

CHAMPAIGN COUNTY BOARD
COMMITTEE MINUTES

JUSTICE & SOCIAL SERVICES COMMITTEE

Monday, October 2, 2006

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

7:00 p.m.

MEMBERS PRESENT: Anderson (Chair), Carter, Greenwalt, Hunt, James, Putman, Tapley

MEMBERS ABSENT: Hogue, Sapp

OTHERS PRESENT: Kat Bork (Recording Secretary), Andrew Buffenbarger (Nursing Home Administrator), Deb Busey (County Administrator of Finance & HR Management), Linda Frank (Circuit Clerk), Kathleen Liffick (Head Start Director), John Owen (Head Start Family Services Manager), Marilyn Garmon (C-U Area Project)

CALL TO ORDER

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

ROLL CALL

The Recording Secretary called the roll. Anderson, Carter, Greenwalt, Hunt, James, and Tapley were present at the time of the roll call. Anderson declared a quorum and proceeded with the meeting.

APPROVAL OF AGENDA/ADDENDUM

MOTION by Carter to approve the agenda; seconded by Greenwalt. **Motion carried.**

APPROVAL OF MINUTES

MOTION by James to approve the minutes of September 6, 2006; seconded by Greenwalt. **Motion carried.**

PUBLIC PARTICIPATION

Linda Frank spoke about the file folders used in the Circuit Clerk's Office because Putman raised some questions about the folders at the September meeting. Frank described the different types of folders and how the color tabs change according to year and case type as designated by the Administrative Office of the Illinois Courts. The traffic folders have a jacket on the front for the traffic ticket. DUI folders have a pocket for the offender's driver's license.

Putman entered at 7:06 p.m.

Anderson allowed Putman to ask questions during public participation. Frank answered Putman's questions about how long the files are kept and how they are stored.

James asked if he could access the Circuit Clerk's files. Frank said the files are available for public viewing unless a judge orders otherwise. The Courthouse has a viewing room for this purpose.

MONTHLY REPORTS

MOTION by Tapley to receive and place on file the Animal Control August 2006 report, Circuit Clerk August 2006 report, Court Services August 2006 report, and the Public Defender August 2006 report; seconded by Hunt. **Motion carried.**

ANIMAL CONTROL

Approval of Intergovernmental Agreement for Animal Impoundment Services with the Village of Pesotum and Intergovernmental Agreement for Animal Control Services with the Village of Pesotum

MOTION by James to approve the Intergovernmental Agreement for Animal Impoundment Services with the Village of Pesotum and the Intergovernmental Agreement for Animal Control Services with the Village of Pesotum; seconded by Greenwalt.

Greenwalt asked if the agreements reflect the true cost of services with an adjusted rate. Busey said the first contract for all the villages is done at a consistent rate in fairness to the villages. Once the contracts expire, the rate will be adjusted. The rates for the Cities of Urbana and Champaign will be adjusted in June 2007.

James asked if the County would negotiate the price if the village or city decided not to renew the contract. Busey stated both the Cities of Urbana and Champaign expect the price to increase next year because they were aware the first year would document the true costs of providing services. There is not any other alternative for impoundment in the county at this time. The Humane Society has not expressed any interest in providing to impoundment services again. The cost to the villages and cities is based on the true cost of providing those services. James said the cities or villages could set up their own pound if they saw an increase to the animal control fees. Busey said the villages could make that choice and it would allow the County's Animal Control Department to scale back. She does not think a village could set up their own pound at a price comparable to what they pay the County to provide the service on an as-needed basis.

Motion carried.

Greenwalt asked if Stephanie Joos would be getting back to the committee about her proposed adoption plan. Busey reported they had a meeting today with the Humane Society and CARE, a group who is trying to form a coalition about this issue. This matter needs to undergo more discussion with the Humane Society before something can be brought before the Justice & Social Services Committee.

CHILDREN'S ADVOCACY CENTER

Request Approval, and if Awarded Acceptance, of National Children's Alliance Program Support Grant

MOTION by Tapley to approve, and if awarded accept, the National Children's Alliance Program Support Grant; seconded by Greenwalt. **Motion carried.**

HEAD START

Monthly Report

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

Liffick introduced John Owen, the Head Start Family Services Manager. Owen will be attending future committee meetings in place of Liffick because she will be taking Spanish classes.

Putman applauded Liffick for taking Spanish classes since becoming bilingual is important in the education field. She asked about Head Start enrollment. Owen said Head Start enrollment was at 91% as of this morning.

James asked about staffing levels. Liffick said there are six openings for teaching staff. A number of staff left the program after the end of the school year, resulting in an usually high turnover rate.

Motion carried.

NURSING HOME
Monthly Report

MOTION by Greenwalt to receive and place on file the Nursing Home September monthly report; seconded by Tapley.

Greenwalt asked if this report was posted at the Nursing Home. Buffenbarger said the staff members commended in his report each month receive copies. Busey confirmed the report is posted on the County's website.

Putman asked if other Champaign County employees could give the technical support needed for the clinical and financial software package. Buffenbarger said the technical support needed was specific to the software package and has to be operated on by the employees of the software company.

Motion carried.

Recommendation and Request for Special County Board Meeting on October 11, 2006 for Presentation by Consulting Firms to Provide Operational Audit of Champaign County Nursing Home

Busey explained this request has changed slightly since the agenda was prepared. It is a request for a special Justice & Social Services Committee meeting on October 11, 2006 to hear presentations by consulting firms to provide an operational audit of the Nursing Home. A proposed evaluation form was distributed to the committee to evaluate the consulting firms at the October 11th meeting. Busey requested the committee approve the evaluation form so it could be provided to the consulting firms so they would know what the County is looking for. Busey strongly encouraged all County Board members attend the special meeting and participate in the evaluation of the consulting firms. This method is consistent with how the County Board has selected architects and engineering firms for construction projects. The initial recommendation is made at the committee level with all County Board members present able to participate in the process.

Anderson stated she spoke to the County Board Chair, Barbara Wysocki, who noted it might be difficult to achieve a quorum of the full Board because some members farm and it is harvest time. Anderson said she would be out of town the week of October 11th and unable to attend the meeting. Hunt stated he would not be able to attend the meeting due to a prior obligation. Anderson was uncertain if Hogue would be able to attend a meeting due to health concerns. Busey said five members of the committee would need to commit to attending the meeting in order to achieve the quorum necessary to hold a meeting.

MOTION by Greenwalt to hold a Justice & Social Services Committee meeting on October 11, 2006; seconded by Tapley.

James said he thought an operational audit was premature because the Nursing Home will be moving into a new building and the change of location could change the evaluation. He would like to see this item deferred for at least six months. He realizes an operational audit could be beneficial to Buffenbarger, but thought a new building will create new aspects to operations and new problems. He said the Nursing Home

staff is hired to tackle operational problems and consultants should only be employed when the County is in a serious bind. James said he is not against the idea of hiring a consulting firm, he felt the money could be used for other things at this point. He would like to see how the Nursing Home functions in the new building before considering a consulting firm. He stated if the motion passes he probably would not come to the October 11th meeting because he is against it.

Buffenbarger explained he selected now as the time to move forward with an operational audit because the Nursing Home is preparing to move into a new building. His efforts and the efforts of his management team to date have not stemmed the Nursing Home's losses to the degree which they should have, so they are looking for new ideas to attack the problems. He feels confident from speaking with the companies that they would be able to help the Nursing Home. Buffenbarger stated he has a great deal of experience in this field, but it never hurts to hear from someone with more experience who has had success in similar situations. He wants the Nursing Home to hit the new building with their feet running and knowing where they should be headed.

Greenwalt asked if Buffenbarger explained to the firms that the Nursing Home is months away from moving from an old facility to a brand new facility and if the firms thought the timing was appropriate. Buffenbarger said he requested the firms be able to provide an audit prior to the move so management would have that operational information with which to move forward. Greenwalt asked if the firms would be looking at the new building. Buffenbarger said yes.

Hunt said he would prefer the committee wait before proceeding on this matter.

Buffenbarger said the committee could hear the presentations and either select the best firm or select none of the firms. He has narrowed the field down to three candidates.

James asked what operational issues the consulting firms would be examining. Based on the financial information presented to the County Board, he inferred the biggest expense at the Nursing Home was the staff. Buffenbarger said that was correct. James said sometimes consultants are brought in because tough decisions need to be made in an organization and it is easier to hear difficult news from a consultant. He thought Buffenbarger has been dealing with the staffing issues and cuts had been made where possible. James thought the new building would bring new issues and right before a move would not be the best time for an operational audit.

Buffenbarger was optimistic that a consulting firm could point out some new revenue streams or how the Nursing Home could maximize its current revenue streams.

Greenwalt urged her fellow committee members to attend the special meeting and hear the presentations. The committee is not required to select any of the firms if they decide an audit would not be useful. She did not know why the County needed to lose more money or lose potential income for another six more months until pursuing this option.

Hunt asked about the wording of the agenda. Busey confirmed item C was off of the agenda. She explained when Buffenbarger spoke to the firms; he was told the audit could be completed in a six-week timeframe. This would enable the Nursing Home to have the results to maximize space in the new facility and make any operational changes that could be beneficial. Busey also noted the AFSCME contract for the Nursing Home is being negotiated in the next several weeks. By hearing the presentations by the firms, the County Board would be gaining more information about what an operational audit would mean, they would not be committing to hiring a firm.

Anderson asked if the presentations would cost the County any money. Buffenbarger confirmed no money would be spent for the presentations. Putman suggested including the option of "None of the Above" on the selection form for it was clear to committee members that they did not have to hire one of the firms. Putman

mentioned the County Board has retained consultants whose advice resulted in savings to the County. James said he was concerned the study would not justify the money spent, especially after some employees had been laid off.

Carter exited the meeting at 7:51 p.m.

Putman said she trusts Buffenbarger's suggestions because he is the one who has picked up extra shifts and had to lay employees off. She can support an operational audit when it is the Nursing Home Administrator suggesting it. She would like to hear what the consultants could do to help the Nursing Home before making a decision.

James requested a roll call vote.

Tapley said he understood James's argument and he is generally skeptical of consultants. Tapley explained he felt confident in Buffenbarger, but some County Board members could be more willing to listen to an outside consultant. He was willing to hear the presentations, but would remain skeptical until that time.

Putman suggested the committee hold the meeting on a date when the Committee Chair could attend the presentations. The committee discussed possible dates and conflicts. There was no other date the committee could confirm it would have a quorum to hold the meeting.

MOTION by Putman to refer this item to the Finance Committee; seconded by Greenwalt.

The Justice & Social Services Committee discussed whether to forward the item to the Finance Committee for the meeting on October 5, 2006. The committee members present were unable to find a date when enough could be present to establish a quorum. The committee discussed how to word an agenda for a meeting where the presentations would be made. The committee then discussed the draft evaluation form distributed by Buffenbarger.

Motion to refer this item to the Finance Committee failed with a vote of 3 to 3. Greenwalt, Putman, and Anderson voted in favor of the motion. Hunt, James, and Tapley voted against the motion.

Tapley asked if James would reconsider attending an October 11th meeting of the Justice & Social Services Committee so the committee would have a quorum to hear the presentations. James said he would be willing to attend the meeting to hear what the consultants might say.

The committee returned to the original motion to hold a special committee meeting on October 11th. Neither Carter nor Sapp was present to confirm if they could attend a meeting on October 11th. Tapley asked if the motion could be approved contingent on Sapp or Carter agreeing to attend the meeting. Busey said Carter and Sapp would be contacted tomorrow morning to determine if one could attend the meeting. The committee agreed to this plan.

Motion carried.

Tapley requested criterion No. 8 be removed from the evaluation form. The committee agreed. Greenwalt suggest criteria Nos. 3 and 6 be weighted more heavily than others. The committee agreed criteria Nos. 2, 3, 5, and 6 will be weighted as a 5. The remaining criteria would be weighted as a 3.

Recommend to the County Board Approval of Contract with Top Ranked Firm (Based on October 11, 2006 meeting) for Operational Audit of the Champaign County Nursing Home

This item was removed from the agenda.

JUVENILE DELINQUENCY GRANTS

Status Report from Peter Tracy

Anderson reported Peter Tracy had a family emergency and was unable to attend the meeting. No report was distributed to the committee. Garmon spoke about Tracy going on a retreat lead by Dr. Shallcross about creating a system of care in early September. A comprehensive work plan came out of the retreat. The focus continues to be youth on probation after leaving the Juvenile Detention Center and tracking recidivism. Mental Health is starting to integrate services among social service providers.

Disproportionate Minority Confinement for Youth Summary by Marilyn Garmon-Starks

Putman had requested that Garmon make a presentation regarding minority confinement. Garmon provided a handout to the committee. She reviewed the definition of disproportionate minority confinement and bullet points on the handout. Garmon gave examples of reasons for disproportionate minority confinement, including poverty and availability of services. Across the state, the Illinois Juvenile Justice System is funding sites to work on this issue. There are four existing sites. C-U Area Project has applied to be a disproportionate minority site. The committee discussed the data provided by Garmon and their personal experiences in working with youth.

Greenwalt exited the meeting at 8:46 p.m. and re-entered at 8:48 p.m.

James encouraged parental involvement in all programs. Tapley advocated for improvements to the educational system.

CHAIR'S REPORT

There was no Chair's report.

OTHER BUSINESS

Closed session pursuant to 5 ILCS 120/2 (c) 1 to consider the employment, compensation, discipline, performance, or dismissal of employees

MOTION by Tapley to enter into closed session pursuant to 5 ILCS 120/2(c)1 to consider the employment, compensation, discipline, performance, or dismissal of an employee. He further moved the following individual remained present: the Recording Secretary. Motion seconded by Greenwalt. **Motion carried** with a vote of 6 to 0. The committee entered into closed session at 8:53 p.m. The committee resumed open session at 9:05 p.m.

DESIGNATION OF ITEMS TO BE PLACED ON COUNTY BOARD CONSENT AGENDA

The Chair designated agenda items VII A-B and VIII A for the consent agenda.

ADJOURNMENT

Meeting adjourned at 9:06 p.m.

Respectfully submitted,

Kat Bork
Recording 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.