5/31/2018; seconded by Jay. **Motion carried with unanimous support.**

MOTION by Schroeder to recommend County Board approval of a resolution authorizing the appointment of Jon Rector to the Deputy Sheriff Merit Commission, Term 12/1/2013-11/30/2019; seconded by Mitchell. **Motion carried with unanimous support.**

County Board of Health

Quisenberry explained he had discussed the County Board of Health Agreement with the County Administrator and he recommended that although there were no substantial changes that the item be forwarded to the County Board without recommendation to allow more time for consideration and review by the State's Attorney's office.

MOTION by Langenheim to move approval of Agreement Between CUPHD, the County of Champaign, and the Champaign County Health Department to the full board meeting without recommendation to allow more time for consideration and review by the State's Attorney's office; seconded by Hartke.

Petrie asked if the length of the agreement was flexible. Quisenberry said they would ask Mr. DeThorne if there was a statutory requirement regarding the length of the agreement. Petrie said she would like the agreement period to be three years instead of five. **Motion carried with unanimous support.**

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County Clerk

MOTION by Esry to receive the September 2013 report and place it on file; seconded by James. **Motion carried with unanimous support.**

County Administrator

MOTION by James to receive the Administrative Services September 2013 report and place it on file; seconded by Hartke. Petrie noticed that many times employees of the nursing home were in the unemployment report and wondered why it seemed to be a regular occurrence. Busey explained that the nursing home experienced a large amount of turnover and many times employees who were not eligible for unemployment benefits apply for them. Historically the nursing home has a higher rate of turnover. **Motion carried with unanimous support.**

MOTION by Alix to recommend County Board approval of a resolution authorizing the FY2014 self-funded insurance for property/liability and worker's compensation; seconded by Rosales. Busey said the recommendation represented a total of 5.17% premium increase, which is very good for today's market. Alix inquired about the ILEAS property. Rollings explained that ILEAS had their own property insurance coverage through State Auto for the contents, however the building is covered by the County.

James asked Rollings to explain why the servicing time had increased due to the nursing home. Rollings stated that on average ICMRT schedules 60-80 hours of service for the County as a whole. Over the last 3-years the nursing home hours of service has averaged 250 hours of servicing. This year they increased the hours for the county as a whole to 300 in order to maintain the County at the level of service it is accustomed. **Motion carried.**

MOTION by Mitchell to recommend County Board approval of a resolution honoring County employees; seconded by Cowart. **Motion carried with unanimous support.**

MOTION by McGuire to recommend County Board approval of a resolution honoring retiring County employees; seconded by Rosales. **Motion carried with unanimous support.**

There was no other business or Chair's report.

Designation of Items for the Consent Agenda

Items A1-2; D3-4 were designated for the County Board Consent Agenda.

FINANCE

Citizens Committee for Restoration of the Clock & Bell Tower

OMNIBUS MOTION by Quisenberry to recommend County Board approval of resolutions authorizing a Transfer Agreement between the Community Foundation of East Central Illinois; the Champaign County Board; and the Citizens Committee for Restoration of the

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Clock & Bell Tower; and a Non-Endowed Fund Agreement between the Champaign County Board and the Community Foundation of East Central Illinois; seconded by Michaels. **Motion carried with unanimous support.**

Nursing Home

MOTION by Hartke to recommend County Board approval of an ordinance authorizing a loan to the Champaign County Nursing Home from a bank or financial institution; seconded by Mitchell.

Gima explained that in the past the County has issued Tax Anticipation Warrants to aid in the nursing home's cash flow. The General Assembly has passed legislation that allows counties to obtain bank loans. This would allow the nursing home to borrow funds a little earlier than if they waited for assistance through tax anticipation warrants. Gima explained this loan is in anticipation of the effects on the nursing home from the federal government shutdown. He stated he had received conflicting reports on whether the shutdown would affect Medicare and Medicaid payments to healthcare providers. He said the worst-case scenario would be if the nursing home did not receive payments in the month of November. November is a 3-payroll month. The loan would provide cushion in the event that Medicare and Medicaid payments are delayed.

Gima said the loan amount would be \$900,000, the approximate amount loaned through the Tax Anticipation Warrants. This is just a mechanism to receive the funds a couple of weeks earlier for cushion in the event it is needed.

James was concerned because in FY2012, the County Board approved Tax Anticipation Warrants for FY2013 and the bank loan would be in the same year. Busey explained that those Tax Anticipation Warrants had already been paid for with this year's property taxes. If the loan were authorized Tax Anticipation Warrants would not need to be issued this year. Busey said the loan is believed to be a less costly avenue for the County Board to utilize than the warrants because it will not require bond counsel. Busey added that the legislation allows the loan to last for as long as up to two-years.

Jay asked for the Treasurer's opinion on the matter. Welch stated that 2009 was the first year Tax Anticipation Warrants were issued. In 2009 the amount borrowed was \$780,000 with an interest rate of was 3.2% resulting in an interest payment of \$15,519.86; in 2010 the amount was \$780,000 – rate: 1.0%, resulting in an interest payment of \$4,542.37; in 2011 the amount was \$856,415 – rate: 1.2%, resulting in an interest payment of \$6,414.48; in 2012 the amount was \$878,417 – rate: 1.12% resulting in an interest payment of \$5,636.78; in 2013 the amount was \$914,000 – rate: .75% resulting in an interest payment of \$4,252.00.

Welch said savings could be achieved through non-utilization of bond counsel and if the low interest rates continued. Welch opined that if bid rates came in higher than what would be charged through the issuance of Tax Anticipation Warrants, that nothing precluded the County from going back to the Tax Anticipation Warrant method. Discussion followed. **Motion carried.**

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OMNIBUS MOTION by Maxwell to recommend County Board approval of a resolution authorizing **Budget Amendment #13-00010** for Fund/Dept. 081 Nursing Home-410 Administrative, 415 Environmental Services, 420 Laundry, 425 Maintenance, 430 Nursing Services for increased appropriations of \$600,984 with no increased revenue and a resolution authorizing **Budget Amendment #13-00011** for Fund/Dept. 081 Nursing Home-440 Activities, 441 Social Services, 445 Physical Therapy, Occupational Therapy, 448 Speech Therapy, and 450 Dietary for increased appropriations of \$461,390 and no increased revenue to increased FY13 budget for outstanding FY12 invoices, total of both budget amendments \$1,062,374; seconded by Langenheim.

Gima explained that in FY2012, the last 2 months of vendor invoices totaling \$1 million were not paid until FY2013; this reflects the 60-day payment cycle that was in place at the time. These expenses, however, were recorded in FY2012 on both the County's and the nursing home's financial reports, meaning that the nursing home's budget discipline was correct. He said these expenditures were posted against FY2013 and now the nursing home is short for payment of legitimate and timely 2013 expenditures. Farney agreed and supported the budget amendments. **Motion carried.**

MOTION by Richards to receive the nursing home monthly financial report and place on file; seconded by Hartke. **Motion carried with unanimous support.**

Treasurer

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

OMNIBUS MOTION by Jay to recommend County Board approval of resolutions authorizing the execution of Deeds of Conveyance of the County's interest or cancellation of the appropriate Certificates of Purchase on real estate, permanent parcels 20-09-01-106-016; 20-09-01-106-014; 20-09-01-103-011, 018; and mobile home permanent parcel 30-058-0227; seconded by Langenheim. **Motion carried with unanimous support.**

Treasurer & Auditor

MOTION to Mitchell to recommend County Board approval of a resolution authorizing a policy on the establishment and verification of County bank accounts; seconded by Michaels. **Motion carried with unanimous support.**

Farney explained that he and Welch had discussed the fact that the Auditor and Treasurer are not made aware of some bank accounts held by County offices. These bank accounts are generally special funds where monies are collected for special use. Examples would include the Jail Commissary Fund controlled by the Sheriff and Delinquent Property Tax Funds controlled by the County Clerk. He and Welch had created guidelines for the establishment and verification of County bank accounts to alleviate this issue. **Motion carried with unanimous support.**

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Auditor

MOTION by Hartke to receive the Auditor's September 2013 report and place on file; seconded by Cowart. **Motion carried with unanimous support**

Partial Release of Judgment

MOTION by James to recommend County Board approval of a resolution authorizing a partial release of judgment; seconded by Carter. Fletcher explained that this release was similar to one done in 2012. The County holds a judgment against Mr. Ramos and some of his property is being developed in the City of Champaign. The County would recoup more this way by allowing the development of the property rather than by a foreclosure. **Motion carried with unanimous support.**

Budget Amendments/Transfers

MOTION by Jay to recommend County Board approval of a resolution authorizing Budget Amendment #13-00045 for Fund/Dept. 080 General Corporate-042 Coroner with increased appropriations of \$2,800 and increased revenue of \$2,800 to replace funds used for purchase of larger refrigeration unit; seconded by Mitchell. **Motion carried with unanimous support.**

MOTION by Esry to recommend County Board approval of a resolution authorizing Budget Amendment #13-00050 for Fund/Dept. 080 General Corporate-028 Information Technology with increased appropriations of \$52,000 and increased revenue of \$19,945 due to copier expenses for the remainder of the fiscal year and increased revenue due to reimbursement from RPC Head Start for share of Xerox administrative costs; seconded by Harper. **Motion carried with unanimous support.**

MOTION by Esry to recommend County Board approval of a resolution authorizing Budget Amendment #13-00051 for Fund/Dept. 080 General Corporate-016 Administrative Services with increased appropriations of \$5,053 and no increased revenue to cover publication costs for search committee's postings for Deputy County Administrator of Finance and Facilities Director positions; seconded by Jay. **Motion carried.**

MOTION by Langenheim to recommend County Board approval of a resolution authorizing Budget Amendment #13-00052 for Fund/Dept. 075 Regional Planning Commission-Kankakee Human Services Transportation Plan with increased appropriations of \$26,392 and increased revenue of \$26,392 to document and evaluate the transportation needs of seniors, disabled, and low-income individuals in the Kankakee urbanized area; seconded by Berkson. **Motion carried with unanimous support.**

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Regional Planning Commission

MOTION by James to recommend County Board approval of a resolution authorizing the application, and if awarded, acceptance of 2014 Electronics Products Recycling and Reuse Grant; seconded by Jay. **Motion carried with unanimous support.**

County Clerk

MOTION by Esry to recommend County Board approval of a resolution authorizing acceptance agreement for the Illinois State Board of Elections Voting Access for Individuals with Disabilities – VAID V Grant; seconded by McGuire. **Motion carried with unanimous support.**

County Administrator

OMNIBUS MOTION by Cowart to receive and place on file the General Corporate Fund FY 2013 Budget and Budget Change reports; seconded by Hartke. **Motion carried with unanimous support.**

Busey reviewed the FY2014 Budget summary of changes and additions due to actions taken by the Finance Committee of the Whole on October 1, 2013 as listed in pages 126-166 of the agenda packet.

OMNIBUS MOTION by Quisenberry to recommend that the County Board receive the FY2014 Tentative Budget with all changes and additions and place it on file; seconded by Hartke. Discussion followed.

Petrie assumed that the appropriate people would continue to search for grant funding for drug court. She also stated that the drug court performance indicators listed on page 164 were not satisfactory indicators. She added that she hoped that the Mental Health Board and Developmental Disabilities Board, and any other boards that receive funding from the County begin efforts to show reliability and validity in the programs that the County helps them fund. **Motion carried.**

There was no other business or Chair's report.

Designation of Items for the Consent Agenda

Items A1-2; C2-5; D1; F; G1-2;4; H1; and I1 were designated for the consent agenda.

OTHER BUSINESS

August 13, 2013 Closed Session Minutes

MOTION by Quisenberry to approve the closed session minutes of August 13, 2013; seconded by Langenheim. **Motion carried with unanimous support.**

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Adjourn

The meeting adjourned at 8:17 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.