

CHAMPAIGN COUNTY BOARD  
**COMMITTEE MINUTES**

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**FINANCE COMMITTEE**

**Thursday, January 10, 2008**

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

7:00 p.m.

**MEMBERS PRESENT:** Jones, McGinty (Chair), Nudo, O'Connor, Richards, Weibel, Wysocki

**MEMBERS ABSENT:** Doenitz, Gross

**OTHERS PRESENT:** Kat Bork (Recording Secretary), Deb Busey (County Administrator of Finance & HR Management), Tony Fabri (Auditor), Susan McGrath (Senior Assistant State's Attorney), Mark Shelden (County Clerk), Dan Welch (Treasurer), Wanda Burnett (Mental Health Center), Shelia Ferguson (Mental Health Center)

**CALL TO ORDER**

McGinty called the meeting to order at 7:02 p.m.

**ROLL CALL**

The Recording Secretary called the roll. Jones, McGinty, Nudo, O'Connor, 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 Weibel to approve the agenda and addendum; seconded by O'Connor.

McGinty requested to move item VII C to after public participation. The committee concurred.

**Motion carried.**

**APPROVAL OF MINUTES**

**MOTION** by Wysocki to approve the Finance Committee regular session minutes of December 6, 2007; seconded by O'Connor. **Motion carried.**

**PUBLIC PARTICIPATION**

There was no public participation.

**BUDGET AMENDMENTS/TRANSFERS**

**Budget Amendment #07-00121**

**MOTION** by Wysocki to recommend to the County Board approval of Budget Amendment #07-00121 from Fund 076 Tort Immunity Tax Fund – Department 075 General County for increased appropriations of

\$13,786 for the Workers' Compensation Insurance line with no increased revenue; seconded by Weibel.  
**Motion carried.**

Budget Transfer #07-00030

**MOTION** by O'Connor to recommend to the County Board approval of Budget Transfer #07-00030 from Fund 076 Tort Immunity Tax Fund – Department 075 General County for transfers of \$350 to the Workers' Compensation Insurance line from the Audit & Accounting Fees line, \$617 to the Workers' Compensation Insurance line from the Professional Services line, and \$2,888 to the Workers' Compensation Insurance line from the Insurance line; seconded by Wysocki.

Nudo asked if the transfer was a result of the workers' compensation insurance rates going up. Busey said this was a result of the rates being higher than what the County budgeted for in the past year. Nudo said he had done a great deal of bidding on insurance and workers' compensation is one of the softest areas right now and should continue so for the next year. It might behoove them to sit down with whoever the County uses for insurance. Busey explained the County just changed insurance providers in December and is seeing a more aggressive operational approach. Nudo noted insurance rates have tumbled between 15% and 20%. McGinty asked if the County revisited the insurance annually. Busey said yes.

**Motion carried.**

Budget Amendment #08-00008, Budget Amendment #08-00009, Budget Amendment #08-00013, and Budget Amendment #08-00016

**MOTION** by Wysocki to recommend to the County Board approval of Budget Amendment #08-00008 from Fund 105 Capital Equipment – Department 059 Facilities Planning, Fund 105 Capital Equipment – Department 077 Zoning and Enforcement, Fund 105 Capital Equipment – Department 016 Administrative Services, and Fund 105 Capital Equipment – Department 071 Public Properties for increased appropriations of \$3,808 for the Correctional Center Construction/Improvement line, \$5,162 for the Zoning and Enforcement Equipment Less Than \$1,000 line, \$1,700 for the Administrative Services Equipment Less Than \$1,000 line, and \$22,314 for the Automobiles, Vehicles line with no increased revenue; Budget Amendment #08-00009 from Fund 304 Highway Facility Construction Fund – Department 010 County Board for increased appropriations of \$3,626 to the Highway Facility Construction/Improvement line with no increased revenue; Budget Amendment #08-00013 from Fund 304 Highway Facility Construction Fund – Department 010 County Board for increased appropriations of \$12,436 for the Landscaping, Land Improvements line with no increased revenue; and Budget Amendment #08-00016 from Fund 080 General Corporate – Department 071 Public Properties for increased appropriations of \$15,516 for the Brookens Building Construction/Improvement line no increased revenue. Motion seconded by Jones. **Motion carried.**

Budget Amendment #08-00010

**MOTION** by Weibel to recommend to the County Board approval of Budget Amendment #08-00010 from Fund 105 Capital Equipment Replacement Fund – Department 071 Public Properties for increased appropriations of \$9,000 for the Furnishings, Office Equipment line with no increased revenue; seconded by Richards. **Motion carried.**

Budget Amendment #08-00014

**MOTION** by O'Connor to recommend to the County Board approval of Budget Amendment #08-00014 from Fund 080 General Corporate Fund – Department 040 Sheriff for increased appropriations of \$4,200 for the Police Equipment line with increased revenue of \$4,200 from the Gifts and Donations; seconded by Richards. **Motion carried.**

**ADDENDUM**

Budget Amendment #08-00017

**MOTION** by O'Connor to recommend to the County Board approval of Budget Amendment #08-00017 from Fund 080 General Corporate Fund – Department 042 Coroner for increased appropriations of \$1,565 for the Medical/Health Equipment line with no increased revenue; seconded by Jones.

Wysocki asked what kind of equipment would be purchased. Busey did not have that information and the Coroner was not present. Richards asked for information on the grant that was referred to in the budget amendment. Busey looked in the FY2008 Final Budget Book and explained the Coroner budgeted for an Illinois Department of Public Health General Revenue Grant for \$2,000 in the revenue line, but actual grant revenue came in at \$1,565. The Coroner did not talk to Busey about this amendment, so it is unknown what type of equipment the amendment refers to. The revenue and expenditure for the grant is budgeted in the FY2008 budget, so Busey requested a deferment so she could find out more information to answer the committee's questions.

**MOTION** by Jones to defer Budget Amendment #08-00017; seconded by Weibel. **Motion carried.**

Budget Transfer #08-00001 and Budget Transfer #08-00002

**MOTION** by Wysocki to recommend to the County Board approval of Budget Transfer #08-00001 from Fund 080 General Corporate Fund – Department 016 Administrative Services, Fund 080 General Corporate Fund – Department 020 Auditor, Fund 080 General Corporate Fund – Department 021 Board of Review, Fund 080 General Corporate Fund – Department 022 County Clerk, Fund 080 General Corporate Fund – Department 023 Recorder, Fund 080 General Corporate Fund – Department 025 Supervisor of Assessments, Fund 080 General Corporate Fund – Department 026 Treasurer, Fund 080 General Corporate Fund – Department 030 Circuit Clerk, Fund 080 General Corporate Fund – Department 040 Sheriff for transfers of \$52 to the Auditor Telephone Service line from the Administrative Services Telephone Service line, \$42 to the Board of Review Telephone Service line from the Administrative Services Telephone Service line, \$184 to the County Clerk Telephone Service line from the Administrative Services Telephone Service line, \$57 to the Recorder Telephone Service line from the Administrative Services Telephone Service line, \$67 to the Supervisor of Assessments Telephone Service line from the Administrative Services Telephone Service line, \$57 to the Treasurer Telephone Service line from the Administrative Services Telephone Service line, \$389 to the Circuit Clerk Telephone Service line from the Administrative Services Telephone Service line, and \$335 to the Sheriff Telephone Service line from the Administrative Services Telephone Service line; Budget Transfer #08-00002 from Fund 080 General Corporate Fund – Department 016 Administrative Services, Fund 080 General Corporate Fund – Department 041 State's Attorney, Fund 080 General Corporate Fund – Department 042 Coroner, Fund 080 General Corporate Fund – Department 043 Emergency Management Agency, Fund 080 General Corporate Fund – Department 051 Juvenile Detention Center, Fund 080 General Corporate Fund – Department 052 Court Services-Probation, Fund 080 General Corporate Fund – Department 071 Physical Plant, Fund 080 General Corporate Fund – Department 130 Circuit Clerk Support Enforcement, and Fund 080 General Corporate Fund – Department 140 Correctional Center for transfers of \$438 to the State's Attorney Telephone Service line from the Administrative Services Telephone Service line, \$70 to the Coroner Telephone Service line from the Administrative Services Telephone Service line, \$107 to the Emergency

Management Agency Telephone Service line from the Administrative Services Telephone Service line, \$128 to the Juvenile Detention Center Telephone Service line from the Administrative Services Telephone Service line, \$155 to the Court Services-Probation Telephone Service line from the Administrative Services Telephone Service line, \$79 to the Physical Plant Telephone Service line from the Administrative Services Telephone Service line, \$15 Circuit Clerk Support Enforcement Telephone Service line from the Administrative Services Telephone Service line, and \$292 to the Correctional Center Telephone Service line from the Administrative Services Telephone Service line. Motion seconded by Weibel. **Motion carried.**

### **COUNTY ADMINISTRATOR**

#### **General Corporate Fund FY2007 Revenue/Expenditure Projection Report**

Busey distributed her reports to the committee. These were the final projections for the FY2007 revenue and expenditures. Busey compared the 2006 and 2007 fiscal years on revenue and expenditures. She reported the County only ended up receiving 8 months of state reimbursement in FY2007. The State of Illinois owes the County \$403,344. The total revenue received was right at 99% of the total budget, which is \$31,012,863. Weibel asked why the inheritance tax revenue went down. Busey explained the inheritance tax revenue is completely dependent on who dies during the year, while the revenue stream is budgeted on a 6 to 8 year average. Inheritance tax is very unpredictable. Wysocki asked if the state reimbursement is expected to be received though we are now in a new fiscal year. Busey said there is a chance the State may catch up on its payments, all of which are Court Services and Juvenile Detention Center staff salary reimbursements. The State is not on the same fiscal year as the County. Busey is hopeful the money will be received, but it remains to be seen. There is nothing that indicates the State does not plan to catch up on the payments.

The expenditures came in at 95.41% of the total budget, which is \$30,707,379. The fact that the expenditures look slightly flat is entirely attributable to the transfer that occurred in FY2006 of the \$1.2 million to the Nursing Home and the \$758,000 to the Tort Immunity Fund. The County did not spend less; they just did not have those additional transfers. Weibel asked if the All Other Services line could be split out. Busey explained that line incorporates about 65 different services for the County. The Gas and Electric Service lines are large and have been of particular interest to this committee in the past, which is why Busey separates them out on her projection sheets. Busey offered to track any other specific service line if a committee member had interest in having one tracked independently.

On the summary page, Busey presented her projections for the final FY2007 budget. This indicates a \$305,000 revenue positive year. However, Busey stated she preferred the bottom box be used because it takes into consideration the over \$400,000 the County did not receive from the State and the fact that the FY2008 budget has to be increased by \$770,899 in expenditures. This reflects the ILEAS revenue that was received but not spent in FY2007. It will be spent in FY2008. The actual revenue to expenditure difference in FY2007 is negative \$33,569. This is close to balanced for a \$31 million budget.

#### **General Corporate Fund Budget Change Report**

This report shows every budget change approved by the County Board throughout the fiscal year. The County Board added 7.5% in expenditures and 4.5% in revenue to the FY2007 budget.

There is no longer a separate report for the Nursing Home, but Busey announced the Nursing Home ended FY2007 with a \$237,785 loss. This total does not include the outstanding loans from the General Corporate Fund that the Nursing Home has not repaid. This is fairly positive considering a year ago the Nursing Home ended with a loss in excess of \$2.1 million. This is consistent with the financial picture Andrew Buffenbarger has been presenting to the County Board.

Approval of Issuance of Industrial Revenue Bonds on Behalf of Mental Health Center of Champaign County, Inc.

Busey invited Wanda Burnett and Shelia Ferguson from the Mental Health Center to describe the project, which is a request from the Mental Health Center for approval of the issuance of industrial revenue bonds. Ferguson introduced herself as the CEO and Burnett as the CFO of the Mental Health Center. They are currently in a bond pool and are requesting the County assist them by issuing the industrial revenue bonds on their behalf. The Mental Health Center has been in the community for over 50 years and they are moving from grants to fees for services, so they are looking to protect their long-term viability by looking at many different ways of saving money. Ferguson stated the approval to issue these bonds was being requested in order to cover the cost of the bonds the Mental Health Center is currently in and reduce their risk because it is a bond pool. She reported the Mental Health Center serves about 4,500 clients, of whom only about 5% have insurance of any kind. She offered to take any questions.

Wysocki inquired if the County Board did something like this for another social agency. Busey answered the County Board issued industrial revenue bonds for Countryside School. The Mental Health Center has provided information on each of the criteria for issuing these types of bonds as prescribed in the County Board's rules. Weibel asked about the required public hearing. Busey said it has been scheduled for January 24, 2008 at 6:30 p.m. and the notice was in last night's *News-Gazette*. Weibel said the County Board required a quorum at the public hearing so he reminded the County Board members to arrive early. He would send out a reminder to the rest of the County Board.

**MOTION** by O'Connor to approve the issuance of Industrial Revenue Bonds on Behalf of Mental Health Center of Champaign County, Inc; seconded by Weibel. **Motion carried.**

Resolution to Allow Service Credit for Military Service Prior to IMRF Participation

Busey provided the financial impact of this resolution if the County Board approves it. The County already approved a resolution allowing employees with military service to receive credit for up to 2 years of service with IMRF for their military service prior to their participation in IMRF. Senate Bill 647 was signed into law last year which increases this IMRF allowance from 2 to 4 years. If the County Board were to approve the resolution and increase the allowance up to 4 years, there would be no expenditure for this fiscal year. However, employees were polled and Busey knows of at least 14 eligible employees who are interested. IMRF provides methodology with which you can calculate your potential liability. Based on the 14 individuals, their ages, likely retirement dates, years of service, and salaries; this extra 2 years is estimated to cost the County \$362,624. This would be amortized over a 22 year period by IMRF.

Jones thought the individuals would already receive a pension from their military service. Weibel said a pension depends on the length of service; 4 years will not get someone a military pension. Jones asked if this resolution was intended to give pensions to those not covered by military pensions. Weibel said no, it allows those who served in the military to buy IMRF credit. McGrath said the legislative history that went with this bill indicated the intent was because a lot of the employees who served in the military during the last 4 years would not be eligible for pensions because they were in the National Guard instead of the regular military. The purpose of this bill seems to be to make sure those serving in the military would not lose the IMRF credit they would have accumulated through their employment because they were serving in the National Guard and had to go overseas for 4 years. Busey said all of these employees have the ability under the County's current policy to buy 2 years of service. All of the 14 employees who Busey was made aware of as being interested in the additional credit are SLEP employees, which is the richer pension plan. SLEP employees can retire at age 50; if they have worked for 30 years they retire with a pension of 80% of the average salary of their last 4 years worked. This is more than the regular IMRF pension.

Nudo said the resolution reads in a way that states a former employee who does not return to County employment could purchase the 4 years. He asked what benefit it would be to the County if the employee did not return, yet receives the benefit of the pension. McGrath said that would apply to those individuals who could not return due to medical reasons. Nudo said the resolution does not say that even if it is intended that way. McGrath agreed. Wysocki asked if this extension only applied to those involved in service in Iraq. Busey said she did not read it that way because it can apply to anyone who has military service. The military service can take place well before an individual is ever employed by the County. Wysocki said then it is not a failsafe for those currently fighting overseas. McGrath said Busey was correct that the legislation does not restrict itself to service in the Iraq War, though McGrath said that is why the legislature passed it. Nudo asked if the County Board could alter parts of the resolution. Busey said the resolution came directly from IMRF and this is the resolution the County Board would have to approve if they approve it. McGinty wanted confirmation that County employees can already buy 2 years credit in IMRF because of military service. Busey said the 14 affected employees already have the ability to buy 2 years. McGinty said he was sensitive to employees' ability to buy back thanks to their military service, but he cannot support this resolution.

Jones asked how much longer the County will be paying off the Early Retirement Incentive. Busey believed the ERI will be paid off in 5 more years. Wysocki asked if it was possible to postpone this for another month and speak to someone from IMRF about this. Busey asked if Wysocki wanted an IMRF representative to attend the meeting to answer specific questions. Wysocki wondered what is behind this incentive when most people have some guarantees or protections already. She did not understand what is driving this resolution and asked if the purpose of this legislation was to be nice to the veterans. Busey said she thinks the legislation was passed because it was lobbied for and because these individuals took years out of their working career years to dedicate to military service. McGrath added the intent of the legislation does not matter, the legislation is self-explanatory and the County Board is statutorily restricted to passing only the resolution that is before the committee this evening. Busey remarked the County Board could extend the service credit at any time. Once it is approved, there is no telling how many individuals will take advantage of it over time and how much it will ultimately cost the County.

**MOTION** by Jones to approve the Resolution to Allow Service Credit for Military Service Prior to IMRF Participation; seconded by Richards. A voice vote was unclear, so McGinty ordered a vote with a show of hands. **Motion failed with a vote of 2 to 5.** O'Connor and Richards voted in favor of the motion. Jones, McGinty, Nudo, Weibel, and Wysocki voted against the motion.

#### Recommendation Regarding EMA Director & IT Director Position Classifications

Busey presented the recommendation regarding the EMA Director. This began when the EMA Director requested his position be re-evaluated during his annual performance appraisal. The Justice & Social Services Committee submitted the position to the Job Content Evaluation Committee, who then sent a recommendation to the Policy, Personnel, & Appointments Committee, who forwarded the recommendation onto the Finance Committee. The recommendation is to reclassify the EMA Director position to Grade Range K, with the incumbent to receive a 10% promotional increase. By policy, a promotional increase would go into effect the first day of the next fiscal year; however, Busey recommended the increase go into effect this fiscal year because the request began in the last fiscal year with the intent to have it take place in time for FY2008. The increase would go into effect during the pay period when the County Board approves it.

The IT Director is a new position and the recommendation from the Job Content Evaluation Committee that was approved by the Policy, Personnel, & Appointments Committee is for the position to be classified in Grade Range L with a market adjustment to Grade Range M. Busey said all of the IT positions in Champaign County receive a market adjustment to the grade range above because of the market demand and the competitiveness of salaries. This salary is consistent with what the County Board budgeted for this position in this fiscal year. It was anticipated the County would need to spend at least \$80,000 for the position. Maximus

told the County Board it may need to spend \$110,000 to find a candidate for the IT Director position. Grade Range M is the top salary range in the County and \$80,000 is the midpoint of the salary range. If the County Administrators are unable to fill the position at that dollar amount, they will be coming back to the Finance Committee.

Nudo inquired about the state of IT in the County. McGinty recommended that Nudo read the Maximus IT Assessment Report. He explained the County is getting their feet wet by taking some of Maximus's suggestions and adjusting them into what the County can handle. Maximus's total recommendations would require an enormous expenditure and numerous additional IT staff, which the County cannot afford or handle all at once. The County is looking to add some key positions to add direction. McGinty spoke about his experience in speaking with IT professionals in the area and they informed him that to obtain a high-level IT person with both the technical and management experience the County wants will cost more than \$80,000.

Nudo asked, referring to the EMA Director's job description, if the EMA Director provided assistance to child care centers in developing emergency plans. Busey said it was a good question and Bill Keller would be able to answer it. Nudo felt child care centers would be important because they are a vulnerable group.

Wysocki asked for confirmation that the IT Director would be hired this year and that the plan included hiring another positions. Busey confirmed it is anticipated the IT Director position will be filled in March. Part of the IT Director's duties will be to assess the skills of the current IT staff to determine what the County needs in terms of IT jobs. The County also is budgeted to hire an additional position of a helpdesk person in the second half of the year. This person will be hired with the IT Director's agreement and there is also some money budgeted for better helpdesk software. McGinty said the IT Director is being selected by the Technology Oversight Committee, which has representation from many departments on it, as well as Michael Richards as the County Board representative. Busey said basically every elected or appointed official sits on the Technology Oversight Committee at some point in time.

**MOTION** by Wysocki to approve the reclassification of EMA Director assigned to Grade Range K, with the incumbent to receive a 10% promotional increase effective on the first day of the pay period in which the County Board approves the reclassification and the classification of the IT Director assigned to Grade Range L with market adjustment for salary to Grade Range M; seconded by Weibel. **Motion carried.**

#### Budget Amendment #08-00015

Busey said this budget amendment is required for the EMA Director's salary increase.

**MOTION** by Wysocki to recommend to the County Board approval of Budget Amendment #08-00015 from Fund 080 General Corporate Fund – Department 043 Emergency Management Agency for increased appropriations of \$4,589 for the Appointed Official Salary line with no increased revenue; seconded by Weibel. **Motion carried.**

#### TREASURER Monthly Report

Welch distributed both his monthly report and his annual report. Welch went through each of his reports for the benefit of Nudo as a new committee member. He also provided an alphabetical listing of the funds because his monthly report is ordered by fund numbers and this makes a particular fund easier to find. Only one fund, Tort Immunity to the tune of \$152,000, was negative at the end of December. In the portfolios management summaries, Welch breaks the \$41 million into categories and showed what rates he is getting on CDs. The rates are continuing to soften from where they were a year ago in December. The state shared revenue was listed, as was a Public Safety Sales Tax report. The County ended 2.49% over last year's Public

Safety Sales Tax collections. All the interfund loans have been repaid, except for the outstanding \$741,000 loans to the Nursing Home from the General Corporate Fund. Welch's office has collected over \$2 million in advance payments on real estate taxes.

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

Wysocki asked if the decreasing value of houses will eventually affect property value the County is able to tax. Welch said it was a great question and explained the County's assessed value continues to increase. The County is always 1 year behind in real estate collections. Busey explained in her 5-year projections, she does not project the property assessments to continue to grow the way they have the last 3-4 years. She does not expect the EAV to continue increasing in the 6%-10% range. Richards asked if Welch has seen a dip in revenues with the possible recession. Welch said the way the revenue goes up and down is unpredictable; he does report this information to the committee. He understands the question, but he has not seen it in the numbers. Busey added the sales taxes have historically not declined. In a recession, the sales tax revenue becomes flat.

**Motion carried.**

#### Annual Report

Welch's annual report showed each fund on a 4-year average. He also compares interest earnings from one year to the next. Interest earnings are the third highest during the period. The County made more on Treasurer's funds than it ever has before at \$1.94 million. Welch provided a graph of long-term interest earnings. This report includes the ninth year of collections on the Public Safety Sales Tax. During this time \$31.5 million has been collected through this tax.

**MOTION** by Jones to receive and place on file the Treasurer's 2007 Annual Report; seconded by O'Connor. **Motion carried.**

#### Resolution Designating Depositories for Funds

Welch stated this resolution to designate the depositories for funds is done every year. One institute was deleted from the previous year's list and 3 were added. The deletion was Main Street Bank, which became a part of Busey Bank.

**MOTION** by Weibel to approve the Resolution Designating Depositories for Funds; seconded by Wysocki.

Weibel asked if Welch tries to put money in all the banks to be nice. Welch replied he is the County Treasurer, not a City Treasurer. There are banks not on the list because they do not collect taxes for us. Welch is looking to diversify because Main Street and Busey Bank merged and he does not want to have most of the County's money in one place. An RFP has been issued to banks.

**Motion carried.**

#### AUDITOR

##### Purchases Not Following Purchasing Policy

Fabri distributed the list of purchases not following Purchasing Policy for information only and informed the committee it was a doozy. Most of the list was 2007 expenditures paid in 2008, 3 were purchases

over \$1,000 with no purchase order, and 1 was an overdraw line. Weibel asked what the Nursing Home employee Christmas shirts that cost \$2,046.40 looked like. Fabri said the short were long-sleeved.

**ADDENDUM**  
**Monthly Report**

**MOTION** by O'Connor to receive and place on file the Auditor's December 2007 monthly report; seconded by Richards. **Motion carried.**

McGinty said the Policy, Personnel, & Appointments Committee approved a revised Travel Policy at last night's meeting that changed the number of days an employee can submit a travel voucher. If an employee submits a travel voucher 60 days past the last day of travel, then he or she will receive no reimbursement. The department heads and particularly Cameron Moore, RPC Executive Director, were informed of this change. Fabri noted the Policy, Personnel, & Appointments Committee also approved revisions to the Purchasing Policy that raised the threshold requiring a purchase order and this will prevent purchases just over \$1,000 from appearing on the list.

**CHAIR'S REPORT**

There was no Chair's Report.

**OTHER BUSINESS**

Busey reported the Policy, Personnel, & Appointments Committee approved a recommendation to increase the Election Judge pay by \$10. This item was not received in enough time to be included on the Finance Committee addendum. This action will require a budget transfer to increase the County Clerk's budget. This transfer will come to the Finance Committee next month. Shelden apologized for not arranging to have this item on the agenda and said Champaign County has the lowest paid Election Judges in the area. He had hoped to receive \$20 more from the State of Illinois for the Election Judges' pay. Unfortunately the State passed the pay increase but then did not fund it. Shelden hoped the Finance Committee could support this item. He felt the increase was well deserved by the Election Judges. McGinty reported that the Policy, Personnel, & Appointments Committee unanimously approved paying the Elections Judges \$10 more. Wysocki asked if we were increasing the pay for trained judge only. Shelden thought the increase was for trained judges, but he was not certain. McGinty said the Policy, Personnel, & Appointments Committee did not specify the increase was for trained judges only and the increase was meant for all judges, a point that was confirmed by Busey and Bork. A straw poll indicated the Finance Committee supported increasing the Election Judges' pay.

Shelden distributed a document about election costs. He stated his office design their own ballots, while some counties buy theirs and ended up not getting the ballots. The Champaign County Clerk's Office has held early voting for 2 weeks. He showed how his office is saving \$83,000 by having the ballots designed in-house. He contributed this to the office's database and the Technology Specialist, Jed Willard. The County's election costs have basically been flat by saving money on some election costs and spending more in service contracts for equipment. McGinty asked about the possibility of running out of ballots. Shelden said his office projects voter turnout and prints so many ballots, but they are able to print ballots on the fly when necessary. His office has implemented that each voter application is numbered and if a polling place reach a certain number, the Election Judges can call the County Clerk's Office for more ballots. This election is extremely difficult to project.

Busey provided an update on the collective bargaining bumping situation. The Highway Secretary position was eliminated. The person who held that position chose to bump the Secretary in the Auditor's Office. This meant the former Highway Secretary effectively received a promotion by moving into a higher

classification. The Secretary in the Auditor's Office bumped an Account Clerk in the Treasurer's Office. The Account Clerk in the Treasurer's Office was having some difficulty because she wanted to bump into the same classification or a higher classification and was not able to do so because of her level of seniority. An employee in the Recorder's Office who is in the same classification as the Account Clerk requested the opportunity to post for a vacant position in the Supervisor of Assessments' Office, which is currently 2 grades below her current classification. The Supervisor of Assessments had intended to come to the committee with the request that the Receptionist Clerk position in his office be upgraded to Clerk because all of his Clerks basically do the same work and should be classified as such. The Supervisor of Assessments had not gotten around to doing this. The employee in the Recorder's Office is willing to move to the Supervisor of Assessments' Office and take a pay cut. Busey is hopeful the Finance Committee would support putting a reclassification of the Clerk Receptionist position on the County Board agenda this month to a grade above where it is currently classified. This will still mean a pay cut for the employee moving from the Recorder's Office, but then the former Account Clerk come move to the Recorder's Office in a lateral move. This would also stop the bumping. Busey requested to put a resolution reclassifying the Clerk Receptionist position to a Clerk position on the County Board agenda in January. The committee reached a consensus during discussion to support a request to reclassify a Clerk Receptionist position in the Supervisor of Assessments' Office that will be presented at the County Board meeting.

Wysocki asked where the County was in the search for a Human Resources Generalist. Busey said they are advertising for both the HR Generalist position and the IT Director position. They are accepting resumes for both positions. The closing date for the HR Generalist position is January 17, 2008. The closing date for the IT Director position is January 23, 2008. Sheldon suggested the County should look for good people to steal from other companies or agencies, instead of simply accepting applications.

#### **APPROVAL OF CLOSED SESSION MINUTES**

**MOTION** by Wysocki to approve the Finance Committee closed session minutes of December 6, 2007 7:22 p.m. and December 6, 2007 7:44 p.m.; seconded by Weibel. **Motion carried.**

#### **DESIGNATION OF ITEMS TO BE PLACED ON COUNTY BOARD CONSENT AGENDA**

McGinty designated agenda items VI A-H & J-K, VII C, E, & F for the consent agenda.

#### **ADJOURNMENT**

Meeting adjourned at 8:17 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.*