

CHAMPAIGN COUNTY BOARD
COMMITTEE MINUTES

FINANCE COMMITTEE

Thursday, March 13, 2008

**Meeting Room 2, Brookens Administrative Center
1776 E. Washington St., Urbana**

7:00 p.m.

MEMBERS PRESENT: Doenitz, Jones, Nudo, O'Connor, Richards, Weibel, Wysocki

MEMBERS ABSENT: Gross, McGinty

OTHERS PRESENT: Kat Bork (Recording Secretary), Andrew Buffenbarger (Nursing Home Administrator), Deb Busey (County Administrator of Finance & HR Management), Tony Fabri (Auditor), Roger Holland (Court Administrator), Denny Inman (County Administrator of Facilities and Procurement), Sean McLaughlin, Valerie McWilliams

CALL TO ORDER

Jones, as Vice-Chair acting in the capacity as Chair due to the absence of McGinty, called the meeting to order at 7:00 p.m.

ROLL CALL

The Recording Secretary called the roll. Doenitz, Jones, Nudo, O'Connor, Richards, Weibel, and Wysocki were present at the time of roll call. McGinty and Gross had notified the committee they would be unable to attend the meeting. Jones declared a quorum and proceeded with the meeting.

APPROVAL OF AGENDA/ADDENDUM

MOTION by Weibel to approve the agenda and addendum; seconded by Wysocki.

Weibel requested agenda item VIII B and the addendum item XII about the summer program be moved to the front of the agenda because people were present to make presentations about these items.

Motion carried.

APPROVAL OF MINUTES

MOTION by Wysocki to approve the Finance Committee regular session minutes of February 7, 2008; seconded by Weibel. **Motion carried.**

PUBLIC PARTICIPATION

Weibel announced Naomi Jakobsson is holding a budget hearing meeting on Tuesday, March 18, 2008 at 6:00 at Parkland College. Richards will attend the meeting.

COUNTY ADMINISTRATOR

General Corporate Fund FY2008 Revenue/Expenditure Projection Report

Busey distributed her reports to the committee. The revenue/expenditure report represented the first quarter of expenditures, but not necessarily revenue, because sometimes the County is a month behind in posting revenue. Busey reported the Hotel/Motel Tax revenue is at zero dollars because the one motel the County could tax closed and there is no way of knowing when it might reopen. The motel in question was the Motel 6 on Cunningham. The next substantially negative number is the Non-Business Licenses & Permits line at \$470,000. This is due to the slow down in real estate transactions and recording fees. Weibel thought fewer higher end houses are moving and that means less revenue in this line. Busey said the flip side is that the not as many Purchase Document Stamps will be needed, so the loss of revenue will be somewhat offset by this loss of expenditure. Busey reported the 1% Sales Tax is the most unpredictable sales tax she has ever seen. It was up 19% in the first part of the year. Comparing it to the last seven years, Busey projected it to come in at 109% this year. The ¼% Sales Tax tracked positively in November and December, the January figure was completely flat. It is now being projected at 2% over last year and this is \$100,000 less than was budgeted.

Weibel for an explanation of the difference between the 1% and ¼% Sales Taxes and if they taxed different things. Busey said the 1% Sales Tax is collected on everything, but it is only collect in the unincorporated areas of the County. It has been very difficult to determine all the businesses that are paying that tax. The ¼% Sales Tax taxes every business in Champaign County

Busey reported the Use Tax revenue is down. The Inheritance Tax revenue is projected based on a ten-year average. Busey informed the Finance Committee back in FY2007 that the State of Illinois did not make it payments for its portion of the Court Services and Juvenile Dentition Center staff salaries. The County has been missing over \$400,000 from the FY2007 State Reimbursement and Salary Reimbursement lines. To date in FY2008, the County has only received the payment for August from the State. Busey is skeptical about whether the State will pay the County the money it is owed. The County has asked and the State has not provided any statement that they do not intend to pay, but the slowness with which the State is making the payments is making Busey think the County will not see the full year's revenue from State Reimbursement and Salary Reimbursement. There is about \$200,000 less than what is budgeted. The Income Tax has slowed down over the last two months and Busey is projecting 1½% growth over last year in that line. The General Government (which is all of the fees) is not tracking as budgeted, but this could catch up later in the year. Fines from the Justice System are tracking ahead. Interest earnings are up primary because the interest rate is up. The total revenue is projected to bring in 98% of what is budgeted. This is a \$548,625 shortfall.

On the expenditure side, Busey stated the County looks to spend \$272,584 less than what is budgeted in the Regular Salaries & Wages line. This is consistent with the average monthly listing of vacant positions. The savings in SLEP Salaries will be offset be the additional costs of SLEP Overtime. Postage looks to spend \$90,437 less. Busey said the most important aspect about the expenditures side is the utilities. She projected the County is about \$400,000 under-budgeted for Gas Service and Electric Service. It has been a more severe winter and gas prices are up. Busey thought the budget had been increased to a level that covered this year, but there is a \$130,000 difference between the FY2007 actual expenditure and the FY2008 budget. Total expenditures look to spend 99.9% of the budget, which is high. The County looks to only under-spend the budget by about \$45,000.

The bottom line is there is an \$180,000 deficit budget according to the budgeted figures. According to the projected figures, the County will have a \$682,684 deficit budget in FY2008. Busey warned it is early in the fiscal year, but she thought some of the indicators will carry through the year and the Finance Committee needs to be aware of it so they can prepare for it. In light of this, Busey prepared historical graphs about the General Corporate Fund revenue, ending fund balances, and the percentages of the fund balances. 65% of the General

Corporate Fund's revenue comes from four sources: property tax, the ¼% Sales Tax, income tax, and fees. The most volatile revenue stream is income tax and the most reliable is property tax. Jones said the income tax revenue dropped after 9/11 because the country went into a recession and that should happen again. Also the Federal Reserve lowered interest rates and triggered a housing boom thereby increasing the County's property tax revenue. Such a boom will not happen again. Busey agreed it will even out and certainly will not grow again the way it has over the last few years. Jones said the committee needs to realize that the property tax growth bailed out the County last time and that will definitely not happen again. Busey agreed. She stated the history of the ending fund balances shows the fund balances in 1994 and 2008 are the almost at the same ending balance, but the budget has grown since 1994 by almost \$11 million and the percentage of the fund balance has dropped. In 1995 the General Corporate Fund had better than a 16% fund balance. The General Corporate Fund balance in 2009 is projected at 8%, which is the lowest it has been. The fund balance goal is 12.5% because this is ninety days of operating expenses and the fund can get through the year without having to borrow with a 12% fund balance.

Nudo asked about the capital reserve fund balance. Busey said the Capital Asset Replacement Fund is right at \$1 million. The County has a \$30 million budget in FY2008. The Capital Asset Replacement Fund is primarily funded by the General Corporate Fund and the Public Safety Sales Tax Fund. The Public Safety Sales Tax Fund potentially could have a higher fund balance than the General Corporate Fund at the end of this year. Busey wanted the committee to have this information as perspective as they move forward on issues.

General Corporate Fund Budget Change Report

The report listing the changes to the General Corporate Fund budget was distributed to the committee. Jones asked how critical the budget was in looking at the projected deficit and low General Corporate Fund balance. Busey said the Finance Committee has to give serious consideration to budget amendments for the rest of this fiscal year. Amendments to the budget should only be absolute emergencies because the General Corporate Fund is not in a position to spend money on nonessential initiatives. She hopes to talk next month about ideas to communicate to department heads to help balance the budget back, such as not filling staff vacancies for as long as possible. The committee will have to plan for FY2009 and how it will be balanced.

Nudo asked about the Nursing Home situation. Busey said that will be discussed later, but it is a discussion that will have to occur. There is no ability for the General Corporate Fund to absorb more deficits from the Nursing Home. Jones requested the information on the state of the General Corporate Fund budget with the projected deficit be presented to the full County Board this month. The rest of the committee strongly agreed. Nudo felt it was important to talk to department heads. Busey said the department heads are aware of it. Nudo asked if they are taking any action. Busey said no, but they are aware via discussions.

Sheriff's Office Staffing Recommendation

Busey presented a request from the Sheriff's Office for a staffing change that is actually a job title change. The Sheriff has requested the elimination of a Captain-Corrections and the addition of a Jail Administrator position. Because the Jail Administrator is a not a SLEP position, the County will save 10% in salary for retirement. The Jail Administrator position would be placed in Grade Range L.

MOTION by Weibel to approve the elimination of the Captain-Corrections position and the addition of the Jail Administrator position, classified in Grade Range L, in the Sheriff's Office Correctional Center staffing budget; seconded by Wysocki.

Doenitz asked how much the County would save in salary. Busey clarified the savings are not in the salary, but in the not having to pay SLEP benefits. The salary is about the same. Wysocki asked if the Sheriff

hired a civilian. Busey said yes and the person was a former Jail Administrator in Cook County. The Sheriff wanted to make it clear that he would like to keep the ability to reinstate the Captain position if he has an in-house candidate when the Jail Administrator position next becomes vacant. O'Connor asked if Captain Young was considering retirement. Busey stated Captain Young retired last November.

Motion carried.

ADDENDUM

Resolution Authorizing Loans from the Capital Asset Replacement Fund and Working Cash Fund to the Nursing Home Fund

MOTION by Weibel to approve the Resolution Authorizing Loans from the Capital Asset Replacement Fund and Working Cash Fund to the Nursing Home Fund; seconded by O'Connor.

Busey explained this request would make the funds associated with the property taxes collected May through September this year available to the Nursing Home. Buffenbarger and Busey were initially going to present this as tax anticipation warrants. Kurt Frolic, the County's bond counsel, highly recommended the money be loaned from within the County if funds were available because there was less cost associated with a loan than with tax anticipation warrants through local banks. Unlike other loans the County Board has approved for the Nursing Home, this loan is designed to be repaid with the property tax as it is collected. These loans will be repaid within 180 days and the County knows revenue is coming in. The total loan is \$775,000 with \$370,000 from the Working Cash Fund and \$405,000 from the Capital Asset Replacement Fund. Busey stated this loan would not create any undo burden on either fund.

Doenitz asked if the Nursing Home has any other outstanding loans. Busey said the Nursing Home has a \$300,000 outstanding loan from the General Corporate Fund and an \$115,000 outstanding loan for new furnishings. The \$115,000 loan should be repaid from the construction fund. Buffenbarger said there has been a little change since the budget time and he was not optimistic the \$300,000 loan from the General Corporate Fund would be repaid. He and Busey have talked about accessing property tax money now to stem the Nursing Home's losses. Buffenbarger found out in December that the State of Illinois reduced the Nursing Home's Medicaid rate by \$15.80 per patient per day. Medicaid is the Nursing Home's primary income source. Buffenbarger projected the Nursing Home will have a \$588,000 reduction in their budgeted revenue. Normally Medicaid provides a small increase in the rate, so Buffenbarger had budgeted for the same revenue rate as the previous year and instead that rate has been cut. Buffenbarger stated the Nursing Home is in a pretty bad position right now trying to find that \$588,000. The best stop gap they know is to access the property tax money in advance and this will buy them more time to figure out how they are going to adjust Nursing Home operations to absorb that income reduction. Buffenbarger distributed a memo and graphs comparing the Champaign County Nursing Home's income and some of the expenses against for-profit and non-profit facilities in the area. Buffenbarger and his staff have spent a couple of months looking at the Nursing Home's operations trying to determine where changes can be made. The PPD columns are what normalize the size of the nursing homes and Buffenbarger explained how to read the graphs. The Champaign County Nursing Home spends more than the other homes in most categories. Buffenbarger said it is known that the Nursing Home is more expensive to run than a private home because the Home has higher wages, better benefits, and a lot of other things that make it more expensive. In the last year, the Nursing Home has attacked available revenue streams in a way that has the Nursing Home outperforming even Carle Arbors Manor Care. The Nursing Home's revenue was up to \$218 per patient per day in 2007. This is considerably better than the other nursing homes. Buffenbarger said that for a nursing home, the Champaign County Nursing Home is really performing well at chasing down revenue and he does not know how much more revenue they could get. Now they have to review the expenses to find the \$588,000, which they are in the process of doing. Buffenbarger has met with several dozen of his staff, mainly from the Nursing Department to discuss reducing the use of agency nurses. He has

gotten some great ideas from the direct care folks that he will put into place and see what effects that will have. The Nursing Home will run out of money in June and if the staff does not figure out how to fix this situation, Buffenbarger said he would be returning to the Finance Committee again.

Wysocki asked if the nursing issue was the most expensive item on the expenditures list. Buffenbarger said the nursing issue is the one that sticks out the most. The other big issue is the living wage and it always has been at the Nursing Home. The other nursing homes pay \$7/hour for staff that the Champaign County Nursing Home pays over \$9/hour. The departments most effected by the living wage are Dietary, Housekeeping, and Laundry. The Champaign County Nursing Home spends so much more in those areas than other homes do. Weibel asked about the cost of utilities. He thought a new facility would be more efficient. Buffenbarger said that is just how it comes out.

Richards asked if the Medicaid reduction was seen across the board nationally. Buffenbarger said it is part of the intergovernmental transfer program and only relates to Illinois county nursing homes. Everyone lost a different amount. One county nursing home's rate went up slightly. The Champaign County Nursing Home's reduction was more dramatic than the other homes. Jones asked Buffenbarger to elaborate on that reduction and whether nursing homes who employ a management firm also received a reduction in Medicaid. Buffenbarger explained the standalone nursing homes that do not use any consulting firm to monitor their software, income, or the assessments sent to the state tended to lose more Medicaid funding than those homes that used those services. The homes that employ the firm Management Performance Associates lost an average of \$5 per patient per day and Champaign County lost \$15.80 per patient per day. Wysocki asked if there was any clue why the Medicaid reduction occurred. Buffenbarger explained the Illinois Department of Healthcare and Family Services would not give him anything concrete, they would unofficially say that they miscalculated the rate for FY2007 and the Nursing Home was paid too much. Weibel asked if the rates were the same in the last few years. Buffenbarger answered that in FY2007 the Nursing Home's Medicaid rate increased more than it had in the previous years because the federal government required the IHFS recalculate how Medicaid dollars are paid to county nursing homes. When this rate was recalculated, IHFS is unofficially claiming that they miscalculated the first year and now they have the rate correct. This is what IHFS will tell Buffenbarger on the telephone, but they will not tell him that in writing. Nudo asked if it would pay to make a presentation to IHFS in person. Buffenbarger said their association does that routinely through Management Performance Associates. MPA meets with the representative from IHFS every couple of months to review what has happened. Nudo asked if such a meeting has occurred since the rate drop. Buffenbarger said the IHFS representative had not agreed to a meeting since then, though he will talk on the phone.

Doenitz stated an energy audit was needed on the Nursing Home facility. Other committee members concurred. Buffenbarger said the Nursing Home's utility bill in the new facility is about the same as it was in the old facility. Doenitz thought the cost of utilities was one of the things that would improve at the new building. Jones understood that everyone was concerned that the Nursing Home provide best care possible, but with the cost of the living wage on housekeeping and laundry services, he asked if any consideration had been given to outsourcing those areas at a cheaper cost without negatively impacting patient care. Buffenbarger said one can assign the level of service one wishes to have when outsourcing. The Nursing Home would have to actually find out what sort of costs are associated with the level of service the Nursing Home has now to see if there was any value in that. The Nursing Home does have more Housekeepers and a little more Dietary staff than a regular for-profit nursing home would have. Nudo asked if the Nursing Home had a small space available for lease. Buffenbarger confirmed the Home did. Wysocki asked if any more thought had been given to what could be put in the space to generate some income. Buffenbarger said they have kicked around putting in an outpatient rehab center, a dialysis center, or a County fitness center.

Nudo asked how the Nursing Home Board of Directors was coming along because they could probably provide some assistance. Weibel said there is no Board of Directors yet. The applications forms are ready and

the Directors will likely be selected in May. Doenitz suggested they get on the ball because even if the loans make it through the County Board, it does not solve the problem. It already sounds to him like the General Corporate Fund going to be in the hole for a \$300,000 loan that will not be paid back. From a private sector standpoint, Doenitz stated if his budget does not stay in the black then the bankers do not stay with you. He recalled that the General Corporate Fund would probably not have a problem if it was not for the bleed of the Nursing Home. That might be harsh, but he felt it was a fact. Doenitz felt some hard decisions would have to be made on what would happen. Nudo added that everyone, from the unions to the County Board, has to get on board. Everyone agrees the Nursing Home is a wonderful facility and deserves the attention the County Board should give it. He asked how Buffenbarger got the confidential numbers from the other local nursing homes. Buffenbarger explained that numbers are not confidential because anyone who participates in the Medicare/Medicaid programs has to publish the numbers though the IHFS website. Nudo asked about the profit/loss rates at the other homes. Buffenbarger noted the Illinois Knights Templar home has an enormous endowment that absorbs their losses. Nudo pointed out that assisted living is where the answer is these days. Buffenbarger said state reimbursement for assisted living is increasing because the push is to get seniors into that sort of lower cost housing. Doenitz asked if Buffenbarger knows how other county homes perform in relation to the Champaign County Nursing Home. Buffenbarger had the FY2006 information and could put together a similar chart with those figures. Other county nursing homes are in dire straits and are being subsidized. Nudo asked if the other nursing homes have other revenue sources such as municipality taxes. Buffenbarger said the only one he has heard of is DeKalb County. He heard DeKalb County is finishing construction on an assisted living/supportive living complex that is attached to their nursing home.

Doenitz asked how close to capacity the Nursing Home was running. Buffenbarger said they are running as close to capacity as they would like. They do not want to fill all of their beds because there is no way they could staff a 243-bed facility without losing a terrible amount of money. Doenitz then asked why the County built a 243-bed facility if it would not be filled. Buffenbarger explained that filling the beds would make sense if the staffing becomes more available at some point. Right now, it requires a lot of reliance on contract agency staff and the Home loses money. Doenitz asked if the Nursing Home was heating and cooling the areas that are not being used. Buffenbarger confirmed they were heating and cooling a 2,800 square foot vacant section. Nudo asked if there were individual temperature controls. Buffenbarger said there were individual thermostats. Jones asked why the Nursing Home was still advertising if they do not want to fill any more beds. Buffenbarger explained that the rehab section has constant turnover in beds and there is some availability in the memory care section. The Nursing Home is licensed for 243 beds and right now 173 beds are filled. Jones asked if most residents had private rooms if the Nursing Home is not close to capacity. Buffenbarger confirmed a lot of the semi-private rooms were converted to private rooms. Doenitz asked if Medicaid pays for private rooms. Buffenbarger explained the Nursing Home does not receive any additional money from Medicaid for a private room. Doenitz asked why the rooms were not doubled up. Buffenbarger said the Nursing Home is not allowed to distinguish between a private pay resident and a Medicaid resident. If the Nursing Home wanted to make sure no one under the Medicaid program received a private room then they would have to decertify rooms. He said the County is much better served to pull a bed out of the room until they can find enough staff to put a second bed in there. Nudo asked about the highest profit areas. Buffenbarger said rehab and then memory care bring in the highest revenue. If the Nursing Home could decrease its reliance on Medicaid then it could improve the financial picture. Doenitz asked for a further explanation of why the Nursing Home does not have two residents to a room. Buffenbarger said it would increase the census and the Home could not staff it without more contract agency staff, which costs more than what the residents would bring in. It is the same dilemma that Carle Arbors faces. Nudo asked who refers the rehab clients. Buffenbarger said primarily Carle. The rehab business was slow in December and January, but picked up in February. Nudo recommended making contacts to increase the Nursing Home's rehab business. Doenitz inquired what would occur if the Nursing Home put the current residents in two to a room and then closed down a wing to save on utilities and cleaning costs. Doenitz wondered why cuts were not happening. Buffenbarger said the Nursing Home could consolidate the residents and close down a wing, but they are not convinced they

would be able to bring in residents if they did that. When the new facility was shown, part of the appeal was that the rooms were much larger than in the old facility. Once the residents were moved, they learned the rooms were not much larger because the rooms now all have restrooms. Between the required beds and furniture and the residents' belongings, there is not much additional space. A lot of folks had a problem with that, so Buffenbarger started opening up more rooms as private rooms and that was well accepted. The down side is that more private rooms means it costs more to heat/cool and clean. Jones thought most nursing homes had double rooms. Busey noted the Nursing Home is doing the best with revenue and part of the reason is a more desirable environment for the private pay clients and rehab clients.

O'Connor asked about the former housekeeping contract at the Brookens facility. Busey said the County did contract out for custodial services until four years ago and experienced a lot of problems with the most recent custodial contractor. The County had switched the contractors it used as a result of the County's competitive bidding process. The County switched to its current in-house custodial staff because it was not getting the quality it wanted from the lowest responsible bidder.

Doenitz asked if this resolution was contingent on the next issue to be discussed. Buffenbarger said this is the Nursing Home getting the property tax money early.

Nudo exited the meeting at 8:46 p.m.

Busey said the ordinance later in the agenda is an ordinance amending the FY2008 Annual Tax Levy Ordinance so the County Board is not limiting the property tax that the Nursing Home collects to IMRF and Social Security. The property tax collected for the Nursing Home can then be used for any operating expense. Doenitz asked where then the money would come from to pay the Nursing Home's share of IMRF and Social Security. Busey said it would come from Buffenbarger continuing to try to balance his budget. This will give Buffenbarger the ability to get more caught up on accounts payable and then attempt to balance monthly revenue with monthly expenses. Doenitz said this resolution will take care of the short-term problems, but not the long-term problems because the Nursing Home is still behind and in trouble. Busey agreed it would not resolve the long-term problems.

Nudo re-entered the meeting at 8:59 p.m.

Jones said it had been explained to him that the Medicaid payments from the state were so far behind that the Nursing Home's accounts payable is 120 days out. The Nursing Home is looking for the money to pay the bills now to get caught up. Doenitz said in six months the committee would be sitting here doing this again. Buffenbarger said it was possible. Doenitz said it was a fact and the Nursing Home's financial problems would have the rest of the County in deep trouble if it does not stop. He felt this certainly needed to be conveyed to the full County Board.

Motion carried with one vote against by Doenitz.

Resolution Authorizing Loan to the General Corporate Fund from the Public Safety Sales Tax Fund

Busey said this resolution is done every year. Because the General Corporate Fund balance is lower than usual, the fund will probably need to borrow from the Public Safety Sales Tax Fund until the first property tax distribution in May.

MOTION by Weibel to approve the Resolution Authorizing Loan to the General Corporate Fund from the Public Safety Sales Tax Fund; seconded by Wysocki. **Motion carried.**

Ordinance Amending Ordinance No. 821 2008 Annual Tax Levy Ordinance

Busey stated this ordinance amends the FY2008 Annual Tax Levy Ordinance to change the commitment from requiring part of the Nursing Home levy to be appropriated for IMRF and Social Security costs to instead say that the entire levy is for operating costs.

MOTION by Weibel to approve the Ordinance Amending Ordinance No. 821 2008 Annual Tax Levy Ordinance; seconded by O'Connor. **Motion carried with two votes against by Doenitz and Richards.**

BUDGET AMENDMENTS/TRANSFERS

Budget Amendment #08-00022

MOTION by Doenitz to recommend to the County Board approval of Budget Amendment #08-00022 from Fund 083 County Highway – Department 060 Highway for increased appropriations of \$87,596 for the Highway Facility Bond Fund 350 line with no increased revenue; seconded by Weibel.

Richards asked if this was debt service for the bonds. Busey explained it is debt service for the bonds issued late in 2007. The County budgeted for the 2008 bond payment, but the bond documents require that the County has a full amount of payment in the fund ahead of time. The committee is asking the County Board to put this money into debt service and it will make the last year's bond payment, so the Board will not have to budget for the payment in the last year.

Motion carried.

Budget Amendment #08-00033

MOTION by Weibel to recommend to the County Board approval of Budget Amendment #08-00033 from Fund 089 County Public Health Fund – Department 049 Board of Health for increased appropriations of \$15,000 for the Professional Services line and \$37,631 for the Contributions & Grants-Capital Improvements line with increased revenue of \$52,631 from the Illinois Department of Public Health-General Revenue Grant line; seconded by Richards.

Weibel said this is grant money from the state. The Board of Health is looking at different ways to spend it. The money must be spent by June. O'Connor asked if this is basically an acceptance of grant money. Weibel confirmed that was accurate.

Motion carried.

Budget Amendment #08-00034

MOTION by Weibel to recommend to the County Board approval of Budget Amendment #08-00034 from Fund 092 Law Library – Department 074 Law Library for increased appropriations of \$2,000 for the Photocopy Services line with increased revenue of \$2,000 from the Other Miscellaneous Revenue line; seconded by Doenitz. **Motion carried.**

Budget Amendment #08-00035

Budget Amendment #08-00035 was removed from the agenda.

Budget Transfer #08-00005

MOTION by Weibel to recommend to the County Board approval of Budget Transfer #08-00005 in Fund 089 County Public Health Fund – Department 049 Board of Health for a transfer of \$1,500 from the Contingent Expense line to the Conferences & Training line Wysocki; seconded by Weibel. **Motion carried.**

ADDEDNUM

Budget Amendment #08-00036

MOTION by Weibel to recommend to the County Board approval of Budget Amendment #08-00036 from Fund 105 Capital Asset Replacement Fund – Department 059 Facilities Planning for increased appropriations of \$21,000 for the Correctional Center Construction/Improvement line with increased revenue of \$21,000 from the Department of Commerce and Economic Opportunity line; seconded by Richards. **Motion carried.**

LAW LIBRARY

Self-Representation Help Desk Proposal and Budget Amendment #08-00030

Holland explained this proposal was going to expand the services currently offered by the Land of Lincoln Legal Assistance Foundation at the helpdesk on the first floor of the Courthouse. This helpdesk provides help to individuals, not represented by counsel, to find access to legal materials. Typically these are individuals who do not qualify for a Public Defender. Land of Lincoln staffs the helpdesk from nine to noon on Monday, Wednesday, and Friday. Holland said permission was received from the County Facilities Committee to move to a different location. Some furniture, such as a few chairs, tables, and some additional books are needed. Holland is requesting to use money from the Law Library Fund balance, which receives funding from a \$10 fee on civil filings. This is not General Corporate Fund money. He continued to say that Land of Lincoln received a grant of over \$11,000 to improve the helpdesk. Next year, the Law Library will pay for a year's worth of additional volunteers for the helpdesk. Holland hopes to sustain this funding for the helpdesk out of the Law Library Fund. He offered to answer any questions.

Nudo recalled that some members of the public gave input on the need for additional free legal assistance several months ago. He asked if there was any mechanism to inform these special interest groups and general public about what the County Board is doing on this issue. Holland said he was sure Land of Lincoln will make an announcement after this is all done to get the word out to the public. There will be signage in the Courthouse so people can find the helpdesk's location. He explained this is not legal representation; it is assistance getting access to legal materials.

Valerie McWilliams, the managing attorney for the Land of Lincoln Legal Assistance Foundation, addressed the committee. Land of Lincoln's goal is to transition out of the helpdesk as much as they can. The helpdesk serves individuals who are not eligible for Land of Lincoln's services who cannot afford legal representation. The goal is to switch to a model of hiring a part-time layperson to staff the helpdesk. This model has been nurtured in other counties in the state. Their ideal person would be a retired librarian because it is about accessing information. Land of Lincoln has been running the helpdesk, but they do not want it to be a considered a Land of Lincoln program. It is the community's self-representation helpdesk.

Weibel exited the meeting at 7:09 p.m.

Wysocki clarified that the helpdesk would enable people to access information not attorneys. McWilliams confirmed that was correct. It is legal information, not legal advice.

Weibel re-entered the meeting at 7:10 p.m.

MOTION by Weibel to recommend to the County Board approval of Budget Amendment #08-00030 from Fund 092 Law Library – Department 074 Law Library for increased appropriations of \$500 for the Books, Periodicals, & Man. Line, \$250 for the Office Supplies line, and \$2,000 for the Equipment Less Than \$1,000 line with increased revenue of \$2,750 from the Other Miscellaneous Revenue line; seconded by Doenitz.
Motion carried.

STATE'S ATTORNEY

Approval of Violent Crime Victims Assistance Grant Renewal

MOTION by Wysocki to approve the Violent Crime Victims Assistance Grant renewal; seconded by Richards. **Motion carried.**

TREASURER

Monthly Report

Dan Welch, the County Treasurer, had previously informed the committee that he would not be present at the meeting and sent his report ahead of time to be included in the agenda packet.

MOTION by Wysocki to receive and place on file the Treasurer's February 2008 monthly report; seconded by Richards. **Motion carried.**

AUDITOR

Purchases Not Following Purchasing Policy

The list of purchases not following the Purchasing Policy was distributed. Fabri reported all the items were 2007 expenses paid in 2008, with the exception of one item. The one item was for the RPC remodel that was not actually an RPC expense.

Monthly Report

MOTION by Weibel to receive and place on file the Auditor's February 2008 monthly report; seconded by Doenitz. **Motion carried.**

ADDENDUM

INTER-COMMITTEE REQUEST FROM COUNTY FACILITIES COMMITTEE

Transfer to Pay for Pay Station Enclosure Structure and Budget Transfer #08-00007

MOTION by Weibel to recommend to the County Board approval of Budget Transfer #08-00007 for a transfer of \$5,245 to the Other Equipment line in Fund 080 General Corporate – Department 071 Public Properties from the Contingent Expense line in Fund 080 General Corporate – Department 075 General County; seconded by Wysocki.

Richards said he thought this enclosure for the pay station would more than pay for itself because the County has lost about \$2,500 from the pay station not working in the last few months.. He asked what the Chair thought changed that would result in this being passed by the County Board this month. Weibel noted that one of the problems is when the pay station machine is not working, the Courthouse employees use the parking and there are no available spaces for the public next to the Courthouse, which is what the parking lot was intended for. In addition, since the employees are using the spaces in the lot adjacent to the Courthouse, the parking

spaces the County is paying for in the employee parking lot are not being used. Effectively, the County is paying for two spaces per employees when the pay station is broken. The committee discussed whether the pay station shelter would be considered a smoking shelter and it was confirmed it was not a smoking shelter.

Doenitz asked what the County is getting for the \$5,245 because that seems exorbitant for a shelter. Inman said the shelter can either be a stainless steel or brushed steel enclosure with three sides of glass and a concrete pad. It can have heat added to it. It is similar to a small bus stop. Doenitz asked how it would be heated if it had only three sides. Inman said a heater would be put it a corner. Nudo said this type of heater heats objects rather than the air and is much more effective. Inman said the heater should only cost between \$20-\$30 dollars and would only be added as a last resort. Doenitz asked if the heater would be turned off when the Courthouse is closed. Inman said it absolutely, someone would turn it off. Nudo asked who the manufacturer was. Inman said it is Duncan Parking Technologies. Busey made the committee aware that the pay station was installed in February 2004. The cost of the pay station was \$8,600. The station ran until FY2007 without needing any additional costs for repairs. The County has spent \$1,800 on it in the last ten months for repairs. The pay station annually generates about \$20,000 in revenue that goes into the General Corporate Fund. By the end of February in the other fiscal years, the pay station had brought in \$4,000 in revenue. By the end of February 2008, the pay station had only brought in \$1,500 in revenue because it has not been working. This is only half the problem. The other half is not having parking for people for need to use the Courthouse. Weibel said Susan McGrath has witnessed that the parking lot is full when the pay station is not working and when it is working, the lot is half empty. Nudo has spoken to Tom Costello about pay stations in the City of Champaign and the problems with getting a company who will repair a pay station. Nudo asked if the unit was worth the money to put that sized shelter there. Other models of pay stations can be smaller, accept cash and credits cards, and have a valet system to reserve spaces and bill a particular person. Nudo is in favor of getting the machine in working order. He recommended raising the rates to \$0.50. Busey said the rate is \$0.25 for the first hour and \$0.50 for every following hour. This is consistent with what the City of Urbana charges for parking. Inman said when the machine was purchased; Duncan had onsite technicians for support. This service has dried up and instruction is now given over the Internet or phone to a County employee on how to fix the machine. Nudo said the company named Ventech provides this service for their machines. The service is covered under the warranty period and continues if the customer purchases an extended warranty for \$2,500 a year. The committee continued to discuss the pay station and shelter.

Jones asked if there were any other alternates the committee could consider for sheltering the pay station. Busey stated three options for sheltering the pay station were presented to the County Facilities Committee and this is the option recommended by the committee. The other alternatives involved moving the pay station to other locations and this location is considered the best for operational purposes. Inman said one of the alternatives was to move the pay station next to the east emergency exit outside the Courthouse, but attaching the station to the masonry would be expensive. The other idea was to move the pay station inside the Courthouse, either right inside the front doors or by the Circuit Clerk's Office. Moving it inside was objected to by the Sheriff's Office because it would create congestion problems and possible altercations if someone was viewed as cutting in the metal detector line to pay for parking. There are also electrical problems with this placement because of an underground steam tunnel. If the pay station was outside the Circuit Clerk's Office, then a person would have to wait in the metal detector line before entering the Courthouse and paying for parking. A person could receive a parking ticket because he or she was waiting in a long line at the metal detector and was not able to pay the parking fee promptly. Busey added that people from the federal courthouse use the County Courthouse parking lot and it would be troublesome for them to have to go through the County Courthouse security to pay for parking instead of paying at a station next to the parking lot. Nudo asked if the machine was worth the cost of the shelter. Inman thought the pay station will last another five or more years if it is maintained and the environmental issues are addressed with a shelter. He noted the County cannot control when people damage the pay station by inserting chewing gum wrappers or slugs. The County's response time is typically twenty minutes to get it fixed once it is alerted to a malfunction.

Motion carried.

**INTER-COMMITTEE REQUEST FROM POLICY, PERSONNEL, & APPOINTMENTS
COMMITTEE**

**Recommendation Supporting Construction Trades Taskforce Summer School Program and Budget Transfer
#08-00006**

MOTION by Weibel to recommend to the County Board approval of Budget Transfer #08-00006 from Fund 080 General Corporate – Department General County for a transfer of \$5,000 to the Contributions & Grants line from the Contingent Expense; seconded by Richards.

Sean McLaughlin, Director for Employment System 330 and the Career and Technical or Vocational Director for the high schools in the region that includes Champaign County, Ford County and parts of Douglas and Piatt Counties, addressed the committee. He stated the unions' position is that they do not see a pool of highly qualified candidates to draw from. In this summer program, the students would meet for four weeks for four hours a day during the summer and meet monthly with a teacher and a mentor in the field during the school year. The idea behind the program is to get the young people to understand the opportunities related to the construction field and to help them build the skills necessary to be successful in the field. The skills include math skills, interview skills, dexterity with power tools, and networking skills. The summer program will be at Central High School and will be taught by Alex Ramirez.

Weibel asked for some details on how the unions will be involved. McLaughlin said there is a lot of union representation on the Construction Taskforce, whose membership is listed on the handouts distributed to the committee. The unions will provide OSHA training for the students and will help design the program's curriculum. The University of Illinois plant managers have offered to provide a variety of mentors. The majority of the program's budget is going to pay the students \$7.50/hour to attend summer school. McLaughlin said he wants the students to see it as an honor to be in the program. There will be an interview process to get in the program.

Wysocki asked if the students would come from schools other than Central. McLaughlin said yes, the program is focused on non-traditional people for the construction industry, primarily African-Americans and females. The students will come from within the region. Weibel asked if that would include students from outside Champaign County. McLaughlin said it could potentially mean students outside the County, but he thinks the majority of the students will be from Champaign, Urbana, and Rantoul. McLaughlin is excited about building a relationship with the unions because he hopes to get union help in redesigning and updating the industrial arts laboratory space in one of the schools. There is concern that is the space is not modernized, and then the school district will turn it into classrooms.

Doenitz expressed concern that the program would only be filled with the students in the Champaign-Urbana area. McLaughlin said it would be open to all the schools in his region. Doenitz noted it would only be a program for fourteen kids. McLaughlin said they are starting small. Doenitz inquired about the students' interest in the trades. McLaughlin said he sees kids in programs such as agricultural, healthcare, business, and family/consumer science. McLaughlin's background is as an industrial arts teacher and he does not think there is a better way to engage students than to give them a hands-on way to apply shop math and learn the pride of building something. Doenitz agreed, but he was concerned the school districts dropped the ball with industrial arts. He does not think the County has any place funding the program; it is the place of the schools and the trades unions.

Weibel asked if keeping the unions involved is an integral part. McLaughlin said it was and they also want to involve Parkland College. He said the problems are not with students' interest. They may have to do

more work with guidance counselors to get them to understand that there are good jobs and opportunities in the construction field. Doenitz agreed and spoke about the lack of guidance counselor support for students to follow the non-college route such as vocational training.

Nudo asked if there was any written mission statement as to how long this program would be in place. McLaughlin said the taskforce itself has a mission statement. This is an ongoing program in its first year, they have buy-in from the Champaign, Urbana, and Rantoul Superintendents and he sees this as ongoing funding. Nudo said there should be a mechanism in place to track what each class does and how many students graduate to work in the related trades or unions. McLaughlin said they will be doing follow-up data and he could share the data with the Finance Committee if they are interested. The committee indicated they want to receive the data. McLaughlin said the program has been approved by the Illinois State Board of Education so it will generate funding back to the schools through his office.

Nudo asked Inman where the rest of the money for the program was coming from because Inman's original request to the Finance Committee was for the County to provide funding in excess of \$20,000 and now \$5,000 is being requested instead. Inman said, since that time, they have worked with other organizations who have committed money. The schools are putting in about \$18,000 for student stipends. Other organizations have committed nearly another \$5,000. They are working on getting participation from a Fortune 500 company and the University of Illinois. McLaughlin said this is a community problem and it should involve others such as employers, unions, and the University of Illinois in coming up with a solution. McLaughlin said the program budget is \$28,491 and they have about \$23,000 committed at this time.

Doenitz asked why more schools were not involved. McLaughlin said the majority of the outlying high schools have their own programs. Doenitz asked if those schools had been approached. McLaughlin said yes, the schools are aware of it. Doenitz said he is from Mahomet and he was not aware that school has a trades program. McLaughlin said Mahomet has what is called a construction sequence with activities in a laboratory and there are a couple of really good industrial teachers in Mahomet. Doenitz asked if Rantoul, Champaign, Urbana were the only schools without vocational programs. McLaughlin said Centennial is the only high school that does not have an industrial program. The high schools do not have a comprehensive approach with union involvement and mentoring like what is being proposed by the Construction Taskforce. Doenitz said that is the basis for his question because he did not think any of the schools have a program like what the Construction Taskforce is proposing. McLaughlin said they did not to this degree. Villa Grove has a home construction class. Doenitz asked why Champaign County should put money into this program when the County schools do not have the same chance to have students participate in the program since the focus is on three schools. McLaughlin said non-traditional students are the target audience and those three schools are where the majority of non-traditional students are located. Doenitz said that females and African-Americans are considered non-traditional students, a point that McLaughlin confirmed was accurate. Doenitz pointed out the while not every school in the County has African-American students, every school does have female students. McLaughlin said the program will be open to females and will be marketed to all schools. They are just starting to put some flyers together. McLaughlin expressed the Taskforce has had the chicken and the egg problem, namely that they could not recruit students until they knew they had resources for a program. Doenitz asked about monetary contributions from the trades unions. McLaughlin said he does not have hard dollars from the trades, but they would be providing instructors for training in a variety of activities. The unions' contributions would be more in-kind contributions. Doenitz thought the program had merit, but he did not see how the County had any business funding it. McLaughlin said it seems like a County problem and a community problem. Doenitz asked if it was a community problem or a County problem. O'Connor said the County owns the Juvenile Detention Center so it could get to be a County problem somewhere down the line. McLaughlin said this is an opportunity to help contribute to the start of something.

Motion carried with two no votes by Doenitz and Jones.

CHAIR'S REPORT

There was no Chair's Report.

OTHER BUSINESS

Semi-Annual Review of Closed Session Minutes

Busey reported that it was the recommendation of the State's Attorney's Office that all closed session minutes remain closed.

MOTION by Weibel for all closed session minutes to remain closed; seconded by Doenitz. **Motion carried.**

APPROVAL OF CLOSED SESSION MINUTES

MOTION by Wysocki to approve the closed session minutes of February 7, 2008 7:57 p.m. and February 7, 2008 8:16 p.m.; seconded by O'Connor. **Motion carried.**

DESIGNATION OF ITEMS TO BE PLACED ON COUNTY BOARD CONSENT AGENDA

Jones designated agenda items VI C & E, VII A-C & F, VIII B, IX A, and XII B from the addendum for the consent agenda.

ADJOURNMENT

Meeting adjourned at 8:55 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.