

## CHAMPAIGN COUNTY BOARD COMMITTEE AGENDA

---

### JUSTICE & SOCIAL SERVICES COMMITTEE

Brookens Administrative Center, Lyle Shields Meeting Room

1776 E. Washington, Urbana

Monday, April 2, 2007 – 7:00 p.m.

CHAIR: Jan Anderson

MEMBERS: Carter, Gladney, Hogue, Hunt, James, Putman, Sapp, Tapley

<u>ITEM</u>	<u>PAGE NO.</u>
I. <u>CALL TO ORDER</u>	
II. <u>ROLL CALL</u>	
III. <u>APPROVAL OF AGENDA/ADDENDUM</u>	
IV. <u>APPROVAL OF MINUTES</u>	
a. February 5, 2007	1-7
b. March 13, 2007	8-13
V. <u>PUBLIC PARTICIPATION</u>	
VI. <u>MONTHLY REPORTS</u>	
a. Circuit Clerk – January 2007	
b. Coroner – November 2006	
c. Emergency Management Agency – March 2007	
d. Public Defender – February 2007	
VII. <u>HEAD START</u>	
a. Monthly Report	14-19
VIII. <u>NURSING HOME</u>	
a. Monthly Report	20-21
b. Response to Request for Evaluation of Personnel Records Clerk from the Nursing Home	22-25
IX. <u>JUVENILE DELINQUENCY GRANTS</u>	
a. Status Report from Peter Tracy & Marilyn Garmon-Starks <i>(To Be Distributed)</i>	
X. <u>CHAIR'S REPORT</u>	
XI. <u>OTHER BUSINESS</u>	

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

**XIII. ADJOURNMENT**

CHAMPAIGN COUNTY BOARD  
**COMMITTEE MINUTES**

---

**JUSTICE & SOCIAL SERVICES COMMITTEE**

Monday, February 5, 2007

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

7:00 p.m.

**MEMBERS PRESENT:** Anderson (Chair), Carter, Gladney, Hogue, Hunt, James, Putman, Sapp, Tapley

**MEMBERS ABSENT:** None

**OTHERS PRESENT:** Chief Deputy Kris Bolt (Sheriff's Office), Kat Bork (Recording Secretary), Andrew Buffenbarger (Nursing Home Administrator), Investigator Shane Cook (Sheriff's Office), Denny Inman (County Administrator of Facilities & Procurement), Lt. Allen Jones (Sheriff's Office), Kathleen Liffick (Head Start Director), Sgt. Brian Mennenga (Sheriff's Office), Susan McGrath (Senior Assistant State's Attorney), Dan Walsh (Sheriff), Captain Tim Voges (Sheriff's Office), C. Pius Weibel (County Board Chair), Darlene Dallas, Brian Dolinar, Belden Fields, Durl Kruse, Martel Miller, Giraldo Rosales

**CALL TO ORDER**

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

**ROLL CALL**

The Recording Secretary called the roll. Anderson, Carter, Gladney, Hogue, Hunt, James, Putman, Sapp, 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 James. **Motion carried.**

**APPROVAL OF MINUTES**

**MOTION** by Putman to approve the Justice & Social Services Committee regular session minutes of January 8, 2007; seconded by Carter. **Motion carried.**

**PUBLIC PARTICIPATION**

Anderson informed the public that due to the number of people who wished to speak, they should observe the rule allowing for five minutes per speaker. Anderson allowed the each member of the public to continue speaking when they exceeded the five-minute limit.

Brian Dolinar spoke about tasers in the County Jail. Dolinar said he thought the tasers could lead to abuse and were disproportionately used on African-Americans. Dolinar wanted inmates to be questioned

whether they had heart conditions prior to being tased. Dolinar mentioned incidents with tasers that have occurred in other states. He spoke about the Sergeant Myers case.

Belden Fields spoke about tasers and risks involved in their use. Fields requested the County Board refuse to include any money in the budget for the purchase, maintenance, or repair of tasers.

Durl Kruse spoke about tasers and how they are used. He said Sheriff's Walsh's opinion on tasers should be listened to, but the Sheriff speaks from the perspective of a law enforcement official and other perspectives should also be considered.

Giraldo Rosales, a Champaign City Council member, spoke about how the City of Champaign debated whether city police officers should use tasers. He is aware of an agreement between the Champaign and Urbana Police Departments and the Sheriff's Office that allows the cities to contact the Sheriff's Office to request the use of a taser. Rosales stated he has heard from many constituents who support the use of tasers. The City of Champaign has to pay high medical bills because police officers have been injured during arrests while trying to restrain the arrestees. Rosales recommended addressing the community's fears on this complex issue.

Martel Miller spoke about tasers in the County Jail. He said people should be safe once they are locked up in the jail and there should be a federal investigation into the deaths that have occurred at the County Jail over the last several years.

## **MONTHLY REPORTS**

**MOTION** by Hogue to receive and place on file the Animal Control November 2006 & December 2006 reports, Circuit Clerk November 2006 report, Coroner July 2006, August 2006, September 2006, & October 2006 reports, Emergency Management Agency January 2007 report, and the Public Defender December 2006 report; seconded by Putman. **Motion carried.**

## **SHERIFF**

### **Discussion About County Jail Policy & Procedure Regarding Tasers**

Sheriff Walsh began his presentation with a statement from Darlene Dallas. Dallas told the committee about her experience with Sheriff's deputies and tasers. In April 2004, deputies used a taser in her home when her intoxicated ex-husband barricaded himself and the couple's two young children in a back bedroom. The Sheriff's deputies were called to disburse the situation at her request. The deputies attempted to talk the suspect into surrendering, but the suspect refused to leave the room and began using the children as a shield. The suspect then attempted to charge one of the deputies. Because of the taser, the deputies had an option other than a gun or a billy club to use in subduing the suspect. The deputies used a taser because of the suspect's size and intoxicated condition. Dallas supported the use of tasers because it enabled the deputies to subdue her ex-husband without harming her children. She asked the committee to continue to use tasers as an option for Sheriff's deputies because they can save lives and prevent serious harm.

The Sheriff distributed the Use of Force Policy and various memos given to his deputies regarding the instruction and use of tasers. The Sheriff pointed out that one of the instructions tells the deputies to not use a taser on a known pregnant woman. Walsh specified this instruction was due to the risk of the woman falling and injuring herself. A taser would not harm the unborn child. The statistics provided in the Sheriff's report were prepared by Sergeant Mennenga. There are about three incidents per year involving a taser at the County Jail. In 2006, there were sixteen incidents total (six displays and ten usages) involving a tasers in the Law Enforcement Division, which constituents the road deputies. A display is when a deputy removes the taser from the holster and shows it to a person to achieve their compliance without the use of force. In 2005, there were nine incidents total (six displays and three usages) involving a taser in the Law Enforcement Division. The Sheriff noted that both the Champaign Police Department and the Urbana Police Department have called for

Sheriff's deputies to use tasers in situations where the police thought that level of force was necessary. Sheriff Walsh expressed that the reality of arresting and incarcerating people is very different from what is portrayed in popular media. Lieutenant Jones showed two videos of situations (one in a courtroom and the other in a booking area) where a detainee attacked the deputies. Sheriff Walsh wanted to show the committee how quickly these situations could happen, the number of deputies it takes to restrain a violent detainee, and how a deputy can be injured in such an attack. The Sheriff stated a taser allows deputies to rapidly bring a violent situation under control without the deputies being seriously injured. Lieutenant Jones showed two videos of a volunteer being tased. The first video was from the camera attached to the taser (tasercam) and the second was from a separate video camera nearby. There is one camera at each of the jails that can be attached to the bottom of a taser. The sheriff has ordered two more cameras for each of the backup tasers. The separate video camera also showed the size of the taser barbs and the small hole left by the barb on the volunteer's skin. Sheriff Walsh explained a taser barb does not deeply penetrate a person's skin. Walsh provided the Justice & Social Services Committee minutes from May 2004 when tasers were previously discussed. At the 2004 meeting, the Danville Police Chief, Carl Alexander, spoke in support of tasers, which have been used in Danville for years. The Danville Human Relations Officer, Chris Clapp, also spoke at the meeting in favor of tasers based on Danville's experience. Shelley Daunis, who does presentations on Crisis Intervention Teams (CIT) throughout the state, also addressed the committee in 2004. CIT teaches deputies how to deal with individuals who have mental health problems, learning disorders such as autism, and other problems that the police were not previously dealing with on a large basis. Daunis supported deputies having tasers.

Sergeant Brian Mennenga addressed the committee as the CIT Coordinator and taser custodian for the Sheriff's Office. As the taser custodian, Mennenga maintains the taser records. He spoke about CIT training and described several incidents that have occurred since the Sheriff's Office purchased the tasers. These incidents involved violent individuals who resisted being taken into custody. By using a taser, the deputies were able to handle the violent individuals without serious injury and without the situation getting out of control. The alternatives to a taser are often lethal methods. Mennenga noted if a taser is used correctly then no one is harmed. There is a resolution in the General Assembly to form a task force to look into taser usage guidelines. Mennenga has spoken to Daunis who is working with the Illinois Law Enforcement Training and Standards Board on resolutions to ensure there are the guidelines requiring training with taser usage.

Tim Voges, a Captain in the Law Enforcement Division, spoke about some of his experiences. He has been with the Sheriff's Office since January 1986 and has worked his way through the ranks. He related two incidents that occurred when he was a Sergeant supervising the midnight shift. During one incident in June 1988, deputies were called to a trailer park because an out-of-control individual had punched out all the windows in a car after a domestic dispute. The individual was tall and muscular. The Sheriff's deputies tried everything in their power to get the individual to comply with their instructions so they could arrest him. The individual fought the four deputies that responded to the call. As a result, Voges's nose was broken, both his eyes were dotted, and he received multiple bruises. Captain Voges stated this situation could have been easily controlled with the use of a taser. Without a taser, Voges had to get into the individual's personal space to attempt to arrest him and was injured doing so. Because the individual's hands were bloodied from having punched in a car's windows when he attacked Voges, Voges had to undergo a year of blood tests to check if he had received a disease from the fluid transfer. Captain Voges described another situation that occurred in December 1999 on the midnight shift. He and other deputies were investigating a Rantoul home invasion that led them to a suspect in north Urbana trailer park. The suspect was in a bedroom with a shotgun in the room. Voges ordered the suspect out and the suspect responded by loading the shotgun and leveling it at Voges, so Voges was forced to shoot the suspect. If the Sheriff's Office had tasers at this time, Captain Voges said he had have covered the suspect while another deputy used the taser to subdue the subject. In both situations, the use of a taser would have protected both the deputies and the individuals they were arresting from serious or lethal harm. Captain Voges observed tasers make police work safer for the citizens, as well as the police officers. He supported tasers as a tool well-suited for law enforcement. Tasers can save the lives of mentally ill individuals determined to harm themselves, as well as safeguard deputies and suspects from potential injuries related to suspects resisting arrest.

Sheriff Walsh stated tasers have been used for years by thousands of agencies. Police in Rantoul, Vermillion County, and Danville use tasers. Piatt County is getting tasers. The Sheriff disagrees that tasers are dangerous or lethal weapons in general. He spoke with a local heart surgeon about use of tasers before his office purchased them. The Carle Trauma Center has been using tasers for their security staff before the Sheriff's Office. Sheriff Walsh explained he has been tased and completely recovered in a few minutes, though he admitted he is not a young man. He said a taser is a useful tool that gives law enforcement an alternative to a gun or a nightstick. Sheriff Walsh observed that any kind of weapon can be misused in the wrong hands. He reminded the committee and the public that the County Board and Sheriff's Office increased inmate mental health services at the County Jail at great cost in the last year. Sheriff Walsh felt Champaign County has the best jail mental health facility in the state. He has tried to maintain as much open access as possible at the County Jail. In the two instances when criminal charges were brought against deputies, the incidents were uncovered by other members of the department, not because of a citizen's complaint. The Sheriff's Office launched investigations and took steps to correct the situations as soon they were discovered, including bringing criminal charges against the deputies. Sheriff Walsh explained there is a computer record whenever a taser is used by a deputy. The record includes when the taser was fired, the length of time it was fired, and how many times it was fired. Deputies cannot tamper with these computer records. There are two primary tasers in each jail facility, both of which are equipped with a tasercam. Cameras have been ordered for the backup tasers.

When Sheriff Walsh took office, there were serious discussions taking place about building a new jail because the current facilities were overpopulated. Due to the combined efforts of the State's Attorney's Office, the Circuit Court, the Public Defender's Office, the Court Services/Probation Department, and the Sheriff's Office with the change to the continuous jury system, the jail population has been reduced to between 200-225 prisoners. If this trend continues, the Sheriff will not request a new jail because the present facility will be sufficient. He would like to replace the downtown jail facility because it is outdated. However, the current jail camera system does not record anything because the County took the cheapest bid when the jails were built. Sheriff Walsh proposed the County spend the money to implement cameras that record both video and audio at the jail facilities. A more comprehensive camera system might cost over \$200,000 to outfit the booking area with recording cameras, but it would be a way for the County Board and the public to see what actually happens at the County Jail. Sheriff Walsh stated his department has nothing to hide. He offered to take questions, but noted he cannot answer specific questions about pending criminal cases.

James stated that, based on what he has read and seen during his time as a County Board member, he thinks the Sheriff's Office does an excellent job, though there is always room for improvement. James hears from constituents who have concerns about the criminal element and what they are able to get away with. He felt the police have been forced to become more of a social agency than a policing agency.

Sheriff Walsh addressed the issue of hoods used at the County Jail because the term is mentioned in the report. The Sheriff brought a spit hood to show the committee. Spit hoods are made of white mesh. A wearer can see and breathe through a spit hood, but the wearer cannot spit on a deputy. The Sheriff's Office has the spit hoods because a fair number of inmates will spit on the deputies.

Sapp asked if the Sheriff's deputies have to document whenever a taser is removed from the holster and about the training. Sheriff said the procedure has been changed and now the deputies have to report whenever a taser is unholstered. The tasercam activates as soon as the taser is turned on. Shane Cook, the Investigator in charge of taser training, explained the deputies undergo four hours of training. Sapp commended the Sheriff's Office for their work in training and reviewing their policies to improve the use and documentation of tasers. Sapp commented the report shows the taser is used more as a deterrent. Sheriff Walsh stated he would be very happy if the tasers would only need to be displayed and never used by a deputy.

Putman requested copies of the May 2004 Justice & Social Services Committee minutes be provided to the County Board. Bork agreed to place copies in the Board members' mailboxes. Putman asked if a report was written every time there was a use of force. Sheriff Walsh confirmed any use of force must be reported.

Putman asked about continued training. The Sheriff said training is part of the deputies' control tactics and there are also periodic updates. Putman inquired further about the cost of outfitting the jail facilities with a comprehensive camera system. Sheriff Walsh said it cost over \$500,000 to implement a comprehensive camera system throughout the jail facilities when this possibility was last researched.

Gladney thanked the members of the Sheriff's Office and the public for their comments on the issue. Gladney asked if jail inmates are questioned about any medical conditions, such as heart conditions, when they are booked. Sheriff Walsh explained a medical and psychological screening takes place when inmates first arrive at the County Jail. Gladney asked how the staff is made aware of inmates' medical conditions. Sheriff Walsh stated the nursing staff and/or mental health staff are notified of any inmates' conditions that require treatment. Gladney asked about the taser records. The Sheriff explained the record is self-contained in the taser unit until it is downloaded by Sgt. Mennenga. The record is downloaded after every usage. Gladney asked how many times the tasers are drawn and deployed on a weekly or monthly basis. Sheriff Walsh said the tasers are drawn once every couple months, as shown by the statistics provided by Sgt. Mennenga. The Sheriff answered further questions about jail procedures and safety. He offered to give tours of the jail facilities to any County Board members or the members of public who make the request. Tours need to be scheduled to ensure there is enough staff available for security reasons.

Weibel thanked everyone for attending tonight's meeting. He asked if there is a range of injuries caused by the taser barbs. Sheriff Walsh was unaware of any situations in the County where someone has been tased that has required medical treatment. He noted most of his deputies have been tased for experience and none have required medical attention. The deputies are trained to not aim for the face, eye, groin, or neck when deploying a taser. Investigator Cook added that he has probably tased 350 individuals over the course of two years, mostly in training. Cook has tased six individuals while on duty in his years working as a police officer in Rantoul. The taser barbs are a quarter inch straight barb. The barbs do not over-penetrate an individual's skin. The barbs are usually pulled out harmlessly. Some individuals have a lot of capillaries at the top of their skin so they might bleed a little more than others, but it is not seriously damaging. In answer to a question from Anderson, Cook said the tasers are more likely to be used by road deputies than within the jail itself. James asked if, during the situations where Cook tased an individual in the line of duty, he would have had to use lethal force if he did not have a taser. Cook stated in two situations he would have had to use lethal force without the taser because the individual was armed. James noted a bullet makes a lot bigger hole than two taser barbs. Weibel said he wishes there was more data available on the effects of tasers, especially on pacemakers. Cook explained a defibrillator is rated at 150-400 joules and a taser is four-tenths of a joule. Cook noted defibrillators can be used on individuals with pacemakers.

Hogue asked how the deputies know whether an individual has health problems when the taser is used on the street. Sheriff Walsh explained the deputies are not able to get a medical history from someone in a situation where the individual physically fights the deputies when they are trying to make an arrest. Sheriff Walsh noted an average citizen can walk away from a bad situation and call 9-1-1. A deputy does not have the option of walking away from a bad situation; the deputy has to bring it to a successful conclusion one way or another.

Anderson thanked the Sheriff for coming to the meeting and noted he was very willing to make a presentation to the committee at the January meeting, but he was out of town that day due to previous obligations. The Sheriff encouraged the Board members to arrange to take a tour of the jail facilities and a ride on the road with a deputy.

#### Lack of DHS Mental Health Facilities Bed Space and the Effect on County Jail

This item was provided for information only. Putman thanked the Sheriff for writing his letter regarding the lack of DHS Mental Health Facilities bed space and the large number of incarcerated people who are mentally ill. Putman hopes the Presiding Judge will be more open to alternatives pertaining to the number of

mentally ill inmates, such as a Mental Health Court. Sheriff Walsh said the state has limited resources, but what needs to happen is for the state to reopen some of the mental health institutions that have been closed. If an inmate is actively suicidal, then a deputy can admit that inmate to Carle or Covenant. If an inmate is disturbed, but not actively suicidal, there is no place for the individual in this community. Sheriff Walsh encouraged publicity on this matter. James commented that the police departments have been burdened by the closure of state mental health institutions because the police are not designed to manage the mentally ill.

**HEAD START**  
**Monthly Report**

**MOTION** by Hogue to receive and place on file the Head Start December-January report; seconded by Hunt.

Putman asked about the Child Plus Database. Liffick stated that Head Start was getting reports that they could not rely on as being accurate, so some information was being kept manually. She said they are very pleased with the quality and variety of reports from the Child Plus Database. Anderson announced Hogue would be returning to the Head Start Policy Council.

**Motion carried.**

**NURSING HOME**  
**Monthly Report**

**MOTION** by James to receive and place on file the Nursing Home January report; seconded by Hogue.

Buffenbarger announced the move date has been set for February 28<sup>th</sup>. He will be notifying families about the move. Equipment and supplies are already being transferred into the new facility.

**Motion carried.**

Carter exited the meeting at 8:54 p.m.

**JUVENILE DELINQUENCY GRANTS**  
**Status Report from Peter Tracy & Marilyn Garmon-Starks**

The report was distributed to the committee. Anderson announced that Tracy was unable to attend the meeting due to illness. The committee can contact Tracy in his office this week if they have any questions. Discussion was held over grant funding and how the criteria are much more defined since the Mental Health Board took over the grant administration. Hogue commended Tracy and Garmon on the quality of the reports.

Carter re-entered the meeting at 9:00 p.m.

**CHAIR'S REPORT**

Anderson announced there would be a County Board Study Session on February 13<sup>th</sup> to discuss the Nursing Home Operational Audit. Management Performance Associates, the firm who conducted the audit, will be making a presentation on their findings and answering questions. The full County Board has received copies of the final audit report. Buffenbarger and Anderson encouraged Board members to attend this study session.

**OTHER BUSINESS**

Discussion was held over jail issues and the presentation made by the Sheriff earlier in the meeting. McGrath stated the Sheriff is a constitutional officer with the authority to make the policies in his office. McGrath reminded the committee that a former Auditor, Laurel Prussing, brought a lawsuit against the County to bring forth a new precedent that is now reflected in state statutes, which states the County Board cannot tell elected officials how to spend the money in their budgets. The County Board can set the amount of an office's budget and not allow additional funding, but the Board cannot direct how it is spent. She encouraged caution because the County Sheriff is different from a Police Chief, who is an appointed official under the direct control of a city council. County government is a hybrid of appointed department heads and elected departments and there is a distinction between them. Anderson noted the Sheriff has been very open when the County Board has approached him with concerns. He has taken money from his budget to make changes to the jail, such as increased mental health services for inmates.

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

No items were designated for the consent agenda.

**ADJOURNMENT**

Meeting adjourned at 9:15 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.*

CHAMPAIGN COUNTY BOARD  
**COMMITTEE MINUTES**

---

**JUSTICE & SOCIAL SERVICES COMMITTEE**

**Tuesday, March 13, 2007**

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

5:30 p.m.

**MEMBERS PRESENT:** Anderson (Chair), Carter, Gladney, James, Putman, Tapley

**MEMBERS ABSENT:** Hogue, Hunt, Sapp

**OTHERS PRESENT:** Kat Bork (Recording Secretary), Andrew Buffenbarger (Nursing Home Administrator), Deb Busey (County Administrator of Finance & HR Management), Traci Heiden (Nursing Home), Stephanie Joos (Animal Control Director), Kathleen Liffick (Head Start Director), Susan McGrath (Senior Assistant State's Attorney), C. Pius Weibel (County Board Chair), Marilyn Garmon (C-U Area Project)

**CALL TO ORDER**

Anderson called the meeting to order at 5:34 p.m.

**ROLL CALL**

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

**APPROVAL OF AGENDA/ADDENDUM**

Anderson requested to move the report on the Juvenile Delinquency Grants to directly after the monthly reports in order to allow Garmon to leave the meeting shortly.

**MOTION** by Tapley to approve the agenda with the recommended reordering; seconded by Carter.  
**Motion carried.**

**PUBLIC PARTICIPATION**

There was no public participation.

**MONTHLY REPORTS**

**MOTION** by James to receive and place on file the Animal Control January 2007 & February 2007 reports, Circuit Clerk December 2006 report, Court Services December 2006 and January 2007 reports, Emergency Management Agency February 2007 report, and the Public Defender January 2007 report; seconded by Tapley. **Motion carried.**

**CHILDREN'S ADVOCACY CENTER**

Renewal of Violent Crime Victims Assistance Grant

**MOTION** by Tapley to approve the application for, and if awarded acceptance of, the Violent Crime Victims Assistance Grant; seconded by James. **Motion carried.**

National Children's Alliance 2007 Equipment Grant

**MOTION** by Tapley to approve the application for, and if awarded acceptance of, the National Children's Alliance 2007 Equipment Grant; seconded by Gladney. **Motion carried.**

**ANIMAL CONTROL**

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

**MOTION** by James to approve the Intergovernmental Agreement for Animal Impoundment Services with the Village of Savoy and the Intergovernmental Agreement for Animal Control Services with the Village of Savoy; seconded by Carter. **Motion carried.**

FY2006 Annual Report

James stated he was impressed with how well the report was put together and the information it contained. He has visited the Animals Services Facility and found that Joos runs an excellent, clean facility.

**MOTION** by Tapley to receive and place on file the FY2006 Annual Report for the Animal Control Department; seconded by James. **Motion carried.**

Request Approval for Extension of Holding Period for Adoptable Animals

**MOTION** by James to approve the extension of holding period to 30 days for adoptable animals and creation of an adoption program; seconded by Tapley.

Joos requested the holding period for stray, adoptable animals at the Animal Services Facility be extended to thirty days to afford the Animal Control Department more time to find an adoptable home prior to euthanizing the animals. The current holding period is seven days. Due to a lack of resources, the Humane Society has not been able to take all of the adoptable animals, as Joos had hoped they could. Joos proposed that after seven days, the animals be tested and, if deemed adoptable, be offered to the public for adoption through the County's website, anyone who contacts the Animal Control Department, PetSmart, Petco, and Petfinder. Joos said Animal Control would not be holding adoption fairs or adopt-a-thons. If an animal has not been adopted by the end of thirty days, the animal will be offered again to the Humane Society and breed rescue groups. If those resources are not able to take the animal, it may be euthanized. Joos estimates this could prevent the euthanasia of one hundred animals annually.

The committee discussed the statistics of the number of animals going through the Animal Services Facility. James asked if there would be fees for adopting a pet. Joos said there are costs involved in making an animal adoptable. For a dog, it costs Animal Control \$67.40 to spay/neuter, vaccinate, de-worm, microchip, heartworm test, and give a flea treatment. For a cat, it costs Animals Control \$33.85 to give a feline leukemia test, spay/neuter, vaccinate, de-worm, microchip, and give a flea treatment. The Humane Society has asked that Animal Control offer its adoptable animals at comparable rates to the Humane Society's, so the County is not undercutting them. The Humane Society currently charges \$75-\$85 for a dog, \$100-\$120 for a puppy, \$85 for a cat, and \$100 for a kitten. James asked further questions about how the adoption program would function and if it would be costly to operate. Joos explained that the facility has only reached full capacity once (in July 2005), so she felt the current cage space would be adequate to house animals for the thirty-day period. The Animal

Control staff is working so efficiently that they are finished cleaning the animals by noon and it should not be a burden to care for the animals during the extended period. She has spoken with the Humane Society to plan in the event that the Animal Services Facility reaches its full capacity. If this occurs, Joos would offer the animals to the Humane Society and rescue groups before the thirty days are complete or the animals may be euthanized prior to the thirty-day deadline because Animal Control's ultimate responsibility is to have an impoundment facility for the stray animals in Champaign County. The Humane Society has agreed to take any animals if they have open space. Joos stated the general public is not allowed to enter the kennel space unless they are escorted by an Animal Control employee to identify their stray dog or cat. She described that if the adoption program is implemented, she would keep a book of pictures and descriptions of the available animals at the front desk. A member of the public looking to adopt an animal would browse through the book and ask to see a specific animal. That animal would then be brought out to meet the person. The public is not allowed to wander about the facility for safety reasons. While the animals are kept for thirty days, they will be exercised each day by the kennel staff. This will give staff the opportunity to train an animal in basic commands so it is more adoptable. Joos was thinking about offering adoptions from 1:00 p.m. – 6:00 p.m. because this is the slowest time of the day for the kennel staff.

James stated he would prefer the adoption program be implemented for a trial period of six months, nine months, or one year in order to determine if it would cause any problems. He said that Joos is doing a great job with Animal Control, but he worried about any expansion that might be costly. Joos noted that the Animal Control Department is operated by revenue generated from the registration fees and contracts with the villages. She is not asking for any General Corporate Fund money to subsidize this program or her department. She stated Champaign County is the only progressive county with an Animal Control Department in the State of Illinois who does not offer animals for adoption. By creating an adoption program, Animal Control will be eligible for more grants to provide for spaying/neutering. Animal Control is only eligible for one PetSmart grant at the present time because it is considered a strictly euthanasia agency. The food for the animals is donated by Pedigree Foods, so the extended holding period will not result in any higher food costs. There might be an increase in the medical costs because the animals would have to be vaccinated prior to adoption, but those costs can be recouped from the person adopting the animal. Animal Control vaccinates and spay/neuters animals before sending it to a breed rescue group. The breed rescue group reimburses Animal Control for those costs. Joos has an agreement with the Humane Society that they will provide those services at their facility if they take an animal, so it does not cost the County any money.

Gladney suggested offering animals for adoption at a lower price than the Humane Society, while still covering the medical costs, as a way to make pet adoption from Animal Control more attractive to the public. The committee discussed the County's relationship to the Humane Society.

Busey encouraged allowing the adoption program to function for a year in order to get a solid statistical basis on the costs and number of animals affected. The quantity of animals in the facility fluctuates during the different seasons of the year so a full twelve months is needed to understand the full cycle of the issue. Busey noted that Animal Control ended FY2006 with a balanced budget and a positive fund balance. Its budget includes the costs to maintain the facility and replace equipment.

The committee discussed the adoption program proposal. Tapley stated he did not wish to micromanage a department and could support the program if it was understood that no General Corporate Fund money would be used to subsidize it. Joos was willing to have a one-year trial period, after which she would submit a full report to the committee.

**James and Tapley agreed to a friendly amendment that the extension of the holding period and creation of an adoption program would be set for a 1-year trial period.**

**Motion carried.**

Discussion of Champaign County Animal Control Ordinance Proposed Changes

Joos announced the state law was changed and placed new burdens on the County Animal Control Department. The State started a Pet Overpopulation Fund. Illinois citizens must pay this fund a \$25 public safety fee if their unaltered dog is caught running at large. This fee is returned if the owner alters the dog within fourteen days of impoundment. Champaign County Animal Control does not have to enforce this fee; they just inform the pet owner and the State when the animal is caught. The State passed a law requiring county animal control departments to have a \$10 differential between the registration for altered and unaltered animals. Animal Control currently charges \$10 for a one-year registration tag for an altered dog or cat and \$15 for an unaltered dog or cat. A three-year registration costs \$18 for an altered dog or cat and \$24 for an unaltered dog or cat. To adhere to state law, Joos suggested changing the registration fees to \$20 for a one-year registration fee and \$30 for a three-year registration for an unaltered animal. Five dollars of the additional charge goes to the County's Pet Overpopulation Fund and \$5 goes to the State's Pet Overpopulation Fund. If a county does not have a Pet Overpopulation Fund, then the full \$10 goes to the State. These are the costs if the owner registers the pet within twenty days of the vaccination. If the owner registers the pet twenty-one to thirty days after the vaccination, the cost increases by \$5 as a penalty for not registering a pet in a timely manner. After thirty days, an owner could be issued a citation for violation of a county ordinance, which is a \$100 fine. Joos noted Champaign County is not even at 80% registration of animals vaccinated within the County. However, the registration numbers have improved since owners have been able to purchase registration tags at veterinarian offices. This makes it easier for owners to register pets. Another change in the state law requires the owner of a dog that has been declared dangerous to pay a \$50 fine to the County's Pet Overpopulation Fund. The only other changes are minor administrative changes.

James asked when the new fees would be effective. Joos said the fees would be set upon approval of the revised ordinance. James asked if Animal Control collects the majority of fines assessed to pet owners. Joos said the \$25 public safety fee is paid to the Illinois Department of Public Health, so the County's only responsibility is to inform the pet owners that they owe the State \$25. The County becomes aware of an unregistered animal when a pet owner has the animal vaccinated in a veterinarian's office but does not purchase a registration tag. McGrath stated the increased staff in the Civil Division of the State's Attorney's Office has made it possible to increase enforcement activities related to County ordinances. The attorneys have been able to step up the enforcement of pet owners not paying their fines or registration fees and this has resulted in increased collection activities. Putman asked what activities are funded by the County and State Pet Overpopulation Funds. Joos explained the Champaign County Pet Overpopulation Fund strictly pays for altering the pets of low income citizens of the County. The State now requires all counties to have a spay/neuter program for low income residents who are on food stamps, Social Security income, disability, or meet other criteria. The State Pet Overpopulation Fund is supposed to provide for a program where private veterinarians can enroll in an animal Medicaid-type program where the State would reimburse veterinarians for services to low income residents. This program is very new and the State has not yet issued the regulations under which the program would operate. The committee discussed enforcement of the Animal Control Ordinance.

Carter exited the meeting at 6:32 p.m.

**HEAD START**  
**Monthly Report**

**MOTION** by James to receive and place on file the Head Start February report; seconded by Tapley.  
**Motion carried.**

**NURSING HOME**  
**Monthly Report**

**MOTION** by James to receive and place on file the Nursing Home February report; seconded by Tapley.

Buffenbarger introduced Traci Heiden to the committee. She has been the Activity Director at the Nursing Home for the last six years and recently became the new Assistant Administrator. Heiden has a bachelor's degree in therapeutic recreation and is a certified therapeutic reaction specialist. He added that he neglected to thank Arrow Ambulance Service in his monthly report for their work in moving the residents to the new facility. The committee discussed the move into the new facility. James asked what will happen to the equipment left in the old facility. Buffenbarger said they would inventory everything and then likely auction the items. Busey stated the disposal of equipment will follow the County's policy regarding excess equipment.

**Motion carried.**

#### Request for Reclassification of Positions

**MOTION** by Tapley to submit the Personnel Records Clerk and Human Resources Clerk positions to Job Content Evaluation Committee for consideration of reclassification; seconded by James. **Motion carried.**

#### JUVENILE DELINQUENCY GRANTS

##### Status Report from Peter Tracy & Marilyn Garmon-Starks

The report was distributed to the committee. Peter Tracy was unable to attend the meeting, so Garmon volunteered to answer questions from the committee. Anderson noted the report listed the agencies who have submitted applications for the FY2008 Juvenile Delinquency Grants. James asked for the total amount of money available to distribute in FY2008 grants. Busey said the total funding amount is in the \$210,000-\$220,000 range. The requests for funding far exceed the available funds.

James raised questions about the last applicant on the list because the grants are intended to fund programs to help decrease recidivism in juvenile delinquents. Garmon said she has not seen the applications because the agency she works for is one of the applicants. She stated the grant criteria is clearly spelled out in application and the applicants are judged on this criteria. Anderson recommended committee members contact Tracy in his office for further explanation. The committee continued to discuss the applicants and the purpose of the grants.

**MOTION** by Putman to receive and place on file the Juvenile Delinquency Grant Status Report; seconded by Gladney. **Motion carried.**

#### CHAIR'S REPORT

Anderson stated the Court Services FY2007 Action Plan has been approved by the Administrative Office of the Illinois Courts and is on file in Administrative Services. Anderson spoke positively about a presentation made at the Mental Health Board study session by Peer Ambassadors.

#### OTHER BUSINESS

##### Semi-Annual Review of Closed Session Minutes

McGrath recommended all closed session minutes remain closed because they involve litigation, collective bargaining, or individual privacy rights in regard to employee evaluations.

**MOTION** by Tapley for all closed session minutes to remain closed; seconded by Gladney. **Motion carried.**

James requested information on a County emergency plan that directs the general public where to go in the event of a natural disaster. Busey stated a well-coordinated policy management group of local entities exists

and the committee could have a presentation about what is in place. The committee discussed emergency situations and the different responses to different types of events.

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

Anderson designated agenda items VI A-B and VII A, B, & D for the consent agenda.

**ADJOURNMENT**

Meeting adjourned at 6:58 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.*

# Memorandum

**To:** Policy Council, Community Services Board, Regional Planning Commissioners, Justice and Social Services Committee  
**CC:** Head Start/Early Head Start Staff  
**From:** Kathleen Liffick, Head Start Director  
**Date:** March 20, 2007  
**Re:** March Management Report

---

The school year is going quickly. Our major efforts for the past month have included:

- ❖ As we covered at the last meeting, the union contract was settled the evening of February 26th. The Champaign County Board voted on the contract, as did the Policy Council, that night. It was critical to ensure approvals by the union, the County board and Policy Council that evening in order for the agreed upon retroactive wages award to be possible, since the 2006-2007 Head Start grant ended February 28<sup>th</sup>.

Attached is a summary of the significant changes to the bargaining unit contract.

- ❖ In late February, we met with our liaison at Child Care Resource Service (CCRS), the entity that administers the state child care subsidy program in our county. CCRS provided refresher training to Family Advocates on the requirements for families seeking assistance with their child care costs.

While Head Start services are free to all families enrolled in our program, families who need full-day services so the parents can work and/or attend classes/training do pay for child care. When using the child care assistance program, the family's child care fee is based on family size and income and CCRS pays the balance of the

March 26, 2007

fee. Families can arrange to “work off” their child care payment by volunteering in our program.

- ❖ At the beginning of March, I attended the Illinois Head Start Association (IHSA) conference in Springfield. The Association is a voluntary membership professional organization and has no affiliation with the Office of Head Start (the national Federal level of Head Start) or the Regional Office of Head Start (local regional level of Head Start).

As usual, I found the most productive sessions of the conference to be the Directors Component Meeting and the Regional Office Update. Meeting with other directors always yields information, ideas and/or improvements that we can use in our own program.

I was pleased to hear from several directors that their Federal reviews have been more balanced this year than reviews seem to have been for the past two years. Our program will have a review anytime after October 1, 2007 and we have already been preparing for it.

The Regional Office Update confirmed that Federal reviews for this year have returned to a more support-oriented tone, rather than having an approach that reported any minor infraction of Performance Standards as a non-compliance.

#### Additional information from the Regional Office Update

- Reports comparing Illinois programs with the nation for the types of non-compliances found during Federal reviews last year;
- Reports comparing Illinois programs with national data for the National Reporting System (the test of children leaving Head Start for kindergarten);
- Reports comparing Illinois programs with national data for the annual Program Information Report (the demographic data for families, staff and children);
- A recap of reorganization and staffing in the Regional Office;
- A summary of the reauthorization activity and the Continuing Resolution that constitutes this year’s Federal budget.

March 26, 2007

- ❖ For our current pre-K and Preschool for All funding, we are to submit a “continuation application” for next year’s funding that starts July 1, 2007 (the start of the state of Illinois’ fiscal year).

We are considering adding to our Preschool for All (PSA) programming by including at least one part-day classroom at Savoy and at Rantoul in the grant for next year. Child Development Services Manager Kelly Russell and I attended the bidders’ conference last week for the Preschool for All grant application process.

One thing we learned during the bidders’ conference was that there is a feature of having the pre-K and PSA grants that may allow us to follow children from Head Start through their progress in local schools. By implementing this feature, we will have the ability to evaluate how our children are doing in public school on an on-going basis. If you will remember from last year, we had information about one group of Head Start “graduates” from the project that Leanne Kallemyn conducted as part of her doctoral thesis.

- ❖ We have not yet received information about the two applications for funding that are new efforts: the City of Champaign Community Services Grant (CSG) and the Champaign County Mental Health Board (CCMHB) grant. We anticipate hearing about these grants and our continuation grant from the Champaign County Developmental Disabilities Board by the end of May.
- ❖ Child Development Services Manager (CDSM) Kelly Russell reports that we have hired the second Preschool for All (PSA) Mentor. We included two PSA Mentor positions in our grant that started this school year, but it has taken us this long to hire the second person. These positions require a Type-04 Early Childhood teaching certificate.

The PSA Mentors work at our child care center collaborations and support the child care teachers in implementation of the Illinois Early Learning Standards and Head Start Performance Standards. These staff also provide the family support services for the Head Start enrolled families at these locations.

March 26, 2007

Kelly has also been helping this month with the Family Services Manager applicant interviews and was the guest speaker for an Early Childhood Development class at an Eastern Illinois University.

Lastly, Kelly reports that we have only one staff opening for classroom staffing at this time, at Rantoul. This has been our most difficult year for staff turnover for several years. Human Resources Director Mary Hodson attempts to complete an exit interview for any staff member leaving. Analysis of the exit interviews that have been completed does not yield any significant change(s) since last school year that has prompted the recent increase in turnover.

- ❖ Special Services Manager Brandi Granse has provided two reports for you this month (which are attached): Immunization Status Statistics (for Head Start and for Early Head Start) and for Disabilities (for Head Start and for Early Head Start.) We will discuss these at the meeting.

Brandi has also been conducting Family Advocate interviews since Family Services Manager John Owen has been gone for the month of February. We have two more Family Advocate positions to fill. These positions have become vacant due to staff leaving the area for new jobs in another part of the country or, in one staff member's case, returning to her home country.

- ❖ Child Development Specialist (CDS) Hollie Ronk reports that teachers at Champaign have completed the second home visit of the year, or have documented three attempts to do so. Champaign is currently hosting nine students completing observations and/or practicums for their degree requirements.

U of I students, with the Special Education department, have been part of the center's NAEYC accreditation plan for enhancing disability awareness and acceptance. The students had funds to purchase puzzles and posters for the classrooms that show children and/or adults with disabilities.

- ❖ Facilities/Transportation Manager Ollie Caston has been working on a flooring problem at the Rantoul center – the hallway tiles are breaking and coming up. To date, the building's architect staff and the general contractor's staff have met at least twice at the building

March 26, 2007

to determine the cause of this problem. Ollie has started the performance evaluation process for drivers.

- ❖ CDS Michael Hogue reports that he is nearly finished entering the on-going assessment data for the "winter" assessment period. Michael supervises the two Preschool for All (PSA) Mentors and reports that the PSA programming at Marilyn Queller has started out very well. Additionally at Marilyn Queller, enrollment of infants and toddlers is up to 12.

Michael is also talking with additional child care centers to explore their becoming partners for Head Start enrollments.

- ❖ Rantoul Child Development Specialist (CDS) Edwina Caldwell states that several parents attended the kindergarten informational meeting at the site. Rantoul teachers have completed the year's second home visits and Edwina is conducting performance evaluation of staff this month.
- ❖ Family Services Manager John Owen had updated the recruitment plan for this year, enrollment forms and family services procedures. He starts conducting performance evaluation this week.
- ❖ Savoy CDS Dorothy Moore has been working on performance reviews of the center's teaching staff. Students from Mahomet/ Seymour are coming to read to the children on March 22<sup>nd</sup>. The new Assistant CDS for Savoy started this week.
- ❖ As of this date enrollment, including openings of less than 30 days and openings "offered," is 97% in Head Start and 100% in Early Head Start. As of March 15, we have stopped enrollment in school-year classrooms in anticipation of the end of the school year.

March 26, 2007

<b>Site/Option</b>	<b>Funded Enrollment</b>	<b>Currently Entered</b>
CECC (HS + EHS)	60	60
Rantoul (HS + EHS)	104	104
Savoy	162	159
Prairie	36	36
Home base (HS + EHS)	48	41
Pregnant Moms	13	12
Collaboration(HS + EHS)	CC 75	69
	Pre-K 30	30
<b>TOTAL</b>	<b>528</b>	<b>511</b>

Champaign County Nursing Home  
Justice and Social Services Committee  
Monthly Report  
March 2007

Nursing homes who participate in the Medicaid and Medicare programs are surveyed annually for compliance with the conditions of participation for each program. Survey teams are typically comprised of RNs, Administrators, and Sanitarians who show up unannounced and review every aspect of the Home for about a week. Nursing homes spend countless hours, employ dozens of people, and fret constantly in preparation for these surveys. Surveyors have nearly limitless authority to complicate the lives of nursing home employees through directed remedies, fines, in-house state monitors, involuntary withdrawal from both programs (instant bankruptcy), and charge employees with criminal activity. We all heard about the Florida Nursing Home Administrator who will spend the better portion of his life behind bars for making some very poor decisions.

There are a select group of nursing homes in Illinois who pass these surveys on the first try. A very select group. The CCNH has never been a member of that group.

**Our Nursing department just joined that group.**

We had our first ever deficiency-free Nursing department survey this month. This is akin to winning a Pulitzer for a Director of Nursing. The gold medal. The statue. The Nobel Peace prize. The golden ticket.

LouAnn Meier, Director of Nursing  
Lori Campbell, Assistant Director of Nursing

Hats off and congratulations on this outstanding achievement.

**Update Information**

- Dementia programming is ramping up with the appointment of Linda Kotynek, RN as the Alzheimer's Care Program Director. Linda serves as the Adult Day Care Director whose position grows in a natural direction toward Alzheimer's care. We are finding that our community needs cutting-edge Alzheimer's care in a day program format. The result is the rapid growth of our Adult Day Care clientele, mostly from homes where a spouse or parent with Alzheimer's are provided 24 hour care by family who periodically need to attend to things outside of the home. That respite is critical to an in-home caregiver who needs to go grocery shopping, or visit a sick relative, or just go to lunch without worrying about whether their spouse or parent will be safe.

Linda will lead us through the growth of that programming into inpatient, long-term dementia care for those stricken with an irreversible, debilitating dementia condition that cannot be managed at home. Garden View and Garden View Court is home to these folks, and Linda is teaching us how to take a good dementia care program to its highest level. Some beginning steps include round-the-clock Garden View dedicated

*In service to the residents of the Champaign County Nursing Home, their families, friends, and everyone whose lives they have touched, we respectfully submit this report.*

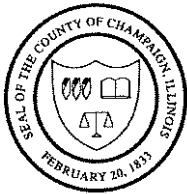
staff, classroom and hands-on dementia care training, and an interdisciplinary review of the individual needs of each resident so we can customize services to meet specific preferences.

- We continue to evaluate the vacant space originally dedicated to childcare for alternative uses. Our consultants recommended using some of that space for Adult Day Care clients who suffer from dementia. We are reviewing the physical plant and regulatory needs relative to that idea.
- Gail Shivers was selected as the new Activity Director, replacing Traci Heiden who was promoted to Assistant Administrator. Gail has worked with Champaign County Nursing Home as a CNA, Activity Assistant, and Assistant Activity Director for the last thirteen years. This promotion is a natural step for Gail who has shown exemplary leadership and dedication. We are now recruiting for a new Assistant Activity Director.
- Stephen Philbrook is our new Volunteer Coordinator, replacing Kalah McGraw who joined the Social Services team. Stephen had a long and distinguished career as an auditor with the FDIC. He comes to us to support his passion for philanthropy by working with our 200+ volunteers who make life at the CCNH continuously connected to our fine community.

#### Initiatives

- We have long worked with the Master Gardeners to provide a wander garden in our enclosed courtyard. The idea is expanding to include a memorial garden where we can eternally memorialize members of the CCNH family who have passed.
- Still unpacking
- The University of Illinois is nearly done with their air quality surveys. Recap: the U of I sent engineering students to study to quality of the air in the old nursing home, and social science students to measure how air quality impacts the life satisfaction of residents and staff. The study should conclude with findings over the next couple of weeks. U of I faculty passed on their thanks for allowing them the use of our facility to conduct the studies. Once findings are presented, we can determine whether any action is warranted.
- Therapy services are starting to expand as the more attractive and functional space is yielding more inpatient and outpatient interest. Therapy revenues are approximately 1% above what we experienced in the old building. While it's too early to call this a positive trend, its something to smile about.

*In service to the residents of the Champaign County Nursing Home, their families, friends, and everyone whose lives they have touched, we respectfully submit this report.*



## CHAMPAIGN COUNTY ADMINISTRATIVE SERVICES

1776 EAST WASHINGTON  
URBANA, IL 61802  
(217) 384-3776  
(217) 384-3765 – PHYSICAL PLANT  
(217) 384-3896 – FAX  
(217) 384-3864 – TDD  
Website: www.co.champaign.il.us

ADMINISTRATIVE SUPPORT  
DATA PROCESSING  
MICROGRAPHICS  
PURCHASING  
PHYSICAL PLANT  
SALARY ADMINISTRATION

### MEMORANDUM

**TO:** Jan Anderson, Chair and MEMBERS of the JUSTICE & SOCIAL SERVICES COMMITTEE  
Tom Betz, Chair and MEMBERS of the POLICY, PERSONNEL & APPOINTMENTS COMMITTEE

**FROM:** JOB CONTENT EVALUATION COMMITTEE and  
Deb Busey, County Administrator of Finance and HR Management *Deb*

**DATE:** March 21, 2007

**RE:** RESPONSE TO REQUEST FOR EVALUATION OF PERSONNEL RECORDS CLERK

Pursuant to the request of the Justice & Social Services Committee of March 13, 2007, the Job Content Evaluation Committee has met and reviewed proposed changes to one of the non-bargaining Personnel Records Clerk positions at the Champaign County Nursing Home.

The Job Evaluation Committee reviewed the position analysis questionnaire and job description information for the proposed position. Cindy Neitzel, Nursing Home HR Director, also presented information regarding the evaluation. The recommended changes require a job title change and some corrections to the job description for this position, however the scope of responsibility and knowledge/skill are not increased with the proposed changes. As a result, the Job Content Evaluation Committee recommends that this position continue to be classified in Grade Range C, but that the title for the position change from Personnel Records Clerk to Human Resource Clerk, and that the job description be amended. The amended job description is provided with this Memorandum for your information.

Thank you for your consideration of this information. If you have any questions or concerns, please feel free to contact me.

Attachments

cc: Andrew Buffenbarger, Administrator – Champaign County Nursing Home

CHAMPAIGN COUNTY SALARY ADMINISTRATION PROGRAM  
JOB EVALUATION COMMITTEE REPORT

Date of Request:

March 13, 2007

RE-EVALUATION OF EXISTING POSITION

Department Requesting:	Champaign County Nursing Home
Position Title:	Personnel Records Clerk
Current Job Points:	261
FLSA Status:	Non-Exempt
Current Salary Range:	Grade Range C
	Minimum: \$9.62
	Mid-Point: \$10.20
	Maximum: \$12.24

Job Evaluation Committee Recommendation: No Classification Change - Title Change Only

Re-Evaluated Job Points:	265
Recommended Title:	Human Resource Clerk
FLSA Status:	Non-Exempt
Recommended Salary Range:	Grade Range C
	Minimum: \$9.62
	Mid-Point: \$10.20
	Maximum: \$12.24

Date of Job Evaluation Committee Recommendation:

March 20, 2007

Cler., Admin., & Related Serv. - III  
Administrative Series  
Personnel Services Group  
NON-EXEMPT

DATE: March, 2007

CLASS TITLE: Human Resource Clerk

NATURE OF WORK

General Statement of Duties:

Performs a variety of basic personnel related clerical duties associated with applicant screening, typing and filing, maintaining employment records, and basic functions relative to customer service.

Supervision Received:

Works under the immediate supervision of the Human Resource Assistant and direct oversight of the Director of Human Resources.

Supervision Exercised:

None.

Characteristic Duties and Responsibilities: (Any one position may not include all of the tasks listed nor do the listed examples include all tasks which may be found in positions of this class.)

Screens applications; logs receipt, ensures completion, determines basic qualifications, initiates letters to applicants regarding receipt and status of employment, and sends offer letters to prospective employees. Completes licensure and registry checks of professional nursing staff.

Directs incoming calls; informs prospective candidates of application and position posting status, conducts basic employment verifications, and answers inquiries. Performs initial staff customer service and refers problems to other HR staff as appropriate. Screens and distributes incoming mail.

Maintains electronic and hardcopy personnel records; performs data entry of pertinent personnel information, maintains complete and secure hardcopy records, ensures proper documentation is maintained, and formulates basic queries and reports. Establishes basic legal and medical records for current staff and prospective candidates for employment. Tracks performance appraisals and provides reminders to supervisory staff.

Determines and maintains schedules; notifies prospective employees of physicals and immunizations, coordinates with department supervisors and initiates contacts with applicants regarding interviews, and assists in determining new employee orientation and start dates. Conducts personal and professional reference checks, income

verifications where required, and initiates criminal background checks.

Other duties as assigned which are reasonably within the scope of duties enumerated above.

#### **QUALIFICATIONS**

##### **Knowledge, Skills and Abilities:**

Ability to use personal computer for word processing, data entry, and automated time systems.

Attention to detail and accuracy regarding time and organizational management. Requires multi-tasking and extensive customer service skills, and the ability to handle stress in a fast paced working environment.

Ability to foster and maintain positive working relationships with staff and other County personnel. Ability to apply basic skills relative to office administration. Must possess personal qualities related to respect for the rights and confidentiality of others.

##### **Education and Experience:**

Requires the knowledge, skill, and mental development equivalent to the completion of high school. Requires knowledge of word processing and spreadsheet applications. Requires two years of clerical or administrative experience.

Requires the ability to effectively communicate both orally and in writing. Requires knowledge of spelling, grammar, punctuation, sentence/paragraph structure, and formatting.

THIS DOCUMENT CONTAINS A DESCRIPTION OF A GENERAL CLASS OF POSITIONS WITHIN THE CHAMPAIGN COUNTY SALARY ADMINISTRATION PROGRAM. THE DESCRIPTION CONTAINS EXAMPLES OF DUTIES AND RESPONSIBILITIES WHICH MAY OR MAY NOT BE CONSIDERED TO BE "ESSENTIAL FUNCTIONS" TO A PARTICULAR JOB OR POSITION WITHIN THIS JOB CLASS. "ESSENTIAL FUNCTIONS" ARE TO BE DETERMINED AT THE POSITION OR JOB LEVEL WITHIN EACH DEPARTMENT.

**ATTACHMENTS GIVEN  
TO THE COMMITTEE  
AT THE MEETING**

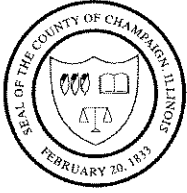
**JUSTICE & SOCIAL SERVICES  
COMMITTEE  
APRIL 2, 2007**

Contents:

1. Summary of Significant Changes to the Head Start Contract  
– Agenda Item VII A
2. Response to Request for Evaluation of Personnel Records  
Clerk – Agenda Item VIII B
3. Juvenile Delinquency Grants Status Report from Peter Tracy  
and Marilyn Garmon-Starks – Agenda Item IX A

**SUMMARY OF SIGNIFICANT CHANGES  
AFSCME - HEAD START CONTRACT  
MARCH 1, 2006 TO FEBRUARY 28, 2009**

- Wages: 1% on-going increase, retroactive to March 1, 2006; 2% one-time wage award retroactive to March 1, 2006. 2<sup>nd</sup> and 3<sup>rd</sup> year increases if required and funded by Office of Head Start
- Current Special Services Assistants and Bus Driver/Maintenance Worker receive an on-going, 50 cent increase to wage rate.
- Bus Drivers who work a double-split day (3 drive times with at least an hour between driving periods) receive a 50 cent/hr "shift differential" for the hours worked, not part of base wage rate.
- Health Insurance: An employee may choose either 80/20 with a \$16/mo individual premium. The employee's choices also include a less expensive 90/10 plan for \$23/mo individual premium or a more expensive 90/10 plan for \$140/mo individual premium. (The family premium continues to be paid by employee.)
- Any employee who waves insurance receives a 50 cent/hr "insurance waiver premium" for hours worked, not part of base wage rate.
- Eliminated extra holiday: Monday after Easter
- Union representation no longer required for issuing discipline
- Three-year contract



## CHAMPAIGN COUNTY ADMINISTRATIVE SERVICES

---

1776 EAST WASHINGTON  
URBANA, IL 61802  
(217) 384-3776  
(217) 384-3765 – PHYSICAL PLANT  
(217) 384-3896 – FAX  
(217) 384-3864 – TDD  
Website: [www.co.champaign.il.us](http://www.co.champaign.il.us)

ADMINISTRATIVE SUPPORT  
DATA PROCESSING  
MICROGRAPHICS  
PURCHASING  
PHYSICAL PLANT  
SALARY ADMINISTRATION

### MEMORANDUM

**TO:** Jan Anderson, Chair and MEMBERS of the JUSTICE & SOCIAL SERVICES COMMITTEE  
Tom Betz, Chair and MEMBERS of the POLICY, PERSONNEL & APPOINTMENTS COMMITTEE

**FROM:** JOB CONTENT EVALUATION COMMITTEE and  
Deb Busey, County Administrator of Finance and HR Management

**DATE:** April 2, 2007

**RE:** RESPONSE TO REQUEST FOR EVALUATION OF PERSONNEL RECORDS CLERK

---

Pursuant to the request of the Justice & Social Services Committee of March 13, 2007, the Job Content Evaluation Committee has met and reviewed proposed changes to the second of the non-bargaining Personnel Records Clerk positions at the Champaign County Nursing Home.

The Job Evaluation Committee reviewed the position analysis questionnaire and job description information for the proposed position. Andrew Buffenbarger, Nursing Home Administrator, and Cindy Neitzel, Nursing Home HR Director, also presented information regarding the evaluation. The recommended changes result in increased scope of responsibility and knowledge/skill requirements for this position. The changes will also require a job title change. As a result, the Job Content Evaluation Committee recommends that this position be upgraded to classification from Grade Range C to Grade Range E, with the new title of Human Resource Assistant. The new job description is provided with this Memorandum for your information.

Thank you for your consideration of this information. If you have any questions or concerns, please feel free to contact me.

Attachments

cc: Andrew Buffenbarger, Administrator – Champaign County Nursing Home

CHAMPAIGN COUNTY SALARY ADMINISTRATION PROGRAM  
JOB EVALUATION COMMITTEE REPORT

Date of Request:

March 13, 2007

RE-EVALUATION OF EXISTING POSITION

Department Requesting:	Champaign County Nursing Home	
Position Title:	Personnel Records Clerk	
Current Job Points:	261	
FLSA Status:	Non-Exempt	
Current Salary Range:	Grade Range C	
	Minimum:	\$9.62
	Mid-Point:	\$10.20
	Maximum:	\$12.24

Job Evaluation Committee Recommendation: **Recommend Classification & Title Change**

Re-Evaluated Job Points:	359	
Recommended Title:	Human Resource Assistant	
FLSA Status:	Non-Exempt	
Recommended Salary Range:	Grade Range E	
	Minimum:	\$10.92
	Mid-Point:	\$13.65
	Maximum:	\$16.38

Date of Job Evaluation Committee Recommendation:

March 29, 2007

Cler., Admin., & Related Serv. - III  
Administrative Series  
Personnel Services Group  
NON-EXEMPT

**DATE:** March, 2007

**CLASS TITLE:** Human Resource Assistant

**NATURE OF WORK**

**General Statement of Duties:**

Performs a variety of intermediate level and confidential human resource duties associated with recruiting and retention, new hire orientation and processing, time and attendance, and basic initiation of payroll and benefits processing.

**Supervision Received:**

Works under the immediate supervision of the Director of Human Resources.

**Supervision Exercised:**

May assign, review and approve work of Human Resource Clerk.

**Characteristic Duties and Responsibilities:** (Any one position may not include all of the tasks listed nor do the listed examples include all tasks which may be found in positions of this class.)

Assists with recruiting and retention goals and objectives; attends job fairs, posts positions in classified and public online job search ads, responds to position inquiries, and assists in establishing retention initiatives, programs, and benefits.

Assists in scheduling and conducting employee orientation; conducts briefings regarding policies and procedures, ensures all personnel paperwork is completed and processed, and gathers information regarding pay and benefits.

Tracks attendance of personnel assigned to the nursing home; receives absence forms, call-in line logs, and provides follow-up and tracking of absences. Coordinates with department heads regarding disciplinary action associated with excessive absenteeism. Ensures that excused absences are cured accordingly.

Receives and inputs all signed and approved TOPS and overtime requests into automated timekeeping system, initiates and deletes time clock information for new and terminated employees, prepares time badges, and distributes automated time usage and accrual reports to employees and supervisors. Assists with finalizing payroll entries and distribution of payroll warrants and direct deposit receipts. Prepares pay advance paperwork and forwards to Administrative Services for processing as necessary.

Serves as a neutral intermediary regarding conflict resolution; determines focus of disputes, properly refers and directs grievances, and provides initial counseling regarding disputes when necessary. Addresses payroll and benefit time accrual discrepancies and provides assistance in resolving errors.

May serve in the capacity of the Director of Human Resources in his/her absence.

Other duties as assigned.

#### **QUALIFICATIONS**

##### **Knowledge, Skills and Abilities:**

Requires knowledge of principles, practices, methods, and techniques of office administration.

Requires ability to use personal computer for word processing, data entry, and automated time systems.

Requires ability to work independently, exercise judgement, and make decisions in order to analyze and resolve a variety of questions or problems.

Attention to detail and accuracy regarding time and organizational management. Requires multi-tasking and prioritization skills, extensive customer service and conflict resolution skills, and the ability to handle stress in a fast-paced work environment.

Ability to foster and maintain positive working relationships with staff and other County personnel. Must possess considerable skill in both written and oral communication and experience in applying principles relative to personnel administration. Must possess personal qualities related to respect for the rights and confidentiality of residents.

##### **Education and Experience:**

Requires the knowledge, skill, and mental development equivalent to the completion of high school. Associates Degree in a closely related field preferred.

Requires knowledge of word processing and spreadsheet applications. Requires one to three years of responsible work experience in the field of personnel administration; including supervising, organizing, coordinating, and performing responsible clerical tasks.

THIS DOCUMENT CONTAINS A DESCRIPTION OF A GENERAL CLASS OF POSITIONS WITHIN THE CHAMPAIGN COUNTY SALARY ADMINISTRATION PROGRAM. THE DESCRIPTION CONTAINS EXAMPLES OF DUTIES AND RESPONSIBILITIES WHICH MAY OR MAY NOT BE CONSIDERED TO BE "ESSENTIAL FUNCTIONS" TO A PARTICULAR JOB OR POSITION WITHIN THIS JOB CLASS. "ESSENTIAL FUNCTIONS" ARE TO BE DETERMINED AT THE POSITION OR JOB LEVEL WITHIN EACH DEPARTMENT.



## CHAMPAIGN COUNTY MENTAL HEALTH BOARD

---

### CHAMPAIGN COUNTY BOARD FOR CARE AND TREATMENT OF PERSONS WITH A DEVELOPMENTAL DISABILITY

#### MEMORANDUM

DATE: April 2, 2007  
MEMO TO: Champaign County Board – Justice and Social Services Committee  
FROM: Peter Tracy, Executive Director  
SUBJECT: Quarter Cent For Public Safety Funding – Status Report

#### FY08 Allocation Process:

Summaries and preliminary analysis of all Quarter Cent for Public Safety Juvenile Justice Post-detention (QCJJ) applications have been completed and will be discussed at the April 3, 2007 meeting of the Champaign County Mental Health Board (CCMHB). On April 18, the Committee of the Whole meeting will be used to complete our public vetting of the applications. This meeting will be relatively unstructured and allow for an open discussion between board members and staff. The agenda will be driven by questions and comments from board members. If applicable, staff will provide new information and/or answers to questions raised by the board on April 3 or in the interim.

The May 1, 2007 CCMHB meeting will be used to make final FY08 allocation decisions. A decision memorandum will be prepared for consideration of the board and will be organized in a format similar to the most recent funding cycle. This memorandum will include staff recommendations predicated on the assessment of QCJJ applications using decision support criteria and shall be subject to the availability of funds. The final funding decisions rest with the CCMHB and their judgment concerning the most appropriate and efficacious use of available dollars based on assessment of community needs and decision-support match up. Other factors considered include the applicant's ability to implement the program and services proposed, the soundness of the proposed methodology, and the administrative and fiscal capacity of the agency.

#### Project Monitoring and Juvenile Justice Related Activities

The following is a summary of activities completed by Ms. Marilyn Garmon-Starks during March 2007:

#### Disproportionate Minority Contact

Champaign County DMC Advisory Board Chairs received notice that the Illinois Juvenile Justice Commission is investing \$25,000 for the Haywood Burns Institute to provide technical assistance to 1) assist the advisory board in defining the areas of DMC it would like to research 2) determine the ability of the County to obtain necessary data.

### JDC Assignment Meeting

Mrs. Garmon-Starks facilitated 4 weekly agency assignment meetings at the Juvenile Detention Center.

*March 6, 2007:* 16 young people were connected with primary agency conduits. Prairie Center (3 youth), JJCC program (5), Boys and Girls Club (2), MHJJ (1), BIOC (4), Community Connections (1). Two youth were DCFS (not assigned) and two youth were being transferred out of the county or out of state (not assigned).

*March 13, 2007:* 10 young people were connected with primary agency conduits. Prairie Center (4 youth), JJCC program (3), Boys and Girls Club (1), MHJJ (2).

*March 20, 2007:* 6 young people were connected with primary agency conduits. Prairie Center (21 youth), Boys and Girls Club (3), MHJJ (2). Four youth were DCFS (not assigned) and one youth was being transferred out of the county (not assigned).

*March 27, 2007:* 5 young people were connected with primary agency conduits. 4 would be followed up in the next meeting due to still needing to have the MAYSI assessment done or more information was needed prior to assignment. JJCC program (2), Boys and Girls Club (2), MHJJ (1), Project Access introductory brochure and information will be sent to one youth who has been to court and charges were dropped.

*\*\* duplicated count*

### Quarter Cent/Project Access Meetings

*March 2, 2007:* Quarter Cent Administration meeting was held in which Mrs. Garmon-Starks gave an update on service coordination at JDC

*March 7, 2007:* A meeting with DMC Advisory Board Chairs and CUAP director to discuss next steps with the Advisory Board.

*March 9, 2007:* Met with JDC superintendent Connie Kaiser and Karen Simms from the Mental Health Center to discuss the Peer Ambassador survey presentation. The group will continue to work with the JDC population, ensure that all Ambassadors are trained at JDC prior to hosting focus groups and include a "disclaimer" that emphasizes survey results are the perception of youth in JDC.

*March 9, 2007:* Met with Connie Kaiser to formalize recidivism tracking mechanism for Project Access youth. This group includes youth in all programs funded by the Quarter Cent for Public Safety tax. JDC staff will access police databases to gather preliminary information on petitions filed, multiple station adjustments for new offenses and re-admittance to the juvenile detention center. This information will then be funneled to Marilyn, who will compile it into a report to be distributed.

*March 14, 2007:* Project Access Family Engagement workgroup met to discuss overarching principles for family engagement and creative strategies in developing the governance structure (51% family representation).

*March 27, 2007:* Met with JDC staff and Stuart Broz for suggestions on making the brochure for the program more family friendly. Staff agreed to have the brochure

available for any parents that may come or call the JDC for information on services for their children.

March 28, 2007: Project Access Care Coordination meeting to discuss information distribution to all of Project Access on this topic; decided that there are specific principles that should be present at every level of case management/care coordination (i.e. family voice) and that Project Access would need to adopt those principles in the near future.

March 28, 2007: Attended Project Access large group meeting. Gave update on service coordination at JDC, encouraged agencies to submit enrollment/release forms, and informed group of latest Disproportionate Minority Contact grant developments.

#### **Other Meetings/Events**

*March 8, 2007:* Met with Yalanda Graham, newly hired peer jury coordinator, at Central High School to discuss program layout and additional training opportunities for youth jurors. Target startup date for peer jury hearings is the 2<sup>nd</sup>-3<sup>rd</sup> week in April.

*March 13, 2007:* Attended Justice and Social Services Committee meeting. Provided information on February activities for DPS position and encouraged committee members to contact Peter Tracy regarding questions on the upcoming funding cycle.

*March 29, 2007:* Presented information with Peter Tracy to School of Social Work students on Project Access JDC pilot program and DMC in Champaign County.

#### **Additional Activities:**

- Notified Quarter Cent funded agencies that names/birthdates of youth would need to be received by March 30 for recidivism tracking
- Attended Illinois Council of Area Projects Annual Convention March 20-22. Useful information was gathered on neighborhood asset/challenge mapping – a tool that could provide functional, valuable information on neighborhoods in which Project Access youth participants reside
- Provided family with information on JUMP program and BIOC's Family Conference Program, for a male youth that would be reentering the community from the Illinois Department of Juvenile Justice
- Addressed proposed method of engaging the JDC "released without detention" population with Connie Kaiser. Suggested that a contact list be generated weekly on this group, and that a Project Access brochure be sent to each family. Each family would receive a follow up telephone call to answer questions about Project Access.
- Provided a family that had previously been assigned to Prairie Center information on Project Access and the services provided by Quarter Cent Agencies. One youth was currently in the JDC, another would be returning to the community in April and is in search of supportive services.
- Attended panel on racial disparity in prisons, focus was heavily placed on drug offenses – where they are occurring in Illinois and manner of charging in these areas
- Discussed Don Moyer Boys and Girls Club referral form, made suggestions on information that could be added or deleted in an effort to make form more succinct and useful