

CHAMPAIGN COUNTY BOARD
COMMITTEE MINUTES

JUSTICE & SOCIAL SERVICES COMMITTEE

Monday, March 7, 2005

Meeting Rm. 1, Brookens Administrative Center

1776 E. Washington St., Urbana

7:00 p.m.

MEMBERS PRESENT: Anderson, Carter, Greenwalt, Hogue, James, Putman, Schroeder, Tapley

MEMBERS ABSENT: Sapp

OTHERS PRESENT: Deb Busey (County Administrator), Joel Fletcher (State's Attorney's Office), Joseph Gordon (Court Services/Probation), Bill Keller (ESDA), Kathleen Liffick (Head Start), Jeremy Maupin (Nursing Home Administrator), Duane Northrup (Coroner), Nancy Richardson (Assistant Nursing Home Administrator), Patricia Avery (County Board Member), Barb Wysocki (County Board Member), Marilyn Garmon, Chris Evans

CALL TO ORDER

Chair Anderson called the meeting to order at 7:01 p.m. The Recording Secretary called the roll. Declaring a quorum present, the Chair proceeded with the meeting.

APPROVAL OF AGENDA/ADDENDUM

MOTION by Hogue to approve the agenda; seconded by Putman. Motion carried.

APPROVAL OF MINUTES

MOTION by Putman to approve the regular session minutes of February 7, 2005; seconded by James. Putman complimented the Recording Secretary on the quality of her minutes. Motion carried.

PUBLIC PARTICIPATION

There was one person for public participation.

Chris Evans spoke on the subject of the jail suicides. He requested the committee have an outside agency conduct an investigation into the suicides.

CHAIR'S REPORT

Procedural Change for Preparation of Agenda

Anderson and Busey had discussed packaging the monthly reports that are accepted and placed on file by the Justice & Social Services Committee in binders and kept on file in the Administrative Services Office instead of printing them in the agenda packets. These reports amount to over two hundred pages each month. The suggestion of not including the reports in the agenda packets would save over 12,000 pages of paper each month. The removal of the reports would also make the Justice & Social Services agenda lighter in weight and able to be stapled instead of spiral bound, thus saving preparation time. The suggestion is both less costly and

timesaving. As a trial version, the monthly reports and juvenile delinquency grant reports were not included in the March agenda packets. The reports were placed in binders and brought to the meeting. The binders will be kept on file in the Administrative Secretaries' office for any Board member who wished to review them. Head Start and the Nursing Home reports will be separated and presented on the Justice agenda each month. Schroeder asked how close we are to receiving this information electronically. Busey stated that agendas and attachments are available on the County's website right now. The issue of how it will be made available on the website in the future will be reviewed at the Policy, Personnel, & Appointments Committee meeting on Wednesday. The monthly reports would not be part of the agenda attachments available on the website because the large size of the file would make downloading difficult. Schroeder said that was fine. Putman said she appreciated seeing the Mental Health Board minutes and Developmental Disabilities Board minutes. Busey thought these minutes are available on the respective boards' websites and if not, they would be soon. Putman asked more questions about where the report binders would be located that were answered by Busey. If the department reports are going to be posted on the web, they would need to be posted on the individual department's webpage. Anderson stated that Busey had suggested having each department that reports to the Justice & Social Services Committee make a presentation annually. Each department could then review the some of the statistical information the committee had received. Busey thought a presentation might be more meaningful than receiving a paper report.

MOTION by Tapley to approve the procedural change for preparation of agenda; seconded by James. Putman requested a friendly amendment to make the procedural change on a three-month trial basis. James did not agree with the amendment. Tapley noted that every decision the committee makes is subject to further revision at a later date. Putman withdrew her amendment. Motion carried.

RECEIPT & PLACEMENT ON FILE OF MONTHLY REPORTS

MOTION by Hogue to receive and place on file the Animal Control report for January and February 2005, Children's Advocacy Center report for January 2005, Circuit Clerk report for January 2005, Court Services report for January 2005, Developmental Disabilities Board report for January 2005, ESDA report for February 2005, Mental Health Board report for February 2005, Public Defender report for January 2005, CASA report for January 2005, Don Moyer Boys & Girls Club report for January 2005, Family Conference Program report for January 2005, Mental Health Center/Family Intervention Program report for January 2005, Talks Mentoring report for January 2005, Regional Office of Education report for January 2005, RPC-Court Diversion Services report for January 2005, and the Urban League report for January 2005; seconded by Tapley.

Avery suggested changing the juvenile delinquency grant reporting system so the monthly reports are only sent to C-U Area Project and the Recording Secretary. Then the agencies would only report quarterly to the Justice & Social Services Committee. Busey recommended putting an action item on the Justice agenda before the 2005 grants are awarded to amend the reporting process for the next fiscal year. Motion carried.

Carter exited the meeting at 7:27 p.m.

JUVENILE DELINQUENCY GRANTS **Site Visits Report by Marilyn Garmon**

Garmon provided a background on the facilitation of site visits. The site visits were held from January 24 to January 27 and set up with each agency. Garmon thanked all the members of the three evaluations teams. The evaluation team members were introduced to each agency and viewed a presentation of that agency's goals about thirty minutes in length. Team members then asked questions concerning the agency's goals and later discussed amongst themselves the agency's highlights. Each evaluation team members completed evaluation forms on the agencies they reviewed. Garmon accessed the evaluation form for the Justice & Social Services

Committee members. Individualized scores for all agencies compiled to about 85% or more. Three of the eight agencies received scores of 95% or higher. Garmon generalized some recommendations from the evaluation teams for the committee: programs need more effective evaluation tools, need more effective methods of tracking youth outcome in the programs, and an assessment of the evaluation tools should be done. To address the last suggestion Busey and Garmon required that each agency applying for a 2005 grant submit their evaluation tools. An additional concern presented by the evaluation teams is that there is some similarity in the grants that were funded in 2004, specifically a duplication of services in terms of the prevention programs. There is a need for more cooperation among funded agencies and it was suggested that the school districts need to be more involved, particularly with the prevention grants. Intra-agency communication should be improved, especially between agency volunteers. Another suggestion was for agencies to include a satisfaction survey, as one agency is currently doing, to measure the effect of the program. An evaluation team member wished to pose the question to the Justice & Social Services Committee was how well the mental health needs of young people involved in these programs will be addressed in the upcoming grant cycle. It was suggested that the committee should look into adding programs that assist with the multiple needs of the youth populations and take into consideration grants that can be more widespread in looking at the whole young person.

Wysocki commended the committee for providing this report. She asked if the scores had been shared with the agencies. Garmon stated all agencies received their individualized evaluation forms. Wysocki asked if there had been any feedback from the agencies. Garmon replied that she had received only positive feedback to this date. Discussion related to the agencies' site visits was held. Gordon encouraged more communication and tracking of juvenile delinquency cases, to be better able to determine the success of programs. Such tracking is barred by the confidentiality rules pertaining to juvenile offenders and diversion cases. Gordon wondered if the judiciary would issue a court order allowing an exception to the confidentiality rules. Fletcher was skeptical of the suggestion due to the inflexibility of the confidentiality rules pertaining to minors. He was willing to look into it. Busey encouraged the committee to keep the March Justice & Social Services agenda for next month's meeting, when they will be reviewing the 2005 grant applications. Putman asked if any agencies attended the conference for grant applicants that was held last month. Garmon stated six agencies attended.

MOTION by Greenwalt to receive and place on file the site visits report; seconded by Hogue. Motion carried.

SHERIFF

Intergovernmental Agreement Between Illinois Department of Public Aid, the Champaign County Board, and the Champaign County Sheriff

Fletcher explained this agreement is entered into every year with the Illinois Department of Public Aid to work with the State's Attorney on certain child support enforcement activities, for which the Sheriff's Office provides supportive services in relation to serving court orders and helping track people for purposes of paternity testing. There are very few substantive changes from last year and Fletcher was willing to answer any questions. Putman noted the terms of the agreement are dated as July 1, 2004 through June 30, 2005 and asked why. Fletcher stated the State of Illinois was behind in getting these contracts out and Fletcher requested some changes to the contract, which delayed it further. Fletcher has spoken with the Sheriff and they plan to move forward as quickly as possible with next year's agreement, so it will be available to the County Board in a timelier manner. Fletcher noted a county does not have a lot of negotiating power with the State. He was able to tweak the contract to better suit the County's needs and goals, but the State pretty much tells the County what the terms are.

MOTION by Greenwalt to approve the Intergovernmental Agreement Between Illinois Department of Public Aid, the Champaign County Board, and the Champaign County Sheriff; seconded by Tapley. Motion carried.

CHILDREN'S ADVOCACY CENTER

Renewal of Violent Crime Victims Assistance Grant

MOTION by Tapley to approve the Renewal of the Violent Crime Victims Assistance Grant; seconded by James. Putman was confused by the budget narrative and spoke with Mike Williams. There was a typo on page 83, the portion of the narrative that deals with the child forensic interviewer, the second bullet under annual salary should read December 1, 2005 through June 30, 2006. Motion carried.

Putman suggested changing the location of the Justice & Social Services Committee meetings each month to different locations, such as the Children's Advocacy Center conference room. Greenwalt stated the Children's Advocacy Center is part of the Facilities Committee tour and suggested members attend that tour should they wish to visit other locations.

COURT SERVICES

Submission of Annual Plan for FY2005 on file in the County Board office

MOTION by Tapley to receive and place on file the Court Services Annual Plan for FY2005; seconded by James. Motion carried.

ESDA

Department Name Change Request

MOTION by Greenwalt to approve department name change request to Champaign County Emergency Management Agency from the current Champaign County Emergency Services and Disaster Agency; seconded by Hogue. James asked if the name change would cost the County any money in changing the letterheads. Keller said no, the department would continue to use the ESDA letterhead and envelopes until they run out. Busey stated some signage changes would be required. Busey suggested drafting a revised ordinance to replace Ordinance No. 342 Reestablishing the Emergency Services and Disaster Agency of Champaign County, rather than just amending the current ordinance. Motion carried.

ANIMAL CONTROL

Job Evaluation Committee Report re: Classification, Description, & Salary Recommendation for Part-Time Deputy Administrator

Busey reported this request was presented to the committee last month; it was called the part-time Veterinarian/Animal Control Administrator position. A review of the statutes made it clear that this position should be titled Deputy Administrator. The statutes refer to a veterinarian being hired and employed as a Deputy Administrator. This individual would be responsible for making any medical decisions for the Animal Control Facility. That position is before the committee and was reviewed by the Job Evaluation Committee with Stephanie Joos presenting the information. The job classification based on responsibility places it in grade range I. However, the salary is not competitive in grade range I, so the Job Evaluation Committee is recommending a market adjustment for the salary classification to be placed in one grade range above in grade range J. This has been done with some of the professional positions within the County. When a professional position is not in a management position, the market is going to demand the wage be increased upon above the classification points for that position. The recommendation is to create the position as a part-time Deputy Administrator with a salary assignment in grade range J. This position needs to be created and filled before the County can begin operation of the Animal Services Facility.

MOTION by Greenwalt to recommend to the Policy, Personnel, & Appointments Committee the approval of the creation of the part-time Deputy Administrator of Animal Control position assigned to Salary

Grade Range J, effective upon approval of the creation of this position by the County Board; seconded by Putman. Greenwalt asked if the salary range is within the projected budget. Busey stated it was and creating the position in this manner will probably cost slightly less than projected for a contractual arrangement under professional services. Putman asked if the Animal Control fees would pay for this salary. Busey said the position would be paid by fees generated by the Animal Control Facility, such as impoundment fees and contracts with the cities. Motion carried.

Request Approval of Intergovernmental Agreement with City of Champaign for Animal Impound Services

Busey stated the agreement had been reviewed by legal counsel at both the County and the City of Champaign. Both legal counsels approved the document.

MOTION by Greenwalt to approve the Intergovernmental Agreement with City of Champaign for Animal Impound Services; seconded by Putman. Greenwalt asked where the County is in the contract process with the City of Urbana. Busey said that contract is in progress. The City of Urbana thought it would be beneficial if a contract was reached with the City of Champaign first. Busey believed the contract would go to the Urbana City Council in April. The County is still waiting for the City of Champaign to provide final information with regard to the ending contractual amount that the city is paying to the Humane Society. The dollar amount with the County will be exactly equal to what the City of Champaign paid to the Human Society for the current fiscal year. These amounts will be filled in on the contract before it is approved by the County Board and signed. Motion carried.

HEAD START Monthly Report

Putman liked that Liffick included information on the bargaining unit. She was concerned about the bus service that could not be provided to two Head Start classrooms following the resignation of two bus drivers. Liffick stated that one driver retired due to illness and the other moved away. The Champaign Early Childhood Center is located in the neighborhood of the families that Head Start serves and it is on the Champaign-Urbana Mass Transit bus route. The family advocates at the Center worked with the families to ensure that they could work out transportation. The families who take advantage of the full-day care are working or going to school, so for the most part the parents have some form of transportation. Some of these families have children in Early Head Start at the Center and parents are required to transport the Early Head Start children. These families had the older siblings on the bus for the experience of being on the bus. It was merely a matter of no longer being able to provide the transportation for their three to five year olds. Of the thirty-six children, only one family was not able to work out their transportation and needed full day services, so they did leave the program. This location is one of the locations where Head Start will end transportation completely at the end of this school year in order to balance the budget. The other location is the Prairie School Classroom in Urbana. This classroom is also in the neighborhood of the families Head Start serves. Liffick stated \$200,000 had to cut from operations to balance the budget, so she sees the bus drivers' resignations as fortunate because it allowed the remaining drivers' hours to not be decreased. Hogue attended the Head Start meetings and felt Liffick did an excellent job managing the budget.

MOTION by Putman to receive and place on file the Head Start monthly report; seconded by James. Motion carried.

NURSING HOME Monthly Report

No monthly report was provided by the Nursing Home Administrator.

CCNH recommends award of bid 2005-005, Prime Food Vending Contract, to Waugh Foods, Peoria, Illinois

MOTION by James to approve the award of bid 2005-005, Prime Food Vending Contract, to Waugh Foods, Peoria, Illinois; seconded by Tapley. Putman asked if Waugh is a different vendor and if there was dissatisfaction with the previous vendor. Maupin said there was some dissatisfaction with degree of previous vendor service related to dietary consultant services and a lack of being proactive in regard to the facility's menu preparation and how it relates to the current Nursing Home budget. Motion carried.

CCNH recommends award of bid 2005-07, Oxygen Supplier Contract, to RCS Management Corporation

MOTION by Schroeder to approve the award of bid 2005-07, Oxygen Supplier Contract, to RCS Management Corporation; seconded by Tapley. Putman asked if the previous vendor was unsatisfactory. Maupin stated RCS Management Corporation is cheaper and there were some services and delivery dissatisfaction with the previous vendor for this service. James said he liked that this service in on an as needed basis. Motion carried.

Putman asked a question about the customer satisfaction survey. Maupin explained that either Nancy Richardson or he follows up on any negative responses on the survey. Anderson stated while attending a birthday party at the Nursing Home, she met a resident's daughter-in-law who spoke in glowing terms of the Nursing Home's care of residents.

CORONER

Request for Exception to County Purchasing Policy

MOTION by Hogue to approve the Request for Exception to County Purchasing Policy; seconded by Tapley. James questioned as to whether the Coroner's Office presently had a vehicle and what was wrong with it. Northrup stated his office has a 1995 van with close to 100,000 miles and problems with the blower fan, defrost, and air-conditioning. Busey stated the Coroner's vehicle was scheduled to be replaced this year and the money was reserved in the Capital Equipment Replacement Fund for the expense. The request for exception to the County Purchasing Policy is so the new vehicle can be purchased without a bid. The County's Purchasing Policy says a purchase in excess of \$10,000 to be bid. The State of Illinois's purchasing guidelines allow a purchase of up to \$20,000 without requiring a bid. The cost Northrup has been able to obtain for the new vehicle is consistent with the 2003 state bid costs for a similar vehicle. There is no current state pricing for this type of vehicle. Motion carried

OTHER BUSINESS

Busey announced the receipt of notification this afternoon that Champaign County did not receive any of the grant funding available for a jail construction project. The state awarded two \$5 million grants to two counties who were apparently in greater need.

DETERMINATION OF ITEMS TO BE PLACED ON COUNTY BOARD CONSENT AGENDA

The Chair designated the Sheriff's Intergovernmental Agreement, renewal of Violent Crime Victims Assistance Grant, the Nursing Home bids, and Coroner's exception to County Purchasing Policy 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.