

CHAMPAIGN COUNTY BOARD
COMMITTEE MINUTES

FINANCE COMMITTEE

Thursday, December 6, 2007

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

7:00 p.m.

MEMBERS PRESENT: Gross, Jones, McGinty (Chair), O'Connor, Richards, Tapley, Weibel, Wysocki

MEMBERS ABSENT: Doenitz

OTHERS PRESENT: Kat Bork (Recording Secretary), Andrew Buffenbarger (Nursing Home Administrator), Deb Busey (County Administrator of Finance & HR Management), Tony Fabri (Auditor), Denny Inman (County Administrator of Facilities & Procurement), Susan McGrath (Senior Assistant State's Attorney), Dan Welch (Treasurer)

CALL TO ORDER

McGinty called the meeting to order at 7:00 p.m.

ROLL CALL

The Recording Secretary called the roll. Jones, McGinty, Richards, Weibel, and Wysocki were present at the time of roll call. McGinty declared a quorum and proceeded with the meeting.

APPROVAL OF AGENDA/ADDENDUM

MOTION by Wysocki to approve the agenda and addendum; seconded by Jones. **Motion carried.**

APPROVAL OF MINUTES

MOTION by Wysocki to approve the Finance Committee regular session minutes of November 8, 2007 and the Legislative Budget Hearings of August 28, 2007; seconded by Richards. **Motion carried.**

O'Connor entered the meeting at 7:02 p.m.

PUBLIC PARTICIPATION

There was no public participation.

BUDGET AMENDMENTS/TRANSFERS

Budget Amendment #07-00112

MOTION by Wysocki to recommend to the County Board approval of Budget Amendment #07-00112 from Fund 104 Head Start Program – Department 686 Preschool for All-Odd Years for increased appropriations of \$81,405 for the Return Unused Grant line with no increased revenue; seconded by Weibel.

Richards asked if the County was sending the money back because it was received late from the State of Illinois. Busey confirmed that was correct.

Motion carried.

Budget Amendment #07-00113

MOTION by Jones to recommend to the County Board approval of Budget Amendment #07-00113 from Fund 621 State's Attorney Drug Forfeitures – Department 041 State's Attorney for increased appropriations of \$6,700 for the To General Corporate Fund 080 line with increased revenue of \$6,700 from the Evidence Forfeitures line; seconded by Wysocki.

Weibel inquired how the drug busts are budgeted for a year. Busey explained the drug forfeitures revenue is estimated based on an average taken over several years. The revenue is moved to the General Corporate Fund.

Motion carried.

Budget Amendment #07-00114

MOTION by Richards to recommend to the County Board approval of Budget Amendment #07-00114 from Fund 091 Animal Control – Department 047 Animal Control for increased appropriations of \$6,555 for the METCAD line with no increased revenue; seconded by Weibel.

Wysocki asked why the cost of METCAD dispatch was being paid though Animal Control. Busey explained that each entity that uses the METCAD system pays its share. This portion is for the Animal Control Wardens' use.

Motion carried.

Budget Transfer #07-00020

MOTION by Wysocki to recommend to the County Board approval of Budget Transfer #07-00020 in Fund 085 County Motor Fuel – Department 060 Highway for a transfer of \$39 to the Taxable Auto Allowance line from the Job-Required Travel Expense line; seconded by Weibel. **Motion carried.**

ADDENDUM

Budget Transfer #07-00023

McGinty announced Budget Transfer #07-00022 had to be amended because of updated dollar amounts and was presented as Budget Transfer #07-00023, which was distributed to the committee.

MOTION by Wysocki to recommend to the County Board approval of Budget Transfer #07-00023 for transfers from Fund 080 General Corporate – Department 075 General County of \$60,000 to the Fund 080 General Corporate – Department 140 Correctional Center Salary Increase Limit line from the SLEP Regular Full-Time Employees line, \$43,978 to the Fund 080 General Corporate – Department 052 Court Services Salary Increase Limit line from the Regular Full-Time Employees line, and \$41,907 to the Fund 080 General Corporate – Department 051 Juvenile Detention Center Salary Increase Limit line from the Regular Full-Time Employees line; seconded by Weibel. **Motion carried.**

Budget Amendment #08-00001

MOTION by Weibel to recommend to the County Board approval of Budget Amendment #08-00001 from Fund 080 General Corporate – Department 036 Public Defender for increased appropriations of \$4,882 for the Appointed Official Salary line with increased revenue of \$3,255 from the State Salary Reimbursement line; seconded by Wysocki. **Motion carried.**

Budget Amendment #08-00002

MOTION by Wysocki to recommend to the County Board approval of Budget Amendment #08-00002 from Fund 080 General Corporate – Department 041 State’s Attorney for increased appropriations of \$5,425 for the Elected Official Salary line with increased revenue of \$5,425 from the State Salary Reimbursement line; seconded by Weibel. **Motion carried.**

McGinty noted Budget Transfer #07-00115 had been distributed to the committee but would not be voted on at this meeting. Busey explained the month’s end figures were run yesterday and a transfer of \$95,581 is needed for the Employee Health/Life Insurance line. The information was not received in enough time to make in on the addendum, so it will go to the fill Board as an emergency budget amendment. Busey wanted the committee to be aware of it in advance. An amendment to the Aramark agreement will also be present to the full Board.

Tapley entered the meeting at 7:08 p.m.

SHERIFF

Approval of Contract to Provide Special Police Services to the Village of St. Joseph

MOTION by O’Connor to approve the Contract to Provide Special Police Services to the Village of St. Joseph; seconded by Weibel.

Richards asked if the revenue from the village was sufficient to cover the Sheriff’s expenses. McGrath said the contract was negotiated with a 5% increase in basic costs over the previous contract and a special change to the mileage expenditures for gasoline because of increased prices. The Sheriff made every effort to make the contract cover the costs of the services. Weibel pointed out that his name was misspelled on the contract and asked that it be corrected. Tapley asked if this was a contract that was voted down a few months ago. Busey said no, this was a completely separate issue.

Motion carried.

COUNTY ADMINISTRATOR

General Corporate Fund FY2007 Revenue/Expenditure Projection Report

Busey distributed her reports to the committee. Busey reported the final numbers will not be ready until the end of December. The projected revenue is 101% of the budget. The Non-Business Licenses & Permits line is projected to end FY2007 in substantially the same position as FY2006. This line is where the recording fees are entered and there has likely been a stabilization in the real estate transactions. Sales Taxes are coming in at 99% of projection. Busey pointed out the State Reimbursement and Salary Reimbursement lines because she projects receiving the budgeted amounts in those lines even though the State of Illinois has not paid the County since July. Busey does believe the State will pay the County what it is owed. If the County does not receive the money in the current fiscal year, she anticipates receiving it in the next fiscal year. At this point, revenue over the projected budget should be \$206,880. On the expenditure side, Busey reported the General Corporate Fund looks to under-spend its Personnel budget by about \$435,000. The FY2007 budget appears to be under-spent by

\$1.6 million; however, \$870,000 is money that will have to be carried over into FY2008 for the ILEAS project. The money has been received and was budgeted to be spent in FY2007, but will be spent in FY2008. Busey projects the General Corporate Fund will end FY2007 with a slight increase in its fund balance of \$189,457. This will put the fund right at a 10% fund balance based on the FY2007 Budget.

Wysocki asked why the inheritance tax revenue was so low. Busey said it was a slow year and the budget figure is based on a 10-year average because there is no way to predict how many deaths will occur.

General Corporate Fund Budget Change Report

This report shows budget changes. Busey explained the County Board increased the General Corporate Fund expenditures by 7% and revenue by 4.6% over the course of the year.

Nursing Home Report

Busey reported the Nursing Home looks to end the fiscal year with a slight deficit even though the report appears revenue positive. This is because the home began the year with a \$306,000 deficit. Busey pointed out that the Nursing Home's accounts payable 60 days out and has not been caught up. Buffenbarger said he is still expecting a deficit of about \$200,000 for the year. Weibel asked what the previous year's Nursing Home deficit was. Buffenbarger said it was \$1.2 million. Weibel noted the lesser deficit was good news.

ADDENDUM

Administrative Services Staffing Recommendation

Busey explained that a little over 2 years ago, the County Board created two new positions, a Deputy County Administrator for Human Resources and a Senior Assistant State's Attorney to deal with personnel and labor related matters. It is recommended that the County Board eliminate the Deputy County Administrator/HR position and create a new position with a lower classification, which would be titled Human Resources Generalist. This recommendation is a result of having analyzed in practice how the County really operates since the 2 positions were created. The responsibilities that caused the Deputy County Administrator/HR position to be more highly classified are issues which are typically and usually dealt with by other positions in the Administrative Services Department. The Administrative Services Department needs a position where the work is more at a technical level rather than a director or policy-making level. Busey outlined some of the specific issues in the memorandum, such as the responsibilities that were originally assigned to the Deputy County Administrator/HR position, but are actually managed by other positions in the department. Busey recommended the County Board create a Human Resources Generalist position to deal with the technical aspects of managing and monitoring worker's compensation claims on behalf of the County; working with the performance appraisal process, both in providing assistance to the County Board for appointed officials and providing assistance to departments; assisting in basic functions like new employee orientation, the annual employee recognition event, assisting in exit interview process, and maintaining EEO logs and information. Busey provided information is the difference in the skills and education required in the 2 positions.

Jones asked who determined we needed to do this. Busey stated the recommendation to create the Deputy County Administrator/HR came from the County Board. Jones asked if Busey already had a person in mind for the new position. Busey said she did not. Jones asked if it is a union position. Busey said no, most of the Administrative Services Department consists of exempt positions under FLSA. Jones asked when the Deputy County Administrator/HR position would be eliminated. Busey said the Deputy County Administrator/HR position would be eliminated upon the creation of the Human Resources Generalist position.

Closed Session Pursuant to 5 ILCS 120/2(c)2 to Consider Employment, Compensation, Performance or Dismissal of a Specific Employee

MOTION by Wysocki to enter into closed session pursuant to 5 ILCS 120/2(c)2 to consider the employment, compensation, performance or dismissal of a specific employee, she further moved the following individuals remain present: Recording Secretary, County Administrators, and County's legal counsel. Motion seconded by Tapley. **Motion carried with a roll call vote of 7 to 0.** Jones, McGinty, O'Connor, Richards, Tapley, Weibel, and Wysocki voted in favor of the motion. The committee entered into closed session at 7:22 p.m. The committee resumed open session at 7:31 p.m.

MOTION by Wysocki to approve the elimination of the Deputy County Administrator/HR position from the Administrative Services staffing budget and, upon elimination of that position, addition of a Human Resources Generalist position to the Administrative Services staffing budget. She further moved to direct the County Administrator of Finance and HR Management to submit the new Human Resources Generalist position to the Job Content Evaluation Committee for classification and description preparation. Motion seconded by Tapley. **Motion carried.**

The committee continued with other business of the meeting before resuming the closed session.

MOTION by Wysocki to enter into closed session pursuant to 5 ILCS 120/2(c)2 to consider the employment, compensation, performance or dismissal of a specific employee, she further moved the following individuals remain present: Recording Secretary, County Administrators, Auditor, and County's legal counsel. Motion seconded by Gross. **Motion carried with a roll call vote of 8 to 0.** Gross Jones, McGinty, O'Connor, Richards, Tapley, Weibel, and Wysocki voted in favor of the motion. The committee entered into closed session at 8:05 p.m. The committee resumed open session at 8:19 p.m.

TREASURER
Monthly Report

Welch distributed his monthly report. He reported there are no negative fund balances at the end of the year.

Gross entered the meeting at 7:33 p.m.

Welch stated rates continue to soften. Welch inquired if the \$300,000 inter-fund loan to the Nursing Home from the General Corporate Fund would be turned into a gift because it was not paid off in the fiscal year. Busey said the loan would be renewed as a loan. Welch stated that Provena has seen fit to sue him as the County Treasurer along with other County officials and employees. He assured the committee that he takes it seriously when someone accuses him of not doing his job. He further assured the committee that all 6 County officials/employees have done an honorable job in trying to make this situation work and it is sad to be in court when they should to be working on other things.

MOTION by Tapley to receive and place on file the Treasurer's December 2007 monthly report; seconded by Weibel.

Tapley drew the committee attention to the fact that interest rates have been dropping dramatically, partially because of some of the chaos in the bond market. He stated Welch has done his due diligence in making sure none of the County's money is invested in any junk and has gone out of his way to make sure the drop in interest rates will not affect the County. Tapley commended Welch for being ahead of the curve and making sure the County's money was not in mortgage bonds.

Weibel inquired about a Motel 6 that has an entertainment license on the ELUC agenda because Motel 6 was not listed under the Hotel/Motel Tax. Welch said he was not aware of any Motel 6. McGrath agreed to look into this.

Motion carried.

AUDITOR

Purchases Not Following Purchasing Policy

Fabri distributed the list of purchases not following Purchasing Policy for information only. Most items were purchases over \$1,000 when the department did not obtain a purchase order first. Two of the items are travel vouchers for travel that was more than 60 days past.

Monthly Reports

MOTION by Jones to receive and place on file the Auditor's October 2007 and November 2007 monthly reports; seconded by Tapley.

Weibel asked if the Head Start item on the purchases not following Purchasing Policy list was reported to the Regional Planning Commission. Fabri said it was just reported here. He did not know if RPC was aware of it. Weibel suggested Fabri send a memorandum to the RPC Board with this information. Tapley noted the Justice & Social Services Committee's oversight of Head Start is minimal, but the federal review process made it clear that the County Board does have oversight influence. Given that case, he thought the committee should address this matter because 60 days is too long to accept a travel voucher. He said 30 days is enough time to allow employees to submit them. Jones requested this matter be placed on the Policy, Personnel, & Appointments Committee agenda for January at the last meeting.

Motion carried.

CHAIR'S REPORT

There was no Chair's Report.

NURSING HOME

Closed Session Pursuant to 5 ILCS 120/2(c) 2, to Consider Salary Schedules for One or More Classes of Employees

MOTION by Tapley to enter into closed session pursuant to 5 ILCS 120/2(c)2 to consider salary schedules for one or more classes of employees. He further moved the following individuals remain present: Recording Secretary, Nursing Home Administrator, County Administrators, and County's legal counsel. Motion seconded by Wysocki. **Motion carried with a roll call vote of 8 to 0.** Gross, Jones, McGinty, O'Connor, Richards, Tapley, Weibel, and Wysocki voted in favor of the motion. The committee entered into closed session at 7:44 p.m. The committee resumed open session at 8:02 p.m.

Approval of Recommendation for FY2008 Salary Administration Plan for Non-Bargaining Employees at the Champaign County Nursing Home

MOTION by Tapley to approve the recommendation for FY2008 Salary Administration Plan for Non-Bargaining Employees at the Champaign County Nursing Home as presented by the Nursing Home Administrator and County Administrator's recommendation for Nursing Home Administrator's salary in FY2008; seconded by Jones. **Motion carried.**

OTHER BUSINESS

McGinty thanked Tapley for his service on the Finance Committee as this was his last meeting. He remarked it has been for the good of the County that Tapley kept hammering away at IMRF, Tort Immunity, and fund balances. Tapley has done a lot of good and will be missed. McGinty asked that Jones be considered to replace Tapley as the Finance Vice-Chair. Tapley introduced Alan Nudo, who will be submitted to the County Board as the person to be appointed to fill his term. He commended Nudo as professional and diplomatic, with good business acumen and the ability to read a balance sheet. Tapley said he has enjoyed working with committee and felt he has learned something from all of his colleagues. Tapley had his resignation letter ready for Weibel.

Wysocki inquired about developing a better alternative to the long-standing labor practice of union employees with seniority "bumping" into a position. She had experience with this practice as a teacher in the school system. Wysocki wondered about a training incentive for employees to learn more skills. She realizes you cannot anticipate how time and technology will change a department's needs, but she felt the County owes it to its employees to encourage them to upgrade their skills instead of doing the same thing year in and year out. This could be an issue to bring up at the next contract negotiation session. Wysocki wanted to try to avoid the disruption caused by bumping.

DESIGNATION OF ITEMS TO BE PLACED ON COUNTY BOARD CONSENT AGENDA

McGinty designated all budget amendments & transfers and agenda items VIII D and XII B for the consent agenda.

ADJOURNMENT

Meeting adjourned at 8:25 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.