

CHAMPAIGN COUNTY BOARD
COMMITTEE MINUTES

FINANCE COMMITTEE MINUTES

Thursday, February 9, 2006

Meeting Rm. 1, Brookens Administrative Center

1776 E. Washington St., Urbana

7:00 p.m.

MEMBERS PRESENT: Avery, Betz, Doenitz, Gross, McGinty, O'Connor, Tapley, Wysocki

MEMBERS ABSENT: Bensyl

OTHERS PRESENT: Deb Busey (County Administrator), Andrew Buffenbarger (Nursing Home Administrator), Debbie Chow (Insurance Specialist), Michael Frerichs (Auditor), Roger Holland (Court Administrator), Susan McGrath (Office of the State's Attorney), Julia Rietz (State's Attorney), Dan Walsh (Sheriff), Dan Welch (Treasurer), Karen Foster, Kalah McGraw, Marsha Morris

CALL TO ORDER

Chair McGinty called the meeting to order at 7:04 p.m.

ROLL CALL

The Recording Secretary called the roll. Avery, Betz, Doenitz, Gross, McGinty, O'Connor, Tapley, and Wysocki were present at the time of the roll call. The Chair declared a quorum and proceeded with the meeting.

APPROVAL OF AGENDA/ADDENDUM

MOTION by Betz to approve the agenda and two addenda; seconded by Wysocki. Motion carried.

APPROVAL OF MINUTES

MOTION by Wysocki to approve the Finance Committee regular session minutes of January 12, 2006; seconded by Betz. Motion carried.

PUBLIC PARTICIPATION

There were three people for public participation.

Karen Foster, Director of the Nursing Home Child Care Center, spoke regarding the positive aspects of the Child Day Care Center, including interaction between children at the Center and the Nursing Home residents. Foster said the Center is at a crossroads because the finances, which have never met the budget needs, are pulling towards the decision to close the Center. She wanted to know why the budget concerns were not discussed last year or last fall when she was discussing budget needs and the crisis she was having enrolling pre-school children in the Center. She has discussed the possibility of closing the Center with the Nursing Home Administrator in the past. Foster stated she was not made aware of the Child Care Center's huge deficit until

January 2006. She said the discussion was disruptive to her staff and the families they serve. Foster wants to move into the new Nursing Home facility, hire new staff, and enroll more children.

Marsha Morris spoke regarding the Nursing Home Child Care Center. Morris stated her granddaughter was at the Center for two years and she thinks it is very important to the community. She spoke about the positive effects she felt the Center had made on her granddaughter.

Kalah McGraw submitted a public participation slip during the discussion after the presentation regarding Nursing Home Child Day Care Center.

MOTION by Tapley to suspend the rules to allow McGraw the opportunity to speak; seconded by Doenitz. Motion carried. McGinty suspended the rules.

McGraw, the Nursing Home Volunteer Coordinator, spoke about the benefits she has seen in the interaction between Nursing Home residents and children. She encouraged the committee to explore ways to keep the Child Day Care Center open.

BUDGET AMENDMENTS/TRANSFERS

Budget Amendment #06-00022

MOTION by Betz to recommend to the County Board approval of Budget Amendment #06-00022 from County Highway – Highway; seconded by Tapley. Motion carried.

Budget Amendment #06-00023

MOTION by Betz to recommend to the County Board approval of Budget Amendment #06-00023 from General Corporate – Emergency Management Agency; seconded by Tapley. Motion carried.

Budget Amendment #06-00024

MOTION by Wysocki to recommend to the County Board approval of Budget Amendment #06-00024 from Mental Health – Mental Health Board; seconded by Tapley. Motion carried.

Budget Amendment #06-00025

MOTION by Wysocki to recommend to the County Board approval of Budget Amendment #06-00025 from Property Tax Interest Fee Fund – County Treasurer; seconded by Tapley. Motion carried.

Budget Amendment #06-00026

MOTION by Tapley to recommend to the County Board approval of Budget Amendment #06-00026 from General Corporate – General County; seconded by Wysocki. Motion carried.

Budget Amendment #06-00028

MOTION by Betz to recommend to the County Board approval of Budget Amendment #06-00028 from General Corporate – Circuit Court and General Corporate – Jury Commission; seconded by Wysocki. Motion carried.

Budget Amendment #06-00027

MOTION by Tapley to recommend to the County Board approval of Budget Amendment #06-00027 from General Corporate – Public Defender; seconded by Doenitz.

Tapley asked about the breakdown of furnishings versus non-furnishings. Busey pointed out where the information was listed in the budget amendment. Gross ask why no fringe benefits costs were included. Busey explained the fringe benefits funds are separate from the General Corporate Fund and there is typically so much movement in the fund during a year that it is unnecessary to include this cost in the budget amendment.

Motion carried.

Budget Amendment #06-00029

MOTION by Doenitz to recommend to the County Board approval of Budget Amendment #06-00029 from Sheriff Livescan Equipment Grant – Correctional Center; seconded by Wysocki. Motion carried.

ADDENDUM

Budget Amendment #06-00031

MOTION by Tapley to recommend to the County Board approval of Budget Amendment #06-00031 from Self-Funded Insurance – Property/Liability Insurance; seconded by Doenitz.

Wysocki asked how the tandem truck was totaled. Chow explained the truck was traveling down Route 150 towards St. Joseph when the driver heard a pop in the rear of the truck at the Glover Overpass. The rear of the truck and back tires went off the road and the truck flipped. The driver only received a small cut, which was very lucky.

Motion carried.

Budget Amendment #06-00032

MOTION by Gross to recommend to the County Board approval of Budget Amendment #06-00032 from Capital Equipment Replacement Fund – Supervisor of Assessments; seconded by Wysocki.

Tapley asked if the computer was expensive due to special graphics requirements. Busey said this computer will be at the counter in the Supervisor of Assessments' Office because maps will have to be displayed to the public via technology instead of paper maps. The computer also requires two monitors.

Motion carried.

Budget Amendment #06-00033

MOTION by Tapley to recommend to the County Board approval of Budget Amendment #06-00033 from Geographic Information System Fund – County Board; seconded by Wysocki.

Wysocki asked if this technology provided a connecting GIS link between the Supervisor of Assessments and the County Clerk. Busey answered that this funding will give both offices access to the GIS System because each office has different mapping needs and issues.

Motion carried.

RECORDER

Job Content Evaluation Committee – Recommendation for Reclassification of Chief Deputy Recorder

MOTION by Tapley to approve the re-classification of the Chief Deputy Recorder to Grade Range H effective on March 1, 2006; seconded by Wysocki. Motion carried with one no vote from Avery.

NURSING HOME

Recommendation for Classification of New Positions at Champaign County Nursing Home

MOTION by Tapley to approve the creation and classification of the following positions for the Champaign County Nursing Home: Unit Manager – Exempt – Grade Range J-Salary set at 10% above Shift Supervisor Rate; Shift Supervisor – Exempt – Grade Range H-Salary set at 10% above 20 year RN Rate; Restorative Care Coordinator – Exempt – Grade Range I; Medicare RAI Specialist – Non-Exempt/Non-Bargaining – Grade Range F; and Certified Nurse Assistant Team Leader – Non-Exempt/Bargaining – Grade Range E – (subject to negotiation with AFSCME). Motion seconded by Wysocki.

Tapley asked for more information on this matter. Busey explained this motion is approving the new classifications, job descriptions, and job titles which were forwarded from the Justice & Social Services Committee. Wysocki asked if the reclassification of the positions was discussed with the union. Buffenbarger stated most of the positions are not within the bargaining unit. Only one position, the CNA Team Leader, is within the bargaining unit. Buffenbarger has requested the union review the position. Wysocki asked if the union was generally aware of the changes to the organizational structure. Buffenbarger said the reclassification will not change reporting lines because the reclassification is formalizing a system that has been in place for a long time. Buffenbarger said he has not discussed it with AFSCME because it will not result in any substantial changes for the union.

Motion carried.

Betz requested to discuss the Sheriff's item from Addendum II before the remaining items because it looked non-controversial. The committee concurred. Tapley asked if the remaining items from the Nursing Home could be moved to the end of the agenda because they can be dealt with expediently and the Nursing Home Child Care Center discussion could take some time. The committee concurred.

Nursing Home Staffing Recommendation

MOTION by Tapley to approve the following changes to the Nursing Home Staffing Budget, effective March 1, 2006: elimination of 3 FTE Nursing Services Supervisor positions, elimination of 1 Care Plan Coordinator positions, elimination of 1 FTE Assistant Care Plan Coordinator position, elimination of 15 FTE Certified Nurse Assistant positions, addition of 4 FTE Unit Manager positions, addition of 4 FTE Shift Supervisor positions, addition of 1 FTE Restorative Care Coordinator position, addition of 1 FTE Medicare RAI Specialist position, and addition of 15 FTE Certified Nurse Assistant Team Leader positions. It is further recommended that the salary structure for the following Nursing Home positions shall be an exception to the Champaign County Nursing Home Personnel Policy and shall be designated as: Shift Supervisor – 10% above the 20 year RN rate, Unit Manager – 10% above the Shift Supervisor rate, and Assistant Director of Nursing – 10% above the Unit Manager rate. Motion seconded by Wysocki.

Tapley stated he did not wish to micromanage, but he was somewhat nervous about approving increases to payroll when the Nursing Home has a deficit. He asked how the increased costs will be offset. Buffenbarger

promised to provide monthly updates to the Finance Committee on the Nursing Home's financial situation, including updates on the success of the new positions.

Motion carried.

Presentation Regarding Child Day Care

Buffenbarger provided a quick historical recap of the Nursing Home Child Day Care Center, including census, revenue, and expenditure data, as well as an alternative use evaluation. The Child Day Care Center is currently caring for thirteen children, two of whom are recent additions.

Gross asked if any children at the Center had parents who are not employed by the County. Buffenbarger stated there are two such children. Gross asked if any of the children were subsidized by IDPH. Buffenbarger said yes.

Buffenbarger showed the financial losses of the Child Day Care Center since 1992. The two ways to account for the financial performance of the Center are the cash position and the cost report position. The total contribution to the Center from the Nursing Home since 2001 is \$233,814.48. The total contribution to the Center from Champaign County since 2001 is \$178,760.71. In FY2005, the Center's direct costs (wages, fringe benefits, and supplies) were \$149,185.39 and the indirect costs (food, supplies, maintenance, depreciation, utilities, accounting, etc.) were \$32,655.02. The total operational cost for the Center in FY2005 was \$181,840.41. The total net revenue in FY2005 was \$64,831.69. The total net loss in FY2005 was \$117,008.72. The expenses averaged 233% of revenue in FY2005. Using this figure as a guide, Buffenbarger projected the budget impact through FY2010 for the Center. The projections show a net deficit of \$488,539.84 for the next five years for the Center. Buffenbarger provided data on the expense per child per day, the number of days the Center is open and the average age of County and Nursing Home employees. The committee had requested a break-even scenario and Buffenbarger provided a best-case scenario, because a break-even scenario is not possible. The best-case scenario is if all of the children are private pay and full-time then the Center could care for twenty children and would have a deficit of \$87,659.40. If there are more or less than twenty children or if any are state-subsidized, then the deficit would be greater. Buffenbarger offered alternate uses for the space in the new Nursing Home facility that was reserved for the Child Day Care Center. Options for space included outpatient physical, occupational, and speech therapy offered to the entire community and a wellness center for County employees. Neither of these options have any recognizable continuing expense. No additional staff is required, only some capital expenditure at the beginning to provide equipment.

Gross asked questions about the specifics of the Center's hours. Foster explained the Center operates from 6:30 a.m. to 5:00 p.m. with no overnight or weekend care. The cost to a County employee is no different than the cost to a member of the general public.

Avery thanked Buffenbarger for preparing the report. She asked, in regard to the best-case scenario, about private pay versus non-private pay. Buffenbarger said the Child Day Care Center receives two types of revenue: private pay or state-subsidized. The best-case scenario is only private pay because the income is the highest from private pay. Avery asked if there were two different fee scales. Buffenbarger said the Center charges the same for all children, but they receive a lower rate from the state. Avery asked if it was true that the state-subsidized parents pay the difference not covered by the state. Buffenbarger explained the state-subsidized parents only pay a co-pay; they do not pay the remaining portion of the fee. The Center does not receive as much money for state-subsidized children as it does for private pay children. Avery said she appreciated Foster advocating for her program. She wished there was a way to make the Center cost effective, the County Board must run a business responsibly with the taxpayers' dollars and the Center's losses are mind-boggling. Avery said there would be benefits to having a wellness center by encouraging a healthier County workforce. She

asked if there were other options for the space. Buffenbarger said the location has few limitations. These two suggestions fit well within the Nursing Home's goals. The outpatient therapy offers a continuity of service and is a tremendous market.

Betz stated he felt torn on the issue because he would like to see the Center continue. The largest expense is employee expense because the Center's employees are paid more than standard childcare workers. Betz thinks it is good to pay properly trained childcare workers a living wage and he has heard positive things about the Center. The deficits are simply too high. The committee continued to discuss options regarding the Child Day Care Center.

Wysocki agreed with the emotional tugs on this issue. She stated the County has been trying to attract CUPHD as an occupant in a section of the old Nursing Home facility. Wysocki suggested researching the possibility of leaving the Child Day Care Center in its current location in the old Nursing Home and making it available to the employees of CUPHD.

Tapley agreed with others about the Center's benefits to Nursing Home residents and voiced his respect for Foster. He pointed out that even the best-case scenario has a deficit of over \$87,000 per year. Such a deficit might be acceptable if conditions were different. The Nursing Home used to have a fund balance of several million dollars that is gone and now it is borrowing money from the General Corporate Fund for working capital.

O'Connor asked why the Center is losing money and private businesses do not. Buffenbarger said the Center is held to the same regulatory standards as a private child care center, the difference for the County is the cost of wages. The higher wages and impressive fringe benefits packet makes the County about the best employer in town for child care workers, financially speaking. The Center currently has three employees and a director. The committee continued to discuss the costs of the Center. Tapley said it was fair to look at the Center as an investment, but money is necessary for an investment and the Nursing Home has spent all its money and will likely continue to run a deficit next year. The Nursing Home has no excess funds to use towards the Child Day Care Center. Tapley reminded the Finance Committee that over \$1 million in program change requests from other departments were turned down during the budget hearings because of the limited funding available. Tapley was concerned because paying the Child Day Care Center's deficit would mean making cuts to other departments and their employees. Avery requested information on how other day care centers manage to be profitable. Buffenbarger said he would try to get this information from private centers.

MOTION by Avery to defer making a decision on the Child Day Care Center until more information can be gathered. Avery withdrew her motion because there was no required action on the agenda.

The committee discussed continuing to look at options regarding the Center. The committee asked Wysocki to speak with CUPHD about possibilities. They would also like to see comparable data on day care facilities in other nursing homes. The committee also agreed to look at alternate uses for the space in more detail. McGinty requested an item about the Child Day Care Center be included on next month's agenda and thanked everyone for their input.

COUNTY ADMINISTRATOR
General Corporate Fund FY2006 Revenue/Expenditure Final Report

Busey stated the report represents the revenue and expenditure through January 31st. Busey reported revenue is tracking well, Recording Fees look strong. She expects a drop in Recording Fees soon. Sales Tax and Income Tax revenue are stable. It remains too early to get a clear picture of expenditures. The utilities

costs are substantially above where they were a year ago. Busey anticipates additional funding will be necessary for this budget line.

General Corporate Fund Budget Change Report

Busey reported about 6% in expenditures and 0.02% in revenue has been added since the budget was adopted. A lot of this is carryover of one-time expenditures, which were appropriated in 2005 and not completed until 2006. Tapley asked if the hot water in Brookens was fixed. Busey said it is being worked on and was discussed at the County Facilities Committee meeting on the Tuesday.

TREASURER Monthly Report

Welch distributed his report to the committee and announced the pension bond sale proceeds were received today. All the loans from the General Corporate Fund (\$1,000,000), Public Safety Sales Tax Fund (\$750,000), and the County Highway Fund (\$480,000) were repaid.

MOTION by Betz to receive and place on file the Treasurer's monthly report; seconded by Tapley. Motion carried.

AUDITOR Purchases Not Following Purchasing Policy

Frerichs distributed the list of purchases not following the purchasing policy for information only. All purchases were from 2005 and were paid in 2006. Frerichs explained this is quite natural at this point in the year.

Monthly Report

MOTION by Betz to receive and place on file the Auditor's monthly report; seconded by Gross. Motion carried.

ADDENDUM II SHERIFF

Request Approval of Intergovernmental Agreement with the City of Champaign and the City of Urbana for the JAG Program

MOTION by Betz to approve the Intergovernmental Agreement with the City of Champaign and the City of Urbana for the JAG Program; seconded by Wysocki. Motion carried.

CHAIR'S REPORT

There was no Chair's Report.

OTHER BUSINESS

Semi-Annual Review of Closed Session Minutes

McGrath stated she has reviewed the closed session minutes and recommended all closed session minutes remain closed.

MOTION by Tapley that all closed minutes remain closed; seconded by Doenitz. Motion carried.

Avery stated she would like to ask those Performance Appraisal Subcommittee members who were present about what happened the other day that became local news concerning the Supervisor of Assessments' Office. Avery said it was shocking for her to return home on Sunday and read in an email that the Supervisor of Assessments was being placed on paid administrative leave. Avery felt this was beyond the extent of the Performance Appraisal Subcommittee's duties. Avery asked how this happened. McGinty asked McGrath what would be appropriate to discuss during an open session. McGrath stated because this item was not on the agenda, pursuant to the Open Meetings Act, the matter cannot be discussed. Tapley asked if the committee could discuss the matter as long as no action was taken. McGrath explained the purpose of the Open Meetings Act is for a meeting to have a publicized agenda so the public will be aware of the items the committee will discuss or take action on. The Open Meetings Act does not distinguish between action or discussion items on an agenda. Since the item is not on the agenda, it is not appropriate to either discuss or act upon the matter. McGinty asked if it would be appropriate for a member of the Performance Appraisal Subcommittee to speak directly with Avery outside of the meeting to address her questions. McGrath said a private conversation outside the meeting would be fine. Avery said she would set aside some time to talk about this matter because she was disturbed. McGinty said any individual member of the Performance Appraisal Subcommittee could speak with Avery and he assumed the matter will be discussed in closed session at a meeting after the investigation is complete. Gross requested this matter be placed on the next County Board agenda.

Betz recommended County Board members read the Adams County decision on the Opens Meeting Act as a courtesy to the committee. The opinion provides a lot of answers to the issue of closed sessions versus open sessions and would help Board members understand McGrath's opinion.

DESIGNATION OF ITEMS TO BE PLACED ON COUNTY BOARD CONSENT AGENDA

The Chair designated agenda items VI A thru K, VIII A & B, and XII A from the addendum for the consent agenda.

ADJOURNMENT

The Chair adjourned the meeting at 8:48 p.m.

Respectfully submitted,

Kat Bork
Administrative Secretary

Secy's note: The minutes reflect the order of the agenda and may not necessarily reflect the order of business conducted at the meeting.