

CHAMPAIGN COUNTY BOARD
COMMITTEE MINUTES

POLICY, PERSONNEL, & APPOINTMENTS COMMITTEE

Wednesday, August 6, 2008

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

7:00 p.m.

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

MEMBERS ABSENT: Gross, Moser

OTHERS PRESENT: Kat Bork (Administrative Secretary), Deb Busey (County Administrator of Finance & HR Management), Winton Cape (IT Director), Judge Thomas Difanis (Presiding Judge), Roger Holland (Court Administrator), Denny Inman (County Administrator of Facilities & Procurement), Ralph Langenheim (County Board Member), Mark Shelden (County Clerk), C. Pius Weibel (County Board Chair), Barbara Wysocki (County Board Member), John Dimit, Wayne Johnson, Mike Lehman, Greg Novak, Todd Pence, Richard Reynolds, Dianna Visek

CALL TO ORDER

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

ROLL CALL

Bork called the roll. Ammons, Betz, Hunt, Knott, McGinty, and Putman 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 and addendum; seconded by Ammons. **Motion carried.**

APPROVAL OF MINUTES

MOTION by Knott to approve the Policy, Personnel, & Appointments Committee minutes of June 4, 2008; seconded by Hunt. **Motion carried.**

MOTION by Ammons to approve the Strategic Planning Subcommittee minutes of April 30, 2008; May 14, 2008; June 2, 2008; and June 11, 2008; seconded by Knott.

Putman requested the word "corporation" be changed to "cooperation" on line 57 of the June 2, 2008 minutes as a friendly amendment.

Motion carried as amended.

PUBLIC PARTICIPATION

Dianna Visek spoke about two proposed resolutions that she had emailed the to committee about changing the way County Board enters into closed sessions and adding a second appeals process for Freedom of Information Act (FOIA) requests.

Schroeder entered the meeting at 7:05 p.m.

Visek proposed a 2/3 vote of those Board members in attendance for the County Board to enter into closed session instead of the simple majority required by Illinois Open Meetings Act. Betz had previously responded to Visek's email to explain her proposed resolution would change the Illinois Open Meetings Act, which a County Board is not allowed to do. Visek read a section of the Act concerning home rule units, then stated Champaign County is not a home rule unit. She claimed while the Open Meetings Act gives specific permission for a home rule unit to adopt more stringent requirements to go into closed session, it does not forbid non-home rule units from making more stringent requirements. She spoke about how the Illinois General Assembly, which is not subject to the Illinois Open Meetings Act, enters into closed session. She said claimed the County Board goes into closed session too often and does not know when closed sessions are appropriate. She continued to read sections of the Open Meetings Act. Visek further alleged County Board members are voting blind because they do not know the reasons why they are entering a closed session. She suggested the requirement of a written notice 24 hours before a closed session for Board members to decide if the closed session is appropriate. Then the County Board would take a vote at the meeting requiring a 2/3 majority to enter into the closed session. Concerning the process of appealing the denial of a FOIA request, Visek wanted appeals, which are currently decided by the County Board Chair, to be made to the full County Board and a 2/3 vote be required to sustain the denial. Visek read aloud a section of the Freedom of Information Act and part of the Attorney General's website. She shared her interpretation of these materials with the committee and why she felt the Act would allow the full Board to consider denials as an additional appeal process.

Wayne Johnson read the beginning of the Declaration of Independence. He said the people would like to know WTF is going on, claiming there were secret meetings, closed sessions, and hidden documents. He asked what the Freedom of Information Act was when the information belongs to the people. He spoke about secret societies having closed meetings such as the Mafia and the Klu Klux Klan and asked why the County Board has closed meetings. Johnson continued to talk about the power of government and the use of money.

Betz wished to make it clear to the public that the Board members were not addressing the public participation comments because it is against the rules. He did not want the public to have the impression that they were being ignored.

John Dimit was present as a representative for several of the school districts regarding the possible sales tax referendum. He clarified that on the chart about the use of sales tax revenue by schools, Urbana should be shown as a total of \$10 million over 10 years or \$1 million per year. Dimit had appeared before the committee in June and provided extended remarks in writing to Deb Busey. Dimit thought it was vital to talk about the school facilities sales tax as a tax trade, not as a tax increase. He has been on the Urbana School Board for 20 years and pressure is beginning to build on the school board to address its facilities needs. There has been a push to do an extensive amount of facilities work and this amounts to between \$20-\$25 million every 10 years. This amount is almost exactly what the school would receive under the 1% sales tax. The \$20-\$25 million worth of work ends up costing the district's taxpayers \$40 million to bond for these projects. Moving to the sales tax would allow the district to do some intelligent capital improvement planning with the annual increment of tax money. Dimit stated the school district could stay within a budget, collect less from taxpayers, and put more money into brick and mortar. He views this as a trade of the type of tax that is collected, not a tax increase. He pointed out that every school district with a construction levy has committed to abating property

taxes should the sales tax referendum pass. Three school districts in the County do not carry debt, but those districts do issue bonds for life safety work. These districts have committed to decrease or eliminate the use of life safety bonds if the sales tax is passed. Dimit stated this is a definite property tax decrease for the taxpayers in every school system in the County. Dimit informed the committee that a county-wide referendum committee is being organized, co-chaired by Lynn Warfield and Susan Abbott.

Todd Pence, the Superintendent of St. Joseph Grade School, spoke about how the schools have facility needs like everyone does. He stated they are committed to abating taxes, but it would not be a one-for-one tax swap because then the schools would not be ahead. He said all the schools can benefit from this sales tax. The school districts are only as good as their word that the tax abatement issue will be followed up. He asked the County Board to help the school districts do what is best for the kids.

Mike Lehman spoke about the presumption of openness in government with the exception for statutory exemptions. Lehman felt the school facility tax referendum was regressive and an irresponsible legislative evasion of the constitutional requirements to fund education at the state level. He acknowledged the schools' needs are critical and there really is little choice. He felt a new approach to educational funding at the state level is needed, but he supports the school facilities sales tax referendum. Lehman spoke about the Nursing Home referendum and how the hole the Nursing Home is in now is just as deep as it was before the last loan. He supports responsible funding of the Nursing Home and increasing the levy amount to 7 cents to pay back the County's general fund. Regarding the size of the County Board, Lehman felt a smaller board in representative government makes the Board members more accountable to the partisan leaders instead of the people and will bring the worst parts of the Springfield mess to Champaign County government. He noted some past County Boards had 50 members. He added a smaller board would have less diversity.

Greg Novak, a Champaign School Board member, spoke about the 1950's technologies being used in schools, how the schools are working on making changes, and putting in geothermal units at Garden Hills. He described the obligations the schools have to pay for and how the sales tax is a solution that is available, though it is not the one needed from Springfield. He supported this revenue stream being dedicated for facilities only and asked for the committee's support.

Richard Reynolds spoke about the County's FOIA Policy and claimed he had FOIA request denied recently that was not exempt under the Act. He said there was no FOIA form on the County's website, though there were instructions about how to submit a written FOIA request. He hoped any revisions to the FOIA Policy would be followed up with education. His personal opinion was that it was a bad idea to shrink the size of the County Board.

MONTHLY REPORTS

MOTION by Ammons to receive and place on file the County Clerk Fees Monthly Reports for April 2008, May 2008, Semi-Annual May 2008, and June 2008; seconded by Knott. **Motion carried.**

APPOINTMENTS/REAPPOINTMENTS

Champaign County Board of Health

Weibel nominated Brenda Anderson to the Champaign County Board of Health.

MOTION by Knott to appoint Brenda Anderson to the Champaign County Board of Health for a term from August 22, 2008 to June 30, 2011; seconded by Ammons.

Weibel stated both candidates were qualified in different ways. Anderson is a nurse and, for transparency, he informed the committee that she is the stepdaughter of County Board member Jan Anderson.

Brenda Anderson has worked for Carle Hospital and her job takes her to various nursing homes around Champaign County. Anderson is not that familiar with how the Board of Health operates, but Weibel felt this is something she can learn quickly. In the interests of full disclosure, Weibel stated that David Kopacz is a former neighbor. Kopacz is a clinical psychiatrist and has done work in rural areas. Weibel felt a female nurse would be the better member considering the current makeup of the Board of Health. Putman appreciated Weibel's sensitivity to gender equality and how each appointment contributes to a full board. She asked that Kopacz's application be kept on file. Weibel agreed to this request.

Motion carried.

Housing Authority Board

Weibel nominated Dr. Grant Henry to the Housing Authority Board.

MOTION by Schroeder to appoint Grant Henry to the Housing Authority Board for a term from August 22, 2008 to July 31, 2013; seconded by Ammons.

Weibel explained that Henry has served one term on the Housing Authority Board and possesses a thorough knowledge of the board and its properties. Henry is also enthusiastic and has a good attitude towards the Board's problems.

Putman wondered whether LaVerne "Rae" Spencer understood the question about the applicant's knowledge on the association's taxes and fees because Spenser wrote that she had no knowledge of what taxes or fees the Housing Authority Board collected. Putman wanted to change Question 3 on the appointment request form so other potential applicants are not confused. She volunteered to suggest a rewording of Question 3 for the next Policy, Personnel, & Appointments Committee agenda.

Ammons asked if it was a requirement that the applicants being considered for appointments to governing boards have some professional background or experience in those areas. Betz answered no, though certain bodies have restrictions, such as the requirement for the Board of Health to have a doctor as a member. Ammons asked if a certain level of person has to be appointed to these boards. Betz said the commissioners for a drainage district have to be property owners in that district. Betz did not think the Housing Authority Board had a specific statutory requirement regarding profession. The boards that have such requirements or party affiliation requirements are very few.

Motion carried.

Locust Grove Cemetery Association

Weibel nominated Marcia Fisher to the Locust Grove Cemetery Association.

MOTION by Knott to appoint Marcia Fisher to the Locust Grove Cemetery Association for a term from August 22, 2008 to June 30, 2014; seconded by Schroeder. **Motion carried.**

Champaign County Land Resource Management Plan Steering Committee

Weibel nominated Jay Roloff, R. Dee Shonkwiler, and Tiffany McElroy-Smetzer to the Champaign County Land Resource Management Plan Steering Committee.

MOTION by Knott to appoint Jay Roloff, R. Dee Shonkwiler, and Tiffany McElroy-Smetzer to the Champaign County Land Resource Management Plan Steering Committee. **Motion carried with one vote against by Betz.**

Drainage Districts

Weibel nominated the individuals to the various drainage districts as listed on the agenda and addendum with the exception of nominating Stanley Wolken to the West Branch Drainage District.

MOTION by Knott for an omnibus motion to appoint:

Wayne Busboom to the Beaver Lake Drainage District for a term from September 1, 2008 to August 21, 2011;
LaVern Zehr to the Blackford Slough Drainage District for a term from September 1, 2008 to August 21, 2011;
Harlan Trotter to the Conrad & Fisher Mutual Drainage District for a term from September 1, 2008 to August 21, 2011;
Daniel Noel to the Drainage District #2 Town of Scott for a term from September 1, 2008 to August 21, 2011;
Elvin Huls to the Drainage District #10 Town of Ogden for a term from September 1, 2008 to August 21, 2011;
Robert Barker to the Foundation Head Mutual Drainage District for a term from September 1, 2008 to August 21, 2011;
Duane Schuler to the Harwood & Kerr Mutual Drainage District for a term from September 1, 2008 to August 21, 2011;
Patrick Feeney to the Kankakee Drainage District for a term from September 1, 2008 to August 21, 2011;
Wayne Emkes to the Kerr & Compromise Drainage District for a term from September 1, 2008 to August 21, 2011;
Norman Uken to the Longbranch Mutual Drainage District for a term from September 1, 2008 to August 21, 2011;
Lowell Estes to the Lower Big Slough Drainage District for a term from September 1, 2008 to August 21, 2011;
Dennis Amdor to the Nelson-Moore-Fairfield Drainage District for a term from September 1, 2008 to August 21, 2011;
Larry Dallas to the Okaw Drainage District for a term from September 1, 2008 to August 21, 2011;
Dale Ark to the Owl Creek Drainage District for a term from September 1, 2008 to August 21, 2011;
Chris Hausman to the Pesotum Consolidated Drainage District for a term from September 1, 2008 to August 21, 2011;
Stanley Wolken to the Prairie Creek Drainage District for a term from September 1, 2008 to August 21, 2011;
Lester Wolken to the Raup Drainage District for a term from September 1, 2008 to August 21, 2011;
Dennis Bergman to the Salt Fork Drainage District for a term from September 1, 2008 to August 21, 2011;
Stanley Zehr to the Sangamon & Drummer Drainage District for a term from September 1, 2008 to August 21, 2011;
John Buss to the Somer #1 Drainage District for a term from September 1, 2008 to August 21, 2011;
Richard Rice to the South Fork Drainage District for a term from September 1, 2008 to August 21, 2011;
Charles Daly to the St. Joseph #3 Drainage District for a term from September 1, 2008 to August 21, 2011;
Duane Goodwin to the St. Joseph #4 Drainage District for a term from September 1, 2008 to August 21, 2011;
Bruce Rape to the St. Joseph #5 Drainage District for a term from September 1, 2008 to August 21, 2011;
Bruce Rape to the St. Joseph #6 Drainage District for a term from September 1, 2008 to August 21, 2011;
Charles Lay to the Upper Embarras River Basin Drainage District for a term from September 1, 2008 to August 21, 2011;
Robert Grove to the Union Drainage District #1 of Philo & Crittenden for a term from September 1, 2008 to August 21, 2011;
Roy Douglas to the Union Drainage District #1 of Philo & Urbana for a term from September 1, 2008 to August 21, 2011;
Robert Lee to the Union Drainage District #3 of South Homer & Sidney for a term from September 1, 2008 to August 21, 2011;

Stanley Wolken to the West Branch Drainage District for a term from September 1, 2008 to August 21, 2011; Louie Karlau to the Willow Branch Drainage District for a term from September 1, 2008 to August 21, 2011; Les Olson to the Union Drainage District of Stanton & Ogden Townships for a term from September 1, 2008 to August 21, 2011; seconded by Hunt. **Motion carried.**

CIRCUIT COURT

Request to Submit Law Library Clerk Position to Job Content Evaluation Committee

MOTION by Putman to submit the Law Library Clerk Position to the Job Content Evaluation Committee for re-evaluation; seconded Ammons. **Motion carried.**

COUNTY CLERK

Request to Submit Lead Tax Extension Specialist Position to Job Content Evaluation Committee

MOTION by Knott to submit the Lead Tax Extension Specialist Position to the Job Content Evaluation Committee for re-evaluation; seconded Schroeder. **Motion carried.**

ADMINISTRATOR'S REPORT

Vacant Positions Listing

The vacant positions listing was provided for information only.

Report and Recommendation Regarding IT Division Positions Staffing and Classification

Busey distributed a packet with the report and recommendation for the (Information Technology) IT Division staffing and positions classification. All the IT positions were submitted to the Job Content Evaluation Committee in June to be defined and classified following the IT assessment by Maximus and hiring of Winton Cape to fill the newly created IT Director position. Cape developed the plan to move the IT Division to a new service-oriented structure with the new positions. Busey listed the new positions with the changes to the salary ranges. All IT positions receive a market adjustment so the positions are paid in a salary range above their classified ranges. Busey provided some market information. Eight new positions would be created in the IT Division and the existing 7 positions would be eliminated. Two positions, the Business Application Manager and the Information Technology Manager, would receive 10% promotional increases on December 1, 2008. The Business Applications Analyst position would be an additional position in the division. Busey was requesting the committee approve the positions and their classifications. No funding has been identified, as that is an issue for the Finance Committee. Busey asked for the positions to be created even if they are not funded, such as the Business Applications Analyst and the Desktop Support Technician. Some of the positions received a drop in classification, but there was no drop in salaries. The Desktop Support Technician position is budgeted, but this position has not been filled to ensure it would fit with the reclassified positions.

MOTION by Knott to recommend to the Finance Committee approval of the classification of 8 positions and the simultaneous elimination of 7 positions within the IT Division as recommended by the Job Content Evaluation Committee with 10% promotional increases for the Business Application Manager and the Information Technology Manager, effective December 1, 2008; seconded by McGinty.

McGinty supported the recommendation and noted the County is 10 people behind what the typical IT staffing would be for an operation of the County's size. The reclassification will ask staff to do a lot and the IT Director is being asked to do a lot.

Ammons asked who currently does the work that would be done by the Desktop Support Technician. Busey said the Network/Financial Analyst currently handles that work. Ammons asked for a summary from the

IT Director because she had not had the opportunity to go over the summary of duties. She was concerned about creating positions that duplicate responsibilities. Busey directed Ammons to the one-page position employee matrix that summarizes the organization and each of the position's basic duties and responsibilities. Ammons was not clear about the delineation between management positions. Cape explained the County is trying to create an IT Division that delivers services across the County and is divided into hardware and software areas with a manager for each area. The Desktop Support Technician will wear many hats and be one of the key people responsible for the maintenance aspect of IT. Other front line staff will be responsible for creating the hardware and software that the County will be using. Ammons asked if this was the step necessary to coordinate delivery of services to the departments. Cape answered yes and explained that each IT staff person has been focusing on one specific type of software or hardware. An IT position might have been delivering value to one facet of the organization at the expense of everyone else. The realignment of the division will share the services across the County departments.

Motion carried.

Recommendation to Restructure Technology Oversight Committee

Busey explained the recommendation to restructure the Technology Oversight Committee comes from the committee itself. The Technology Oversight Committee was created based on recommendation by Maximus and consisted of department heads and elected officials serving on a rotating basis. It is the sense of the appointed members that technology issues so important that every department head should have direct input into the decision-making process. The committee will be redefined to include every County department head or elected official as a voting member and allow the department head or elected official to send a designee in their place to meetings. Only the elected official or department head could be a voting member, not the designee, in order to encourage the department heads to attend themselves.

MOTION by McGinty to amend Resolution No. 6224 to restructure the Technology Oversight Committee to include every County department head or elected official as a voting member; seconded by Knott.
Motion carried.

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

Knott asked the Chair if the School Facilities Sales Tax issue be moved before the closed session because members of the public were present for that discussion. Judge Difanis stated he did not need a closed session to present his request for an exception to the Personnel Policy because he would not be discussing individual performance.

Approval of Exceptional Situation Pursuant to Section 9-3.9 of the Champaign County Personnel Policy

Judge Difanis stated there is an Assistant Public Defender whose salary is a little different than another Assistant Public Defender who was hired later. The difference amounts to \$4,485 and Judge Difanis wanted to increase the salary of the first individual. Difanis expressed to the committee that the County has one of the best Public Defender's offices in the state. The Public Defenders have a thankless task that is only truly appreciated by the judges. Randy Rosenbaum is losing staff because one attorney is running as the State's Attorney in another county, another is relocating to a different state, and another is going to become a high school teacher. Difanis is concerned with equalizing the salaries of Assistant Public Defenders as best they can to avoid any morale problems from developing further. Because an Assistant Public Defender is leaving, Difanis wants to use the money that is not being spent on that position this year to fund the salary increase for another position.

Putman asked for the exact policy violation for which Difanis was asking the committee to grant an exception. Busey explained that she is designated as the Salary Administrator for the County and salary changes come through her to ensure the change follows the policy. Under statutory allowance, elected officials are able to change staff salaries at their discretion. However, the Public Defender is not an elected position and the Assistant Public Defender salaries are governed by County Board policy. Busey received a request from the Public Defender to increase a Senior Assistant Public Defender's salary by 8.5%. Busey does not have the authority to authorize this salary increase under the County Board's Personnel Policy. Betz asked for Busey's recommendation as the Salary Administrator. Busey stated she was not aware of the discrepancy because she does not see another attorney who has been hired since the attorney at issue who making more money than the attorney at issue. This particular attorney was hired as a Senior Assistant Public Defender in 2006 and is being paid exactly the same hourly rate has two other Senior Assistant Public Defenders and one other Senior Assistant State's Attorney who were hired in 2006. Judge Difanis said the attorney in question was hired in 2003. Busey said the attorney was not hired as a Senior Assistant Public Defender in 2003. Difanis clarified the attorney was hired in 2003 and promoted to the position of Senior Assistant Public Defender in 2006. Another attorney was hired as a Senior Assistant Public Defender in 2003 and Difanis felt there was a discrepancy because the promoted attorney's salary did not match the salary of the attorney who had held the senior position for a longer period of time. Knott asked for this to be written up in resolution form and brought back next month. Busey said she was willing to do so and explained an employee's longevity in a position begins when a person is placed in that specific position. This reflects years of experience in a certain level position at the County, not years in the legal profession. She was not certain what further information that committee felt was needed.

Ammons said all the Public Defenders are underpaid. Difanis said the attorneys are underpaid and overworked in a thankless job. Ammons was for equality in salary, but did not understand on what the committee was being asked to make a decision. Difanis wanted to make clear the County has a very good Public Defender staff. Putman appreciated the judge taking the cause of the Public Defender staff in a matter that is salary neutral. Difanis clarified that no one is threatening to leave or quit. Betz stated that this request might be revenue neutral, but it is not policy neutral in terms of the policies the County Board asks its Salary Administrator to follow.

Knott asked if the exception was necessary because this increase is not at the start of the fiscal year. Busey explained the policy does not allow salary increases other than what is approved annually for salary administration for all non-bargaining staff to go into event on December 1st unless an individual is being promoted or moving to different classification. Schroeder assumed Busey was following the policy as set by the County Board. Busey and Difanis confirmed she was doing so. Busey stated the policy allows for exceptional situations and Difanis's request is deviation from the policy. Busey does not have the authority to grant the exception to the policy because it clearly states only the Policy, Personnel, & Appointments Committee and then the County Board can grant the exception. Schroeder said he did not see enough information to sway him to grant the exception. Betz suggested Schroeder make a motion to that effect.

MOTION by Schroeder for County to deny the exception and to adhere to Champaign County Personnel Policy; seconded by McGinty.

The committee continued to discuss the situation. Weibel asked Judge Difanis why this situation was so exceptional. Difanis stated there are two Senior Assistant Public Defenders with same caseloads, who were hired in different years, and one is making \$4,000 more than the other. The Senior Assistant Public Defender who is making a higher salary became a Senior Assistant before the other person did. Ammons asked if granting this salary increase would cause trouble with another Senior Assistant Public Defender wanting a similar salary increase. Difanis said the committee has the ability to say no to any request. Betz was concerned granting this exception would open the door for widely for other departments to bypass the classification system. Busey clarified this issue is more about salary administration than classification. The issue before the

committee is asking for an employee who has been working in a position for 3 years to receive a mid-year salary increase just because the department has the money available and the department head wants to give this particular individual a pay increase. Many offices that are required to follow the County's Personnel Policy may have turnover during year and could give incumbents mid-year salary increases. Under the policy, the unspent money generated by position turnover goes back to the General Corporate Fund balance. This action could encourage other departments to request more exceptions to the policy. Difanis thanked the committee for its consideration. Betz ordered a roll call vote.

Motion carried with a roll call vote of 5 to 2. Betz, Hunt, Knott, McGinty, and Schroeder voted in favor of the motion. Ammons and Putman voted against the motion.

LEGISLATIVE REPORT

There was no Legislative Report.

CHAIR'S REPORT

There was no Chair's Report.

OTHER BUSINESS

Discussion of Development of Champaign County Board Rules for Parliamentary Procedure

Betz spoke about how some Board members have raised the issue of having simplified rules for the way in which the County Board governs itself. He asked about putting together a revision of the basic parliamentary guidelines to help avoid confusion by County Board members. Ammons went to workshop at the NACO Conference and suggested the process include a Parliamentarian that is specific and separate from the State's Attorney's Office. She further suggested having a parallel to other processes outside of Robert's Rules of Order so it could be simpler for Board members. McGinty supported some training for County Board members on Robert's Rules of Order and identifying a strong Parliamentarian who would be aggressive on keeping the Board moving. Betz wanted the Board to have a basic 3-page summary of Robert's Rules of Order on how to make a motion, etc. He felt 3-4 people could sit down and work on a simplified guide to Robert's Rules of Order and procedures for the County Board to adopt at next session. Ammons purchased a handbook at the NACO Conference and offered to share it. Weibel mentioned several online sites that could be useful. Betz said someone from the State's Attorney's Office should contribute and Weibel noted David DeThorne was willing to work on this. Betz asked if a small committee should be formed to work on parliamentary procedures. There was no objection from the members present. Weibel stated Steve Beckett was willing to work on the procedures and Knott volunteered Steve Moser, who was not present. Weibel recommended deferring the appointment of the committee until next month in order to have time to talk to the individuals and see if anyone else is interested. Weibel agreed to send a note to County Board members to ask if they were interested in serving on a small committee.

Formation of Martin Luther King, Jr. Subcommittee

Weibel announced the current Martin Luther King, Jr. Subcommittee consists of Jan Anderson, Lloyd Carter, and himself. Alan Nudo has expressed willingness to serve on the committee. Weibel asked that any County Board members interested is being on the committee contact him because Anderson will be stepping down. Betz spoke well about this committee and encouraged Board members to think of possible nominations for the awards. Ammons expressed interest in serving on the committee.

Approval of Champaign County Board Strategic Plan

MOTION by McGinty to approve the Champaign County Board Strategic Plan; seconded by Knott.

Ammons asked if this was a strategic plan or an outline. She thought a strategic plan would be more concrete and direct. McGinty explained this plan sets a structure that will flow down to all the departments to address the values, vision, and mission goals set by the County Board. The departments are able to set departmental goals that tie to the larger vision provided by the County Board. McGinty detailed that the strategic plan was developed with the assistance of Dr. Rich from the University of Illinois and received a lot of input from many people. The plan will develop further when the departments populate it with their goals. Busey wanted to make it clear that this document would be represented as the County Board Strategic Plan in the FY2009 budget document. The goal of having this plan is to give direction to elected officials and department heads about how they should be aligning their departmental plans and objectives to reflect achievement of the County Board's priorities. Busey felt this plan is representative of what many County governments adopt. It has to be fairly broad because of the diverse responsibilities of County government. Wysocki asked if this plan obligates the County Board as well as County departments. McGinty confirmed that is the intention. Ammons asked how the County is going to meet hiring practices that promote a workforce that reflects the community. She asked where was the language and enforcement to make these goals a reality from the County. McGinty explained there are some specifics in the vision that define the manner in which it will happen. A tremendous amount of research went into developing this plan about how other counties put together strategic plans. The plan should be clear and represent the vision of the County Board. The County Board will take this vision and have it impact those providing the services throughout the County. Busey said there is an ability for the County Board to expand on this with its own action plan for the ensuing fiscal year. This action plan would be developed at the committee level. The hope for the next step is that committees themselves will talk about the County Board's plan for implementation of these goals as well as at the department level. The County Board is not done yet as the strategic plan will be a living document capable of being adjusted when it is re-evaluated. McGinty agreed and shared the history on the development from the plan in last year's budget document by the Strategic Planning Subcommittee. With a strategic plan, the County has the opportunity to work more on a outcomes-based budgeting system to make the County more accountable as the County Board determined it wanted to do. The plan is a necessary element to establish benchmarks and define the metrics to measure progress and move forward with structure.

Wysocki noted actions such as the realignment of the IT Department feed into the goal of intergovernmental cooperation, so the County is already making some movement on some of the goals. Knott expressed this plan is an effort to try to get the County Board to think strategically and not be reactionary in its actions. This enables the County to develop a better plan and budget for the future. The strategic plan has to be a living document. The County Board can revisit it every year to make adjustments as needed. Putman asked if the strategic plan had been shared with the department heads. Busey confirmed it had. Putman wanted to make editorial changes to the strategic plan and bring them to the County Board meeting. Betz stated a full Board meeting is not an appropriate place for grammatical changes, which should be done at the committee level. Knott wanted the plan to be sent to the full Board as it was. McGinty confirmed a great deal of work by the Strategic Planning Subcommittee went into selecting the plan's specific language. Discussion continued over the language of the Champaign County strategic plan. Weibel suggested the committee vote on the plan as written and Putman share any edits before the County Board meeting. Betz ordered a roll call vote.

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

Revision of County FOIA Ordinance

Betz reviewed the revisions to the County Freedom of Information Act (FOIA) Resolution. The revisions formalize practices, discontinue the acceptance of verbal FOIA requests, and allow email requests. Weibel looked into how the State of Illinois handles verbal FOIA requests and found the state law strictly addresses written FOIA requests. The State's Attorney's Office confirmed all FOIA requests should be submitted in writing. This will prevent confusion and any potential misunderstanding inherent in verbal requests. Susan McGrath developed this revision to clarify the FOIA rules. There is a difference between a FOIA request and an innocuous request to look at forms. Busey explained that most departments in County government receive requests for information that are fulfilled without the requestor having to submit a FOIA request. When a request of information is out of ordinary or will entail research, the departments need a written FOIA request to document the specific request and to allow time to fulfill it. She pointed out that many documents are available on the County's website, so the public does not have to submit a FOIA for these documents. Betz asked how many FOIA requests Weibel has turned down. Weibel said there have not been many. He had to turn down one appeal because it concerned a court case settlement, which was an exception to FOIA.

Ammons wanted to discuss the suggestions made during public participation. Betz asked Wysocki how frequently she received FOIA requests during her tenure as County Board Chair. Wysocki said requests were submitted almost on a daily basis during the period of the Nursing Home mold issue, mostly from the media. Boxes of materials were compiled by Administrative Services staff to compile with the FOIA requests. Wysocki recalled a staff member has to be present in the room while the requester reviews the documents and this prevented the staff member from performing other work. Wysocki did not remember many verbal requests and could not recall turning down a verbal request, but she occasionally had to negotiate the timeframe in which a staff person could be available to gather the requested documents. Betz asked Weibel the same question. Weibel stated he has never received a verbal FOIA request. Busey explained she has asked a person to submit the request via email or in writing with any verbal request where she was unable to immediately supply the information requested, so she could get it exactly right. Betz asked if the County Administrators had turned down any FOIA requests in the last year. Inman and Busey indicated they have not turned down any verbal or written requests. Inman explained he has not provided information at the advice of legal counsel. Betz asked about the other departments. Busey said there has been some differing response and they are trying to address it. Betz asked if the County has a FOIA form. Busey answered no, though some departments may have their own FOIA form. Betz asked if a form could be developed for the County.

MOTION by McGinty to direct the County Administrator to develop a FOIA request form; seconded by Knott.

Betz said the form could be very simple. Shelden offered to email his office's form Busey as an example. Ammons wanted to discuss the proposed resolution from Ms. Visek because the form would not resolve the changes requested in the process. Betz recommended addressing the motion on the floor before moving onto discussion of other issues.

Motion carried.

MOTION by Ammons to send both resolutions emailed to the committee by Dianna Visek to the County legal department for consideration of implementation; seconded by Putman.

Weibel stated the recommendation to remove the verbal request from the County FOIA Resolution came from the County's legal department. The resolution proposed by Visek to take a FOIA appeal before the full County Board at its next meeting would violate the state statute on the FOIA timeframe because the County Board meets once a month. The statute also states that the Chair of the public body is the one to whom the

FOIA appeals are submitted. This proposed citizen resolution was asking the County Board to break the law. Knott added that at some point the best use of County Board's time has to be considered and appealing the Chair's decision on a FOIA to the full Board would not be it. He pointed out there is already a remedy in place if a citizen does not agree with the Chair's ruling because the citizen can appeal to the courts. Knott noted the FOIA appeals that have been settled in court, like those filed by the County Clerk, have been done in a more timely manner than what could be done by the County Board. He thought that is why the General Assembly wrote the statute in this manner. Discussion continued over the FOIA appeals process.

Ammons withdrew her motion from the floor and Putman concurred. Ammons wanted to defer this item until next month. Betz directed the revision of the County FOIA Resolution be placed on next month's committee agenda. Weibel said he first learned about Visek's two proposed resolutions from the media on Friday and that was the reason that Susan McGrath's memo to the committee was issued on Monday instead of with the agenda packet. Visek spoke from the audience that she emailed the resolutions to the committee. Busey stated the County experienced server problems last week that interfered with email service. Visek stated her request is not a substitute for the appeals process already in place; it is in addition to it. She wants a person who is put off by the idea of going to court to have a second appeal to the County Board if the County Board Chair has denies an appeal. She said it would be a stage two appeal for someone for whom going to court is just too much to think about.

Develop Procedures for Increasing Internet Access to County Contracts and Expenditures

MOTION by Knott to direct the County Administrator to develop procedures for increasing internet access to County contracts and expenditures; seconded by Ammons.

Betz asked about timeframe. Busey asked to have until December to develop a good strategy because she is in the middle of the budget process. She noted that the entire County Budget is already available on the website as well as all the financials on the Auditor's web page. Betz asked for a report in December.

Motion carried.

School Facility Sales Tax Referendum

MOTION by McGinty to approve the Resolution Placing Retailers Occupation Tax and a Service Occupation Tax on the November 4, 2008 General Election Ballot; seconded by Knott.

Knott thanked Alan Nudo for all the work he put into getting the schools to go on record regarding what they would do with funds generated by this tax. The committee's vote tonight was mainly procedural based on what statute requires. McGinty commended Nudo and all of the school representatives for their work and being so patient to wait for this item tonight. Betz stated the County Board is mandated to place this item on the ballot because 51% of the schools approved it. Betz stated his intention to vote against the referendum because he views it as a regressive tax that will negatively affect renters in the Cities of Champaign and Urbana to pay for a property tax reduction. Betz ordered a roll call vote.

Motion carried with a vote of 5 to 2. Ammons, Betz, Knott, McGinty, and Putman voted in favor of the motion. Hunt and Schroeder voted against the motion.

Nursing Home Referendum

MOTION by Ammons to approve the Resolution Placing the Question of Increasing the Tax Levied by the Champaign County for the Purpose of Maintaining the County Nursing Home on the November 4, 2008 General Election Ballot; seconded by Putman.

McGinty indicated his feeling was that the only way the Champaign County Nursing Home (CCNH) will survive is with additional financial help, but the County Board should wait until spring because they do not have all of the intelligence yet to know how CCNH is doing. Momentum for improvement is being built and some changes are being made by the Nursing Home Board of Directors and Management Performance Associates. CCNH is looking at issuing tax anticipation warrants at the end of this fiscal year, but the financial picture is not clear. McGinty stated the County Board needs to be very clear in what and how much it asks the voters for when that time comes. McGinty will vote no to this issue now and will probably end up supporting it in the spring.

Putman said she assumed an increase in the CCNH operating subsidy would go to paying the CCNH employees' IMRF and Social Security costs and not repay the loans made to CCNH. Betz said CCNH owes the General Corporate Fund \$3 million in outstanding loans that have to be repaid. He estimated that any levy increase would go to repay the loans and restore the depleted General Corporate Fund for the benefit of all the County departments. Betz stated the Democratic Caucus did not agree to support putting this question on ballot at its last meeting. Putman asked if the August County Board meeting would be the last time this question could be placed on the November ballot, which Betz confirmed it was accurate. In Betz's opinion the votes were not there to put on this question on the ballot at the County Board meeting. Putman asked if a campaign committee has been organized for a Nursing Home referendum. Betz confirmed that none had been formed according to his knowledge. McGinty would not be averse to moving this to the County Board with no recommendation so the entire Board could vote it up or down.

MOTION by McGinty for a substitute motion to forward the resolution to the County Board with no recommendation; seconded by Putman.

Schroeder asked about the language of the last referendum. Busey said the question on the last ballot that the voters actually voted on was not specific to funding particular items such as CCNH employees' IMRF or Social Security costs, that was just how the campaign for the referendum presented it. Schroeder was not in favor of a referendum when the exact financial needs of CCNH are not known. The taxpayers are seeing increases in their water bills, power bills, and gas prices. Plus there will be other entities asking for tax increases on the ballot. The voters could refuse to pass any of those referenda. The way he understands it is that farmland assessment will be maxed out in 2009, so the General Corporate Fund will see revenues rise. He cannot support this referendum with the County unemployment rate on the rise and the lack of economic activity in Illinois. McGinty agreed the question would fail at the County Board level or with voters in the fall, but he wanted the full Board to have the opportunity to make a statement on this much debated issue.

Putman wanted to give the people who might be in support of increasing the Nursing Home levy the chance to support this. Schroeder said he has a grandmother at CCNH and constituents who are very concerned about CCNH, but no campaign committee has petitioned the County Board to put this question on the ballot. The County Board does not know what it is asking the voters for at the present time. The question can be on a ballot at another election. Wysocki interjected that a resolution about the Nursing Home levy should reflect the real costs, not just what is needed to maintain CCNH. The real costs include repaying the outstanding loans to the General Corporate Fund and this is different than the amount needed to just maintain CCNH. Langenheim resented being prevented from voting on this resolution at the full Board meeting. Sheldon made the point that property tax caps are confusing and if the value of property in Champaign County doubled next year, the County Board would not see any increase the property tax revenue. Busey stated it will increase by the CPI and new construction plays into the level of growth. Sheldon clarified that the rate would drop.

Ammons asked if this language is laid out by state statute, to which Betz nodded. Ammons did not like that committee meetings are not televised, so she wanted this question moved to the full Board for the benefit of people who did not attend this meeting.

MOTION by Ammons to call the question; seconded by McGinty.

Putman wanted make a substitute motion to change the language of the resolution. Ammons called a point of order that the question she called concerned moving the item to the County Board, not the language of the resolution. Putman said the language she suggested was so much better. Betz asked if Ammons was calling the question, which takes a supermajority. Ammons and McGinty confirmed that was the motion. Betz ordered a roll call vote.

Motion failed with vote of 4 to 3. Ammons, Knott, McGinty, and Schroeder voted in favor of the motion. Betz, Hunt, and Putman voted against the motion.

Knott indicated Hunt was confused when he made his vote. Betz stated Hunt against the motion and it had failed. Putman asked to offer a substitute motion. Betz stated he wanted to comment on the issue first. He spoke about County Board unity on past CCNH issues and how sending this issue to a divided Board would send a message that would doom a referendum to failure. The Democrats themselves are divided on the issue. Betz did not see the point in having a discussion at the County Board meeting on this issue and then not putting it on the ballot. He wanted the County Board to get its ducks in row, have a committee put together by people who would work on a Nursing Home referendum, and then have the referendum considered for the next spring or fall. He understands the reason why McGinty wanted to give the Board a chance to vote on this issue, but he did not agree with sending it to the full Board without a recommendation. Weibel agreed with Betz and added another aspect was a rehashing of the issue at the County Board meeting will not be helpful for CCNH. He stated the role of this committee is to make decisions and if people care about the issues on the agenda, then they would attend the meetings as Wysocki and Langenheim did tonight even though they are not committee members.

McGinty withdrew his motion so the committee could vote on the original motion and Putman agreed.

Putman asked, should the committee not approve the resolution, if it was too late for citizens to collect petitions to put this question on the November ballot. Sheldon said it could not be a binding resolution and the deadline is August 18th.

MOTION by Schroeder to table the resolution; seconded by Knott.

Putman wanted to discuss the resolution. Betz said a motion to table was non-debatable and called for a vote.

Motion carried with one vote against by Putman.

Discussion of County Board Size Referendum

MOTION by Schroeder to defer; seconded by Ammons.

McGinty stated this item was listed as a discussion item, but he intended it to be up for a vote, which he communicated to the Policy Committee Chair and the County Board Chair. McGinty asked it be placed on the County Board agenda in August as an advisory question on the November ballot. Betz said the motion to defer takes precedence. Schroeder withdrew his motion. Knott said the request is that a ballot question of "Should the Champaign County Board be reduced from 27 members to 18 members" be included on the County Board agenda and the County Board Chair has the ability to place this on the agenda. Weibel thought a specific advisory question about the County Board's size should reduce it to an odd number of members. He was against an even number of Board members and suggested the question just ask whether to reduce the size of the Board

because a specific size is a leading question. Only the County Board can reduce the size of the Board, so any questions would be advisory in nature. McGinty said the topic has been discussed at subcommittee meetings and he spoke to Betz about moving the issue to the Policy, Personnel, & Appointments Committee for a vote in August in preparation for placing it on the ballot. He was disappointed it was on the agenda for discussion only. McGinty was requesting it be placed on the County Board agenda in August because it would be the last chance the County Board could vote on it. He stated many different groups have been asked for their opinions on this issue and the question could be worked out at the full Board meeting.

Langenheim voiced his opinion that it is a bad idea to reduce the size of the County Board because there are many interest groups in the community. All of those interest groups are represented on the 27-member County Board, which is why Board meetings are so stimulating. Langenheim would hate to see that disappear and lose the Board members' wide range of expertise. If the Board's size is reduced, Langenheim said it will become more competitive, as well as possible for an interest group to load the Board with supporters and to suppress the opinions of others.

Ammons did not understand the move to have this question on the ballot now and suggested broader public discussion than a referendum question. McGinty said the timing is critical because the upcoming census presents the opportunity and all Board members will have to run again. He sees the arguments for merit on both sides of the issue, but he thought the arguments for accountability are stronger. His concern was that this issue was supposed to be on tonight's agenda for action. Since it was not, he was requesting it be placed on the August County Board agenda for consideration by the full Board. Betz said there were a number of future elections when this issue can be considered and this issue has not been discussed at past Policy, Personnel, & Appointments Committee meetings. McGinty and Betz disagreed about whether listing the item for discussion on the committee agenda fulfilled McGinty's request to the Chair. Weibel stated the question could be considered next year after it had been discussed at the committee level and County Board level. Weibel said the discussion has not occurred at the subcommittee since April and has not occurred at committee level at all. Knott said this issue is not intended to single out individuals, but as a way for the public to weigh in. It is a self-reflective issue and the Board members have to be willing to put themselves out there to discuss the size. The issue is an attempt to bring more accountability to the public.

Betz asked if there was any other business and received no response.

DESIGNATION OF ITEMS TO BE PLACED ON COUNTY BOARD CONSENT AGENDA

Betz designated all appointments except those for the LRMP Steering Committee for the consent agenda.

ADJOURNMENT

Meeting was adjourned at 10:30 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.