

CHAMPAIGN COUNTY BOARD
COMMITTEE MINUTES

POLICY, PERSONNEL, & APPOINTMENTS COMMITTEE

Wednesday, September 6, 2006

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

7:00 p.m.

MEMBERS PRESENT: Beckett, Betz (Chair), Fabri, Jones, Knott, Putman, Schroeder, Wysocki

MEMBERS ABSENT: Moser

OTHERS PRESENT: Deb Busey (County Administrator of Finance & HR Management), Tim Breen (IT Department), Debbie Chow (Insurance Specialist), Michael Frerichs (Auditor), Ron Gremore (Deputy County Administrator/HR), Claudia Gross (County Board Member), Denny Inman (County Administrator of Facilities), Susan McGrath (Senior Assistant State's Attorney), Jim Barham (Insurance Broker), Pat Doubet

CALL TO ORDER

Chair Betz called the meeting to order at 7:03 p.m.

ROLL CALL

The Recording Secretary called the roll. Beckett, Betz, Jones, Knott, Putman, Schroeder, 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 Jones. **Motion carried.**

PUBLIC PARTICIPATION

Pat Doubet requested the committee reconsider moving the assignment of payroll administration from the Auditor's Office. She said there is a union member in the Auditor's Office and she would have work taken away from her if the payroll administration position is moved to Administrative Services. Doubet realizes the union member will not be losing her job, but wondered if she might in the future. Doubet claimed Administrative Services has no union members. Doubet said a union member can perform many tasks, including personnel issues and maintaining confidentiality. Doubet said the Kronos System, which instigated this move, was designed to track 99%, if not more, of union members only. Doubet claimed all non-union employees will not sign-in to the Kronos System or use it in any way. She spoke about the Kronos System and non-union employees versus union employees. Doubet said she was never approached as the local AFSCME President by the County as to the effect the reassignment of payroll administration would have on the one union employee in the Auditor's Office.

Fabri entered at 7:05 p.m.

MONTHLY REPORTS
County Clerk Fees Report

MOTION by Wysocki to receive and place on file the County Clerk's Fees Report for July 2006; seconded by Fabri. **Motion carried.**

CHAIR'S REPORT
Proposed Rules Change

MOTION by Beckett to approve the proposed rules change; seconded by Knott.

Beckett stated it has been his experience as a committee chair that, from time to time, matters that are especially sensitive and require action appear on the committee agendas. There has been some confusion as to whether these matters are action items. He hopes to end this problem with this change to the rules. The change designates that every agenda item as an action unless the agenda identifies it otherwise with the words "discussion" or "information only." This change will prevent situations where the committee needs to take action and cannot because of a clerical error.

Betz asked legal counsel if this proposed change in any way conflicts with the Adams County decision. McGrath said this change is in conformance with the court's ruling on the Adams County case. McGrath explained the appellate court's decision in that case outlined what the rules were as to Open Meetings Act requirements for agendas items and action that could be taken on those agenda items. McGrath thinks the proposed rule change addresses the issues raised in the case and clarifies the County's committee agendas. Betz asked if a committee could vote for action on an item that had been listed as an action item on a previous agenda and had been tabled at the previous meeting. McGrath said no. Beckett agreed that was not the intention of his motion.

Motion carried.

LEGISLATIVE REPORT

There was no legislative report.

OTHER BUSINESS
Approval of Public Aid Appeals Committee Rules

MOTION by Knott to approve the Public Aid Appeals Committee Rules and Procedures; seconded by Wysocki. **Motion carried.**

Approval of National Alcohol & Drug Addiction Recovery Month Proclamation

MOTION by Wysocki to approve the National Alcohol & Drug Addiction Recovery Month Proclamation; seconded by Schroeder. **Motion carried.**

Assignment of Payroll Administration

MOTION by Beckett to approve the reassignment of one full-time Payroll Accountant, and the associated responsibilities of payroll administration for Champaign County, from the Office of the County Auditor to the Administrative Services Department. He further moved to approve the change in the designated IMRF Agent for Champaign County from the County Auditor to the County Administrator of Finance & HR Management, effective upon approval by the County Board. Motion seconded by Schroeder.

Beckett stated this action was not an anti-union measure. He has no desire to affect the union position in the Auditor's Office. He recommends the addition of the part-time accountant position because he is conscious that the Auditor's Office is a small office. After listening to comments made in public participation, he was struck by the seeming inconsistency between claiming work is being taken away from an employee who might not have enough to do while claiming an additional full-time position is needed, as was stated in Karl Drake's memorandum.

MOTION by Beckett to approve amend the motion to approve the addition of one part-time accountant position to the Auditor's Office, effective December 1, 2006; seconded by Schroeder.

Beckett said there are professional accounting functions that will need to be done in the Auditor's Office, but he does not believe they rise to the level of a full-time position. He respectfully disagrees with Karl Drake's opinion. Beckett was also concerned budgetary with cost of adding a full-time accountant position. He felt a part-time position adequately addresses the Auditor's concern about coverage. Busey confirmed an additional part-time position would bring the total to three part-time positions in the Auditor's Office. The Auditor could choose to covert two part-time positions into one full-time position. Beckett again stated this change is not an attack on the union position. This change is just making the adjustment that was anticipated when the County changed to the Kronos System and decided to consolidate human resource functions for efficiency.

Fabri thanked Doubet for speaking tonight, he appreciated knowing AFSCME's position on the issue. He was concerned because the Auditor and AFSCME did not want the change to occur. The outside auditor did not recommend this change at first, but has since altered his opinion with the recommendation that a full-time accountant position is added to the Auditor's Office. He felt a part-time position is splitting the difference. He said he would vote no on this motion.

Gross asked why the agenda packet did not include a memorandum from the Auditor. She is concerned about how this change will affect internal control and the possibilities of fraud. She said the Auditor's Office is one of the best performing offices in the County and she has concerns about moving the position from under the supervision of an elected official to an office headed by appointed officials.

Beckett said Frerichs was present at the meetings where the reassignment of payroll administration was discussed and expressed his views candidly. Beckett said one of the benefits of the Kronos System was that it has checks in place to protect against human error and fraud. At the last meeting, Karl Drake told Beckett a part-time accountant position should be added and that is why he proposed it tonight. As long as the Auditor is an elected position, there is always a danger because the Auditor is in a position to have to make judgments about other political officials. The current Auditor has done a very good job, but it was reported at the meetings about payroll administration that this was not always the case. Beckett's believes moving the payroll administration position to Administrative Services is good for the entire County because it eliminates any politics within the position. This is not being undertaken lightly and it was planned as a part of the Kronos System development.

Frerichs stated he did not submit a memorandum for the agenda packet because his response has not changed from the previous memorandums he submitted to the committee. He said a political elected official can feel pressure to do something because of votes, but an employee under an appointed official can feel pressure as well. He felt having the position under an elected official is in the public's best interest. He opposed moving this position out of his office. Should the County Board decide to move the position, he currently has a part-time employee who is looking to leave before December 1st, so if this is going to happen he requested the effective date be sooner than December 1st. Betz asked Frerichs what effective date he would prefer if the motion passes. Frerichs said he would like it to be effective at the next County Board meeting.

Putman asked when Frerichs sent a memorandum to the committee stating his viewpoint on this issue. Frerichs said he distributed his memorandum to the committee at the April committee meeting. Putman asked if only union employees punch a time clock. Busey explained bargaining unit employees are hourly employees under FLSA and the County is required to pay union employees overtime when they work over forty hours a week. The County must keep track of bargaining unit employees' time by law and by definition. The employees either clock in on their computers or on a time clock. This is no different from what the employees have done in the past. Hourly employees have always documented exactly what time they work, it was previously done manually on a form provided to them by the department head and now it is done on a PC or time clock. Non-bargaining employees who are exempt, salaried employees under FLSA have pre-populated schedules, so they are not required to clock in and out the way hourly employees do. Non-bargaining employees do not receive compensation when they work over forty hours in a week. These differences are because of the definitions under the Fair Labor Standards Act. Putman said she understood that hourly employees are responsible for documenting their hours of work. Busey pointed out that the electronic submission will enable the County to have a completely automated system. Currently managers have to take all of the paper time sheets and enter all the information into a paper printout that ultimately gets entered by the Auditor's Office into the computer system to document time worked. The electronic submission of employees signing on to a PC or a time clock allows automatic calculation of time worked and managers will not have to take the time to manually create payroll. Putman asked, since the bargaining contracts allow two fifteen-minute breaks during the day, if the employees clock in and out for the breaks. Busey said it is the decision of the department head, but employees are paid for their break time so it is not necessary.

MOTION by Beckett to amend the motion to change the effective date to adoption at the County Board meeting on September 21st. Schroeder agreed the amendment was friendly. Beckett and Schroeder agreed to consider the previous amendment to the motion friendly as well.

Wysocki asked about the availability of part-time accountants in the community. Frerichs said there are accountants available for part-time work. Part-time employees do not have the same commitment to the job as a full-time employee. He plans to turn two of the part-time positions into a full-time position if the County Board approves the reassignment. He said it will make it easier to manage workload and vacations. Frerichs said part-time employees require flexibility and do not like to work set hours.

Fabri requested a roll call vote and asked for clarification on the motion.

Beckett stated his motion with friendly amendments was approval of the reassignment of one full-time Payroll Accountant, and the associated responsibilities of payroll administration for Champaign County, from the Office of the County Auditor to the Administrative Services Department and the addition of one part-time accountant position to the Auditor's Office, effective upon approval by the County Board. He further moved approval of a change in the designated IMRF Agent for Champaign County from the County Auditor to the County Administrator of Finance and HR Management, effective upon approval by the County Board.

Motion carried as amended with a vote of 6 to 2. Beckett, Betz, Jones, Knott, Schroeder, and Wysocki voted in favor of the motion. Fabri and Putman voted against the motion.

Decision Regarding Date of Public Hearing for Alteration of Township Boundary Lines Between City of Champaign Township and Champaign Township

McGrath explained that setting a public hearing date is statutorily the next step in the decision the County Board made at its last meeting to put into motion alteration of the township boundary lines. The public hearing should be scheduled at a date that allows for sixty days published notice of the hearing. Betz suggested November 21st before the County Board meeting.

MOTION by Beckett to set the date of the public hearing for the alteration of township boundary lines between City of Champaign Township and Champaign Township on November 21, 2006 at 6:30 p.m.; seconded by Knott.

Knott asked about the November meeting schedule. Busey said the County Board meeting is scheduled for November 21st because the normal meeting day falls on Thanksgiving.

Motion carried.

Schroeder exited the meeting at 7:45 p.m.

Semi-Annual Review of Closed Session Minutes

McGrath recommended all the closed session minutes remain closed.

MOTION by Wysocki that all closed session minutes remain closed; seconded by Fabri.

Beckett asked why the March 22, 1999 minutes relating to health insurance in 1999 needed to remain closed. McGrath said generally these minutes were conducted as a matter of negotiations on one of the collective bargaining agreements and a specific employee.

MOTION by Beckett to amend the previous motion to open the March 22, 1999 closed session minutes. After some discussion, the Chair ruled the amendment was friendly.

Motion carried as amended.

ADMINISTRATOR'S REPORT

Vacant Positions Listing

The vacant positions listing was provided for information only.

Schroeder re-entered the meeting at 7:51 p.m.

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 closed session pursuant to 5 ILCS 120/2 (c) 1 to consider the employment, compensation, discipline, performance, or dismissal of an employee. He further moved the following individuals remain present: County Administrators, Deputy County Administrator/HR, Debbie Chow, Jim Barham, and the Recording Secretary. Motion seconded by Wysocki. Roll was called. **Motion carried** with a vote of 8 to 0. The committee entered into closed session at 7:52 p.m. The committee resumed open session at 8:00 p.m.

Putman exited the meeting at 8:01 p.m.

Recommendation for FY2007 Health Insurance

MOTION by Wysocki to approve the County Administrator's recommendation for FY2007 health, life, dental, & optional life insurance benefits for non-bargaining employees; seconded by Jones. **Motion carried.**

Update on Employee Recognition Event

Gremore said approximately ninety-six employees will be recognized at this year's event on September 27th between 11:30 a.m. and 1:30 p.m. in the Brookens Gymnasium. Kat Bork has sent out announcements and invitations to all employees and County Board members about the event, with the request that they RSVP by September 13th so the necessary number of meals can be ordered. He encouraged any County Board member who would like to attend the event and present awards to sign the sheet being passed around the room or respond to the email sent by Bork.

Putman re-entered the meeting at 8:03 p.m.

Putman said September is Emergency Services Appreciation Month and she asked that a resolution thanking the emergency services employees be included in the Employee Recognition Event program.

Update on Process for Domestic Partner Registration pursuant to Resolution No. 5208

Gremore said early this year the County Board passed a resolution adopting a domestic partnership benefit program for County employees. This policy becomes effective December 1, 2006. He has registration forms for any employee who wants to participate in the insurance program with their partner.

Beckett asked if the forms are consistent with forms used by other units of government. Gremore said he took the forms used by the Cities of Champaign and Urbana and modified them. Wysocki asked if there was a mechanism in place to dissolve a domestic partnership. Gremore said yes, he has those forms ready. Betz suggested designating somewhere on the forms that they are confidential. Gremore agreed. The committee discussed verification of a domestic partnership. Putman stated married couples signing up for insurance benefits are also required to provide documentation of their marriage in certain circumstances, such as when spouses have different last names, therefore requiring verification of a relationship is not without precedence.

DESIGNATION OF ITEMS TO BE PLACED ON COUNTY BOARD CONSENT AGENDA

The Chair designated agenda items VI A, VIII A, and IX C for the consent agenda.

Putman requested a resolution honoring emergency services employees be placed on the September County Board agenda. McGrath stated since this item was not on the agenda, the committee could only refer it to the County Board without recommendation. Betz said the Board could always vote to suspend the rules. Wysocki stated that item would be placed on the County Board agenda before the committee reports.

ADJOURNMENT

Meeting was adjourned at 8:17 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.