

CHAMPAIGN COUNTY BOARD
COMMITTEE MINUTES

POLICY, PERSONNEL, & APPOINTMENTS COMMITTEE

Wednesday, February 7, 2007

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

7:00 p.m.

MEMBERS PRESENT: Betz (Chair), Gross, Hogue, Hunt, Knott, Putman, Schroeder

MEMBERS ABSENT: Moser

OTHERS PRESENT: Kat Bork (Recording Secretary), Deb Busey (County Administrator of Finance & HR Management), Frank DiNovo (RPC Director), Barb Frasca (Recorder), Ron Gremore (Deputy County Administrator/HR), John Hall (Planning & Zoning Director), Denny Inman (County Administrator of Facilities & Procurement), Matthew Gladney (County Board Member), Brendan McGinty (County Board Member), Susan McGrath (Senior Assistant State's Attorney), Duane Northrup (Coroner), C. Pius Weibel (County Board Chair), Barbara Wysocki (County Board Member)

CALL TO ORDER

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

ROLL CALL

The Recording Secretary called the roll. Betz, Gross, Hogue, Hunt, Knott, Putman, and Schroeder were present at the time of the roll call. Betz declared a quorum and proceeded with the meeting.

APPROVAL OF AGENDA/ADDENDUM

MOTION by Knott to approve the agenda; seconded by Hunt. **Motion carried.**

APPROVAL OF MINUTES

MOTION by Schroeder to approve the Policy, Personnel, & Appointments Committee regular session minutes of January 10, 2007; seconded by Knott. **Motion carried.**

PUBLIC PARTICIPATION

There was no public participation.

MONTHLY REPORTS

County Clerk Fees Report for December 2006

MOTION by Knott to receive and place on file the County Clerk Fees Report for December 2006; seconded by Hunt. **Motion carried.**

COUNTY BOARD

Appointments/Reappointments

Wrisk Drainage District

MOTION by Knott to accept the resignation of Vernon Mumm from the Wrisk Drainage District; seconded by Hogue. **Motion carried.**

MOTION by Weibel to appoint Stephen Messman to the Wrisk Drainage District; for a term commencing 2/23/2007 and ending 8/31/2007; seconded by Knott.

Knott asked if the County Board Chair could make a motion at a committee meeting when he is not a member of said committee. Betz said the County Board Chair is ex-officio and he is the only person who can move to appoint someone.

Gross asked if the County Board Chair interviewed Messman for the appointment. Weibel said he did not conduct an interview because the term is short. There were no other applicants. Gross asked if Messman knows anything about conservation and modern drainage techniques. Knott said he knows Messman, who is a fine farmer from the Sidney area and grew up in the Homer area. Knott noted drainage commissioners must be a landowner in the district.

Betz said he would treat the motion as having been nominated by Weibel with Knott making the motion. McGrath confirmed this was the correct procedure.

MOTION by Knott to appoint Stephen Messman to the Wrisk Drainage District; for a term commencing 2/23/2007 and ending 8/31/2007; seconded by Hogue.

Motion carried with one no vote by Gross.

Champaign County Lincoln Exhibits Committee

Weibel nominated Kay Grabow for a one-year term, Raymond Cunningham for a two-year term, and John Hoffmann for a three-year term.

MOTION by Knott to appoint to the Lincoln Exhibits Committee: Kay Grabow for a one-year term, Raymond Cunningham for a two-year term, and John Hoffmann for a three-year term; seconded by Hunt.

Schroeder said he was please with the outstanding candidates for this brand new committee. He asked how the committee would work with the Forest Preserve and the County Board. Busey reminded the committee that Barbara Wysocki had been appointed as the County Board liaison to the Lincoln Exhibits Committee at the County Board Organizational Meeting. The committee will follow the memorandum of understanding between the County Board and the Forest Preserve District that was previously approved by Board and included in the agenda packet. Wysocki stated Vern Zehr would be the Forest Preserve District liaison on the Lincoln Exhibits Committee. Wysocki added the Forest Preserve District will be meeting on February 15th to make their nominations to the committee. The Lincoln Exhibits Committee will officially be complete by February 22nd. Weibel stated he interviewed all four candidates for this committee.

Motion carried.

Appointment of Brendan McGinty to Vacant Spot on Policy, Personnel, & Appointments Committee and Removal from Appointment to County Facilities Committee

MOTION by Schroeder to appoint Brendan McGinty to the vacant spot on the Policy, Personnel, & Appointments Committee and remove Brendan McGinty from the County Facilities Committee; seconded by Hunt.

Gross asked if the membership on the Policy, Personnel, & Appointments Committee was offered to other Democrats. Gross said it should have been offered to anyone else who might have wanted it and seniority should have been a factor. Weibel stated that no one besides McGinty expressed any interest in the position, but he really did not ask. Gladney asked if this appointment could have waited until someone was appointed to fill the vacant County Board seat in District 6. Gladney noted McGinty would have seniority over the newly appointed County Board member. Betz said he felt the reason was not seniority, but was because McGinty expressed an interest. Betz ordered a roll call vote.

Motion carried with a vote of 7 to 0. Betz, Gross, Hogue, Hunt, Knott, Putman, and Schroeder voted in favor of the motion.

County Board Vacancy Appointment

Weibel stated the Central Democratic Committee sent him the name of Michael Richards to fill the vacant County Board seat in District 6, therefore Weibel nominated Michael Richards to fill the seat.

MOTION by Hogue to appoint Michael Richards to the Champaign County Board to fill the seat left vacant by the resignation of Tony Fabri in District 6; seconded by Gross.

Betz asked if this appointment could go on the agenda for the County Board study session on February 13th so Richards could take part in the study session. Busey said that agenda has not been completed so this item could be added. McGrath stated Richards would need to be sworn in at the meeting.

Motion carried.

Appointment of Denny Inman to the Construction Industry Diversity Task Force

Betz stated the Construction Industry Diversity Task Force was the group that Steve Beckett was participating in as a County Board liaison from this committee. Beckett is no longer a member of the Policy, Personnel, & Appointments committee, but recommended to Betz that the committee continue to have representation on the task force. Betz noted that no one on the task force is an elected official; instead they are on the task force as a part of their jobs. Betz suggested the County send the official who deals with construction contracts and things of this nature. Betz stated Inman would be a good choice. Weibel nominated Inman.

MOTION by Knott to appointment Denny Inman to the Construction Industry Diversity Task Force; seconded by Schroeder.

The committee discussed the membership of the task force. Inman stated any interested County Board members could attend meetings as non-voting members. Inman agreed to report back to the committee.

Motion carried.

County Board Vacancy Announcement

The vacancy announcement was provided for information only.

ADMINISTRATOR'S REPORT

Vacant Positions Listing

The vacant positions listing was provided for information only.

Request for Waiver of Hiring Freeze from Physical Plant for Senior Maintenance Worker

MOTION by Gross to approve the request for a waiver of the hiring freeze from the Physical Plant to fill a Senior Maintenance Worker position; seconded by Hunt. **Motion carried.**

Request to Rescind Resolution No. 4472 – A Resolution Establishing a Hiring Freeze Policy

Busey provide a memorandum in the agenda packet outlining the basis for rescinding the hiring freeze resolution.

MOTION by Schroeder to approve rescinding Resolution No. 4472 – A Resolution Establishing a Hiring Freeze Policy; seconded by Putman.

Betz stated he could not remember a request for a waiver of the hiring freeze being turned down. Busey said in 2002 this resolution was well known to department heads, so in many instances they allowed a position to be vacant for several months to see if they could function without it before requesting a waiver of the hiring freeze. Busey thought this resolution served its purpose when it was needed due to financial difficulties. It was rare that the departments were denied the ability to fill a vacant position. The resolution required the departments to document the need for each position when they brought to the committee for consideration.

Motion carried.

Closed Meeting Minutes Review

Busey explained Ordinance No. 603 originally established the procedure for the semi-annual review of closed session minutes set forth the months of January and July as the time for review. In the last several years, the County Board has waived holding any committee meetings in July, which put the Board in noncompliance with its own ordinance. Busey recommended changing the months for the semi-annual review to March and September, since the County Board always has to meet in September to receive the tentative budget. Busey provided a corrected version of Ordinance No. 603 – An Ordinance Establishing Procedure for Semi-Annual Review of Closed Meeting Minutes, the only change being the change in the months. The second part of Busey's request is for the committee's authorization to change the method used to review closed session minutes. In previous County Board terms, a binder was created for each Board member with all the County Board closed session minutes and the closed session minutes for each committee the individual Board member was assigned. This binder was created so each Board member could review the closed session minutes before each semi-annual review and make their own recommendations. This has been a very difficult practice to maintain. It was incumbent on the Board members to update their binders with the new sets of minutes sent by Administrative Services. Some Board members did not return their closed session binders to Administrative Services at the end of a term. It was learned that some Board members did not update the binders and other Board members lost the binders completely, so there is no telling where those closed session minutes are at this point. To protect the confidentiality of this information, which the County Board is saying must be protected when they vote to maintain the minutes as closed, more responsibility will be placed back on the Committee

Chairs. The State's Attorney's Office has generously reviewed the closed session minutes and provided a legal perspective as to whether the minutes should remain closed. The procedural change would continue the State's Attorney's Office review and recommendation. The closed session minutes would be provided to the Committee Chair with the mailing so the Chair can review the minutes. A closed session minutes binder for each committee will be maintained in the office of the secretary who is responsible for the committee. It will be incumbent on the individual committee members to visit the secretary's office and review the minutes prior to the meeting, if they so choose. Busey stressed that this procedure makes it incumbent on the committee members to be committed to looking at the minutes before the meeting or be willing to accept the recommendation of the Chair and the State's Attorney's Office.

MOTION by Knott to approve the corrected version of Ordinance No. 603 – An Ordinance Establishing Procedure for Semi-Annual Review of Closed Meeting Minutes; seconded by Gross. **Motion carried.**

MOTION by Hunt to direct Administrative Services staff to implement the procedure for semi-annual review of closed session minutes as set forth in the County Administrator's memorandum; seconded by Hogue. **Motion carried.**

Recommend Approval of Resolution Establishing the Terms of Appointment for the Members of the Champaign County Lincoln Exhibits Committee

Busey stated the Champaign County Lincoln Exhibits Committee has been established, but the terms of appointments for the members were not established. The recommendation is for three-year staggered terms such as Weibel recommended earlier in the meeting when he nominated the committee. The County Board liaison appointment would be for four years to coincide with the Board member's elected term of office.

MOTION by Knott to approve Resolution Establishing the Terms of Appointment for the Members of the Champaign County Lincoln Exhibits Committee; seconded by Putman. **Motion carried.**

Request Approval of Release of RFP for Copier Services

Busey explained the current contract for copier services expires on June 30th and, pursuant to the Purchasing Policy, this is a request for a release of a RFP for copier services. Busey is already beginning to work with departments to document the different offices copier needs. She would like to release an RFP for copier services later this month. The general schedule for this project is in the agenda packet

MOTION by Gross to release an RFP for copier services; seconded by Putman.

Knott asked about the contract. Busey answered this RFP would be for all copier services for all County offices and it was last released five years ago. Weibel asked about the length of the contract. Busey replied that a five-year commitment is necessary to get the best rate in leasing the copiers. Betz, remembering the situation that occurred five years ago, asked if there was anyway to make the process more "user-friendly." Betz added that he thought it was pretty user-friendly last time. Inman noted the schedule set a bidders conference and informational meeting for all interested vendors in March. The vendors will be made fully aware of what the requirements are when the County Administrators go onsite to review the vendors' operations and equipment. Betz said one thing that was raised the last time was that the parameters of the RFP were changed during the process, so he asked how an RFP is amended. Inman explained a form is sent to vendors asking if they are interested in bidding on the project. This puts the vendors on notice the project is taking place. It is also available on the County's website. The vendors return the form with their contact information. Any changes to the basic parameters of the RFP are mailed to all vendors who have submitted contact information. Typically, any requests for changes, amendments, or clarifications are done seven working days

prior to submission of the RFP package. Then a follow-up phone call is placed to the vendors to make sure they received the addendum to the RFP. Vendors have to submit a form with the RFP stating they received the addendum and it is included within the RFP package. Inman stated a project like copier services is not completely based on lowest price. The last time the RFP for copier services was issued, some vendors low-balled their bid although they did not have the right equipment to provide services to the County. The County needs proper copier services and support to perform its daily operations. The decision is based on the lowest price that also meets what the County needs. Hunt asked if it is specified in the RFP that the County is not simply looking for the lowest price. Inman said it was and it is a point made at the bidders conference and at the visits to the firms. Inman stated some vendors submitted such a low a cost per copy for the last RFP that the County Administrators knew that price could not hold for five years, so those vendors were removed from consideration. Vendors must be licensed for business in Illinois and be licensed dealers to sell the equipment. Betz asked if the County performs any background check for a vendor's solvency. Inman said yes, that is a part of the analysis. The committee discussed the RFP process.

Busey explained the RFP will request vendors submit proposals for copiers that will serve as copiers, scanners, fax machines, and printers. Through a comprehensive copier contract, the County is eliminating the need for some printers and other ancillary pieces of equipment in County offices. It costs approximately \$225,000-\$235,000 for copier services for the County offices annually. Inman stated the County is running about 7.3 million copies per year. McGrath noted there is a phrase in the statute that covers bidding which states the County is only required to accept the "lowest responsible bidder." The lowest responsible bidder is a determination made by a combination of a recommendation made by the County Administrators, who have gone through the bidding conference, and the County's further determination in looking at the recommended vendor. The County is not required to take the absolute lowest bid. McGrath stated the Purchasing Policy has been amended in the last five years to include a procedure to reach out to minority and female-owned businesses in the community to make those businesses aware of these contracts and bids as they become due. McGrath wanted to make it clear that the Purchasing Policy cannot legally state that a contract must be awarded to a minority or female-owned business.

Betz stated that once the RFP is released, vendors will begin lobbying County Board members. He asked how the County Board members should handle this situation ethically. McGrath recommended Board members say the RFP is going through the process and politely direct any vendors to contact the County Administrators with their information. This is important with the recent changes to the Open Meetings Act.

Motion carried.

Request Approval of Corrected Version of Resolution No. 5570 – Resolution Amending Champaign County Rules and Procedures Regarding the Illinois Freedom of Information Act and Appendix A – Champaign County Illinois Freedom of Information Act Procedures and Policies

Busey explained the offices of the Circuit Clerk and Court Services were previously included in this resolution. These offices are not subject to the Freedom of Information Act, so this corrected version of the resolution removes those offices from the text.

MOTION by Knott to approve the corrected version of Resolution No. 5570 – Resolution Amending Champaign County Rules and Procedures Regarding the Illinois Freedom of Information Act and Appendix A – Champaign County Illinois Freedom of Information Act Procedures and Policies; seconded by Putman.

Weibel asked if there is a plan to follow the procedures described in the third paragraph. Busey stated a plan is being developed, as well as something for the website.

Motion carried.

LEGISLATIVE REPORT

State Legislative Calendar 2007

The calendar was provided for information only. Copies of a legislative report and glossary from the Illinois Association of County Board Members were also distributed for information only.

CHAIR'S REPORT

Recommended Action Regarding Proposed Ten Point Plan

Betz opened this item for discussion. Betz stated he was glad this item was on the agenda, but he felt there are more than ten points concerning governmental reform and examination that should be considered. McGinty said he and Knott came up with these ten points after the election because they represent questions and issues that concern the County. McGinty and Knott wanted to raise these topics for discussion and possible action. The Policy, Personnel, & Appointment Committee would be the body to recommend that these ten items are directed to the right committee so the work could begin. For example, some felt the failure of the Zoning Ordinance last term was directly related to the fact that there is no comprehensive plan for the County. McGinty suggested moving this type of item to ELUC. The issue of financial planning can be the focus of the Finance Committee. McGinty noted that about half of the items are long-term planning. The other items are structural and operational. The points are not meant to pick on any individual. McGinty hopes the committee and the full Board can view the offices as individual positions and not as the people who are occupying them right now in order to take some of the politics and personal nature out of it. McGinty expressed the end analysis could result in no changes to the positions; he was encouraging that these issues be considered. Knott concurred that the reason for this plan was to begin rational discussion early in the Board term. He hopes this committee will pass some of these items on to other committees. McGinty added this is really an operational audit, which the County Board just learned the value of with the operational audit of the Nursing Home. This is a chance to look at ways to operate more efficiently.

Gross said she would like to see other things on this list. She has wondered how cash is flowing through the County and whether all the elected officials' duties are strictly those that are required by law. She suggested changing the Supervisor of Assessments position to an elected office. She thinks a periodic review and comprehensive planning are very important.

Betz said he would like to initially develop a questionnaire or survey for the full County Board to list five to ten things they think should be reviewed. The other County Board members could raise many other questions, including questions brought by constituents. He would then want to survey the elected officials and department heads to hear their suggestions on what are the problems in their offices. He stated he has never heard a constituent say the County should reduce the size of the County Board, but the structure should be discussed. Betz does not think the County Board should discuss redistricting and would like it removed from the list. He said he would entertain a motion to develop a questionnaire for County Board members and department heads. Weibel supported Betz's idea to get more input from other people. Betz said there are some creative people on the Board and serving as department heads who might be too shy to come to a public meeting to give suggestions. The committee discussed the ten point plan. Betz said he wanted to see a report that acknowledged what Champaign County is doing right with its building projects and Head Start, along with areas where the County should improve and streamline. Busey stated that one of the goals of this process should be to document a strategic plan that the County Board is committed to. Without a strategic plan, there is no performance measure available for the County to grade itself against in order to report all of the excellent things that are accomplished. This activity can move the County towards developing a strategic plan and then a bar can be developed to measure the successes or shortfalls in order to evaluate if the County is moving forward. Discussion continued.

MOTION by Knott to direct Betz, McGinty, Knott, and Busey to develop a survey instrument to go to County Board and elected officials/department heads to solicit additional ideas/proposals regarding long term priorities and planning; seconded by Hogue. **Motion carried.**

County Board Seating Arrangement Options

Busey said this seating chart was being presented because another option was requested at the last County Board meeting for seating based on political party and seniority. Putman said she would like for the Board members to sit in different seats at each meeting. Betz asked if it is possible to turn the desks so the Board members would be facing each other. Inman stated several variations of room arrangement have been considered. The raised platform at the front and the support pole get in the way. There is no arrangement that would allow the Board members to face each other and interact with the public. It would require a larger room to correct. Betz suggested putting the desks into a big circle. Inman said the public would be at the Board members' backs on both sides. A horseshoe shape could be considered with a podium in the center, but that intimidates the public when they have to address the Board. Inman is open to trying anything. Busey stated Alan Reinhart tried to draw a layout with the desks in a horseshoe. There was no physical way possible to get everything that is needed inside the room and still enable the public to see the proceedings. Inman commented they would also have to purchase smaller desks and that would be costly.

Gladney would like to see a change in the seating and have better camera work during the County Board meetings. He has noted that the City of Urbana and the City of Champaign also broadcast their council meetings on television. Gladney said the City of Champaign's camera work is very well done with close-ups on individual members when they speak and creates a nice flow to the meeting. He does not see this with the televised County Board meetings. He shared that when he was campaigning, people he spoke to were not sure what the County Board actually does. Making the Board meetings easier to watch on public access television might be a step towards people learning more about the County Board. Putman said she would not favor spending any money to rearrange the desks, but she agreed with Gladney that it is important for the Board members to be more visible to the public.

MOTION by Putman to review the seating arrangements next month. Motion failed due to lack of a second. Putman asked Betz to honor her request to include this item on the March agenda. Betz agreed to do so.

OTHER BUSINESS

There was no other business.

DESIGNATION OF ITEMS TO BE PLACED ON COUNTY BOARD CONSENT AGENDA

Betz designated agenda items VII A 2, VII A 3, VII A 5, and VIII C, D, E, & G for the consent agenda.

ADJOURNMENT

Meeting was adjourned at 8:25 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.