

CHAMPAIGN COUNTY BOARD  
**COMMITTEE MINUTES**

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**POLICY, PERSONNEL, & APPOINTMENTS COMMITTEE**

Wednesday, April 5, 2006

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

7:00 p.m.

**MEMBERS PRESENT:** Beckett, Betz, Busboom, Fabri, Feinen, Knott, Moser, Putman, Wysocki

**MEMBERS ABSENT:** None

**OTHERS PRESENT:** Deb Busey (County Administrator of Finance & HR Management), Denny Inman (County Administrator of Facilities), Andrew Buffenbarger (Nursing Home Administrator), David DeThorne (Senior Assistant State's Attorney), Michael Frerichs (Auditor), Ron Gremore (Deputy County Administrator of HR), Susan McGrath (Senior Assistant State's Attorney), Billie Pilotte (Nursing Home HR Director), Phyllis Buhr

**CALL TO ORDER**

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

**ROLL CALL**

The Recording Secretary called the roll. Beckett, Betz, Busboom, Fabri, Knott, Moser, Putman, and Wysocki were present at the time of the roll call. The Chair declared a quorum and proceeded with the meeting.

**APPROVAL OF AGENDA/ADDENDUM**

**MOTION** by Wysocki to approve the agenda for the meeting; seconded by Putman. Motion carried.

**APPROVAL OF MINUTES**

**MOTION** by Putman to approve the regular session minutes of March 8, 2006; seconded by Wysocki.

Beckett requested the use of the word "weary" on pages two and three be changed to the word "wary". Putman requested a word change to page five.

Motion carried.

**PUBLIC PARTICIPATION**

There was no one for public participation.

**MONTHLY REPORTS**  
**County Clerk Fees Report**

The County Clerk Fees Report was distributed to the committee.

**MOTION** by Beckett to receive and place on file the County Clerk's monthly report for March 2006; seconded by Wysocki. Motion carried.

**COUNTY BOARD**  
**Appointments/Reappointments**

**Broadlands-Longview Fire Protection District**

**MOTION** by Wysocki to appoint Gary Walker to the Broadlands-Longview Fire Protection District for a term from 5/1/2006 to 4/30/2009; seconded by Moser. Motion carried.

**Eastern Prairie Fire Protection District**

**MOTION** by Wysocki to appoint Emil Kucera to the Eastern Prairie Fire Protection District for a term from 5/1/2006 to 4/30/2009; seconded by Moser. Motion carried.

**Edge-Scott Fire Protection District**

**MOTION** by Wysocki to appoint Linda Barcus to the Edge-Scott Fire Protection District for a term from 5/1/2006 to 4/30/2009; seconded by Beckett. Motion carried.

**Ogden-Royal Fire Protection District**

**MOTION** by Wysocki to appoint Maurice Gorman to the Ogden-Royal Fire Protection District for a term from 5/1/2006 to 4/30/2009; seconded by Moser. Motion carried.

**Pesotum Fire Protection District**

**MOTION** by Wysocki to appoint Dennis Butler to the Pesotum Fire Protection District to fill the position vacated by the resignation of Roger Miller with a term from 4/20/2006 to 4/30/2007; seconded by Moser. Motion carried.

**MOTION** by Wysocki to appoint James Henry to the Pesotum Fire Protection District for a term from 5/1/2006 to 4/30/2009; seconded by Knott. Motion carried.

**Philo Fire Protection District**

**MOTION** by Wysocki to appoint John Godsell to the Philo Fire Protection District for a term from 5/1/2006 to 4/30/2009; seconded by Moser. Motion carried.

**Sadorus Fire Protection District**

**MOTION** by Wysocki to appoint Gerald Henry to the Sadorus Fire Protection District for a term from 5/1/2006 to 4/30/2009; seconded by Moser. Motion carried.

### **Sangamon Valley Fire Protection District**

**MOTION** by Wysocki to appoint Ron Kuhns to the Sangamon Valley Fire Protection District for a term from 5/1/2006 to 4/30/2009; seconded by Moser. Motion carried.

**MOTION** by Wysocki to appoint Bryan Shields to the Sangamon Valley Fire Protection District for a term from 5/1/2006 to 4/30/2008; seconded by Moser. Motion carried.

### **St. Joseph-Stanton Fire Protection District**

**MOTION** by Wysocki to appoint Richard Denhart to the St. Joseph-Stanton Fire Protection District for a term from 5/1/2006 to 4/30/2009; seconded by Moser. Motion carried.

### **Thomasboro Fire Protection District**

**MOTION** by Wysocki to appoint Ramon Freese to the Thomasboro Fire Protection District for a term from 5/1/2006 to 4/30/2009; seconded by Moser. Motion carried.

### **Tolono Fire Protection District**

**MOTION** by Wysocki to appoint Dennis Davis to the Tolono Fire Protection District for a term from 5/1/2006 to 4/30/2009; seconded by Moser. Motion carried.

### **Champaign-Urbana Mass Transit District**

Betz noted that, by law, one of these appointments must be a Democrat and the other must be a Republican. Wysocki stated Friedman was the only Democrat to apply for the open appointments. Stewart and Toeppen are Republicans.

**MOTION** by Wysocki to appoint H. George Friedman to the Champaign-Urbana Mass Transit District for a term from 4/20/2006 to 12/31/2010; seconded by Beckett.

Busboom asked how many years Friedman has served on the MTD. Betz stated, based on his recollection, Friedman has served on the MTD for fifteen, nonconsecutive years. Betz stated there is no restriction on the number of terms someone can serve on this board.

Betz ordered a roll call vote. Motion carried with a vote of 5 to 3. Beckett, Fabri, Putman, Wysocki, and Betz voted in favor of the motion. Busboom, Knott, and Moser voted against the motion.

**MOTION** by Wysocki to appoint Vicki Stewart to the Champaign-Urbana Mass Transit District for a term from 4/20/2006 to 12/31/2010; seconded by Beckett.

Feinen entered the meeting at 7:13 p.m.

Betz ordered a roll call vote. Motion carried with a vote of 7 to 2. Beckett, Busboom, Fabri, Feinen, Putman, Wysocki, and Betz voted in favor of the motion. Knott and Moser voted against the motion.

### **ADMINISTRATOR'S REPORT** **Vacant Positions Listing**

The vacant positions listing was provided for information only.

Recommendation Regarding Assignment of Payroll Administration

Busey provided a memorandum in the agenda packet outlining the possible benefits to moving payroll administration to Administrative Services. In the last year, the County created the position of Deputy County Administrator HR. Busey believes, with this staff addition, that the County is moving towards better centralization and communication with regard to human resources management/personnel issues. The Kronos System has been in development for the past year to manage all timekeeping, payroll, and human resources management services. The human resources team, consisting of the Insurance Specialist, Deputy County Administrator HR, Project Manager for Kronos Project (who is one of the IT Programmers), Salary Administration Assistant, and the Payroll Accountant, has developed a strong working relationship. In discussions with the team, it was believed there were efficiencies to be gained by reassigning payroll administration to Administrative Services because it would create a human resources wing for all those services in one location within County government. The benefits of this move include centralization for the ease of employees and outside agencies, organization clarity, and creation of a team where all the human resources individuals are working together under one umbrella. There is currently a vacant office available in Administrative Services next to the other human resources team members. The timing of the change seemed appropriate. Busey included comparable information with four similar counties: Rock Island, McLean, Peoria, and Sangamon in her memorandum. The recommendation is for the Policy, Personnel, & Appointments Committee to recommend to the County Board the re-assignment of one full-time Payroll Accountant from the Office of the County Auditor to the Administrative Services Department, and the associated responsibilities of payroll administration for Champaign County, effective June 1, 2006. The recommendation further requests the committee recommend changing the designated IMRF Agent for the County from the County Auditor to the County Administrator of Finance and HR Management, effective June 1, 2006. On Monday, Busey was provided with a copy of the opinion from Karl Drake, the County's outside auditor, which was requested by the County Auditor and distributed to the committee tonight. Busey spoke with Drake this afternoon about his opinion. Busey was told by Drake that there was nothing wrong with the proposed recommendation on the matter of internal control. Drake said controls would need to be set in place if this change were to take place and he is available to work with the County to ensure that procedures are adopted to ensure against collusion. With regard to point five in Drake's opinion about Kronos, Busey was not certain who Drake spoke with regarding the Kronos Project. She believed it is not an accurate representation of the status of the Kronos Project. Kronos is a challenging, complicated, comprehensive project and as a result the go-live date has been pushed back. Busey does not think eighteen months is an unreasonable implementation time for a project of this size, considering it is a change to the entire system's business practices. She does not think there are considerable problems with the Kronos System as mentioned in Drake's opinion. The project is moving along well and is currently being tested in the Treasurer's Office.

Beckett asked to hear from Frerichs on this issue because Frerichs distributed a memorandum to the committee regarding this issue at the beginning of the meeting. Frerichs said Busey approached him about the change in January and he agreed to consider it. He stated his office is not in favor of the recommended change. Frerichs apologized for the way this information was presented to the committee because there were communication problems and Frerichs was waiting for Drake's opinion. Frerichs said his reasons for opposition were outlined in his memorandum and he was willing to take questions.

The committee discussed the issue of internal control and the opinion from Drake. The committee members decided to take more time to review the materials distributed at tonight's meeting and consider the matter further.

**MOTION** by Beckett to defer the recommendation regarding assignment of payroll administration to the May meeting; seconded by Wysocki.

Knott asked if deferring the item for a month would create any problems. Busey said it would not. Betz asked if Karl Drake could attend the May Policy, Personnel, & Appointment Committee meeting so he could answer the committee's questions. Busey said Drake could be asked.

Motion carried.

#### Discussion of Draft Revised Personnel Policy

Busey reported this draft of the Personnel Policy included a disclaimer on Page 5 clearly stating the policy does not create an employment contract. This addition was suggested by Joel Fletcher of the Office of the State's Attorney. The County's attorneys are still working on sections of the policy. The committee will receive a revised version of the policy for the May meeting. Busey asked if any committee members have noted any items they would recommend changing in the policy. Putman asked if the department heads had been invited to comment on the Personnel Policy. Busey said the department heads have been invited to comment and they have had no further suggestions.

#### Discussion of Draft Revised Travel Policy

Busey stated the Travel Policy is ready for approval at the May meeting. Putman noted the term "parent committee" is used in the Travel Policy and might require a definition. Knott said the University of Illinois has a policy that if an employee's travel reimbursement is not filed within sixty days, it can become taxable for the employee under IRS regulations. McGrath said Knott was correct. Knott suggested including language in the policy to reference this. McGrath explained, since the County typically does not give tax advice, the policy can make reference to the fact that there are IRS regulations affecting that particular form of reimbursement and recommend employees consult their tax advisers. Similar language is used in the Domestic Partner Policy.

#### **CHAIR'S REPORT**

##### Approval of Resolution Amending Resolution Number 4070 to Amend the Procedure for Adopting Addenda to Agendas for County Board and County Board Committee Meetings

**MOTION** by Beckett to approve the Resolution Amending Resolution Number 4070 to Amend the Procedure for Adopting Addenda to Agendas for County Board and County Board Committee Meetings; seconded by Knott.

Beckett stated he thinks this resolution is effective in protecting the party with a minority of votes at a committee meeting from the consequence of having controversial addenda items quickly pushed through a committee by the majority party. This resolution does not prevent the adoption of an item by a normal majority vote at a subsequent committee or County Board meeting.

Betz ordered a roll call vote. Motion carried with a vote of 9 to 0. Beckett, Betz, Busboom, Fabri, Feinen, Knott, Moser, Putman, and Wysocki voted in favor of the motion.

##### Approval of Resolution Amending Resolution Number 4070 to Amend the Duties of Committees

Busey stated this resolution reflects the fact that Personnel Policy and County Board Rules do not match with regard to how issues are brought to the County Board. This resolution corrects the County Board Rules to ensure the Policy, Personnel, & Appointments Committee and Finance Committee receive actions appropriate for those committees, as based on the Personnel Policy.

**MOTION** by Beckett to approve the Resolution Amending Resolution Number 4070 to Amend the Duties of Committees; seconded by Moser. Motion carried.

## **LEGISLATIVE REPORT**

### **County Board Chair's Letter in Support of Woodlands Assessment Moratorium Written at the Request of the Policy, Personnel, & Appointments Committee**

The County Board Chair's letter was provided for information only. Wysocki informed the committee that the woodlands assessment moratorium has passed the General Assembly and will likely take effect later this year.

### **IACBMC Counties at the Capitol Legislative Report**

Knott said an ordinance banning smoking could become an issue in the near future. Senate Bill 2400 has passed the General Assembly and is sitting on the Governor's desk. Betz requested a copy of the bill be distributed to the County Board when it is signed to determine how many businesses it would affect and how a smoking ban would be enforced.

## **OTHER BUSINESS**

### **Participation in Joint Municipal Intervention in Ameren Delivery Rate Increase Cases**

Betz asked about the cost of intervention, which could be substantial, and how many other units of government are already involved. Wysocki reported that she had a conversation with Laurel Prussing, the Mayor of the City of Urbana, this morning about this issue. Prussing is actively looking to recruit communities in East Central Illinois to be part of a coalition to advocate on behalf of the citizens regarding the rate increases. Prussing was willing to provide Wysocki with additional information. Putman asked Beckett, as the County Board Parliamentarian, if this issue could be added to the County Board's April 11<sup>th</sup> study session. Beckett advised against adding this item to the study session because the County Board does not take any action at a study session and the session's agenda is already very full. It would be sufficient for the County Board to receive information about this issue in their weekly mailing. Wysocki confirmed the April 11<sup>th</sup> study session includes a presentation about the Nursing Home's budget and two closed sessions. Wysocki will pass on any appropriate information that she receives from Prussing to the County Board. McGrath stated the County might not have a statutory right to intervene in the case because it is not a municipality or a village. The committee requested McGrath research this issue.

### **Memorandum of Understanding with Retired and Senior Volunteer Program**

Wysocki stated she received a call from the Retired and Senior Volunteer Program (RSVP) informing her that the County's memorandum of understanding with the organization was about to expire. The County Board had an agreement with RSVP that covered four individuals doing volunteer work and receiving credit for it through the RSVP. Wysocki found out there are perks for the seniors that volunteer with this program, including: gas mileage for traveling to and from the volunteer site, health benefits should the volunteer be involved in an accident going to or from the volunteer site, and recognition for volunteer work. Wysocki noted Gremore has been involved in trying to identify seniors interested in being greeters at the Brookens Administrative Center reception desk during the morning. Wysocki recommended having a volunteer greeter at the Brookens reception desk because the part-time receptionists are only there in the afternoons and a number of people have wandered into the County Board Chair's Office to ask for directions, especially during tax and election seasons. This memorandum of understanding will enable the County to maintain its status as a site for RSVP volunteers.

**MOTION** by Wysocki to approve the Memorandum of Understanding with Retired and Senior Volunteer Program; seconded by Beckett.

Feinen stated there were RSVP volunteers in the Circuit Clerk's Office and she was not aware if RSVP had a separate contract with that office. Busey stated the matter was discussed with department heads this morning because several offices have separate contracts and RSVP would appreciate it if all County offices with volunteers operated under one contract.

Motion carried.

Moser stated he had received a communication from a constituent who requested that the cat registration fee be waived for cat owners who are on Medicare, regardless of age. The constituent informed Moser that he is on Medicare, his cat is nineteen years old, and he does not want to pay the fee or put his cat to sleep. McGrath said if a vet recommended an older cat not be inoculated as required by the ordinance, then the owner does not pay the fee. McGrath's vet recommended her older cat not be inoculated and she does not pay the fee for that cat. Moser will contact his constituent with this information.

Closed Session Pursuant to 5 ILCS 120/2 (c) 1 to Consider the Employment, Compensation, Discipline, Performance, or Dismissal of an Employee

**MOTION** by Beckett to enter into executive 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 individuals remain present: County's legal counsel, County Administrators, Andrew Buffenbarger, Billie Pilotte, Phyllis Buhr, and the Recording Secretary. Motion seconded by Wysocki. The Recording Secretary called the roll. Motion carried with a vote of 8 to 1. Beckett, Betz, Busboom, Fabri, Knott, Moser, Putman, and Wysocki voted in favor of the motion. Feinen voted against the motion. All persons present who were not Policy, Personnel, & Appointments Committee members or named in the motion exited the meeting room.

Betz declared the committee in closed session at 7:53 p.m.

The committee resumed open session at 9:13 p.m. Betz declared a ten-minute recess at 9:13 p.m. in order for the committee to review the documents presented in the closed session. Betz reconvened the meeting at 9:28 p.m.

**MOTION** by Beckett to deny the Step 5 Grievance filed by Phyllis Buhr; seconded by Moser. Betz ordered a roll call vote. Motion carried with a vote of 8 to 0. Beckett, Betz, Busboom, Feinen, Knott, Moser, Putman, and Wysocki voted in favor of the motion. (Fabri exited the meeting at 8:53 p.m. during the closed session.)

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

The Chair designated items VII A 1-12, IX A & B, and XI B for the consent agenda.

**ADJOURNMENT**

**MOTION** by Beckett to adjourn the meeting; seconded by Wysocki. Motion carried. Meeting was adjourned at 9:30 p.m.

Respectfully submitted,

Kat Bork  
Administrative Secretary

*Secy's note: The minutes reflect the order of the agenda and may not necessarily reflect the order of business conducted at the meeting.*