

# INSIDER

CONNECTING CHAMPAIGN COUNTY'S WORKFORCE



MARCH 2009

### Inside this issue:

<i>New Face in IT Division</i>	2
<i>Meeting Room Dedication</i>	2
<i>County Financial Report</i>	3
<i>PC Security Webpage</i>	3
<i>Animal Control</i>	4
<i>Insurance Benefits on Website</i>	5
<i>Larry Klaus</i>	6
<i>Consider Options Before You Print</i>	6

The Annual Champaign County Employees Credit Union Board will meet on Thursday, March 19, 2009 - 12:00 p.m., in the John Dimit Meeting Room, Regional Planning Commission, Brookens Administrative Center.

## County Board Report

### *From the Desk of C. Pius Weibel, County Board Chair*

With all of the recent discussion about furloughs for county employees, I was planning to write this month's note about my own experience with furloughs, as an employee. I am, of course, pleased to be able to state that, thanks to the efforts of many people who work for the county, we have found ways to cut expenditures and avoid furloughs. However, since I did not have an alternate subject for this edition of the newsletter, I decided to go ahead with my original idea and share my own experience of being furloughed, along with my experiences with novel ways that my employer "raised" salaries during difficult economic times.

In 2002, because of the state's fiscal problems, I had to take a one-day furlough. Here is the background on the situation: In 2002, Governor George Ryan was dealing with a state budget deficit caused by a recession, increasing Medicaid costs, and the effects of prior increased spending during the economic boom of the mid- and late 1990s. In 2002, Ryan started out with a \$2 billion revenue shortfall in his initial budget of \$23.2 billion. First, he cut 2 percent in

areas where he had authority (closing a medium-security prison and a mental health center, and reducing college scholarships and state aid to schools), and as revenues continued to fall, he cut an additional 3 percent across the board.

This reduced the budget down to \$22.3 billion. He then asked state employees to take a single furlough day to help offset the shortage in revenue (if every employee took one furlough day, the state would have saved \$8 million).

I remember that opinions on his plan varied. Some people were extremely upset, and some were not. My viewpoint, as best as I can recall, was that my being asked to take one furlough day was better than someone losing his or her job--and it was only one day.

One of the consequences of having a deficit budget or a flat budget is that there is no or little money available for employee raises or promotions. I have had numerous years where raises were very slight and more than a few years where there were no raises at all. Having been a state employee for nearly 25 years, I

also have seen the agency heads use unique methods to provide "raises" for employees when there is little or no money available.

One year, we received extra paid holidays in lieu of an actual salary increase. If my recollection is correct, the holidays were Veterans Day and Columbus Day. Having an extra holiday or two is nice, but, as I noted at the time to my supervisor, it does nothing to increase your spending power, which is almost always losing ground to inflation.

Another year, we received a "raise" by having our workday reduced from an 8-hour day to a 7.5-hour day. We may have also received an actual small salary increase that year—I cannot recall. Having a reduced workday has its advantages in that it gives you a little more time to be with your family or to do whatever you like. One can argue that our salary increased because we were paid the same for a 7.5-hour day as we had been paid for an 8-hour day. On the other hand, our workload did not decrease. One also can make the argument that our spending power

*(Continued on page 5)*

THE NEXT PUBLICATION DATE IS JUNE 2009.  
 THE DEADLINE FOR SUBMISSION IS MAY 15th, 2009.  
 PLEASE SEND ARTICLES & COMMENTS TO [NEWSLETTER](mailto:NEWSLETTER@WWW.CO.CHAMPAIGN.IL.US)

ALL ISSUES OF THE INSIDER CAN BE VIEWED ON CHAMPAIGN COUNTY'S WEBSITE [WWW.CO.CHAMPAIGN.IL.US](http://WWW.CO.CHAMPAIGN.IL.US)

The Insider Editorial Team consists of Kay Rhodes, Debbie Chow, Kirk Kirkland, Priscilla Lindstrom and Jacque Chase.

PHOTO BY L. SHAFER  
 Lake of the Woods

***New Face in Administrative Services IT Division***

**B**ryan Allison began work with Champaign County on December 1, 2008. Bryan works in the Information Technology Division of Administrative Services as the Desk Top Support Technician. Bryan and his wife have been married for 6 years and have two children, a son, age 3 and a 6 month old daughter.

Bryan was born in Greenville, South Carolina and has lived in Delaware, Virginia, Minnesota, New York, Texas, and Illinois. He grew up near Effingham. His mother was the senior waste management supervisor at DuPont and his father was a master machinist of 20 years at W.L. Gore, where he designed and created parts for NASA. Bryan served in the army for 8 years and did tours in South Korea, Afghanistan, Iraq and

Kuwait. He specialized in line of sight communications. He held the rank of Sergeant upon discharge. While in the service, Bryan and his team designed and oversaw the installation of the network now used in Afghanistan. He returned to Illinois in July of 2008 for educational opportunities and is pursuing a degree in network systems administration.



Bryan Allison,  
Desk Top Support Technician

***County Board Recognizes Retired County Board Member, Jennifer K. Putman***

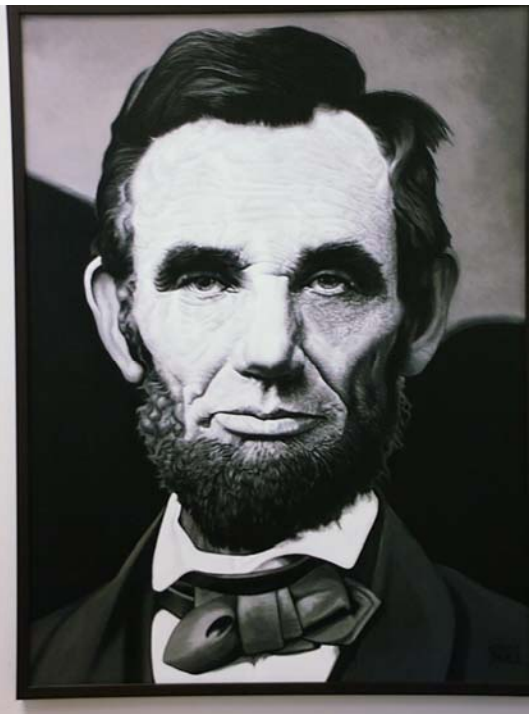
**O**n November 20, 2008, the Champaign County Board adopted [Resolution 6813](#) dedicating Meeting Room Two, at the Brookens Administrative Center, as the Jennifer K. Putman Meeting Room. A reception was held in her honor prior to the Board meeting. Ms. Putman was first sworn in as a Board member in 1978 and

served on the Board for over 30 years. Upon learning about the UNEXPECTED HONOR, Ms. Putman said “I hope to have some say in the room’s décor. The official portrait of our new First Family would be perfect on one wall, and I’d like to see photos of past County Board chairs arrayed on another. Chairs with whom I served—and whose photos I hope to see

displayed in the Putman Meeting Room—were Gary Adams, Jay Rayburn, Lyle Shields, Bud Barker, Steve Moser, Patricia Avery, Barbara Wysocki, and the current chair, Pius Weibel.”



Jennifer K. Putman



**LincolnFest '09**

[www.lincolnfest2009.com](http://www.lincolnfest2009.com)

**MARCH 12, 13, 14, & 15**

**PRESENDENTIAL PRESENTING SPONSERS:**

CHAMPAIGN COUNTY HISTORICAL MUSEUM, THE CHAMPAIGN COUNTY LINCOLN BICENTENNIAL COMMISSION, THE VIRGINIA THEATRE, THE NEWS-GAZETTE, CHAMPAIGN PARK DISTRICT, CITY OF CHAMPAIGN, CARLE FOUNDATION HOSPITAL, ANONYMOUS, GEOFF POOR, DAVID THIES, IAN HOBSON, NATHAN & JULIE GUNN, BUSEY

## COUNTY FINANCIAL REPORT

### From the Desk of Deb Busey, County Administrator of Finance & HR Management

As most of you are aware, the FY2009 budget for operations of many of the County's offices, has recently been affected by the difficult economy we find ourselves in at this time. The offices most directly affected at this point in time are the offices funded through the County's General Corporate Fund, which include the criminal justice system offices, real estate tax cycle system offices, and administrative/financial offices.

The General Corporate Fund offices are supported by general revenues received by Champaign County, including the 1 cent sales tax, the ¼ cent sales tax, the use tax, corporate personal property replacement tax and income tax. When the FY2009 budget was prepared late last summer, we could not project what we know today about the effect of the recession on our local economy. The adjustment to the FY2009 budget was required to account for the fact that the General Corporate Fund is currently projected to receive \$1.5 million less in these general revenues than what had been projected last September when the budget was prepared.

In order to account for the \$1.5 million shortfall in revenues, the elected officials and department heads of the General Corporate Fund offices came together to identify cuts that could be made to their FY2009 budgets, or to identify new revenues which could be used to offset the shortfall. Through the efforts of these officials, the \$1.5 million shortfall was addressed without negative impact on current employees. Examples of cuts that were made include the elimination of funding for purchase of Sheriff's squad cars; cutting the conference and training budgets for all general corporate fund offices by 50%; cutting funding for seven positions that were currently vacant. Through these, and numerous other cuts, the projected General Corporate Fund budget for FY2009 is now projected at a deficit of approximately \$110,000. In order to offset the remaining \$110,000 deficit, the County Board has also implemented a hiring freeze for General Corporate Fund offices and departments. This hiring freeze requires department heads and elected officials to hold any positions which become vacant open for a period of at least three months. If the depart-

ment requires the position to be filled for operational purposes, a request to the Finance Committee will be presented by the affected department head or elected official for approval to fill the position.

These recent budget cuts have only affected the General Corporate Fund Departments because the General Corporate Fund is the only fund supported through the types of general revenues that have been negatively impacted by the current economy. Other functions of county government with their own revenue sources – the Highway Department, Animal Control, Mental Health Board, Nursing Home, and Regional Planning Commission will undoubtedly face challenges with their budgets in the near future and in the FY2010 budget planning process. However, these budgets are entirely supported through property taxes, specific fees, and/or specific grants, which at this time are not subject to decline in FY2009. For this reason, the budgets of the departments within these funds were not subject to cuts, and are not subject to the Hiring Freeze Resolution recently passed by the County Board.

Throughout the process of addressing the budget deficit, employees have been engaged and provided numerous ideas and recommendations for budget-saving measures which can be taken. The County Board and County Officials appreciate and invite employees to continue sharing their observations and input. All ideas are being collected, and wherever possible immediately acted upon or placed into planning processes for implementation. All county employees are encouraged to continue sharing their thoughts and ideas – either with their department head or by e-mailing them to [dbusey@co.champaign.il.us](mailto:dbusey@co.champaign.il.us).

Robert Kennedy once said: *"All of us might wish at times that we lived in a more tranquil world, but we don't. And if our times are difficult and perplexing, so are they challenging and filled with opportunity."*

For all of us, these are definitely challenging times – and together we can find and embrace the opportunities to become better and stronger through these challenges.

## New PC Education

### From the Desk of Scott Arnold, Information Technology Security Analyst

The County's Current Security Threat Alerts webpage now includes a Tips and Tools section. The topics covered are easier and faster ways to manage your

quarantined email; Spam; online security; and allowable ways to better use the Champaign County Information Network. Although this can be used directly as an aid, it can also be used as an ongoing resource for

the upcoming Security Lunch-n-Learn meetings.

Still available is the Threats and Alerts section. Updated weekly, it continues to alert users of current threats and security alerts. Review this

page occasionally as it will arm you with the knowledge to defeat spam and scams of our day.

This is another tool that will help you to.... Work Smart Work Happy.

### Featured Department: - Animal Control

Stephanie Joos began working for Champaign County in 2002 as an animal control officer. In 2005, the construction of the Animal Services Facility began and she became the Director of Champaign County Animal Control.

Stephanie's background is in agriculture. Before coming to work at Champaign County, she worked for Garst Seed Company as the breeding nursery manager. She was responsible for the hand pollination, packaging and harvest of 50,000 corn plots per year. Prior to this, Stephanie worked for the City of Urbana as their Animal control Officer. There she was responsible for enforcing the animal control ordinances.

The State of Illinois requires all counties to have an animal control department to prevent the spread of rabies. Champaign County Animal Control does this by picking up stray animals, placing any animal that has bitten in quarantine and requiring pets in Champaign County to be vaccinated and registered.

Champaign County Animal Control also performs the animal control ordinance enforcement for all county villages, the unincorporated county and the City of Champaign, with exception of the Village of Bondville and the City of Urbana. The Animal Control facility houses all stray animals within Champaign County. Animal Control handles approximately 2,000 animals per year.

The department consists of eight employees. Mary Cantu, Julie McClure and Nestor Cantu are the kennel workers. They are responsible for all care of the

animals at the facility. Amber Moore is the front desk clerk and is responsible for customer assistance and data entry. Susan Northrup, Brent Ladage and Jonathan Sherrill are the animal control officers responsible for ordinance enforcement for the City of Champaign, nineteen incorporate villages and the unincorporated county. Dr. Reid is the part-time veterinarian who performs all spay and neuter surgeries, and administers all vaccines and health checks.

Stephanie's future goals for the department are to expand the low cost spay/neuter program. Animal Control spayed/neutered over 600 animals in 2008. They would like to increase this number to 800 in 2009.

Animal Control also has a small adoption program and would like to increase the adoption numbers in 2009.



Medical Lab



Stray Dog Ward



Animal Services Facility,  
210 S. Art Bartell Road

### EMAIL TIP

**DO NOT USE EMAIL TO DISCUSS CONFIDENTIAL INFORMATION.**

**Sending an email is like sending a postcard. If you don't want your email to be displayed on a bulletin board, don't send it. Moreover, never make any libelous, sexist or racially discriminating comments in emails, even if they are meant to be a joke.**

**County Website a Resource for Employee Insurance Benefit Questions**  
*From the Desk of Debbie Chow, Insurance Specialist*

**A**re any of these situations you've faced?

*Can't locate the latest life insurance policy*

*Can't remember the health insurance co-payment amount for a doctor's visit/hospital stay*

*Not sure which form to complete to claim Allstate wellness benefits*

*Can't find the form to submit for medical expense reimbursement*

Fortunately, this information is

available to employees on the County's website.

The following is a listing of information presented at this link: [Benefits](#)

Benefit summaries of health insurance plans offered;

Links to Health Alliance and PersonalCare Web sites;

Group life insurance policy; information regarding flexible spending accounts to include summary plan description;

Claim forms for flexible spending accounts (medical, health reimbursement, and dependent care);

Link to Benefit Planning Consultants' Web site;

Benefit summaries of dental plans offered;

Listing of in-network dental providers;

Benefit summaries of Allstate voluntary insurance policies;

Allstate wellness benefit claim form;

Optional term life insurance policy.

If you have any claim issues or questions regarding insurance benefits contact Debbie Chow at [dchow@co.champaign.il.us](mailto:dchow@co.champaign.il.us) or 384-3776.

**Champaign County Government  
Speaker Series  
At Urbana City Council Chambers**

County officials are scheduled to discuss their area of county government each month. This speaker series will also be broadcast on UPTV.

**Speaker Series Schedule**

Deb Busey County Administrator of Finance & HR Management	February 25 @ 7:00 p.m.
Bill Keller Director of Emergency Management Agency	March 25 @ 7:00 p.m.
John Hall Director of Planning & Zoning	April 29 @ 7:00 p.m.



Photo by Ken Haluzak, Court Security

**County Board Report**

*(Continued from page 1)*

did not increase, but in this case, that argument is probably weak.

There is, however, more to this story. This past summer, my agency, the Illinois State Geological Survey, was transferred from the IL Department of Natural Resources to the University of Illinois. As a consequence of this move, Survey employees lost several

holidays (including Veterans Day, Columbus Day, and both the Presidential Holiday and Lincoln's Birthday), but also gained a couple of floating holidays). When all of the shuffling was over, we lost a total of 2.5 days of holiday leave per year. Ten years ago, we got extra holiday days in lieu of a raise. This year, they took those days back.

In addition to that change, another one occurred in the

transfer of the Survey from the State to the University: our workday went from 7.5 hours back to 8 hours—a serious case of reverse Déjà Vu. However, we did not receive any financial compensation for our lengthened workday, so that salary "increase" (about 7%) that I received about 5 years ago followed the path of the "holiday" salary increase!

However, I still have a job and my fellow employees still have

jobs. And, as far as I can tell (so far), our workload has not increased.

My point in telling you all of this is simple. Yes, times are tough and people are nervous about their job security. I hope that we can continue to work together to prevent job losses and furloughs, and to preserve salaries, preferably by not using some of the methods described above.

### *Correctional Officer Missed by All From the Desk of Craig Wakefield, Correctional Officer, Sheriff's Department*

**C**hampaign County lost one of its most kind and well respected citizens on February 6<sup>th</sup>. Larry Klaus began his employment with Champaign County on February 25<sup>th</sup> 1991. He worked for the Champaign County Sheriff's office almost 20 years and during that time came into contact with untold numbers of people, no doubt putting a smile on each of their faces. Larry was one of those people that was always smiling and his smile was very contagious. Even if you were in a bad mood, or had a bad day, he could make you smile and feel better just by being around

him. Larry always had a joke to tell, or a story, or whatever he thought would make you smile.

He taught first aid to the other officers and was a field training instructor for new officers. Larry is an irreplaceable man at the Sheriff's Office; it will never be the same without his laugh and smile in the hallways. He was a good man and we are all better people for having known him.

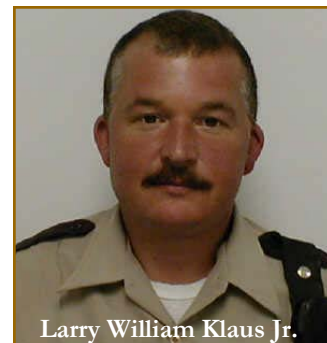
Larry William Klaus Jr., 41, of Mahomet passed away at 1:18 a.m. Friday (Feb., 6, 2009) at Carle Foundation Hospital, Urbana, following a short battle with cancer.

He was born May 24, 1967, in Long Beach, Calif., a son of Larry W. Klaus Sr. and his wife, Diana (Knutt). He married, Melinda (Sam) A. Hudleston on June 21, 1997, in Ludlow.

Larry graduated from Argenta-Oreana high school in 1985. He was a law enforcement officer at the Champaign County Sheriff's Department for 20 years.

Survivors include his wife, his parents, and his three children, daughters Jessica N. Klaus and Jaden A. Klaus and his son, Jarod L. Klaus, all at home.

He was preceded in death by his first wife, Deborah S.



Vording, his brother, Jason W. Klaus, and both his maternal and paternal grandparents.

He was an avid hunter, fisherman, and sports fan, particularly of those sports his children participated in. He was loved and will be missed by all.

### *Consider Options Before You Print*

**T**hese days everyone is aware of the need to recycle office paper, but many do not consider reducing the amount of paper printed in the first place.

It has been found that almost a trillion sheets of paper are thrown away the same day they are printed. This amounts to almost 90 million trees cut down for paper copies kept less than a day.

Another consideration is the cost involved in printing and copying these materials. One toner cartridge for an office desktop printer can cost anywhere from \$200.00 to \$400.00. There are also costs associated with the actual printer/copier itself, such as reams of paper, equipment

maintenance and other miscellaneous supplies.

Of course, it is necessary to print certain documents. However, everyone should ask themselves the following questions before hitting the print button.

- \* Is this print job something that you will be keeping for more than a day?
- \* Is it something that requires a paper copy, or can it stay on your hard drive?
- \* Has it already been printed by someone else?

Other ways to conserve paper are:

- \* Reduce the amount of "white space" per page. Instead of double-spacing

between paragraphs, consider a single line space.

- \* Reduction of "white space" can also be achieved by changing the margins whenever possible.
- \* Print on both sides of page.
- \* Share documents through email or hyperlink whenever possible instead of sending a printed copy.

For instance, over the last year and a half Administrative Services IT Division has worked with the Auditor's Office to reduce printing costs by distributing departmental monthly reports and weekly accounts payable reports as digital documents to departments via the County's intranet. This change saves the County in printing

and paper costs and has eliminated the need to purchase and maintain an expensive high speed line printer.

Deb Busey, County Administrator of Finance and HR Management also worked with the IT Division to place the County Budget on the website. This document is over 500 pages long.