

CHAMPAIGN COUNTY BOARD  
**COMMITTEE MINUTES**

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**LEGISLATIVE BUDGET HEARINGS**

Tuesday, August 28, 2007

Brookens Administrative Center, Lyle Shields Meeting Room  
1776 E. Washington St., Urbana

7:00 p.m.

**MEMBERS PRESENT:** Anderson, Beckett, Betz, Gladney, Gross, Jay, Jones, Langenheim, McGinty, Melin, Moser, O'Connor, Putman, Schroeder, Tapley, Weibel, Wysocki

**MEMBERS ABSENT:** Bensyl, Carter, Cowart, Doenitz, Hunt, Hogue, James, Knott, Richards, Sapp

**OTHERS PRESENT:** Andrew Buffenbarger (Nursing Home Administrator), Kat Bork (Administrative Secretary), Deb Busey (County Administrator of Finance & HR Management), Thomas Difanis (Presiding Judge of the Circuit Court), Roger Holland (Court Administrator), Bill Keller (EMA Director), Lt. Ed Ogle (Sheriff's Office), Dan Walsh (Sheriff), Ann Einhorn (CASA), Debra Lissak (Urbana Free Library), Anke Voss (Urbana Free Library)

**CALL TO ORDER**

McGinty, as Finance Committee Chair, called the meeting to order at 7:01 p.m.

**ROLL CALL**

The Recording Secretary called the roll. Anderson, Beckett, Betz, Gladney, Jay, Jones, Langenheim, McGinty, Melin, Moser, O'Connor, Putman, Schroeder, Tapley, Weibel, and Wysocki were present at the time of the roll call. McGinty declared a quorum and proceeded with the meeting.

**APPROVAL OF AGENDA/ADDENDUM**

**MOTION** by Betz to approve the agenda; seconded by Langenheim. **Motion carried.**

**BUDGET PRESENTATIONS**

**Champaign County Nursing Home**

Andrew Buffenbarger made the Nursing Home presentation and distributed two packets to the County Board. One of the packets was the PowerPoint slides. Buffenbarger wished to begin by pointing out that he was not here asking for more money for the first time since he has been the Administrator. The County Board applauded. Buffenbarger spoke about the Nursing Home's outstanding care teams and being in the new facility. The new facility allows the separation of rehabilitation, memory care, and long-term care services. Buffenbarger said the services are being provided in a much better way than they could be in the old facility. The clinical outcomes have been outstanding in the new facility. In FY2008, each type of service will have separate expense and income targets and each director will have those targets. A new Marketing Director is in place, this is a revamped position. There will be new ads on the radio and new ads in Health magazine to compete against private facilities. There is a new Director of Alzheimer's Programming position. The position manages the Adult Day Care and the Alzheimer's program in the Memory Care Section. Both of these populations are largely stricken with Alzheimer's. The Director has obtained specific education in caring for

residents with Alzheimer's to train the care teams properly. The operational audit done by Management Performance Associates recommended the use of facility dashboards so managers have all performance measures information at their fingertips. The dashboards will minimally include labor hour totals, commodities purchases versus budget, revenue scans, and rolling census by service type. In a field in which regulatory compliance is huge, 2005 was one of the Nursing Home's worst surveys ever with 20 deficit practices. This did not relate to poor care, but to the Nursing Home staff not properly managing the home. In 2007, the survey revealed only 3 deficit practices. Buffenbarger is shooting for stability and wants to never have to ask for the County Board to subsidize the Nursing Home again. This plan includes developing a financial plan that sets aside funds every year to create a fund balance, establishing a depreciation account, and sticking to budget revenue and expenditures. Buffenbarger showed the Nursing Home's revenues and how they tend to peak and valley. In FY2006, the revenue total listed includes the \$1.2 million subsidy from the General Corporate Fund. When the subsidy is removed, the actual revenue gain from FY2005 to FY2006 was 8%. The real revenue gain from FY2006 to FY2007 was 1%. The real gain for FY2008 is stated at 6%. Solid revenue growth would be 4-6%. In FY2008, Buffenbarger will begin to separate accounting for private pay funds that are currently lumped together. The new approach will reflect the residents who are self-pay clients and not Medicare co-pays. The previous system made it appear that the Nursing Home had a huge pool of private pay residents when they do not. The miscellaneous section included General Corporate Fund transfers, loans, and gifts and property tax income. On the expense side, 2006 was the final year of a collective bargaining agreement that gave all of the employees a 3.9% increase. FY2007 includes the beginning of the \$2.6 million intergovernmental transfer, so those numbers are off by \$2.6 million. The actual FY2007 expense growth is 2%. There is a 4% increase in expenses budgeted in FY2008, mostly due to increase in therapy use.

Gross entered the meeting at 7:13 p.m.

Buffenbarger reported that FY2008 includes the repayment of the FY2007 loan from the General Corporate loan and assumption of the \$4 million bond payments secured to complete the new facility. This is a move towards self-sufficiency. The loss in FY2007 is projected at \$200,000. A \$100,000 cash surplus is anticipated in FY2008. Buffenbarger cautioned that the bargaining unit contract reopens wages in FY2008 and the cost is not yet known. The cash surplus not account for depreciation. The Nursing Home's depreciation fund was closed in FY2005 and has never been re-established. The Nursing Home has no fund balance or savings account. Buffenbarger reviewed the Nursing Home's prior losses and the General Corporate gifts and loans that kept the Nursing Home afloat. He stated the Nursing Home does not plan to ask for additional money for the General Corporate Fund in FY2008.

On the Nursing Home to do list is the renegotiation of the Nursing Home's insurance contracts, to fully implement the facility marketing programs, and niche rehabilitation services based on local hospital discharge categories. Weibel asked for an example. Weibel gave the example of a disproportionate number of hip replacements in the community. He would like to expand the Adult Day Care to separate clients with early onset Alzheimer's disease. He would like to re-establish the depreciation fund from the cash surplus. The depreciation line should be \$600,000 a year. The only reason the Nursing Home might end up with cash at the end of the year is because they are not putting the money in depreciation or a fund balance, where it needs to go.

Wysocki asked what would be done with the space that was formerly allocated for the Child Day Center. Buffenbarger said the space is being used for Adult Day Care activities or exercise. No purpose has been designated for the space. It may become the expanded Adult Day Care for Alzheimer's clients.

Jay questioned if the expansion of assisted living units has an effect on the Nursing Home. Buffenbarger said it would have an effect in the future, with some drop in long-term care interest. The clients that the Nursing Home will get will be older and more advanced in their disease processes because they would have had more care before having to go into a nursing home. Jay asked if the Nursing Home could be competitive. Buffenbarger believed the County could be.

Putman mentioned the operational audit suggested the consideration of a different form of governing board for the Nursing Home. Buffenbarger said that would not impact the FY2008 budget.

Tapley asked about the Professional Services line item. Buffenbarger said it paid for specialists in clinical assessment to tighten up the Nursing Home's clinical care practices. The specialists were licensed nurses who worked directly with the Nursing Management Team. The results were seen in the 2007 survey.

**MOTION** by Betz to receive and place on file the Champaign County Nursing Home budget presentation; seconded by Langenheim. **Motion carried.**

#### General Corporate, Public Safety Sales Tax, GIS, Capital Equipment, & Other Related Funds

The presentation began with the individual program change requests. Debra Lissak, Urbana Free Library Executive Director, and Anke Voss, Urbana Free Library Director of Archives, made a request for an additional \$25,000 in funding for the Urbana Library Archives. Voss reported that the archives were created in 1956 and have accumulated 3,000 linear feet of records, of which half represents County records. She explained that archive work is primarily done by volunteers. The archives receive \$10,000 from the General Corporate Fund annually. The funding amount has been the same for years. The increased request will not provide new services, but would enable the library to keep processing materials. The archived records are heavily used and the library would like to keep the archives open an extra hour per day. This benefits those people who come from out of town. Voss stated genealogy is a growing passion and people who try to come after work do not have much time before the archives close for the day.

Wysocki asked if all the County materials in the archives are mandated to be placed there. Voss said they are not mandated, but the County materials include the Circuit Court records and it is the Circuit Clerk's decision to retain those records. The library receives a fair number of requests to view the civil court files.

Langenheim inquired about the mechanism for searching the records. Voss stated they use a key word search, but it is not like the Google search engine. All the records are paper. Putting the images online would be extremely expensive. Langenheim asked what happens to the County Board meeting minutes. Voss stated the archives call offices and get the records, there is no formal arrangement.

Putman commended the library for the number of volunteer hours.

Thomas Difanis, Presiding Judge of the Circuit Court, presented a request from Champaign County Court Appointed Special Advocates (CASA) for an additional \$36,000 to fund an additional CASA GAL. Judge Difanis stated the abuse/neglect court system in Champaign County is unfortunately very active. The goal of the juvenile court is to get the families back intact, which requires a lot of effort. Judge Difanis praised the CASA volunteers and Jack DeLaMar, the leading CASA attorney who volunteers all his time. At some point, DeLaMar will retire from CASA and the organization will be in a difficult position to try to replace him. Retired Judge Ann Einhorn, a CASA Board member, defined the guardian ad litem and explained CASA is requesting more money for another contract as guardian ad litem. The law requires that any child coming into the court for abuse or neglect be provided with a guardian ad litem and the guardian ad litem be provided with an attorney. It becomes a very expensive proceeding. Some years go, the court named CASA as the guardian ad litem for any children coming in under an abuse/neglect case. There are now 534 children and counting in CASA cases. The guardian ad litem and attorney have to be present at every court hearing held for the child and the guardian ad litem is required to visit the child. CASA has 3 attorneys on staff, 2 of which are part-time and paid at a low rate. Jack DeLaMar is full-time and takes no salary. The second contract is to increase the legal staff and support services. CASA has volunteers acting as guardian ad litem. Einhorn spoke about how the children get into the system and the dramatically increasing caseload.

Beckett hypothesized that the increase of children coming into the system might represent an increase in reported cases and previously overlooked children. Einhorn said CASA does not go looking for cases, they are appointed when the State's Attorney becomes involved in a case.

Gross asked what would happen if CASA does not serve as the guardian ad litem. Judge Difanis stated that he would have to appoint attorneys as guardians ad litem and it would cost the County hundreds of thousands of dollars a year to replace what CASA does. The County would be legally required to pay the bill. Gross thinks CASA is asking for a small amount of money relative to the number of cases they serve. Difanis said CASA is the eyes and ears of the court.

Putman asked if CASA could use funding for yet another contract if the County could afford it. Einhorn said they definitely could because they try to run a bare bones operation. She added that CASA does not even have the money to employ office staff. Moser thinks CASA is one of the greatest programs the County funds.

Sheriff Walsh submitted a program change request for an additional Law Enforcement Deputy. He distributed some additional documentation to the Board members. The Sheriff highlighted that the Sheriff's Office uses the Children's Advocacy Center more than any other agency in town. The average investigators are spending 20% of their time on sexual assault and sexual abuse cases of some kind, both children and adults. These types of cases are incredibly demanding and wearing on a person. The Sheriff described a local missing person case and the number of hours such an investigation takes. The amount of work done by the Sheriff's Office requires the addition of a deputy to manage current caseload, which was supported by the provided statistical data. The Sheriff has gained new revenue through the School Resource Officers. Sheriff Walsh is asking for another deputy to eventually become an investigator slot. He would like to ask for 7 or 8 more deputies, but is realistic regarding what the County can afford. The Sheriff and his predecessor cut management in the office to have more people doing the investigation work. The Sheriff noted that many burglaries are not looked into because too many other higher priority cases have to be worked. Concerning juvenile station adjustments, an additional investigator is needed to manage this. An additional position would enable the Sheriff's Office to work on 20% more burglaries and perform station adjustments. The more the deputies can reach kids the less that law enforcement will have to deal with the same kids as adults. Sheriff Walsh turned the floor over to Lt. Ogle, who deserved the credit for bring in revenue with the School Resource Officer contracts. Lt. Ogle spoke about the amount of work and hours needed to investigate cases. The cases have come very specialized, particularly with the increase in identity theft. Computers are used more in crimes and computer forensics takes time. Lt. Ogle acknowledged that the Sheriff's Office is hampered by the CSI factor, because actual forensics can take weeks or months, not 60 minutes. The Sheriff's Office spent hundreds of hours on the Haywood case that resulted in a conviction, but other cases were put on the shelf for this investigation. The deputies also have to actively work cold cases. He stated the office is barely keeping their noses above water.

Betz asked if Champaign County is seeing some of the problems that are afflicting the downstate areas. Sheriff Walsh said they are getting anhydrous tampering, but have never had problems at the level of Coles or Vermilion Counties. Lt. Ogle said we might not have the meth labs problem, but we have burglaries committed by people on meth. Betz asked if a special officer could be designated for identity theft crimes, which he sees a lot of at the university. Lt. Ogle said Pat Kelly in the City of Champaign works nothing but paper crimes, but the Sheriff's Office does not have the manpower for it. Identity theft is definitely growing; the office takes 2-4 reports a week. The Sheriff's Office has an investigator with additional training in the areas of identity theft and fraud.

Wysocki asked how many officers are in the schools. Sheriff Walsh stated there are 2 School Resource Officers who cover multiple schools at specific times. Wysocki asked if these officers would be in other areas if they were not in the schools. Ogle spoke about the necessity of School Resource Officers. The officers teach in government classes, teach drivers' education, life skills, and the anti-bullying program, as well as patrol the schools. The Sheriff added that teenagers know about and are involved in a lot of crime, so developing relationships between them and an officer is important.

Moser asked about the Sheriff's ability to put more deputies on traffic this fall. He complained about the drivers going 80 mph on country roads and wants to see some deputies out there. The Sheriff stated he gets calls about particular country roads and the day shift sergeants assign deputies to work these areas writing tickets.

Gross asked how many villages in the County receive police services from the Sheriff's Office. The Sheriff listed Savoy, Ivesdale, Philo, Sadorus and St. Joseph. Gross asked if the villages are reimbursing the County. Sheriff Walsh answered the villages have contracts with the County, which are up for renewal and will be negotiated. Wysocki asked at what point the County should wean some of the villages away from Sheriff's deputies. She felt Savoy should pay for its own police protection. The Sheriff said the other side is that a smaller police force not typically not well organized or able to handle more serious crimes, so the Sheriff's Office becomes involved.

Keller presented a program change request for the additional of a paid, on-call Assistant EMA Director. Keller stated there was an Assistant Coordinator position before 1993 that was removed. With 9/11, the new mandates to his office, and the new requests for services; Keller is looking for a quarter-time person to cover him when he goes to conferences and on vacation.

Beckett asked who would hire the on-call Assistant EMA Director. Keller said he would. Beckett inquired if Keller envisioned this would be a retired person. Keller did not want a retired person, rather someone who already works part-time. It will be a difficult position to fill because of the level of training it requires. He envisioned a volunteer firefighter or one of his volunteers.

Busey presented the request for an additional part-time Custodian for the new Highway Fleet Maintenance Facility. The new facility will have an additional 10,000 that would require custodial services. The Highway Fund would reimburse the General Corporate Fund to cover the expense of the additional position. Another part-time Custodian position is also being requested for the former County Nursing Home that is being leased to ILEAS. Reimbursement for the position will come from ILEAS. These requests are somewhat mandated by the facilities. The current Physical Plant staff cannot absorb the additional square footage. Weibel asked if the County could hire one person to work both jobs. Busey said the part-time positions enable greater flexibility and the County does not have to provide health insurance.

The next program change requests concerns contributions to the Convention & Visitors Bureau (CVB) and the Economic Development Corporation (EDC). This would use the revenue generated from the hotel/motel tax. McGinty thought the CVB is probably in the most stable position from a leadership standpoint. He feels good about the County becoming more involved and tracking the monies. Regarding the EDC, McGinty was opposed to contributing money in the past. He has had some discussions with the new EDC leadership and the specific goals they have in mind. Tapley serves on the CVB and thinks the new CVB Director is doing a good job. He is very impressed with their staff. McGinty stated that both organizations should help the County if they are well run. Busey added that it is not unusual for a county to participate in a community-wide economic development effort. Other counties do so quite successfully. Funding should be provided only with documentation on what will be provided for the funding given. Moser expressed his concerns about the organizations. Gross stated she was not impressed with either the CVB or EDC and wanted to know what the organizations proposed to do with the County's money. The committee continued to discuss the value of providing contributions to the EDC and CVB. Jones asked if there has been a designated use for the hotel/motel tax money. Busey noted it has paid for Sheriff's deputies' overtime at the County Fair and football games.

Weibel spoke about the request for a \$5,000 contribution to the Champaign County/City of Urbana 175th Year of Incorporation Celebration. He has spoken to the Mayor of Urbana about a possible celebration. There are no plans to date. Weibel requested some money be put aside because there will likely be some expenses related to the event and by placing this in the budget, money is available for this use. He does not

anticipate that all the money will be spent. It might be used to purchase cake for everyone. Tapley suggested getting the CVB to help promote the 175th Celebration. Weibel agreed to contact the organization.

Busey summarized the requests and her recommendations as the County Administrator of Finance. The total of the program change requests is \$188,506. On Page 33 of the General Corporate Budget Presentation Manual, Busey has provided a list of items that are included in the FY2008 Budget and are beyond the scope of the 0% growth that the County Board indicated should be used for the FY2008 Budget. Busey gave an explanation of each of the increases. All of the increases are effectively required for either contractual reasons or increases in commodities prices. The County Board can direct Busey to remove any of these increases from the FY2008 Budget. The total increases required by contracts or commodities total \$201,032.

Putman stated Busey's presentation for the General Corporate Fund was magnificent. She asked about the extra \$1,500 for landscaping at the new Highway and the Nursing Home facilities. Busey said the money was for more planting and removing some older trees around the ILEAS building. Putman asked if the County was able to enlist the Master Gardeners. Busey thought they continue to work with the Nursing Home.

Busey moved on to the General Corporate Fund department budgets. The budget documents are beginning to be more definitive with objectives and performance indicators. This will take time to develop, but many of the departments found it a much easier exercise this year than last year. The total General Corporate Fund revenue for FY2008 increases by 6.2%. There is fairly stable growth in most of the sales taxes. The outstanding growth is in General Government Fees & Fines, particularly associated with the criminal justice system. The criminal justice system will be generating about \$500,000 more in court costs, fees, and forfeitures than what was budgeted in FY2007. The County is seeing an increase in these collections in FY2007 and anticipates a continuation of this level of collection in FY2008. No one can say exactly why this is occurring, but the continuous jury system and the new State's Attorney's Office's collections program may be having an impact. These projections come from the criminal justice system department heads, who tend to be fairly conservative in projecting additional revenue. Moser asked if any slow down was being seen in the real estate transactions at the Recorder's Office. Busey said no and more revenue growth is anticipated in FY2008 than FY2007 by the Recorder. She thought the high revenue level is due to the values of the transactions rather than the number of transactions. The total General Corporate Fund expenditure for FY2008 increases by 5.5%. Personnel expenses increased by 9.6% in Salaries & Wages, not including fringe benefits. Busey pointed out that the high increase is due to the clerical workers' salaries being adjusted because the County fell behind market. Other portions of the FY2008 Budget are absorbing some of the expense. Busey requested the Board look at the General County budget on Page 116. They are waiting on final health insurance numbers. The Contingency Fund is budgeted at \$100,000. This will enable the County to do budget transfers instead of budget amendments for unexpected expenses during the year. The Special Revenue Funds section includes fund balance descriptions for each fund. An updated summary of the all funds and projected fund balances was included for Tapley. This gives the County Board a sense of where the County is with the individual funds. Tapley pointed out an error in the budget balances that Busey promised to fix for the final budget. The final section is property tax information. The EAV increases by 8.38% and the CPI factor used under PTELL is 2.5%. New construction is estimated at \$94 million. This means the property tax levy collection should increase by 5.5% for the general funds, slightly less for the Mental Health and Developmental Disabilities Board levy. There is a decrease in the levy amount for the Nursing Home bonds. The total levy increase for the County is 5.06%. The rate will drop by 2.98%. There will be a Truth in Taxation Public Hearing in October. Busey moved \$72,000 from the General Corporate Fund levy to the Tort Immunity/Liability Insurance levy. Additional growth was needed for that fund to meet the budget for next year. The FY2008 General Corporate Fund revenues are budgeted at \$31,756,347 and the expenditures are budgeted at \$31,579,080. The revenue in excess of expenditure amounts to \$177,267. Busey stated the revenues are still being fine tuned. General Corporate's share for the financing for the completion of the Highway Fleet Maintenance Facility is not included. It is anticipated that cost will be an additional \$87,165 from the General Corporate Fund. The General Corporate Fund balance as of December 1, 2006 was \$2,972,175. The General Corporate Fund balance as of December 1, 2007 is projected at \$3,580,735. This is not the budgeted ending fund balance. The FY2008

fund balance goal is \$3,947,385 or 12.5% of expenditure. The remaining pages continue with charts of revenue and expenditures by category and operation, as well as an overview of the personnel staffing for the County as a whole.

Moser asked if the increase on the value on farmland been figured into this budget. Busey said she received the EAV numbers from the Supervisor of Assessments' Office. She believed the office calculated the increased farmland value into the numbers. Moser asked how long the County would have to pay on the Scottswood drainage assessment. Busey believed the County is paying on the assessment for another 5 to 7 years.

Tapley asked for clarification that the FY2008 budgeted revenue is in excess of expenditures without any of the program changes requests included. Busey reviewed what is included in the FY2008 General Corporate budget. She noted the budget includes a transfer of over \$300,000 from the Nursing Home to pay the \$4 million bonds issued from the Nursing Home Completion Project last August. Wysocki asked if the loan was included. Busey said the loan to the Nursing Home does not appear because the budget assumes it will be repaid. Betz asked if that was a realistic approach. Busey pointed out that the Nursing Home Administrator presented a budget that assumes repayment of the loan and coverage of the bonds. The decision on the program change requests will be made at the September Finance Committee meeting. McGinty added that all Board members are welcome to attend the Finance Committee meeting or send their thoughts to the committee in advance of the meeting.

Moser said he was bothered by the Extension levy growing by leaps and bounds. Some of the things the Extension is doing with the money bothers him. Busey reminded the Board that levy rate projections are listed on Page 201 and the Board has full flexibility to move levy amounts around among the top 10 levies. Moser said he may ask the Extension to cut its levy.

**MOTION** by Beckett to receive and place on file the General Corporate, Public Safety Sales Tax, GIS, Capital Equipment, & Other Related Funds budget presentation; seconded by Wysocki. **Motion carried.**

### **ADJOURNMENT**

Meeting was adjourned at 9:13 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.*