

## **CHAMPAIGN COUNTY BOARD COMMITTEE OF THE WHOLE MINUTES**

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### **Justice & Social Services/Finance/Policy, Personnel, & Appointments**

**Tuesday, September 13, 2011**

**Lyle Shields Meeting Room, Brookens Administrative Center**

**1776 E. Washington St., Urbana, Illinois**

**MEMBERS PRESENT:** Christopher Alix, Carol Ammons, Jan Anderson, Ron Bensyl, Astrid Berkson, Thomas Betz, Lorraine Cowart, Aaron Esry, Stephanie Holderfield, Stan James, John Jay, Brad Jones, Alan Kurtz, Ralph Langenheim, Brendan McGinty, Diane Michaels, Steve Moser, Alan Nudo, Steve O'Connor, Patsi Petrie, James Quisenberry, Michael Richards, Giraldo Rosales, Jonathan Schroeder, C. Pius Weibel

**MEMBERS ABSENT:** Lloyd Carter

**OTHERS PRESENT:** Deb Busey (County Administrator), Jacque Chase (Court Services & Probation), Tony Fabri (Auditor), Roger Holland (Court Administrator), Gordy Hulten (County Clerk), Stan Jenkins (Supervisor of Assessments), Stephanie Joos (Animal Control Director), Bill Keller (EMA Director), Debbie Mennenga (Insurance Specialist), Cameron Moore (RPC Director), Duane Northrup (Coroner), Alan Reinhart (Facilities Director), Julia Rietz ( St. Attorney), Andy Rhodes (IT Director), Kay Rhodes (Administrative Assistant), Randy Rosenbaum (Public Defender), Dan Walsh (Sheriff), Dan Welch (Treasurer)

### **CALL TO ORDER**

Betz called the meeting to order at 6:03 p.m.

### **ROLL CALL**

Rhodes called the roll. Alix, Ammons, Anderson, Bensyl, Berkson, Betz, Cowart, Esry, Holderfield, James, Jay, Jones, Langenheim, McGinty, Michaels, Moser, Nudo, O'Connor, Petrie, Quisenberry, Richards, Rosales, and Schroeder were present at the time of roll call, establishing the presence of a quorum.

### **APPROVAL OF MINUTES**

**MOTION** by Rosales to approve the Committee of the Whole minutes of August 9, 2011; seconded by Cowart. **Motion carried.**

## **APPROVAL OF AGENDA/ADDENDA**

**MOTION** by James to approve the agenda and addendum; seconded by Jay. **Motion carried with unanimous support.**

## **PUBLIC PARTICIPATION**

Janelle Albrecht, a Paralegal for the St. Attorney's office spoke about the reduction in her work hours due to budget cuts and the consequences this had on her life and the completion of her work. She explained she had found it necessary to take on a second job in order to keep up with expenses. She asked the County Board to approve the St. Attorney's request for additional funding in order to restore her and other individuals also affected by the budget cuts to 37.5 work hours per week.

Jed Gerdes spoke regarding the appointment to the Willow Branch Drainage District. It was his understanding that anyone appointed to a drainage district must own land within the district. He did not believe Mr. McMahan was a landowner. He explained the details revolving around this appointment and why the County Board Chair felt he had a conflict of interest, which he did not agree with.

## **COMMUNICATIONS**

Rosales requested a moment of silence in memoriam of Catherine Hogue, a former member of the County Board. Kurtz distributed information regarding the Clinton Land-Fill.

## **JUSTICE & SOCIAL SERVICES**

Animal Control - Presentation of 2010 Annual Report

Joos explained the Champaign County Animal Control Facility opened in July 2005. She explained approximately 12,000 dogs and 5,000 cats are registered each year. The number of animals handled and registered has remained steady since 2006. One and three year registrations are available. Fees differ between a neutered/unneutered and spayed/unsprayed. These fees are mandated by state law. The department's main source of funding comes from registrations. The number animals handled and licensed has not changed significantly since 2006. The number of impounded animals increased in 2009 because the County contracted to provide impoundment services for the Village of Rantoul. Joos explained her department employs three full-time animal control officers who work 7 days a week to provide service for 21 villages, the un-incorporated area of the County, and the City of Champaign. Joos stated nearly half of the cats that came through the facility in 2010 year were euthanized. Many of these cats were feral and unadoptable. However, they were able to transfer out 412 to the Humane Society and various rescue groups throughout the County. In 2010, over 1,000 dogs were impounded and 43% of those were returned to their owner. Animal Control works with the Humane Society and various rescue groups for dogs as well.

Joos said the State requires a low-cost spay/neuter program for low-income citizens. Joos explained in 2008 a successful spay/neuter program was implemented for Pitt Bull owners. The

only cost to the owner is the rabies registration fee. This program was originally funded by a grant through the Humane Society and is now dependent upon private donations. Joos pointed out that a majority of calls for service come from the City of Champaign and the un-incorporated areas of the County. Intergovernmental agreements for control and/or impound services with the City of Champaign and various villages are the second source of funding.

Nudo requested inclusion of a profit and loss report in the future with the annual animal control report. Joos agreed to provide this information in the future.

Anderson asked Joos to explain why the type and number of intergovernmental agreements vary between communities and if the fees were the same across the board for every community. Joos said the City of Champaign costs differ because they pay one lump sum based on an intergovernmental agreement entered into in 2005. All other communities currently pay \$31.85/hr for services. Joos explained each village is offered two separate types of service; control services and impound services. Each village has the option to choose both, one, or none of the services offered by Animal Control. Joos explained the new agreements before them increase the fees to \$39.76. The increase is a result of charges from METCAD for \$7.76 each time they dispatch a call for service. The Village of Bondville is currently the only village without a service agreement.

Richards asked Joos to explain how the formal budget on paper normally compared with the actual end result. Joos explained every year it appears that revenue will not cover operating costs, but every year they make it work. Joos expects a rise in revenue in FY2012 because registration fees increased by \$2.00 for altered pets and \$3.00 for unaltered pets. Joos expects this will increase revenue by approximately \$30,000. Joos explained the need to purchase a new van in FY2012 to replace the used van received from the City of Champaign. Richards added the additional revenue from fees and the new service contracts will begin to build revenue and exceed expenses. **MOTION** by Kurtz to receive and place on file the 2010 Annual Animal Control Report; seconded by Betz. **Motion carried unanimously.**

### **Emergency Management Agency**

Receipt of Power Distribution System from

The Illinois Terrorism Task Force & Illinois Emergency Management Committee

Keller explained the distribution system comes on a 16 ft. trailer which carries 3 phase distribution panels and will allow for the establishment of small power plants for facilities. The only cost to the County will be \$105 for title and license of the trailer. **MOTION** by Jay to recommend to the County Board acceptance of power distribution system from the Illinois Terrorism Task Force & Illinois Emergency Management Committee for the Emergency Management Agency; seconded by Cowart. **Motion carried with unanimous support.**

## **Sheriff**

### **Illinois Department of Corrections 2011 Champaign County Jail Inspection Report**

Walsh explained the Department of Corrections sends inspectors to all county jails on a semi-annual basis. Walsh said they have never had any significant issues as a result of the inspections. The inspections focus on the facility itself and operations. **MOTION** by Alix to receive and place on file the Illinois Department of Corrections 2011 Champaign County Jail Inspection Report; seconded by Michaels. Betz asked the Sheriff to explain the difference between an N.I.C. report and this report. Walsh said Illinois has certain basic minimum jail standards which all county jails must comply with. N.I.C. has much higher standards which go by the American Jail Association Standards and perform a much more rigorous inspection. Walsh agreed with Alix that the N.I.C. goes by Best Practices and the Illinois Department of Corrections follows minimum standards. Petrie asked why two groups performed inspections. Walsh explained the State inspection performed by the IL. Department of Corrections is required and Champaign County invited the N.I.C. to perform an inspection. Berkson asked how much it costs to house an inmate. Walsh said the cost can range from approximately \$70-\$100 a day. **Motion carried with unanimous support.**

## **Monthly Reports**

**OMNIBUS MOTION** by James to receive and place on file the following monthly department reports: Animal Control –July 2011; Coroner – January 2009-December 2009; Emergency Management Agency – August 2011; Head Start – August 2011; Probation & Court Services –July 2011 and 2<sup>ND</sup> Quarter Report on Adult & Juvenile Supervision; and Public Defender – April 2011 & May 2011; seconded by Kurtz. **Motion carried with unanimous support.**

## **Other Business**

There was no other business.

## **Chair's Report**

The Chair had no report.

## **Designation of Items to be Placed on County Board Consent Agenda**

Item 7B designated for the Consent Agenda.

## **FINANCE**

### **Animal Control**

**OMNIBUS MOTION** by Esry to recommend to the County Board approval of all Intergovernmental Agreements with the Villages of Philo, Foosland, Rantoul, St. Joseph, Mahomet, Sidney, Broadlands, Longview, Ludlow, Sadorus, Royal, Pesotum, Gifford, Ivesdale, Savoy,

Thomasboro, Fisher, and Tolono for Services provided by the Animal Control Department, items A1-18; seconded by Nudo. **Motion carried with unanimous support.**

### **Sheriff**

Inmate Food Services Agreement  
& Inmate Commissary Services Agreement

**MOTION** by James to recommend to the County Board approval of the Inmate Food Services Agreement with Aramark; seconded by Rosales. Petrie was concerned with the term of the contract which could potentially not end until 2016 and asked why Walsh felt this was the best approach. Walsh agreed with the terms of the contract because the costs are locked in for the first year and if they cannot agree on costs for the second and/or third year then the cost will be based on the Consumer Price Index. Walsh also said that although the Inmate Food Services and Commissary Services were bid separately, Aramark offered a bonus on the Commissary Services if the Food Services were added in as well. Ammons asked Walsh to explain the inmate trust fund. Walsh stated the inmate trust fund must be used for the inmate's welfare, such as the purchase of an Indigent Kit for an inmate who does not have the means to purchase it themselves. Inmate trustees are also paid from this fund. Nudo was very impressed with the terms of the contracts. **Motion carried with unanimous support.**

**MOTION** by Alix to recommend to the County Board approval of the Inmate Commissary Agreement with Aramark; seconded by Cowart. **Motion carried with unanimous support.**

### **Regional Planning Commission**

Approval of Head Start AFSCME Contract 2011-2014

**MOTION** by Holderfield to approve the Head Start AFSCME Contract 2011-2014; seconded by Alix. **Motion carried with unanimous support.**

### **Budget Amendments & Transfers**

Budget Amendment #11- 00041

**MOTION** by Cowart to recommend to the County Board approval of Budget Amendment 11-00041 for Fund/Dept: 618 Probation Services - 052 Court Services for increased appropriations of \$16,990 for Professional Services with no increased revenue; seconded by Jay. **Motion carried with unanimous support.**

Budget Amendments #11-00042, #11-00043, #11-00044, #11-00045

**OMNIBUS MOTION** by James to recommend approval to County Board of **Budget Amendment 11-00042** for Fund/Dept: 075 Regional Planning Commission - 799 Bus Facilities Study for increased appropriations of \$20,000 for Regular Full-time Employees, Temporary Salaries & Wages, Gasoline & Oil, Job Required Travel, Legal Notices, Advertising, and

Photocopy Services with increased revenue of \$20,000 from DOT-FTA New Freedom Program; and **Budget Amendment 11-00043** for Fund/Dept: 075 Regional Planning Commission - 800 UI Traffic Circulation Study for increased appropriations of \$50,000 for Regular Full-time Employees, Temporary Salaries & Wages, Office Supplies; Postage, UPS, & Federal Express; Gasoline & Oil; Job Required Travel; Telephone Service; and Photocopy Services with increased revenue of \$50,000 from DOT-FTA-Metropolitan Planning; and **Budget Amendment 11-00044** for Fund/Dept: 075 Regional Planning Commission – 801 Illinois Modeling Initiative with increased appropriations of \$20,000 for Regular Full-Time Employees; Temporary Salaries & Wages; Stationery & Printing; Gasoline & Oil; Job Required Travel; Telephone Service; and Legal Notices, Advertising; with increased revenue of \$20,000 for DOT-FHWA Highway Planning; and **Budget Amendment 11-00045** for Fund/Dept: 075 Regional Planning Commission - 802 IDOT Rural Planning with increased appropriations of \$10,000 for Regular Full-time Employees; Temporary Salaries & Wages; Office Supplies; Postage, UPS, Federal Express; Gasoline & Oil; and Job Required Travel with increased revenue of \$10,000 for IDOT-State Planning& Research; seconded by Ammons. **Motion carried.**

Budget Amendment #11-00046

**MOTION** by James to recommend approval to County Board of Budget Amendment 11-00046 for Fund/Dept: 080 General Corporate-042 Coroner for increased appropriations of \$39,570 for Medical, Dental, Mental Health; Laboratory Fees; and Temporary Salaries & Wages; with increased revenue of \$23,612 from Coroner Statutory Fees; seconded by Berkson. **Motion carried with unanimous support.**

Budget Amendment #11-00047

**MOTION** by Langenheim to recommend approval to County Board of Budget Amendment 11-00047 for Fund/Dept: 083County Highway-060 Highway for increased appropriations of \$42,000 for Gasoline & Oil; and Heavy Equipment Maintenance with increased revenue of \$42,000 from Material & Equipment Use-County MFT; seconded by Esry.

O’Conner requested more detail when providing the written reason for the budget amendment request to make the reason given a little clearer. **Motion carried with unanimous support.**

Budget Amendment #11-00048

**MOTION** by Ammons to recommend approval to County Board of Budget Amendment 11-00048 for Fund/Dept: 476 Self-Funded Insurance-118 Property/Liability Insurance for increased appropriations of \$15,573 for Property Loss/Damage Claims with increased revenue of \$15,573 from Insurance Claims Reimbursement; seconded by Jay. **Motion carried with unanimous support.**

Budget Amendment#11-00049

**MOTION** by Cowart to recommend approval to County Board of Budget Amendment 11-00049 Fund/Dept: 090 Mental Health - 053 Mental Health Board for increased appropriations of \$79,000 for Contributions & Grants with increased revenue of \$79,000 from Champaign County; seconded by Anderson. **Motion carried with unanimous support.**

**County Administrator**  
General Corporate Fund FY2011 Budget Projection Report  
& General Corporate Fund Budget Change Report

Busey explained the General Corporate Fund Revenue Projection Report shows revenue remains stable. Busey said the 1% sales tax revenue is up 6.5% and the ¼ cent is up 3.1%. There has been no inheritance tax this year, but it will resume in the fourth quarter. There is a decline in General Government revenue because the Criminal Justice System has received less fees and fines. The revenue in Rents & Royalties reflects receipt of the 2013 ILEAS rental payment of \$400,000 and the anticipated budgeted revenue for FY2011 is 101%.

Busey stated FY2011 Personnel expenditures are doing well because the actual expenditures are below budget. Commodity expenditures are doing well with the exception of the Purchase of Document Stamps due to increased real estate transactions, which is also reflected in revenue. Utility expenditures are below budget; however, other service expenditures are up. Overall, the projected expenditures for FY2011 are expected to be at 98%. The FY2011 Budget Summary currently shows a deficit of \$115,535 however, based on projections the expectation is an \$880,000 increase for FY2011. After consideration of the outstanding loan to the Nursing Home, this places the FY2011 Fund Balance at 11% or 3.4 million. James asked what would cause the increase of \$879,000. Busey explained Personnel expenditures have been under spent by \$576,000 and revenue is expected to increase by \$416,000. The revenue is primarily ILEAS.

Busey explained the FY2011 General Corporate Fund Budget Change Report shows the County Board approved budget changes to the original budget of FY2011. These changes caused a deficit of \$115,535 to the original budget of FY2011 and the report shows where those changes have occurred.

**MOTION** by Jay to receive and place on file the General Corporate Fund FY2011 Budget Projection Report and the FY2011 General Corporate Fund Budget Change Report; seconded by James. **Motion carried with unanimous support.**

Harris & Harris Monthly Report

There was no report.

FY2012 General Corporate Fund Budget:  
Presentation of Department New Funding Requests

Busey explained for the last 3 fiscal years General Corporate Fund departments have cut their budgets and they have not made any requests for additional funding. The Budget Process for FY2012 encouraged department heads to analyze their operations and identify areas of deficiencies and operating needs for the County Board that need to be addressed in the next 4 years. As a result, ten departments identified areas of need for additional funding.

Each Department Head attended the meeting and gave a presentation of needs.

Jane Quinlan, Regional Superintendent of Schools presented her \$45,000 funding request for FY2012 for Truancy Services Program. Quinlan explained last year this program provided services to 124 students and families. An example of this program's success happened with an elementary student. Two years ago, this student had missed 40% or 72 out of the 180-day school year. The school and the district attempted several interventions to improve attendance without success. The Regional Office Truancy Program referred the student to the Truancy Review Board. The Review Board consists of personnel from social service agencies within the County. The Board was able to provide some wrap around services for the student and the family, but the results were not what the Board had hoped. The Regional Office filed a petition with the States Attorney and went through the courts to attempt to improve attendance of this student. As a result, this student only missed 2 days of school last year and had a successful academic year. The school code in Illinois requires the Regional Superintendent to appoint truancy officers and receive compensation from the County. In the past, the Assistant Regional Superintendent acted as the truant officer. This year there was no state funding and the Assistant Regional Superintendent has left the position. A truant officer cannot be hired until funding for this position is resolved. Quinlan asked the County to assist with funding this year. Quinlan expects to obtain state funding again next year.

Quisenberry asked why the funding request has been brought to the County. Quinlan explained a funding request has not been brought to the County before because they have been able to utilize existing personnel and state grants. She explained the request has come to the County because school code names the County as the responsible party. Petrie asked for data to show the positive effects of the program. Quinlan will provide additional information. Nudo suggested the quarter cent safety tax contained a delinquency prevention fund in the amount of \$203,000 and perhaps some of these funds could be reallocated to assist the program instead.

Gordy Hulten, County Clerk requested \$50,000 additional funding for a new permanent programmer position within the Clerk's office. He explained the office has had an individual as a temporary worker since 2008. This individual performs programming on databases and applications used for voter registration and other essential programs. Hulten explained the former County Clerk performed many of the programming functions himself. When the former Clerk left the office, the program maintenance and updating was assumed by the temporary worker. Hulten said he could continue to use grant funds as they become available to fund this position. However, grant funds are not a reliable source to fund the position.

Quisenberry asked if Hulten would consider placing this position in the Information Technology department rather than the County Clerk's office. Hulten stated the County Administrator and IT Director had discussed this with him. He said he had talked with them about a plan to allow this position to work solely for the Clerk's office through FY2012 to assist with the upcoming election and after that re-evaluate to see if it makes more sense to place the position in the IT department with significant responsibilities for the County Clerk's office. Hulten said if this person left they could contract out portions of the programming responsibilities, however it would be at a significant expense. James asked if anyone else on staff could perform this programming if this person were to leave. Hulten said he could perform about 5% of the work. Michaels asked if the position were made permanent if there would be any additional costs. Hulten said the costs would be identical with the exception of the additional cost of providing this position with employee benefits. Ammons asked if Hulten had looked at other areas in his budget to cut in order to maintain this position. Hulten said they are always looking at ways to save and he just sent a request for grant funding in the amount of \$15,000.

Stan Jenkins, Supervisor of Assessments requested \$24,500 additional funding for a CAMA System Software Project. Jenkins explained their office is currently very paper dependent. Jenkins stated they have one less person in their office than they did a year ago and each year there are more parcels and with each parcel more paper work. This software would give them the capability to house all information on-site. Jenkins explained while there are other software packages, this is the consensus of local appraisers and other County staff that this system is preferred. Jenkins said this software is just for assessment purposes. He said with the exception of the City of Champaign, they would be able to incorporate other County entities into this system. He predicted that because of changes to the legislation, his office would have over \$30,000 surplus in their budget. Jenkins explained these additional funds would more than cover the first year expense. Petrie asked if Jenkins had looked at grant funding. Jenkins has been unable to identify any available grants for the Assessor's office.

Quisenberry inquired if there were any documentation for the expected additional revenue referred to earlier to cover this expense. Busey explained that any savings in the Assessor's budget this year have already been incorporated into the projection report she presented earlier and goes towards the fund balance. She explained that any individual department savings has already been incorporated into the budget as a whole and it takes into consideration their operational needs. Quisenberry asked if the Assessor's office could still operate if this request is not filled. Jenkins stated the office would still function. Quisenberry asked if the yearly costs were for service that if not paid for every year would cease. Jenkins explained if yearly payments were not made then their office would stop getting updates and maintenance. Quisenberry asked if the Assessor's office charged any fees for services, they provide that could offset the cost of the software. Jenkins said all documents in their office are public information and they do not charge any fees. Michaels asked how the records would be stored if this software were used. Jenkins referred the question to Andy Rhodes, the Information Technology Director. Rhodes explained all data are backed up on servers at the Courthouse and Brookens. Michaels asked if they ceased paying the company would this also cease access to the records. Rhodes explained they would still have access to the data; however, they would no longer receive maintenance and updates from the vendor. Nudo asked if there were

any additional costs for hardware. Rhodes stated he did not believe there were any additional costs for hardware. They need a server and an SQL license.

Andy Rhodes, Information Technology Director requested \$39,020 for an additional technical position for Audio/Visual Technical Support in FY2013. Rhodes explained they are receiving an increasing amount of requests to provide recordings of various meetings on the website. There are plans to remodel the County Board meeting room to include an audio-visual room and live stream County Board meetings. Rhodes said there are frequent requests to maintain the security recording systems at the Courthouse, Sheriff's office, Adult Detention Center and the Juvenile Detention Center. Rhodes said they receive numerous requests from Judges, attorneys in both the State's Attorney and Public Defender's office for assistance to play back security videos, over-hears from police agencies and businesses. All of these require installation of specialized software. Rhodes said they also maintain the Video Arraignment System. The Courts Administrator has indicated they would also like IT to trouble-shoot the Courts audio system, which until now was outside the Information Technology scope of responsibilities.

Rhodes anticipated this position would also maintain the website and become the initial IT Helpdesk contact for departments. Quisenberry asked if Rhodes would consider making this a part-time position since it is new. Rhodes agreed this would be something he would consider.

Roger Holland, Circuit Court Administrator requested \$52,000 additional funds for replacement of the courtroom sound amplification system. Holland indicated they have had numerous issues with the system. Holland said over the last 5 years the Circuit Court has spent over \$14,000 in repairs on this system. One courtroom does not have any amplification, so someone sitting in the back of the room cannot hear what is being said. In other courtrooms high-pitched sounds come through when someone is trying to speak at the microphone. They have had to move court from one room to another because they cannot hear what is transpiring. Holland stated it has been explained to him that the audio network is failing and this causes equipment to fail. Holland explained the individual systems in each courtroom are no longer produced and to replace the system in one courtroom is over \$6,000 so it is much more cost-effective to replace the system all at once.

Alix asked if the recommendation to replace the system came from the vendor. Holland explained they have not contacted the vendor for maintenance requests for some time. They have used a local company for repairs. Petrie asked why issues with the sound system were not addressed when the new courthouse was built. Holland explained the system was installed at the time the new courthouse was built and the system is only about 11 years old.

Randy Rosenbaum, Public Defender requested \$164,206 additional funds for an additional part-time social worker in FY2012, a part-time investigator in FY2013, and if funds allow reinstate a full-time legal secretary in FY2014. Rosenbaum explained they have 2 full-time secretaries and 14 attorneys. The attorneys are in court all the time and when they are not in court, they are working on their cases. He stated other counties similar in size to Champaign County have investigators and some have social workers as well. Rosenbaum explained in addition to their own work, the attorneys are performing work that would normally fall under an investigator or a social worker. He

pointed out a in the 1990's the Public Defender's office had a full-time investigator on staff. He explained over the years this position was lost due to budget cuts. Today, they have a small line item for investigation that essentially covers assistance in a couple of major cases per year. He stated the funds in this line item could be allocated towards the cost of the part-time investigator reducing the funds requested for this position. Michaels asked if there were any other social service agency the Public Defender's office could collaborate with to fill the need for a social worker on staff. Rosenbaum explained they work with several agencies, but their goals may not always coincide with the needs and goals of his office.

Sheriff Walsh requested \$155,000 additional funds for installation of cameras in the squad cars. Walsh said they have tried less expensive cameras but they did not last and required yearly replacement. He explained they have identified a camera system that works however; the cost is \$5,000 per unit. Walsh stated they have five squad cars equipped with these units. The cameras were obtained either through donated funds or through end of the year surplus funds in budget. He felt these cameras save money through prevention of lawsuits because there is a visual record of what transpires. Walsh recalled a shooting on Interstate 74 that could have resulted in a lawsuit against the County but another vehicle was equipped with a camera and therefore a record of the events that took place. Walsh added the cameras also make the officers feel safer. A study of over 400 agencies equipped with cameras has shown that in approximately 47% of the cases if the officer tells the citizen their comments and actions are being recorded, it deescalates the situation.

Quisenberry asked if the camera units could be purchased over time. Walsh said he would use any extra funds made available to purchase as many units as possible.

Julia Rietz, State's Attorney requested funds to reinstate eight employees weekly hours previously cut to 30 hours/week, back to 37.50 hours/week. Rietz explained when asked to make budget cuts in the last couple of years the only area, which she could cut, was personnel. They had all hoped these cuts would be temporary but this has not been the case. These employees are critical to her office operations and are long time dedicated County employees. The cost would be approximately a little over \$76,000 to reinstate their hours. These employees are also concerned about their retirement fund.

Quisenberry stated he had attended the State's Attorney budget review and agreed their budget was slim. He felt the request for restoration of hours should be prioritized. Petrie asked if there were any additional benefit costs. Rietz explained that although their hours were reduced they did not lose benefits.

Duane Northrup, Coroner requested \$38,000 additional funds to install a walk-in cooler-freezer. Quisenberry asked why this was not included in the new Coroner Facility Plan to begin with. Northrup said originally, there were no plans for a morgue facility. Once they moved in, he realized this would be a possibility because there was space available. Kurtz asked for an explanation for the request because he was under the impression once the sink was added that the new revenue created from autopsies and reduced travel would cover any future expenses. Northrup did not believe he had said the sink was the only addition they needed. Rosales asked what the maximum capacity of the walk-in cooler-freezer would be. Northrup stated the cooler would easily

hold 12 bodies and the freezer approximately 6 depending on the configuration of the shelving. Holderfield asked if Northrup anticipated any other needs. McGinty said they should focus on the request before them right now. Schroeder asked if the request could be spread out over more than one year. Northrup said it would be possible however; the cost of a three body cooler is approximately \$10-\$12,000.

Alan Reinhart, Director of Facilities requested \$98,579 additional funding in FY2012 to remodel the Lyle Shields meeting room with new desks, sound system with enhanced assisted hearing devices, fixed ceiling mounted video cameras and control station, paint, and carpet. Reinhart requested \$15,000 in FY2013 for engineering services for code review, inspections and design estimate for elevators in all buildings to adhere to safety code for existing elevators, which must be completed by January 1, 2015. Reinhart also requested \$75,000 additional funding in FY2014 for all required upgrades to elevators. Reinhart also requested \$561,000 for an emergency generator for the Brookens Administrative Center because it is the connecting link between the downtown facilities and the east campus for phone and data connections. He explained when this facility experiences a power outage it cuts all communication between facilities. Reinhart explained the last power outage occurred on Election Day and they planned to move the County Clerk's equipment to the Highway Facility to enable the Clerk's work to continue. Fortunately, power was restored and the Clerk's office was able to continue their work in their own office. Reinhart outlined the key areas of the Brookens Center, which would need generator support in order to keep County operations going during a power outage: the majority of Pod 300, including all necessary IT equipment to continue operations. Richards asked how often this type of situation occurs. Reinhart stated on average about four times per year.

#### Overview of General Corporate FY2012 Budget

Busey stated the new funding requests for FY2012 total \$1.1 million. Busey explained this was the complete FY2012 General Corporate Fund Summary, which included all revenues and expenditures for all twenty-eight departments covered by the General Corporate Fund. She pointed out the revenue total was projected at \$31.5 million, which was a 1.87% increase above the amount originally budgeted for FY2011 and a .8% increase above the current projection to be received in FY2011. This demonstrates there is not a significant growth in revenue. The total expenditures are budgeted at over \$31.6 million, which is a 2.4% increase over the original budget and a 2.75% over what is currently projected for FY2011. This leaves the General Corporate Fund with a deficit of revenues/expenditures of \$166,473. Busey explained this did not include any of the additional requests presented to them earlier.

#### Recommendation for Fee Increases

Busey stated part of the budget process is a review of fees and as a result, she recommended two fee increases. Busey recommended the fees for marriage and civil union licenses be increased to the statutory maximum of \$75. Busey explained the current fees are set at \$20 (\$15 to the County Clerk & \$5 to the State towards Domestic Violence). She explained these fees have not been increased since 1981, over 30 years ago. Busey said if the fees were increased to \$75, it would generate additional revenue of \$66,000 for the General Corporate Fund to offset the deficit.

**MOTION** by Quisenberry to recommend to the County Board approval of an Ordinance to increase the Marriage License and Civil Union Fees to \$30; seconded by Kurtz. Ammons felt the maximum fee was excessive, but she would support an increase to \$30. Quisenberry felt a \$30 fee was more comparable to other counties charges. Michaels asked how much an increase to \$30 would increase the revenue. Busey responded approximately \$15,000. **Motion carried.**

Discussion & Direction for FY2012 General Corporate Budget  
FY2012 Budget Overview – All Funds

Busey did not recommend any additional funding requests that required on-going funds and were not one-time expenditures because she is not certain the County will be able to absorb the additional costs in FY2013 and into the future. Busey felt if funds exceeded the required 10% fund balance, the highest priority should be the additional one-time funding requests of the Circuit Court for a new sound system because it is an intricate part of Court System operations and the Sheriff for squad car cameras because this is an issue of public safety and better protection against liabilities.

Nudo asked if it were possible to wait until they could see two cycles of sales tax revenue, to make decisions on the additional funding requests of the Circuit Court and Sheriff. Busey explained the additional funding could be budgeted now, but would not spend any funds until they actually see how the FY2011 budget ends in January 2012. Busey said they could also wait until March 2012, as Nudo had suggested. Betz asked about the loan to the Nursing Home he had read about in a newspaper article and if this had been taken into consideration. Nudo clarified the Nursing Home has the potential to obtain a loan based on what Medicaid owes them. He explained any additional loan request from the Nursing Home to the County would be short term and occur only if there were a timing issue when payroll needed to be met and the loan to the Nursing Home had not been finalized. The Nursing Home would not request a long-term loan from the County, only a short-term loan to make one or two payrolls if necessary. Betz wanted everyone as they review the budget, to be aware that this request could be made in the future.

Busey added the funding source they are looking at is called Revenue Anticipation Notes. She explained the difficulty they are currently experiencing is the only way the County Board can issue Revenue Anticipation Notes is if there is documented proof of expected revenue and when payment of expected revenue will occur. They are currently working with the State on documentation.

Quisenberry added the County Clerk would have items next year that only occur every 20 years. The Clerk will need to make changes due to redistricting and it is a presidential election year.

Busey said if she did not receive further direction from the Board then the FY2012 Budget document will come to them in October to be received and placed on file with a budget deficit, which will be slightly more than the County Clerk's one-time operating costs are because they did not receive a \$66,000 fee increase.

Nudo requested using funds from the quarter-cent safety sales tax to assist the Regional Office of Education with their funding request. Busey stated there is \$203,000 in public safety sales

tax, which is currently designated to for the Mental Health Board. Busey said the Board could tell the Mental Health Board to designate these funds for the Regional Office of Education for the Truancy Program. Busey said she would discuss this with the Mental Health Board and bring her findings to the October finance meeting.

Rietz explained the funds designated from the quarter-cent tax to Mental Health are used to fund the Parenting with Love & Limits program, as well as the Court Diversion program. She stated these two programs take up the majority of those funds and these programs are vital to the delinquency prevention program.

Weibel entered the meeting at 8:40 p.m.

Ammons felt the expenditure side of the budget should be reviewed again before the FY2012 budget is adopted. Busey responded department heads only increased their expenditures where they had a documented need. She said the suggestion given would require going back to the beginning of the budget process, which started 2 ½ months ago. Busey explained departments have cut their non-personnel budgets over the last 3 years and she did not believe \$100,000 could be found. Busey said if the Board feels strongly that the FY2012 budget should be cut more, this direction cannot wait. Busey added that if the Board felt any department additional funding requests should be added they should make her aware of this as well.

Richards agreed with the Administrator, he did not believe any more cuts were possible. He felt the State's Attorney and Public Defender funding should be increased. Berkson agreed with the Coroner funding request.

Holderfield wanted to amend the recommendation made earlier to increase the fees for marriage and civil union fees to \$30. **MOTION** by Betz to reconsider the marriage and civil union fee increase; seconded by Weibel. Weibel felt the increase should be increased to \$50. Richards voted yes on the recommendation earlier, but would vote in favor of reconsideration. Ammons did not believe the fees should be increased any higher because she was concerned about the impact on citizens. **Motion failed with a tie vote of 12 to 12.** Ailx, Ammons, Berkson, Betz, Cowart, James, Jones, Kurtz, Langenheim, and McGinty voted against the motion to reconsider and Anderson, Esry, Holderfield, Jay, Maxwell, Michaels, Moser, O'Connor, Richards, Rosales, Schroeder, and Weibel voted in favor of the motion to reconsider.

Moser stated after hearing the budget discussion he felt the \$70,000 RPC planning contract with \$47,000 of implementation should be placed on hold.

**MOTION** by Betz to direct the County Administrator to prepare the FY2012 General Corporate Fund Budget with allowance of expenditure of \$103,530 over revenue in acknowledgement that \$103,530 will be funded from the General Corporate Fund Balance to cover the one-time additional expenses in the County Clerk Budget related to 2012 redistricting and election costs; and that the New Funding Requests presented on September 13<sup>th</sup> be brought back to the Finance COW in February 2012 for consideration of funding availability for some or any of

those requests to be appropriated from fund balance that is documented at the end of FY2011 to be in excess of 10% of the FY2012 budgeted expenditure; seconded by Jay.

Michaels agreed and felt this plan was the most prudent form of action. Ammons was concerned that the Board had not looked at ways to balance the budget. She asked if the projected budget included the out-standing loan to the Nursing Home. Ammons asked where the \$100,000 would come from to balance the budget. Busey indicated the loan to the Nursing Home was included in the budget and the fund balance goal of 10% for FY2012 is \$3.1 million. Busey explained all indicators are the fund balance for FY2012 will be above the goal. She said the money would come from the reserve funds for the one-time expenditure for the County Clerk, knowing that this expense will not occur again in FY2013. Ammons asked if there were unexpected expenses if they would also come out of the reserve funds. Busey stated if there were any unforeseen expenses that have not been included in the budget; the funds would have to come from the reserve fund.

**Motion carried.**

#### Property Tax Levies

Busey presented an overview of the property tax levies, which were projected according to the PTL (tax caps) formula. She said the Social Security Levy increased by 5.26% and the IMRF Levy increased by 1.94%. Busey explained some of the IMRF growth was re-appropriated to the Social Security Levy. All other levies are presented strictly following the tax-caps formula. Moser asked if payroll tax were cut next year, what affect it would have on Social Security. Busey said if it were cut in half it would be approximately a \$750,000 benefit to the County. Busey stated Tort-Immunity is under- funded. Busey said there is no ability to get this property tax up to what is required. Self-funded insurance is anticipated to have an ending fund balance in FY2012 of \$2.2 million. This will offset the shortfall in Tort Immunity. **MOTION** by Jay to receive and place the Property Tax Levy report on file; seconded by Jones. **Motion carried with unanimous support.**

#### **Treasurer**

#### Monthly Report – August 2011

Welch spoke about the Revenue Anticipation Notes. Welch stated the Revenue Anticipation Act requires the Nursing Home to obtain written assurance from the State of receipt of the obligated revenue to the Nursing Home. The evidence of written assurance must then be filed with the County Clerk. Welch stated this has not occurred yet and he cannot send out a bid until it does. He added these Notes would be due not more than 12 months from the date of issue and no Note under the Act shall be issued after the anticipated revenue is delinquent. Welch hoped they would obtain written assurance from the State because he did not want to see another loan to the Nursing Home from the General Corporate Fund balance. He stated past loans to the Nursing Home of nearly \$2.9 million depleted the fund balance and it has taken a long time to recover. He added that one Nursing Home payroll for two weeks is \$225,000.

Welch said Real Estate tax collection is at 95.73% or \$268 million collected. General Corporate Fund cash flow is currently solid. Welch said the tax sale would take place on October

28, 2011. **MOTION** by Jones to receive and place on file the August 2011 report; seconded by Kurtz. **Motion carried with unanimous support.**

### **Auditor**

#### Monthly Report –August 2011

**MOTION** by Ammons to receive and place on file the Auditor’s August 2011 report; seconded by Jones. Michaels asked why the revenue total was less than the expenditure total. Busey explained revenue lags by one month. **Motion carried with unanimous support.**

### **Other Business**

There was no other business.

### **Chair’s Report**

There was no Chair’s report.

### **Designation of Items to be Placed on County Board Consent Agenda**

Items 8A1-18, B1-2, C1, D1 and D6-9 designated for Consent Agenda.

### **POLICY, PERSONNEL, & APPOINTMENTS**

#### Appointments/Reappointments

**MOTION** by Weibel to appoint Robert McMahon to the Willow Branch Drainage District Term from 9/1/2011 to 08/31/2014; seconded by Moser. Alix asked Weibel to speak to the statements made earlier in public participation by Mr. Gerdes regarding this appointment. Weibel said IDOT replaced a culvert and the drainage district authorized replacement of a tile. Mr. Gerdes and his neighbor paid for it. The drainage district has not reimbursed Mr. Gerdes and this creates a conflict of interest. Alix asked if the proposed appointment owned property in the district. Weibel believed he did. Langenheim said he spoke with Mr. Gerdes and his understanding of the situation is when IDOT replaced the culvert the tile was disrupted and needed replacement. Since Mr. Gerdes and his neighbors paid for the tile because they were dependent upon it and they have not been reimbursed. Langenheim stated Mr. Gerdes lives on and owns this property. Langenheim also learned that Mr. McMahon did not own property in the district but he leased it. Anderson, Berkson, and James all had concerns with circumstances surrounding this appointment. James wanted to know if Mr. McMahon actually did or did not own property within the drainage district. Moser explained the tile should have been in a sub-district, which would be governed by the open ditch that runs into Homer Lake. Weibel felt there was still a conflict of interest. James asked if Weibel would obtain a legal opinion as to whether or not there was a conflict of interest. Schroeder stated Mr. Gerdes should not be appointed to the drainage district board because the board owes him money. Ammons stated the task at hand was to approve or not approve the recommended appointment before them. **MOTION** by McGinty to defer the appointment until October so Weibel can obtain a legal opinion regarding the appointment; seconded by Kurtz. **Motion to defer failed**

**with a vote of 13 to 10.** Alix, Ammons, Anderson, Berkson, James, Kurtz, Langenheim, McGinty, Petrie, and Richards voted in favor of motion to defer and Betz, Cowart, Esry, Holderfield, Jay, Jones, Maxwell, Moser, Nudo, O'Connor, Rosales, Schroeder, and Weibel voted against the motion to defer. **Original Motion carried with a vote of 14 to 9.** Betz, Cowart, Esry, Holderfield, Jay, Jones, Maxwell, Michaels, Moser, Nudo, O'Connor, Rosales, Schroeder, and Weibel voted in favor of motion and Alix, Ammons, Anderson, Berkson, James, Kurtz, Petrie, and Richards voted against the motion.

**MOTION** by Weibel to appoint Wednesday Medlen to the Community Action Board-Term 09/01/2011 to 12/31/2014; seconded by Jones. **Motion carried with unanimous support.**

**MOTION** by Weibel to appoint Dr. Krista Jones to the Champaign County Board of Health-Term Ending 06/30/2012; seconded by Kurtz. **Motion carried with unanimous support.**

### **County Administrator**

#### **FY2012 Employee Insurance Benefits Plan Recommendations**

Busey explained the FY2012 recommendations from the Employee Health Insurance Committee. The recommendation for health insurance coverage Health Alliance POS-C500 Plan with Prescription drug benefit of \$15/\$30/\$50 which differs from the FY2011 POS-C250 Plan in 3 main areas: 1) Co-Pays for 3 different services – MRI/CT scans; outpatient surgery/inpatient hospitalization; and maternity care – increase from \$250 to \$500; 2) Annual out-of-pocket maximums increase from \$2,250 for single coverage to \$2,500; and from \$4,500 for family coverage to \$5,000; 3) Prescription co-pays increase from \$10/\$20/\$40 to \$15/\$30/\$50. The employees will see no change in coverage. The county will provide HRA reimbursement to employees with single coverage at an annual maximum of up to \$1,000/year to cover single out-of-pocket maximum in excess of \$1,500 or for the \$500 co-pays for MRI/CT scans, outpatient surgery/inpatient hospitalization, and or maternity care, as those expenses occur throughout the year; and the County will provide HRA reimbursement towards family plan out-of-pocket maximum in excess of \$3,000 or for the \$500 co-pays for MRI/CT scans, outpatient surgery/inpatient hospitalization, and or maternity care, as those expenses occur throughout the year. The only change to the plan for the employees is the prescription drug coverage cost increase. **MOTION** by McGinty to approve the recommendation for employee health insurance for FY2012; seconded by Quisenberry. **Motion carried with unanimous support.**

Busey explained the recommendations for the voluntary employee insurance benefit plans for FY2012. The voluntary insurance benefit plans are essentially the same; flexible spending account limit – maximum annual limit of \$3,600, employer provided life insurance, and employee paid optional life and dental insurance. **MOTION** by Quisenbury to approve the recommendations for voluntary employee insurance benefits for FY2012; seconded by Richards. **Motion carried with unanimous support.**

**County Clerk**  
**Monthly Fees Report**

**MOTION** by Alix to receive and place on file the County Clerk August 2011 report; seconded by James. **Motion carried with unanimous support.**

**Other Business**

There was no other business.

**Chair's Report**

Procedural Recommendation for Review of Closed Session Minutes

Weibel presented an informal recommendation for the review of Closed Session Minutes for consideration. Ammons asked everyone to send recommendations to her or Weibel. She explained this would come to them for action at a later time.

**Designation of Items to be Placed on County Board Consent Agenda**

Items A2-3 and B2-3 designated for the Consent Agenda.

**ADJOURN**

The meeting adjourned at adjourned ay 9:50 p.m.

Respectfully submitted,

Kay Rhodes  
Administrative Assistant

*Please note the minutes reflect the order of the agenda and may not necessarily reflect the order of business conducted at the meeting.*