

Approved 11/13/2018

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

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**Finance; Policy, Personnel, & Appointments; Justice & Social Services  
Tuesday, October 9, 2018  
Lyle Shields Meeting Room**

**MEMBERS PRESENT:** Jack Anderson, John Clifford, Lorraine Cowart, Tracy Douglas, Jodi Eisenmann, Aaron Esry, Stephanie Fortado, Jim Goss, Jim McGuire, Kyle Patterson, Patti Petrie, Jon Rector, Giraldo Rosales, Chris Stohr, Stephen Summers, Pranjali Vachaspati, C. Pius Weibel

**MEMBERS ABSENT:** Brad Clemmons, Stan Harper, Max Mitchell, James Quisenberry, James Tinsley

**OTHERS PRESENT:** Deb Busey (Interim County Administrator), Jeff Blue (County Engineer), John Farney (Treasurer), John Hall (Planning & Zoning Director), Gordy Hulten (County Clerk), Diane Michaels (Auditor), Tami Ogden (Deputy Administrator of Finance), Kay Rhodes (Administrative Assistant)

**CALL TO ORDER**

Chair Weibel called the meeting to order at 6:30 p.m.

**ROLL CALL**

Rhodes called the roll. Anderson, Clifford, Cowart, Eisenmann, Fortado, Goss, McGuire, Petrie, Rector, Rosales, Stohr, Summers, Vachaspati, and Weibel were present at the time of roll call, establishing the presence of a quorum. Douglas, Esry, and Patterson entered the meeting after roll call.

**APPROVAL OF AGENDA/ADDENDA**

**MOTION** by McGuire to approve the Agenda/Addenda; seconded by Goss. Weibel removed Finance item E5 from the agenda. **Motion carried with unanimous support.**

**APPROVAL OF MINUTES**

**OMNIBUS MOTION** by Rosales to approve the Legislative Budget Hearing minutes of the August 27, 2018 and August 28, 2018; as well as the September 11, 2018 Committee of the Whole minutes; seconded by Summers. **Motion carried with unanimous support.**

**PUBLIC PARTICIPATION**

There was no public participation.

## **COMMUNICATIONS**

Petrie thanked the Circuit Clerk staff, IT staff, and the volunteers who worked together on the 2018 Expungement and Record Sealing Summit held on October 6, 2018.

## **JUSTICE & SOCIAL SERVICES**

### **Monthly Reports**

The monthly reports were received and placed on file.

### **Sheriff**

Justice Assistance Grant Agreement

**MOTION** by Rector to recommend County Board approval of a resolution authorizing an Intergovernmental Agreement with the City of Champaign, the City of Urbana, and Champaign County for the Edward Byrne Memorial Justice Assistance Grant (JAG) Program; seconded by Anderson.

Weibel noted that per Sheriff Walsh the City of Urbana had declined to participate because the agreement conflicts with its Sanctuary City status, although the funding will go towards the community. **Motion carried with unanimous support.**

### **Other Business**

There was no other business.

### **Chair's Report**

McGuire attended the Re-entry Council meeting and they discussed the new re-entry program for 18-24 year olds organized through the Regional Planning Commission. McGuire reported that the Housing Authority Director, David Northern also attended this meeting and discussed how the HACC could assist with re-entry programs.

### **Designation of Items to be Placed on the Consent Agenda**

Item C1 was designated for the Consent Agenda.

## **POLICY, PERSONNEL, & APPOINTMENTS**

### **Appointments/Reappointments**

**MOTION** by Weibel to recommend County Board approval of a resolution appointing Kyle Shartzter to the Rural Transit Advisory Group for an unexpired term ending 12/31/2019; seconded by Patterson. **Motion carried with unanimous support.**

**MOTION** by Weibel to recommend County Board approval of a resolution appointing Breaden Belcher to the Lincoln Legacy Committee for an unexpired term ending 2/28/2019; seconded by Esry. Petrie questioned the differential between term ending dates of the

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appointments. Weibel would check on the term ending date for the Rural Transit Advisory Group. The appointment would not be placed on the Consent Agenda. **Motion carried with unanimous support.**

### County Clerk

#### Report

The September 2018 report was received and placed on file.

### County Administrator

#### Report

The September 2018 HR Report was received and placed on file.

### Job Content Evaluation Committee Recommendations

**MOTION** by Esry to recommend approval of classification of the Planning & Zoning Planner position-Grade Range J to the Finance Committee; seconded by Clifford. **Motion carried with unanimous support.**

**MOTION** by Petrie to recommend approval of title change and re-classification of the Highway Accountant position assigned to Grade Range H to Office Manager/Accountant assigned to Grade Range I to the Finance Committee; seconded by Stohr. **Motion carried with unanimous support.**

### Travel Policy Update

Busey stated that two factors brought about the need for an update to the County's Travel Policy. She explained that Chair Weibel brought a request being made by the Airport Advisory Committee to all local businesses and public entities to make a commitment to fly local - utilizing CMI Willard Airport - when deemed economically feasible and appropriate.

Secondly, statutory changes enacted by Public Act 099-0604 that became effective on January 1, 2017, had not been updated to the County's Travel Policy. The changes required to the travel policy enacted by Public Act 099-0604 focus primarily on the process for approval of travel for members of the County Board, and for any exceptions to the travel policy required to be approved for employees of the County.

**MOTION** by Petrie to recommend County Board approval of an ordinance amending the Champaign County Travel Regulations; seconded by Goss. Petrie requested more specific language under Article VI Exceptions to Travel Regulations-A1. Busey agreed. **Motion carried with unanimous support.**

### Employee Recognition Event

Busey reviewed the recommendation for the 2018 Employee Recognition Event. The recommendation was developed in consultation with the County's elected officials and department heads, in order to engage all employees.

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### Other Business

#### County Board Rules

**MOTION** by Weibel to recommend County Board approval of a resolution establishing the County Board Rules, effective December 3, 2018; seconded by Stohr.

Weibel explained that the updated rules are a result of the work of the County Executive Transition (CET) Committee. He noted that the CET would discuss the order of business and committee responsibilities at the next meeting and bring recommendations to the Committee of the Whole on November 13, 2018. In December, the new County Board will need to decide on the committee structure. Weibel added that the new County Board Rules would be presented for final adoption at the November County Board meeting.

Rector requested a roll call vote and Petrie seconded the request. Anderson would not support the motion because the new County Board should approve and adopt the rules. Weibel pointed out that the new County Board could change the rules at any time with proper notification.

Petrie had concerns about the structure for approval of appointments. Patterson suggested changing the title of County Board Chair to Speaker or County Board President. He felt maintaining the same title with different responsibilities could cause confusion moving forward. Weibel suggested that the new County Board could make that decision. Stohr agreed with Patterson.

Vachaspati agreed with Anderson that the new County Board should adopt its own rules, however he believed it was important to have rules in place for the new County Board. Petrie asked if the County Executive candidates had provided any input regarding these rules. Weibel stated that each CET Committee meeting allowed for public participation.

Patterson asked how the new County Board would conduct business if there were no rules in place. Anderson stated that the new County Board could follow the state statutes that are already in place until new rules are adopted by the new County Board. Weibel pointed out that the CET Committee modified and adapted the County Board Rules to follow the state statutes.

Anderson reiterated that the state statutes governing counties were created to provide guidelines until rules and policies could be adopted. These rules and policies could be adopted at the organizational meeting. Petrie felt that the proposed rules could cause complications because they were not defined. Discussion followed regarding the necessity to have rules in place before the organizational meeting. Patterson asked for an opinion from the State's Attorney.

Anderson called for a vote on the motion and for staff to seek an opinion from the State's Attorney office regarding the issue.

**Motion failed 8-9 with a roll call vote.** Cowart, Douglas, Fortado, Patterson, Stohr, Summers, Vachaspati, and Weibel voted in favor of the motion. Anderson, Clifford, Eisenmann, Esry, Goss, McGuire, Petrie, Rector, and Rosales voted against it.

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### Membership in Statewide County Organizations

Weibel explained that a new statewide county organization had been formed called the Illinois State Association of Counties. Anderson suggested that a representative from the ISAC attend a meeting of the Committee of the Whole to discuss the benefits of becoming a member of this organization. Weibel would arrange for a presentation at the November 13, 2018 meeting.

### County Board of Health/Revised Appendix A

**MOTION** by Weibel to recommend County Board approval of revised Appendix A to Agreement between the CUPHD, the County of Champaign and Champaign County Health Department for provision of Public Health services by CUPHD to the County Health Department; seconded by Stohr.

**MOTION** by Eisenmann to amend the Revised Appendix A by removing item D.; seconded by McGuire.

Busey suggested that the Committee consider either forwarding the document to the County Board without recommendation or deferring the item until the next Committee of the Whole meeting instead of changing the document, which had already been approved by the County Board of Health. This would allow time to arrange for a representative from the County Board of Health to come and speak to the item and answer questions. Petrie, Patterson, and Fortado agreed with Busey.

**Motion to amend the document failed with a roll call vote of 5-12.** Eisenmann, Esry, Goss, McGuire, and Rector voted in favor of the amendment; Anderson, Clifford, Cowart, Douglas, Fortado, Patterson, Petrie, Rosales, Stohr, Summers, Vachaspati, and Weibel voted against it.

**MOTION** by McGuire to defer item until the November 13, 2018 Committee of the Whole meeting; seconded by Weibel. **Motion carried with unanimous support.**

### Chair's Report

Rosales noted the County Board appointments expiring in November 30, 2018 were for the Public Aid Appeals Committee, Senior Services Advisory Committee, and Zoning Board of Appeals.

### Designation of Items to be Placed on the Consent Agenda

Items A2 and C4 were designated for the Consent Agenda.

### **FINANCE**

#### **Budget Amendments/Transfers**

**MOTION** by Esry to recommend County Board approval of a resolution authorizing **Budget Transfer 18-00005** for Fund 080 General Corporate / Dept. 141 State's Attorney Support

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Enforcement for \$3,000 to pay for temporary contractor through Spherion; seconded by Petrie.  
**Motion carried with unanimous support.**

**MOTION** by Patterson to recommend County Board approval of a resolution authorizing **Budget Amendment 18-00056** for Fund 619 Tax Sale Automation / Dept. 026 Treasurer with increased appropriations of \$2,338 and no matching revenue to cover salary for temporary assistance during tax collection; seconded by Goss. **Motion carried with unanimous support.**

### Treasurer

#### Monthly Report

The Treasurer's September 2018 monthly report was received and placed on file.

#### General Corporate Fund Cash Flow Projection Presentation

Farney announced that the Treasurer's office had collected 98.28% of taxes for the year. The Nursing Home Tax Anticipation Warrant has been satisfied utilizing funds from the September distribution. The September ending balance for the General Corporate Fund was \$7.8 million. The projected Fund Balance for December is over \$6 million.

#### Disbursement of Funds on Defaulted Contract

**MOTION** by Goss to recommend County Board approval of a resolution authorizing the disbursement of funds on defaulted contract for mobile home tax sale, permanent parcel 30-064-0115; seconded by Petrie. **Motion carried with unanimous support.**

### Auditor

#### Monthly Report

The Auditor's September 2018 report was received and placed on file.

### County Clerk

#### Cyber Navigator Program & HAVA Election Security Grant

**MOTION** by Rector to recommend County Board approval of a resolution authorizing participation in Illinois State Board of Elections Cyber Navigator Program; seconded by Cowart. **Motion carried with unanimous support.**

**MOTION** by Patterson to recommend County Board approval of a resolution authorizing a Grant Acceptance Agreement with Illinois State Board of Elections for Help America Vote Act (HAVA) Election Security Grant; seconded by Cowart.

Hulten explained that the federal government made available (through additional HAVA distributions) to states, approximately \$13.9 million to the State of Illinois to be passed to local Election Authorities for increased Election Cyber Security. Initially, half of the \$13.9 million was to remain with the State Board of Elections for their Cyber Navigator Program with any remaining

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portion of funds made available directly to Election Authorities, but only those who participated in the program.

Last month, the State Board of Elections announced that \$2.9 million would be available between July 2018 (retroactively) and June 2020 to any participant in the Cyber Navigator Program. Each jurisdiction is eligible for \$10,000 with an additional allocation based on 2010 voting age population. Champaign County is eligible for \$40,392 for upgrades to hardware, software or maintenance costs associated with Cyber Security. The newly elected County Clerk and County IT Director would work together to identify eligible items for this grant next year.

Patterson asked if the eligible funds would cover the cost of the security upgrades. Hulten was confident in the current network security set-up as it relates to the voter registration system. Decisions regarding future network security needs will be made by the new County Clerk working in conjunction with the County IT Director. Fortado speculated that if the cost for security upgrades rose above the allotted grant funding that the County Clerk's Technology Fund could possibly assist with any costs beyond the funding. Hulten agreed that it was a possibility, but also a decision for the new County Clerk. **Motion carried with unanimous support.**

### County Administrator

#### FY2018 General Corporate Fund Projection and Budget Change Reports

Ogden noted that she had increased the revenue projection for Non-Business Licenses & Permits due to large commercial real estate market transactions resulting in increased Revenue Stamp revenue. This will also cause an increase in expenditures because the County must distribute 67% to the State. Sales tax revenues continue to reflect strong growth. Fees and Fines revenues continue to reflect improvement over the prior fiscal year-to-date revenues. The projected ending Fund Balance is \$5.4 million or 14.9%. Ogden reminded the committee that there are still outstanding loans to the nursing home due in December 2018, totaling \$500,000. If these loans are forgiven, the projected Fund Balance is \$4.9 million or 13.4%.

#### FY2019 Tentative Budget

**MOTION** by Goss to recommend County Board approval of a resolution to receive and place on file the FY2019 Tentative Budget; seconded by Esry. **Motion carried with unanimous support.**

#### Job Content Evaluation Committee Recommendations

**MOTION** by Esry to recommend County Board approval of a resolution amending the Schedule of Authorized Positions for the Planning & Zoning department; seconded by Petrie. **Motion carried with unanimous support.**

**MOTION** by Stohr to recommend County Board approval of a resolution amending the Schedule of Authorized positions for the Highway department; seconded by Summers. **Motion carried with unanimous support.**

Other Business

There was no other business.

Chair's Report

Fortado thanked County Board members Douglas, Mitchell, Petrie, Stohr, and Tinsley for their input during the budget process.

Designation of Items for the Consent Agenda

Items A1-2; B3; D1-2; E2-4 were designated for the Consent Agenda.

**OTHER BUSINESS**

There was no other business.

**ADJOURNMENT**

Chair Weibel adjourned the meeting 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.*