



**Champaign County Board Facilities Committee**  
**County of Champaign, Urbana, Illinois**

**MINUTES – Approved 4/16/2014**

---

DATE: Tuesday, March 4, 2014  
TIME: 6:30 p.m.  
PLACE: Lyle Shields Meeting Room  
Brookens Administrative Center  
1776 E. Washington, Urbana, IL 61802

---

**Committee Members**

Present	Absent
	Stan James (Chair)
James Quisenberry (Vice Chair)	
Josh Hartke	
Jeff Kibler	
Gary Maxwell	
Giraldo Rosales	
Rachel Schwartz	

**County Staff:** Dana Brenner (Facilities Director), Deb Busey (County Administrator), Van Anderson (Chief Deputy County Administrator of Finance), Chief Deputy Allen Jones and Captain Shane Cook (Sheriff's Office), Linda Lane (Recording Secretary)

**Others Present:** Chris Alix, John Jay, Jim McGuire, Patti Petrie (Champaign Co Board), members of the public

---

**MINUTES**

**I. Call to Order**

Committee Vice-Chair Quisenberry called the meeting to order at 6:04 p.m.

**II. Roll Call**

A verbal roll call was taken and a quorum was declared present.

**III. Approval of Minutes**

A. December 3, 2013

**MOTION** by Mr. Rosales to approve the minutes of the December 3, 2013 meeting as distributed; seconded by Mr. Hartke. Upon vote, the **MOTION CARRIED unanimously**.

**IV. Approval of Agenda**

**MOTION** by Mr. Hartke to approve the agenda; seconded by Mr. Kibler. Upon vote, the **MOTION CARRIED unanimously**.

**V. Public Participation**

Chris Evans from District 8 talked about an email sent to Sheriff Walsh in 2012 from then mental health nurse Harmony Goorley (he handed out copies). Mr. Evans suggested that before they build a mental health pod the committee should ask why prosecute the mentally ill at all. He also handed out information that warns of building a mental health pod. Mr. Evans moved to an article about the use of isolation cells to house the mentally ill. He commented some counties and states are being sued for the misuse of isolation cells. He stated that five deaths occurred in isolation cells in this county. Mr. Evans said that the police currently take mentally ill people to jail

because the mental health system in Illinois has been dismantled. He asked that money be spent on creating mental health facilities rather than on a jail.

## **VI. Communications**

### **A. Sheriff Dan Walsh to discuss jail facility needs**

Chief Deputy Allen Jones said the Sheriff was sorry he was unable to be here tonight and that he would be doing the presentation instead. He noted that Captain Shane Cook, the jail administrator, was also here.

Chief Deputy Jones started by reporting that the Downtown Jail has a bedded capacity of 131 people and they no longer have a dormitory functioning there. The Satellite Jail has a bedded capacity of 182, bringing the total capacity to 313. He showed a slide with the average daily population from 2004 to 2013, and noted that in 2004 the average was 340 (above capacity), but due to significant initiatives over the past few years they have been stabilizing below capacity. He commented that the population went from 242 people on average in January 2013, to 209 people on average for December 2013. Chief Deputy Jones stated that reduced population is positive in that it helps them with housing, classification, and activities. He explained that the Sheriff's office and Corrections don't have the ability to directly affect the numbers. He said they have monthly meetings with the Criminal Justice Executive Committee who are presented with this population information.

Chief Deputy Jones next talked about population by month, which has continued to decrease through February 2014. He said they get asked a lot is why everyone isn't at the Satellite Jail. Chief Deputy Jones explained that there are requirements to keep some people in separate locations, for their best interests, that don't allow them to move everyone to the Satellite Jail. He said that isn't proper corrections management and not what the Sheriff's office is going to do. Chief Deputy Jones pointed out that even though they could house additional people in the booking area, it is not in the best interest to crowd the holding area with special needs inmates. He said they have cooperated at every step in the process in the matters of the finding of ILPP and the Criminal Justice Task Force and are working towards implementing many different things with the community.

Chief Deputy Jones pointed out that the current facility doesn't give the ability to manage the inmates they have. He indicated that Community Elements is looking for space to help inmates with re-entry and that there isn't any space available to give them. He stated that Sheriff Walsh's has said that the specific layout of the jails is not conducive to the needs of the current inmate population and staff. Even if the number of inmates is reduced they need to provide the right kind of space to handle the current inmate problems and legally required separation, as well as appropriate and cost effective security levels. He confirmed that they have been working with Dr. Kalmanoff to implement some changes.

Chief Deputy Jones explained that even though the numbers are down, everyone can't be moved to the Satellite Jail. He explained the layout of the downtown jail and stated that it is currently the only option for individual cells for those needing separation and segregation. Chief Deputy Jones said they were able to move the women to F1, F2 and F3 at the Satellite Jail. They have since been moved to A1 and A2 with only the cost of tinting some windows, paint on the ground and establishing a few cameras. He summarized some other changes that have been made at the downtown jail.

Chief Deputy Jones opened the floor for questions. Mr. Jay remarked some people think that no jails are needed, but said that is unrealistic. He pointed out that bad behavior has serious consequences. He felt the Sheriff's office had been unjustly criticized and applauded their accomplishments.

Mr. Kibler asked if isolation rooms, a special section for role model inmates, and a segregation area were the three main categories of things needed if wanted to move everyone to the Satellite Jail. Chief Deputy Jones replied there were a few more, but that is mostly correct. He reported that they had made a plan yesterday to move everyone but it wasn't ideal.

Ms. Petrie asked who is on the Criminal Justice Executive Committee. Chief Deputy Jones responded the Sheriff, the Chief Judge, Court Administrator, County Administrator, Probation Director, State's Attorney, and the Public Defender. Ms. Petrie asked for an approximate percentage of people in jail because of mental health issues. Chief Deputy Jones replied about 10-15% of the numbers presented. Ms. Petrie referenced the collaborative effort between Community Elements and both Presence and Carle. She wondered if that will help at the jail with individuals whose issues are more mental health related. Chief Deputy Jones hopes that it will,

but noted the effort is mainly intended to reduce recidivism. He stated that they have started issuing more citations in lieu of arrests. Ms. Petrie remarked that spaces at the nursing home are underused and asked if anyone had talked about using a wing for some of these issues. Chief Deputy Jones said not to his knowledge and stated that the current inmate population would not be best served that way. They also don't have the staffing to do that.

Mr. Rosales wanted to know if the executive committee looked at what can be useful from the ILPP study, and commented that he heard it was a worthless study. Chief Deputy Jones responded they had implemented many things ILPP's report suggested, and they support the Community Justice Task Force recommendations but don't have any direct operational impact at the Sheriff's office. Mr. Rosales asked if there had been any discussion by the executive committee about using not-in-use motels for early release. Chief Deputy Jones said no. Mr. Rosales commented that they had spent money on a study, and with Community Elements, but there are still needs that haven't been met. He is concerned it was all a waste. Chief Deputy Jones responded by stating that it was not a waste and the numbers have been a result of many different police and community actions. He also commented that the Sheriff has been very specific in communications for years that the facility is the issue for them to manage the inmates. Mr. Rosales indicated that some board members felt the \$100,000 should be used to refurbish the downtown jail instead of programs with Community Elements. Chief Deputy Jones commented that Sheriff Walsh was very specific in answering this question by requesting that they begin the process of engaging a planner to assess specific needs in these areas, develop plans to deal with needs considering operations in current facilities, and to consider options. He said they aren't asking for an architectural component but to discuss separation needs and guides and get some suggestions.

Mr. McGuire said he liked the whole process to try to bring the numbers down. He pointed out they are now at a point of what happens to the jail. He noted they want a jail that is safer and healthier for staff and inmates. He commented that the separation list is longer than one would think. Mr. McGuire stated that a lot of things have to happen at the satellite jail if the downtown jail were taken away. He is hoping the committee starts the process to build a building that improves the criminal justice system to help everyone in the community.

Mr. Maxwell asked if they could reconfigure the satellite jail to meet their needs as far as the classification and still have a factor of safety or will they need to increase the total number of beds with an addition. Chief Deputy Jones stated that they don't want to pursue a greater capacity than they currently have when the two facilities are added together. He noted they don't have the segregation, the special needs, or the capacity to address those with mental health crisis or medical issue, of which there has been an increase. The studies being talked about are things such as a medical and mental health pod with on-site providers, and they are looking to do more than just build.

Mr. Rosales wanted to know if there was any current rehabilitation treatment at the jails. Chief Deputy Jones said there is no treatment. Mr. Rosales suggested having programs, such as GED or ESL, to help a person be a better contributing citizen when they leave the jail. Chief Deputy Jones responded that the average stay is less than 15 days, the average stay for those sentenced is less than 30 days, and implementing long term programs wouldn't make sense.

Mr. Quisenberry stated that much of this discussion was about justice issues and encouraged the committee to discuss these issues during the justice portion of the COW. He pointed out that facilities is an outcome of that discussion. He referred to what Dr. Kalmanoff has said about this community needing to decide what it needs a jail for, how it's used, and how much jail it needs. Mr. Quisenberry felt that was a decision to come from the Justice Committee. He indicated that the Facilities Committee needs to understand the issues so that they can do what they may be asked to do. Mr. Quisenberry also felt the numbers for the winter would be much different from the numbers for July. Chief Deputy Jones confirmed that numbers will go up in July but they are optimistic that the numbers will still be low. Mr. Quisenberry again suggested that a large portion of this discussion needs to go to Justice.

## **VII. Facilities Director's Report**

- A. Discuss the concept of hiring a Mechanical Electrical Plumbing Engineering Firm (MEP) to assist in replacing Brookens Administrative Center HVAC Systems

Mr. Brenner reported that he would like to hire and MEP to provide an analysis and proposal for replacing the mechanicals at Brookens. He would like the MEP to help formalize a master plan, staged in pieces, with the chillers at Brookens being the most pressing. Mr. Brenner indicated the MEP would help write the bid documentation and the projects would be spread over several fiscal years. He stated the County would be acting like a general contractor, doing some of the work themselves and hiring out some. Mr. Brenner asked for permission from the committee to seek and an MEP to do an RFP to be able to start the process in the spring.

Mr. Maxwell noted that this continues the discussion started in December and felt the RFP could also include civil engineering. **MOTION** by Mr. Maxwell to move forward with release of an RFP; seconded by Mr. Rosales. Ms. Busey stated the committee has the authority to approve the release of an RFQ/RFP that is relevant to facilities issues; therefore it does not need to go to Policy. She asked for clarification they were talking about an RFQ utilizing the QBS process. The answer was yes, that is the case.

Mr. Hartke feels this is a good idea and hopes qualifications of the engineering firm include experience with green options, SEDAC and Energy Now grants.

Mr. Kibler asked if the motion was to start the process of creating the RFP and wondered if a motion was even needed since they aren't sending anything out, only discussing the idea. Ms. Busey asked if the motion was to approve the development and release of an RFQ, pointing out that meant it wouldn't necessarily come back to the committee before it went out. Mr. Maxwell agreed it was. Ms. Busey stated that Mr. Hartke added language that he would want to be included in consideration of the RFQ and the evaluation process. She suggested talking about the evaluation process and does the entire committee want to be engaged. Mr. Quisenberry inquired that the motion on the table was what Mr. Rosales wanted to second. Mr. Rosales confirmed it was.

Mr. Kibler recommended tabling the motion and sending it back to the Facilities Director and Chairman to come up with language. **MOTION TO DEFER TO NEXT FACILITIES MEETING** by Mr. Kibler; seconded by Mr. Hartke. Mr. Hartke indicated that the motion to defer would allow the committee to look at the RFP before it goes out. Mr. Quisenberry stated the goal would then be to issue the RFP first thing in April and asked Mr. Brenner if that would be acceptable. Mr. Brenner said it would and said as RFQ goes out Mr. James is working on formulating a review committee. Mr. Quisenberry said that should be suggested in the language they see in April. Upon vote, **MOTION TO DEFER CARRIED unanimously.**

B. Update on the ILEAS demolition project – asbestos, PACA, RFP for demolition

Mr. Brenner reported that OEAS had completed the asbestos review of ILEAS. He stated that they took 96 samples that did come back with asbestos in several areas, but purposely didn't test the floor assuming that asbestos was present there due to age. Mr. Brenner stated that IGW has put together a document for putting the demolition bid together. He indicated they had contacted PACA who is interested in many items. Mr. Brenner said they worked with the county attorney for a release of liability agreement for PACA to sign. He reported that they look to begin demolition in the spring and conclude sometime in June.

C. Discuss the need for a building inventory/maintenance data base program

Mr. Brenner pointed out the importance of having a building inventory database to keep track of all the mechanicals in all the buildings. He would like a work order system tied to it, recording requests for work to be done as well as the work that staff members do with respect to mechanical systems, building projects, etc. He suggested that a preventive maintenance schedule be included as well as purchasing and inventory. He said they are investigating different software programs and are being very price conscience.

Mr. Maxwell inquired about using the GIS program to do some of the work as far as mapping the buildings and the utilities that serve them. Ms. Busey stated that is not part of their core function so it would have to be contracted with them. Mr. Quisenberry said he would be surprised if their services would be a good fit for this. He said they could be importing building plans and drawings into a system, but it's not usually mapping locations, which is what GIS does. He said the issue is that there are major systems that can vary quite a bit in price. He also said that he sees 1/3 to 1/2 of an IT person dedicated to this software. Mr. Quisenberry felt it could be a very important tool as far as efficiency. He noted most of these tools have two other aspects; tracking

work, tracking square footage of the types of work being done, and estimates for the amount of time a job should take.

D. Update on the Courthouse Clock Tower LED lighting replacement

Mr. Brenner stated that Aladdin Electric and Springfield Electric are working to find lights to provide adequate lighting to meet the current levels for the clock tower, both inside and out. He noted that there are a total of 24 fixtures within the tower; on the exterior there are eight lighting the faces and 16 lighting the exterior. Mr. Brenner said the west side already has two LEDs installed. He has asked manufacturers for light samples and these will be tested at night on the lower portion of the tower. Prices last summer were relatively expensive, but Mr. Brenner said he has been able to find some under \$300. He said they have reached out to ask about the committee fund paying for this and has been told that is a definite possibility.

Mr. Jay asked if the LED lights have a longer life expectancy. Mr. Brenner said they are rated for 10-12 years and that after that time the light output will be 70% of functioning capacity. He said they could last longer but the light supply will continue to diminish.

E. Update on the Illinois Green Business Association Project

Mr. Brenner confirmed that the Illinois Green Business Association contract will be finalized this month. He said they want to set up a Brookens working staff committee and will a kick off meeting in about two weeks. They will go through the assessment and then the committee and IGBA will put a plan together of management practices in order to reach certification, a process that should be completed this fall. Mr. Brenner noted that IGBA will also help find SEDAC funding, and they have talked to some local companies that can help with that as well. Mr. Quisenberry felt this was money well spent.

**VIII. Semi-Annual Review of Closed Session Minutes**

**MOTION** by Mr. Kibler to keep closed session minutes closed; seconded by Mr. Hartke. Upon vote, the **MOTION CARRIED unanimously.**

**IX. Other Business**

None

**X. Chair's Report**

- A. Mr. Quisenberry stated that the next meeting will be April 8, 2014, 6:30pm in the Lyle Shields meeting room.
- B. Mr. Brenner said there will be a tour of Brookens Administrative Center at 5:45 pm.

**XI. Designation of Items to be Placed on the Consent Agenda**

None

**XII. Adjournment**

MOTION to adjourn by Mr. Hartke; seconded by Mr. Kibler. There being no further business, Mr. Quisenberry adjourned the meeting at 7:48 p.m.