

CHAMPAIGN COUNTY BOARD
COMMITTEE MINUTES

POLICY, PERSONNEL, & APPOINTMENTS COMMITTEE

Wednesday, October 8, 2008

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

5:00 p.m.

MEMBERS PRESENT: Carol Ammons, Tom Betz (Chair), Claudia Gross, Greg Knott, Brendan McGinty, Jenny Putman, Jonathan Schroeder

MEMBERS ABSENT: Kevin Hunt, Steve Moser

OTHERS PRESENT: Tim Breen (Information Technology Manager), Kat Bork (Administrative Secretary), Deb Busey (County Administrator of Finance & HR Management), Winton Cape (IT Director), Denny Inman (County Administrator of Facilities & Procurement), Andy Rhodes (Business Applications Manager), Mark Shelden (County Clerk), Amanda Tucker (HR Generalist), C. Pius Weibel (County Board Chair), Barbara Wysocki (County Board Member), Molly Rollings (Dimond Brothers Insurance), Dianna Visek

CALL TO ORDER

Betz called the meeting to order at 5:00 p.m.

ROLL CALL

Bork called the roll. Ammons, Betz, Gross, Knott, McGinty, 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 with the removal of item XIV A and the addendum; seconded by Ammons. **Motion carried.**

Busey noted the committee meetings are now being digitally recorded so the meetings can be posted on the Internet and requested the committee members speak into the microphones or there would be silence on the recording.

APPROVAL OF MINUTES

MOTION by Knott to approve the Policy, Personnel, & Appointments Committee minutes of September 3, 2008; seconded by Ammons. **Motion carried.**

PUBLIC PARTICIPATION

Dianna Visek urged the County Board to record their committee meetings on video so the public would get to see the personalities involved. She commended the IT Department for looking into how to

post contracts on the website. She said the County would need to talk to the Cable Commission and Mediacom to figure out the terms of broadcasting the meetings. Regarding the comparison information with other counties presented in the agenda packet, Visek felt it does not matter what other counties are doing and this should be judged on the merits of public access for information. Visek felt broadcasting the committee meetings would be quite inexpensive because the County already has the equipment and there is a feed to the cable company. The only cost should be for the labor to operate the camera. Based on the rates of Urbana Public Television, Visek estimated televising 201 committee meetings would cost about \$8,040 for one year.

Putman entered the meeting at 5:07 p.m.

MONTHLY REPORTS

MOTION by Ammons to receive and place on file the County Clerk Fees Monthly Reports for August 2008; seconded by Gross. **Motion carried.**

APPOINTMENTS/REAPPOINTMENTS

Weibel nominated all of the appointment listed on the agenda and addendum.

MOTION by Knott for an omnibus motion to appoint Forrest Brewer to the Pesotum Slough Special Drainage District for a term from October 22, 2008 to August 31, 2011; Steven Herriott to the Wrisk Drainage District for a term from October 22, 2008 to August 31, 2011; Patricia Chancellor to the Eastern Prairie Fire Protection District for a term from October 22, 2008 to April 30, 2010; Ralph Langenheim as the County Board Liaison to the Extension Service Board, Carol Ammons and Alan Nudo to the Martin Luther King, Jr. Subcommittee, and Tom Betz to the Head Start Negotiating Team. The motion was second by Schroeder. **Motion carried.**

COUNTY CLERK

Request to Increase to the Election Judges' Daily Compensation

MOTION by Ammons to recommend to the Finance Committee an increase to the Champaign County Elections Judges' daily compensation in the amount of \$20; seconded by Schroeder.

Betz asked Shelden what the additional costs would be per election and per year. Shelden said the increase to compensation would cost the County nothing because the extra \$20 per Election Judge comes from the State of Illinois. Weibel asked when the compensation was last increased. Shelden stated the County funded a \$10 increase for Election Judges that took effect at the February 2008 election. The state previously approved this increase, but did not fund it until now. This will increase the Election Judges compensation to \$120. Putman thought the higher compensation will boost the morale of the Election Judges and lead more people to signing up. Shelden reported his office has had more people wanting to work on this election than on any previous election. He is planning to increase the number of Election Judges to the 680-690 range. By his last count, 738 people were willing to work on the 2008 election.

Motion carried.

AUDITOR'S OFFICE

Request for Re-Evaluation of Accountant Position

MOTION by Gross to submit the Accountant position in the Auditor's Office to the Job Content Evaluation Committee; seconded by Ammons. **Motion carried.**

ADMINISTRATOR'S REPORT

Vacant Positions Listing

The vacant positions listing was provided for information only.

Response to Request for Review and Re-Evaluation of Court Clerk Positions

Busey explained the Job Content Evaluation Committee reviewed the Court Clerk positions and the recommendation is that no change is required in the position classification.

MOTION by McGinty to receive and place on file the report from the Job Content Evaluation Committee; seconded by Putman.

Putman noted at the last meeting a doubt was raised as to whether any requests for re-evaluation are ever turned down and this response shows they are.

Motion carried.

Request for Review of All Non-Bargaining Positions

Busey stated this is a request from the Job Content Evaluation Committee to initiate a project in December 2008 to re-evaluate all of the non-bargaining positions in the County. This was last done ten years ago and while some positions have been re-evaluated at the request of department heads, not all of the positions have been looked at comprehensively. County business today is substantially different than it was ten years ago, so the committee believes it should take on this project in order to ensure consistency for the positions across the board. The project would involve every non-bargaining employee completing a position analysis questionnaire in December. Busey reviewed the timeline for the project. There would be no additional cost to County because the comprehensive review would be done in-house

MOTION by McGinty for the Job Content Evaluation Committee to conduct a ten-year review of the classification, description, and compensation for the County's non-bargaining positions with a project completion goal and report back to the Policy, Personnel, & Appointments Committee in May 2009; seconded by Knott.

Weibel asked if the review would include any appointed positions, such as the Board of Review. Busey said the only positions that would not be included are elected officials.

Motion carried.

Update on Public Access Requests Issues

Busey wanted the committee to be aware via a memo from Winton Cape that the Administrative Services Department is moving forward with a project to post all of the contracts on the website. It began this week with a link to the digital recordings of committee meetings on the website. The goal is to have the audio recording of a committee meeting posted to the website within a week of the meeting. The audio recording of Monday's Justice & Social Services Committee meeting is already available on the website. Putman was very pleased to be informed of this because constituents have asked for this additional access. Betz asked Busey if there had been any preliminary groundwork as to whether video recording the committee meetings would cost \$8,000. Busey said Dianna Visek indicated at the last meeting that she had spoken with Ron Eldridge at the City of Urbana. Busey contacted Eldridge to ask about the cost involved in producing video of more meetings. Eldridge indicated that the City of Urbana's true cost of providing video of their meetings is about \$150,000 per year. Such a change at the County would require infrastructure

development and expansion. She does not believe Urbana's and Champaign's public access channels have room for all of the County Board's committee meetings to be broadcast. The County has a franchise agreement with Comcast that could be researched further. Although the County does possess a video camera, it does not produce high quality video. If the County really engaged in providing video recordings of all meetings, a significant investment in the infrastructure would be needed to provide a quality recording.

Ammons wanted the County to find a way to videotape the committee meetings because she felt a majority of work and decision-making is done at committee meetings and not the County Board meetings. She thought providing videos of meetings would make people be more interested.

Betz recognized Visek to speak if there was no objection from the committee. Visek thought the \$150,000 quoted by Ron Eldridge included all of Urbana's costs attached to UPTV including two full-time staff and equipment that the County Board does not really need to have. Visek said it could be part of County Clerk's job to record the committee meetings on video and the low quality of the video does not matter. Visek thought the big cost would be caused in getting media access. Her opinion was that this issue was already paid for by the County except for labor. She said the additional cost of \$8,000 would be incurred by hiring external staff to record the meetings instead of using existing staff in the County Clerk's Office.

Schroeder asked if the same equipment used to record County Board meetings could be used to record committee meetings and then a deal worked out with the cable company for a later playback date. Busey believed that is what Visek is requesting. Schroeder asked if the County Board meetings of the committee as a whole were being digitally recorded. Busey confirmed they were. Betz asked if the committee wanted to give staff direction to continue to explore the idea of recording committee meetings on video by making a motion.

MOTION by Schroeder for staff to continue researching the potential of digitally recording the County Board committee meetings on video format; seconded by Ammons.

Putman asked for the expected price tag. Betz said it is not known and that will be explored. He said the committee needs to think about some committee meetings that take place rooms too small to properly fit cameras, like the Labor Subcommittee. This will mean some meetings would have to be exempted. Ammons said her support was for only the standing committee meetings be televised, not all of the meetings.

Motion carried.

Recommendation for Designation of Broker of Record for Champaign County

Busey represented a recommendation for a designation of the Broker of Record. The committee authorized the release of a request for qualifications to identify a Broker of Record for the County's insurance needs in May. Four responses were received and were narrowed down to two firms through the evaluation process. The second stage of the process included the two firms providing quotations and making presentations. Based on the presentations and a comparison of the quotes, the evaluation team recommends Dimond Brothers Insurance be designated as the Broker of Record for Champaign County pursuant to the RFQ terms, which were for FY2009 initially with four renewable one-year terms.

MOTION by Gross to approve the designation of Dimond Brothers as Broker of Record for Champaign County, pursuant to the terms of RFQ 2008-006; seconded by Schroeder.

Ammons asked if the broker was for insurance. Busey confirmed the broker would be for property, liability, and worker's compensation insurance. This has nothing to do with health insurance. Gross about the other firms. Busey said both firms who made presentations have a local presence. The difference in premiums for the \$740,000 annual investment in insurance premium was only \$229 on its face, but the way the proposals were structured would have required the County to purchase riders for two different areas of insurance with the firm that was not selected. This would have cost up to an additional \$300,000. The proposal from Dimond Brothers Insurance will cost pretty close to what the County is currently paying for insurance. The committee is just recommending the broker tonight. The actual insurance purchase for FY2009 will be finalized and brought before the committee in November.

Betz asked who would get stuck if an insurance company goes under, the County or Dimond Brothers. In light of recent national events with AIG, Betz wanted to know where the liability was. Busey suggested Molly Rollings from Dimond Brothers answer those questions. There was no objection from the committee to have Rollings address the members. Rollings clarified that AIG Financial is the company in trouble. AIG Insurance, which is a separate subsidiary with its own insurance paper, is financially stable and has not been downgraded by A.M. Best. Rollings explained that when one hears AIG is going under, that is not technically true. It is the financial portion of AIG that has taken on bad debt and does mortgages, the insurance side is solid. Multiple insurance companies are under review by different financial holding companies such as Standard & Poor's, Moody's, and A.M. Best. All of the companies that currently represent the County through Dimond Brothers' program are all A++ rated or what is called a pool. The Illinois Counties Risk Management Trust, which Dimond Brothers is quoting for liability that includes the County's auto, professional, nursing home, general liability, excess liability and worker's compensation, is a pool structure versus the standard insurance company. Twenty-nine counties in Illinois plus multiple cities, townships, sanitary district are pooled into one large sum of money that is invested and protected in the event that a payment needs to be made. Both are on file with the State of Illinois as admitted carriers. The state has a fund in place to step in and pay claims up to a certain percentage if these companies go under. At that point, it comes to Dimond Brothers to be responsible for those claims. Ammons asked who protects the insurance company. Rollings stated Dimond Brothers purchases an errors of omission insurance policy of \$15 million to cover their agents. If any of the insurance companies went under, Dimond Brothers would first notify Champaign County and they would have ample time to try to move the coverage away from the companies and get refunds. If something major happened, the state's fund for admitted carriers would step in to cover claims the companies should be paying out. If the money the state gives is maxed out, then Dimond Brothers' errors and omissions insurance would step in and take over the claims.

Motion carried.

Putman called for a point of order and requested the agenda be rearranged because there were a number of staff present for certain agenda items. Betz said there were only a couple of items left and continued with the meeting.

REPORT FROM ADMINISTRATIVE STRUCTURE SUBCOMMITTEE

Ordinance Establishing a Single Administrator System and Prescribing the Duties, Powers, and Responsibilities of the County Administrator

Betz suggested McGinty make a motion because he chaired the Administrative Structure Subcommittee.

MOTION by McGinty to approve the Ordinance Establishing a Single Administrator System and Prescribing the Duties, Powers, and Responsibilities of the County Administrator; seconded by Knott.

Ammons asked who would determine who the Administrator will be. Betz said it would be determined by the normal process by which the County Board hires someone. The County Board could

retain an Administrator it already has or perform a search. The ordinance does not hire anyone; it just establishes the structure. The County Board told this committee it wanted to move towards a single Administrator system. Ammons asked when this change would become a reality. Betz said it was in the ordinance. Putman stated it has been interesting to work under the unique dual administrator arrangement. Betz ordered a roll call vote.

Motion carried with a vote of 7 to 0. Ammons, Betz, Gross, Knott, McGinty, Putman, and Schroeder voted in favor of the motion. Betz directed the ordinance not be placed on the County Board consent agenda.

LEGISLATIVE REPORT

There was no Legislative Report.

CHAIR'S REPORT

Discussion/Evaluation of 2008 Employee Recognition Event

Betz stated he attend two of the Employee Recognition Events and thought they were very nicely done. He did hear from a County Board member who had concerns about the Champaign County Nursing Home (CCNH) event because people did not seem to know where to go and the food was not out properly. Ammons said she arrived at the CCNH event at 2:30 p.m. and it was done by 2:45 p.m. She stated it was quick and not well attended. Tucker attended all of the Employee Recognition Events thus far (the Regional Planning Commission's event is in November) and the CCNH event was on the shorter side and had a little bit of a different structure.

Putman spoke about previous Employee Recognition Events where all departments were combined into a single event and what she liked about those events. Busey pointed out CCNH has requested that its event occur in April during National Nursing Home Week in order to be a more celebratory and inclusive event. After the event two years ago, there was interest from employees to split into several events and these events are much more highly attended by employees. There is a planning committee for each event that is coordinated by Tucker. There is an appreciation of having the events somewhat separate from the perspective of department heads and employees. The RPC event is scheduled to be at its annual meeting and this approach could be good for CCNH. The only other request was for the awards presentation to be a joint presentation between department heads and the County Board. She felt Tucker did an excellent job this year and feedback was welcomed.

Discussion of Closed Session Procedures

Betz said this item was on the agenda because Nudo suggested taking a straw vote once the County Board goes into closed session to determine whether the topic needs to be in a closed session. Theoretically this is always done because at any point a Board member can raise a hand and insist on such a straw poll to stay in closed session. Betz thought institutionalizing the straw vote could cause potential problems. Weibel planned to state the subject matter and take a straw vote at the beginning of every County Board closed session. He suggested trying this out as a practice without an official procedure. The committee discussed the matter. Knott said the Board members have to be diligent about bringing discussion back to the main point during the closed sessions. Knott acknowledged Weibel does try to communicate with him about issues to keep both caucuses informed. Betz said this did not require any action because the Chair has the inherent authority to deal with closed sessions.

Discussion of Public Access to Meetings

Betz indicated comparisons to other counties as provided in the Administrative Services Report on Comparable Counties Public Access can be very important to demonstrate the effectiveness of how Champaign County is run and the how accessible it is to the public. This does not mean the County cannot do better.

OTHER BUSINESS

Size and Structure of County Board in Relation to the Strategic Plan

This item was removed from the agenda.

Establishment of County Email Addresses for the County Board & Appointed Boards

Weibel suggested the committee consider the issue of providing email addresses for County Board member separately from providing email addresses for appointees. Cape distributed a report to the committee detailing what the IT Department can do in giving email addresses to members. The only limitations were that email users would not be able to use Internet access to manage their email or spam because the County has a security server or a content management server. Ammons asked what that means. Cape explained that meant the email users will be getting spam, which is unsolicited messages. The County uses system for managing spam. The County Board members would not be able to use the Internet to manage that spam; they would have to use a computer that is directly connected to the County's network. Betz inquired if there was some way to prevent the Board members from getting spam. Cape answered that one of the best ways would be for the Board members to keep their email addresses private and only distribute them amongst the Board. Betz said the whole idea of the request was to have public access to the County Board's email addresses and that approach would contradict the very purpose of having County email. Cape said the virus or spam programmers would also have access to the email addresses if they were made public. McGinty was fine with the responsibility of managing his personal email account and wondered why County email addresses were needed. He has always had his email address posted on the County's website, as are most of the Board members' email addresses. He did not think time needs to be spent on this, especially since any member can get a free Gmail account that manages spam. If a Board member is lacking an email address, then he/she could request a County email. Weibel reported to Cape that he could access his County email account from his home computer. Cape explained that the County spam protector works for computers connected to the County's network, but spam management system would not work on someone's home computer. Betz was unwilling to deal with more spam issues and constituents are able to reach him via his Yahoo address all the time. The committee continued to discuss the email issue.

MOTION by Knott for no County email addresses to be established for the County Board or appointed boards; seconded by McGinty.

Putman thanked everyone for looking into this issue. Her concern was for the people who have contacted her wanting the private email addresses of County Board members and people appointed to boards or commissions posted on the County's website. Betz noted the County Board's contact information, including personal email addresses, are already posted on the website.

McGinty exited the meeting at 6:10 p.m.

Putman said this issue arose over people wanting to know the email addresses for the individuals on the Nursing Home Board of Directors. Ammons asked if there could be a way of allowing someone who does not want to give out a personal email address to have a County email address in order to respect the individual's privacy. Busey confirmed that was done for the Nursing Home Board of Directors, who did not

want their individual email addresses published on the website. A County email address for the Board of Directors was posted on the website and any email sent to this address either goes to all of the Directors or to the individual Director to which the email is addressed.

Motion carried with one vote against by Putman.

Resolution No.5092 Designating Trick-Or-Treat Hours, Rules, and Guidelines for the Annual Observance of Halloween in Champaign County

The resolution was provided for information only.

DESIGNATION OF ITEMS TO BE PLACED ON COUNTY BOARD CONSENT AGENDA

Betz designated agenda items 7A-F & 10E for the consent agenda.

ADJOURNMENT

Meeting was adjourned at 6:13 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.