

CHAMPAIGN COUNTY BOARD
COMMITTEE MINUTES

POLICY, PERSONNEL, & APPOINTMENTS COMMITTEE

Wednesday, March 12, 2008

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

7:00 p.m.

MEMBERS PRESENT: Ammons, Betz (Chair), Hunt, Moser, Putman, Schroeder

MEMBERS ABSENT: Gross, Knott, McGinty

OTHERS PRESENT: Kat Bork (Recording Secretary), Deb Busey (County Administrator of Finance & HR Management), Tony Fabri (Auditor), Matthew Gladney (County Board Member), Denny Inman (County Administrator of Facilities & Procurement), Susan McGrath (Senior Assistant State's Attorney), Cameron Moore (RPC Executive Director), C. Pius Weibel (County Board Chair), Sean McLaughlin

CALL TO ORDER

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

ROLL CALL

The Recording Secretary called the roll. Ammons, Betz, Hunt, Moser, 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 Hunt to approve the agenda with the removal of item VIII C and addendum; seconded by Schroeder. **Motion carried.**

APPROVAL OF MINUTES

MOTION by Putman to approve the Policy, Personnel, & Appointments Committee February 6, 2008 minutes; seconded by Hunt. **Motion carried.**

PUBLIC PARTICIPATION

There was no public participation.

MONTHLY REPORTS

MOTION by Moser to receive and place on file the County Clerk Fees Monthly Report for January 2008; seconded by Putman. **Motion carried.**

COUNTY BOARD

Appointments/Reappointments

Mt. Olive Cemetery Association

MOTION by Moser to accept the resignation of Robert Schiff, effective February 7, 2008; seconded by Ammons. **Motion carried.**

Weibel nominated Robert Trumbull to fill Schiff's term on the Mt. Olive Cemetery Association.

MOTION by Hunt to appoint Robert Trumbull to the Mt. Olive Cemetery Association to fill Schiff's term from March 28, 2008 to June 30, 2008; seconded by Moser. **Motion carried.**

Community Services Block Grant Board

Weibel nominated Tosha LeSure to the Community Services Block Grant Board.

MOTION by Schroeder to appoint Tosha LeSure to the Community Services Block Grant Board for a term from March 28, 2008 to December 31, 2012; seconded by Moser.

Weibel stated there is another appointment available on the Community Services Block Grant Board that should be filled next month.

Motion carried.

ADMINISTRATOR'S REPORT

Vacant Positions Listing

The vacant positions listing was provided for information only.

Recommendation to Exclude the Regional Planning Commission from the Champaign County Purchasing Policy

This request was deferred from the February meeting. Moore and Fabri were present to answer any questions. Moore commented that the Regional Planning Commission would like to make a minor amendment to Section VII Emergency Purchases to add an item C stating "The RPC Commission shall be notified as soon as possible of any emergency purchases made under this policy."

Betz asked Moore to briefly outline the differences between the RPC Purchasing Policy and the County Purchasing Policy. Moore said there is an 80%-90% consistency between the policies. The RPC Purchasing Policy allows expenditures consistent with the RPC funding sources, the majority of which are state and federal sources. Betz asked if the funding sources' policies are incompatible with the County Purchasing Policy. Moore answered yes; in fact RPC is sometimes directed to do things that cannot be done under the County Purchasing Policy. The practical impact is that the RPC ends up on the County Board agenda for exceptions to the Purchasing Policy because RPC needs a policy consistent with the state and federal agencies that provide the funding. Ammons asked for specific differences and whether the County administration did a comparison of the policies. Busey stated the RPC Purchasing Policy mirrors the County policy in the matter limits for purchases, but she has not executed a line item comparison. She expects the differences are along of lines of the authority for exceptions being the responsibility of the RPC Executive Director instead of the County Board. Busey pointed out the contracts for all other County departments whose purchases are administered by the Purchasing Policy go to the County Board for approval, while the

RPC contracts go to the RPC Commission for approval. The RPC Purchasing Policy would place the burden of responsibility with the entity that is responsible for approving and administering the contracts.

Fabri has spoken with Moore about the proposed RPC Purchasing Policy. He reported the accountants in his office are not thrilled with this proposal. The proposed policy is different in that a purchase made outside of the Purchasing Policy now goes to the RPC Commission as the parent committee of the RPC first and then to the County Board for approval. Busey corrected Fabri that an exception to the Purchasing Policy made by RPC goes to the RPC Commission, then to ELUC, and then to the County Board for approval. Fabri stated that under the proposed policy, the exceptions to the RPC Purchasing Policy would only go to the RPC Commission for approval. He said this is the biggest difference for good and bad. Betz inquired what is bad about it. Fabri said RPC is a creation of County government and the County Board is legally responsible for approving the RPC's budget every year. He compared the RPC Commission to the Champaign-Urbana Public Health District Board. The RPC commissioners are on the commission because of their positions in government, so the people these government officials are accountable to are not necessarily the RPC stakeholders. Fabri stated he personally prefers to have elected officials of County government responsible oversee the spending of the budget that they approve. Betz asked what the good points are of the proposed policy. Fabri admitted the day-to-day operations of RPC are better understood by the RPC Commission. Betz asked what the actual impact of the policy would be from an auditing standpoint. Fabri stated the issue of whether the County Board or the RPC Commission approves exceptions is not a critical issue from an auditing point of view. Betz asked if the Auditor's Office would continue to view the RPC expenditures under the proposed RPC Purchasing Policy. Fabri answered yes, but the Auditor's job is to see if the policy is being followed, as a County Board he thought the Board should not want to give up oversight. Betz said the policy questions are for the County Board, not the Auditor and asked if there were no auditing issues with the proposed policy. Fabri said the auditing issue is that he thinks the County Board should adopt a County budget and have one set of policies to govern how those monies are spent. He does not think it is a good idea to have separate policies for separate departments. Betz pointed out that there are already County departments with their own systems and asked how the Auditor's Office deals with those situations. Fabri stated there are specific exemptions for different situations, such as for Highway construction projects. Fabri would rather see RPC dealt with as exemptions within the existing policy rather than let the RPC have a separate policy. Fabri thought allowing RPC to have its own Purchasing Policy would lead to other departments making requests for their own policies. Betz questioned if Fabri had sat down with Moore to outline his concerns. Fabri answered that he had raised his concerns to Moore and Moore had explained the reasons why he thinks this policy is a good idea. So they came to the committee to let the Policy, Personnel, & Appointments Committee make a policy decision. Betz asked if the County has lost grants or employees because the RPC was under the County Purchasing Policy. Moore said no.

Putman referred to the minutes from the previous meeting wherein Weibel had requested a list of the major differences between the policies. Putman requested that Moore provide this list of the major differences between the County and the RPC Purchasing Policies. She questioned if the differences were because of the grant money RPC receives. Moore explained the Purchasing Policies for the federal and state grants are more liberal than the County Purchasing Policy. For example, Head Start is encouraged to buy food and gifts for recognition of its employees. The Head Start program requires that a limited amount of dental and medical services be provided for children. Head Start can only pay the Medicaid approved reimbursement amount to practitioners and very few dentists will take Head Start clients, so RPC has to pay the dentists with a check at the appointment. RPC cannot get checks in advance from the Auditor's Office. RPC provides emergency rental assistance that can be delayed while an exemption is first approved by the County Board. Once a person meets the guidelines for the rental assistance program, RPC has to issue a check. These situations require RPC to request the County Board grant an exception to the Purchasing Policy. Moore explained that when one knows the magnitude of Head Start and other programs, this

becomes an efficiency argument. RPC wants to be able to serve its clients as efficiently as possible. He also noted RPC is required by federal programs to do things that other departments do not deal with.

Ammons said the accountability process of federal and state programs is a big issue for her, so she was leery of a change removing the extra level of accountability without specific examples. Moore stated the RPC is not changing the level of accountability. A list of the financial and compliance audits and reviews that the RPC is required to undergo every year was provided in the agenda packet. The RPC would continue to operate in the same manner by requesting checks from the Auditor's Office. The Auditor would review the Purchasing Policy to ensure the purchases are consistent with the policy, just as it does now except the Auditor's Office would use the RPC Purchasing Policy instead of the County Purchasing Policy. If a question of consistency arose, the issue would go to the RPC Commission for the final decision on the expenditure instead of the County Board. The same level of procedure and oversight would still be in place. Ammons had concerns if the approval for the request went back to the body making the request.

Busey wished to clarify a statement Fabri made about how other departments would want their own separate policies if RPC is allowed to have a Purchasing Policy. She explained the County currently has nine departments under the control of elected officials who are not subject to the County Purchasing Policy. These offices comprise over 50% of the General Corporate Fund's operations. In her opinion, the appointed department heads would not ask for their own policies. RPC is a large operation with its own governing board and it makes sense for that governing board to have the responsibility to review and evaluate the RPC expenditures. On the subject of oversight, she could not recall a time when there has been much discussion on the merits of RPC exceptions to the Purchasing Policy at the County Board meetings. The exceptions come to the County Board in the form of a list of purchases not following the Purchasing Policy and Busey could not recall a time when the County Board has not approved one of those exceptions. The exceptions are typically passed quickly with little comment, but submission to the County Board causes delays of up to thirty days for RPC to deal with its expenditures.

Putman asked about the Head Start program that takes children to dentists. Moore said RPC works with Central Illinois Dental Education and Services (CIDES). Putman thought CIDES reimbursed the dentists, not RPC. Moore said it depends on the nature of the dental problem. CIDES helps with basic screenings, but if a major dental problem is discovered then Head Start has money for the major dental services. The only dentist who will do the work is in Danville, so Head Start has to transport the child to Danville. RPC has to walk in the dentist's office door with a check in hand. Putman asked why rental assistance required exceptions to the Purchasing Policy if RPC has a budget for it. Moore confirmed RPC has a budget for rental assistance. McGrath said Moore was likely referring to the emergency procedures in federal grants that require RPC to pay certain expenses on an emergency basis. Examples include a home destroyed by fire, cutoff of utilities, and certain emergency housing provisions under the Domestic Violence Act. McGrath was talking about the practical nature of how checks are cut and the federal guidelines that require the checks be cut immediately. The County Purchasing Policy conflicts with the federal grant guidelines.

Moser stated he has been on the RPC Commission for ten years. The commission includes seven elected officials and several City Managers. It consists of five municipalities other than the County and has a large budget. He has seen Betty Murphy frustrated because she sent something to the Auditor that gets kicked back and is then overdue. Moser stated Betty Murphy is one of the best accountants in the Brookens Administrative Center. It is frustrating to the RPC for expenditures to be kicked back by the County Auditor when most the RPC's funding comes from federal and state grants, not the County.

Putman asked if Fabri and Moore could work together to amend the County Purchasing Policy to address RPC's issues. Moore said he would like this policy to be approved by the committee with the understanding that he and Fabri would have a couple of weeks to work on the policy before the County Board meeting to see if it can be incorporated into the County policy. Betz strongly objected to the idea of

bringing a different version of the policy to the County Board than what is brought before the Policy, Personnel, & Appointments Committee. Weibel again requested a list of the major differences between the two policies. Moore apologized for not having the list and agreed to provide it at the next meeting.

MOTION by Putman to defer the recommendation to exclude the Regional Planning Commission from the Champaign County Purchasing Policy to the April meeting; seconded by Ammons.

Betz stated he wanted whatever the Auditor's Office does to focus on the auditing issues, not policy issues, because policy issues are the purview of this committee and the County Board.

Motion failed with a vote of 3 to 3. Ammons, Betz, and Putman voted in favor of the motion. Hunt, Moser, and Schroeder voted against the motion.

MOTION by Moser to approve the recommendation to exclude the Regional Planning Commission from the Champaign County Purchasing Policy; seconded by Hunt.

Putman said it would be a mistake to vote yes to this if they cannot state the differences between the policies.

Motion failed with a vote of 3 to 3. Hunt, Moser, and Schroeder voted in favor of the motion. Ammons, Betz, and Putman voted against the motion.

Betz encouraged Fabri and Moore to get together to solve this and directed it be placed on the next month's agenda. Weibel requested the item from the addendum be addressed next. Betz agreed.

Approval of Contract for Food, Beverage, and Snack Vending Services for All County Facilities with Pepsi-Cola Champaign-Urbana Bottling Company, Inc.

This item was removed from the agenda due to the lack of a contract from Pepsi-Cola, Inc.

NURSING HOME

Request to Issue RFP for Food Services at the Champaign County Nursing Home

A letter from Andrew Buffenbarger requesting the issuance of an RFP for food services was distributed.

MOTION by Moser to release RFP for Food Services at the Champaign County Nursing Home; seconded by Ammons.

Ammons asked if an audit is done on the purchases made by the Nursing Home. McGrath said an audit is performed every year by the Department of Human Services on the actual food content. Inman added that vendors have to provide a menu for consideration.

Motion carried.

LEGISLATIVE REPORT

IACBMC Counties at the Capitol Reports for February and March

Provided for information only. Putman reminded the committee that the state legislators had requested the County Board members pick up a phone and contact them over concerns with any Senate or House bills instead of issuing a resolution approved by the County Board, due to the timing of votes.

Putman drew the committee's attention to Senate Bill 1965 on county jail medical expenses and House Bill 4350 on disciplinary measures against a Supervisor of Assessments. Weibel said HB 4350 has already moved out of the House and Michael Frerichs is aware of it. Weibel has spoken to Bill Black and Michael Frerichs about House Bill 4599 on the publication of assessment notices and confirmed the County is actively working on all three bills.

Drug Court Funding Cuts

Weibel had requested this be on the agenda because Congress could potentially cut the Drug Court funding in half. It is requested that County Board members contact their Representatives and Senators to voice their support for fully restoring the Drug Court funding in FY2009.

MOTION by Ammons to direct the County Board Chair to contact legislators in support of restoring the funding to the Drug Court Grant program; seconded by Putman. **Motion carried.**

CHAIR'S REPORT

NACO Annual Conference July 11-15, 2008

Busey distributed a list of cost projections to send County Board members to the NACO Annual Conference. Betz stated the County Board has sent the County Board Chair and a person from each political party to the conference in past years. Betz spoke in favor of attending the conference and how it can be beneficial to County Board members. He suggested the County Board Chair, two Democrats, and two Republicans attend the conference and share a large car to drive to Kansas City. Weibel was willing to go, but he encouraged his fellow Board members to go as well. The committee discussed how many Board members to potentially send to the conference. Busey suggested that the County Board could allow any members to sign up for the conference and then discuss how to allot the budgeted amount.

MOTION by Putman to approve sending the County Board Chair, two Democrats, and two Republicans to the NACO Annual Conference. **Motion failed due to the lack of a second.**

MOTION by Ammons to allow up to 10 County Board members to sign up to attend the NACO Annual Conference with an equal division between the caucuses and to use the allocated funds for this purpose. She further moved the County Board Chair be designated as one of the attendees. Motion seconded by Putman. **Motion carried.**

OTHER BUSINESS

Ordinance Authorizing the Public Approval of the Issuance of Certain Collateralized Single Family Mortgage Revenue Bonds and Certain Documents in Connection Therewith; and Related Matters

MOTION by Putman to approve the Ordinance Authorizing the Public Approval of the Issuance of Certain Collateralized Single Family Mortgage Revenue Bonds and Certain Documents in Connection Therewith; and Related Matters; seconded by Ammons. **Motion carried.**

Resolution in Support of Increased Passenger and Freight Rail Hauling Capacity

MOTION by Putman to approve the Resolution in Support of Increased Passenger and Freight Rail Hauling Capacity; seconded by Hunt.

Weibel reported this resolution came from Mr. Roseberry from the firm Go21 who contacted him in January. Weibel met with Roseberry and a Transportation Engineer from RPC. They want the County to pass a resolution in support of not re-regulating rail lines. Knott sent a note through Weibel that he would

like to learn more about this issue because rural transportation is a topic of concern. Weibel spoke to a railway holding company director with over fifty years of experience in the railway industry. This contact indicated the resolution was fine, but that the resolution should include modified transportation. He agreed it is not a good idea to re-regulate the rail industry. Weibel pointed out there are three major railroads that come through Champaign County.

Moser stated he would not vote for anything that re-regulates the rail industry. Weibel explained this resolution is against the re-regulation. Weibel asked for the resolution to be sent to Tim Johnson in the House of Representatives. Betz requested it also be sent to the two Illinois Senators. McGrath agreed to do so.

Motion carried.

Semi-Annual Review of Closed Session Minutes

McGrath stated no closed session minutes under review should be opened. All the minutes contain information relating to negotiations or personnel issues and she advised the minutes remain confidential.

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

ADDENDUM

Recommendation Supporting Construction Trades Task Force Summer School Program

MOTION by Ammons to recommend to the Finance Committee approval of \$5,000 in funding for the Construction Trades Task Force Summer School Program; seconded by Putman.

Weibel said Sean McLaughlin was present to speak about this matter. McLaughlin is the Director for the Education for Employment System and the Regional Director for Career and Technical or Vocational Education, based in Rantoul. McLaughlin distributed a program plan to the committee. McLaughlin stated there are concerns about the loss of industrial teachers and programs specifically in the Champaign-Urbana school systems. A variety of groups have expressed that schools are not preparing students for certain careers. The University of Illinois has concerns that there is not a diverse skilled labor force to construct and maintain their buildings. The Construction Trades Taskforce has envisioned a summer program at Central High School run by a new industrial arts teacher with an extensive background named Alex Ramirez. The taskforce is trying to put together the summer program for students from all around the region. The classes would last four hours a day for five days a week. The unions would provide OSHA training. The students would go to different union halls, attend union activities, do some lab work, and be paired with mentors in the field. McLaughlin is hoping to have a class of fifteen students. The students would meet for four hours a month with a mentor and four hours a month with the teacher during the school year. Most of the budget is to pay the students a stipend. The taskforce wants to attract quality students into the program and since they are asking students to give up a part of their summer vacation, they want to pay the students. Students would submit applications and letters of reference to be considered for the program. A committee would review the applications and select the class. McLaughlin stated this program is a good opportunity to shape the future of some young people and help economic development in the area.

Betz asked how McLaughlin was going to do outreach to the minority communities to make them aware of the program. McLaughlin said if the taskforce cannot find funding for the program by the end of the month, then it will be too late to do outreach. Betz asked how much money was being requested from Champaign County. McLaughlin answered the amount was \$5,000 to help with the program. He said Naomi Jakobssen is on the taskforce and recommended outreach to churches groups that she has relationships with. Champaign schools have an education careers and professional program. McLaughlin is

working with the head of that program to identify potential students for the summer program. The taskforce is on a tight timeline because a number of things have to happen if they are going to start the program. He remarked the lab at Central High School is old and needs to be revived. He wants the community to help update the lab so it is not converted into classrooms. Betz inquired about the amount of money the buildings trades are contributing. McLaughlin said the building trades are providing the OSHA training, activities for the students throughout the program, and assisting in curriculum development. He said there is not a lot of money from the building trades right now. Betz asked for a breakdown of who is being asked to contribute what amount of money. McLaughlin has spoken with the Champaign, Urbana, and Rantoul school superintendents, who have agreed to pay the stipends of their students enrolled in the program. Additionally, the Electricians Apprenticeship Program is approved as an adult education program through McLaughlin's office and this will generate funding that goes back to Central High School. It was negotiated that the generated funding would be focused back into construction-related education.

Weibel pointed out there was a spreadsheet in the handouts showing the financial and in-kind contributions to the program. Betz asked where the \$5,000 contribution would come from in the County's budget. Busey said there is \$20,000 remaining in the contingency line. Betz asked if the money the County Board did not spend on smoking shelters was available to fund this program. Busey said that is the money in the contingency line.

Hunt asked why the lab at Central High School was not being used. McLaughlin said classes are currently being held in the lab, but the classes are more focused on woodworking and some moderate cabinet-making. He would prefer to redesign the curriculum to be more appropriate for building trades. Hunt asked about industrial arts classes in other schools. McLaughlin said Rantoul has classes. Urbana put the community health center in their workshop lab space. They are trying to build an agriculture mechanics and structures program at Urbana now. Hunt wondered if the level of student interest was a concern. McLaughlin said there is not a problem with students wanting to get into the classes. Some problems are the requirements of the No Child Left Behind Act that focus strictly on preparing students to pass a standardized test. The committee discussed the aspects of the program and the need in the industries for skilled workers. Moser felt the buildings trades should step up and put out more if they have problems.

Motion carried with two votes against by Hunt and Moser.

APPROVAL OF CLOSED SESSION MINUTES

MOTION by Moser to approve the February 6, 2008 closed session minutes; seconded by Schroeder. **Motion carried.**

DESIGNATION OF ITEMS TO BE PLACED ON COUNTY BOARD CONSENT AGENDA

Betz designated agenda items VII A 1 & 2 and XII A & B for the consent agenda.

ADJOURNMENT

Meeting was adjourned at 8:34 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.