

Approved December 13, 2011

CHAMPAIGN COUNTY BOARD COMMITTEE OF THE WHOLE MINUTES

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

Tuesday, November 8, 2011

Lyle Shields Meeting Room, Brookens Administrative Center

1776 E. Washington St., Urbana, Illinois

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

MEMBERS ABSENT: Carol Ammons, Alan Kurtz

OTHERS PRESENT: Deb Busey (County Administrator), Tony Fabri (Auditor), Andy Rhodes (IT Director), Kay Rhodes (Administrative Assistant), Dan Welch (Treasurer), Wayne Williams (Board of Review)

CALL TO ORDER

Weibel called the meeting to order at 6:05 p.m.

ROLL CALL

Rhodes called the roll. Alix, Anderson, Bensyl, Berkson, Betz, Carter, Cowart, Esry, Holderfield, James, Jay, Jones, Langenheim, Maxwell, McGinty, Michaels, Moser, Petrie, Quisenberry, Richards, Rosales, Schroeder, and Weibel were present at the time of roll call, establishing the presence of a quorum. Weibel said Ammons and Kurtz had notified him they would not be present at the meeting.

APPROVAL OF MINUTES

MOTION by Jay to approve the October 11, 2011 Committee of the Whole minutes and the October 17, 2011 County Administrator Salary Negotiation Committee minutes; seconded by Rosales. **Motion carried with unanimous support.**

APPROVAL OF AGENDA/ADDENDA

MOTION by James to approve the agenda and addenda as amended; seconded by Carter. Weibel stated items IX-E1 and D4 would be removed from the agenda because the speakers for these items could not attend the meeting. **Motion carried with unanimous support.**

PUBLIC PARTICIPATION

Steve Burgess spoke in favor of a County Board resolution to support the naming of the Federal Courthouse in Urbana in honor of James R. Burgess, Jr. Clinton Popetz and Charles Leach, also supported this resolution.

COMMUNICATIONS

Weibel stated the Martin Luther King Jr. Award nominations were due on November 10, 2011.

JUSTICE & SOCIAL SERVICES

Monthly Reports

OMNIBUS MOTION by Cowart to receive and place on file the Animal Control – September 2011, Emergency Management Agency – October 2011, Head Start – October 2011, and Probation & Court Services – September 2011 reports; seconded by Carter. **Motion carried with unanimous support.**

Other Business

There was no other business.

Chair's Report

Richards provided an update on the recent activities of the Citizens Advisory Commission for Jury Selection. Richards said Judge Difanis and Aaron Ammons would attend a League of Women Voters Luncheon at the Urbana City Building to provide an update on the progress of the Commission.

Richards said the Commission pushed for Representative Jakobsson and Senator Frerichs to sponsor HB-2066, which will add the names of unemployment applicants to the jury pool, resulting in a wider base for jury selection. WBCP will host a program once a month creating a forum for discussion of the jury selection process and issues.

Designation of Items to be Placed on County Board Consent Agenda

There were no items designated for the Consent Agenda.

FINANCE

Regional Planning Commission

Intergovernmental Cooperation Agreement for the Assist 2011 Program

MOTION by Rosales to recommend approval to County Board of an Ordinance authorizing the execution and delivery of an Intergovernmental Cooperation Agreement for the Assist 2011 Homebuyer Assistance Program; seconded by Betz. Richards asked if the County Board just needed to approve the agreement for RPC or if further action was required by the Board. Busey explained this was an annual program and would not require funds from the County. **Motion carried with unanimous support.**

Budget Amendments & Transfers

Budget Transfer #11-00014

MOTION by Moser to recommend to the County Board approval of Budget Transfer 11-00014 for Fund/Dept: 080 General Corporate-071 Public Properties for the total amount of \$5,350; seconded by Alix. **Motion carried with unanimous support.**

Budget Transfer #11-00015

MOTION by James to recommend approval to the County Board of Budget Transfer 11-00015 for Fund/Dept: 080 General Corporate-075 General County and Fund/Dept: 080 General Corporate-021 Board of Review for the total amount of \$5,827; seconded by Langenheim. **Motion carried with unanimous support.**

Budget Transfer #11-00016

MOTION by Jay to recommend approval to the County Board of Budget Transfer 11-00016 for 080 General Corporate-075 General County and Fund/Dept: 080 General Corporate-010 County Board for the total amount of \$7,000; seconded by Holderfield. **Motion carried with unanimous support.**

Budget Amendment #11-00057

MOTION by Jay to recommend approval to the County Board of Budget Amendment 11-00057 for Fund/Dept: 476 Self-funded Insurance-118 Property/Liability Insurance with increased appropriations of \$9,083 with increased revenue of \$9,083; seconded by James. **Motion carried with unanimous support.**

Budget Transfer #11-00017

MOTION by Holderfield to recommend approval to County Board of Budget Transfer 11-00017 for Fund/Dept: 083 County Highway-060 Highway for total amount of \$14,400; seconded by Weibel. Petrie asked what the purpose of traffic counts were and how they were used. Weibel explained traffic counts are used for planning and improvements to the roadway system. **Motion carried with unanimous support.**

Nursing Home

Approval of Issuance of Tax Anticipation Warrants

Approval of Issuance of Revenue Anticipation Notes

MOTION by Betz to recommend County Board approval of issuance of Tax Anticipation Warrants for the Champaign County Nursing Home; seconded by Richards. **Motion carried.**

MOTION by Langenheim to recommend County Board approval of issuance of Revenue Anticipation Notes for the Champaign County Nursing Home; seconded by Berkson. Busey explained while this is allowed for in the statutes; it has never been executed. She said if the Nursing Home provides documentation of funds owed to them by the State, then in anticipation of when these funds would be paid, they could issue Revenue Anticipation Notes. As the repayment of funds comes in from the State, the Nursing Home can then make payment on the Notes. Busey said there was one other nursing home in

the State looking into this because of cash shortfalls caused by the State. Busey said they had documentation of 3 months of receipts, which is approximately \$765,000 and can issue Revenue Anticipation Notes up to 85% of this amount. The issuance of these Notes would be done this month and this practice would continue until the State catches back up or the Nursing Home's financial position improves. James asked if the State had provided the necessary documentation of the owed revenue. Busey confirmed the State had provided documentation for 3 months worth, although the total reimbursement due is much larger than this. James said based on history the State would probably reimburse the Nursing Home, however, there has to be a time when the County looks at other options. James stated the discussion of other options has not been brought up in some time. Weibel said although he would not support it, another alternative would be to take money from the General Corporate Fund. James indicated this was not an option he would support either. **Motion carried.**

County Administrator

General Corporate Fund FY2011 Budget Projection Report

General Corporate Fund Budget Change Report

Busey explained the General Corporate Fund Budget projection shows revenue at 101% of budget. Sales Tax Revenue continues to show solid performance. Revenue from fees is not coming in as anticipated and next year's budget has been adjusted accordingly.

Busey said expenditures are expected to be at 98%. The projected revenue at the end of the year is positive at \$671,000. This places the actual fund balance at 11.6% for FY2011 budget. The fund balance comes in at 10.3% after the subtraction of the loan to the Nursing Home. Quisenberry asked Busey to remind him what the target percentage was for the fund balance. Busey said the target is 12.5%, however, 10% is considered a solid fund balance. Busey pointed out the Harris and Harris report shows the County received \$247,874 in collections.

MOTION by Jones to receive and place on file the General Corporate Fund FY2011 Budget Projection Report, Budget Change Report and the Harris & Harris Report; seconded by Quisenberry. **Motion carried with unanimous support.**

Renewal of Loan from the General Corporate Fund to the Nursing Home

Busey explained this outstanding loan was the same one shown on the General Corporate Fund report every month, for \$333,142. Busey said earlier this year the Nursing Home Board of Directors had adopted a resolution to begin repayment of this loan, however, due to cash flow issues no reimbursements have occurred. It is required that the loan be renewed on an annual basis therefore the loan needs to be renewed for FY2012. **MOTION** by Bensyl to recommend County Board approval to authorize renewal of a loan for \$333,142 to the Nursing Home; seconded by Betz. **Motion carried.**

FY2012 Annual Budget and Appropriation Ordinance

FY2012 Annual Tax Levy Ordinance

MOTION by Betz to recommend to the County Board adoption of the FY2012 Annual Budget and Appropriation; seconded by Langenheim. **Motion carried with unanimous support.**

MOTION by Betz to recommend to the County Board adoption of the FY2012 Annual Tax Levy Ordinance; seconded by Langenheim. Nudo asked if the salary change for the Board of Review was

reflected in the budget. Busey confirmed the change was included. **Motion carried with unanimous support.**

Recommendation to the County Board for Amendment to Schedule of Authorized Positions

MOTION by Holderfield to recommend to the County Board approval of the recommendation for amendment to the schedule of authorized positions; seconded by Bensyl. Alix said centralized purchasing was based on cost savings through combined purchases of several departments and asked why this function was no longer useful. Busey explained department purchases began to change with the introduction of technology. Busey said there are fewer items purchased from county stock than there were 30 years ago at the inception of the centralized purchasing division. Departments now find it easier to make their own purchases rather than go through county stock. She stated Administrative Services has frequently absorbed the cost of items purchased in anticipation of the diverse needs of county offices only to find many items were no longer needed by departments. Now departments set up their own accounts with vendors and are able to place an order and have it delivered the next day. Busey said orders for county stock are now very basic and she did not believe the County received any significant savings anymore by purchasing in bulk. Michaels asked if the County could receive group discounts from vendors. Busey said this was something to consider. They would first need to survey departments to determine if they would agree to purchase from a single vendor and what purchases each department has in common. Busey said they would also need to do an RFP to ensure the County received the best pricing.

Petrie stated the request for transfer of funds was greater than the amount required for the position and asked if this was to allow for some salary adjustment for this position. Busey indicated the request was to move the fully budgeted amount from Administrative Services to the Information Technology Division to utilize as needed to fill the position. **Motion carried with unanimous support.**

Animal Control

Intergovernmental Agreement with the Village of Ogden

MOTION by Bensyl to recommend approval to the County Board of the Intergovernmental Agreement with the Village of Ogden for Animal Control Services; seconded by Weibel. **Motion carried with unanimous support.**

Auditor

October 2011 Monthly Report

Purchases Not Following the Purchasing Policy (*For Information Only*)

MOTION by Quisenberry to receive and place on file the October 2011 monthly report; seconded by Weibel. Quisenberry asked for more information concerning the purchase made by the County Clerk of a van for \$22,435 listed as not following the purchasing policy. Busey explained the purchasing policy does not apply to elected officials. Busey added the statutory limit for a purchase without bid is \$30,000 and the Clerk exercised the right to purchase without bid because the cost was only \$22,435. Quisenberry asked why the purchase was included on the list as not following policy if an elected official is not subject to the policy. Fabri stated the County Board purchasing policy states that any purchase over \$20,000 must be bid. He added the report is for information only and it allows the Board to see when the purchasing policy has not been followed. Alix asked for verification that the purchase price was competitive. Fabri said they asked the Clerk if a purchase through GSA had been considered and the Clerk had indicated this purchase was less than any offered through government pricing. Busey said the County Clerk would be at

the County Board meeting to answer any questions concerning the purchase. She added the Committee of the Whole does not actually approve the purchases; this is done at the County Board meeting. **Motion carried.**

Treasurer

October 2011 Monthly Report

Welch explained the issuance of Tax Anticipation Warrants for the Nursing Home in more detail. Welch said this marks the fourth year of the issuance of these warrants for the Nursing Home. Welch said 26 bid packages were sent out and they received five responses back. He said the winning bid went to Commerce Bank with a 1.12% bid and an allowance for prepayment. Welch explained this way the County begins re-payment starting in May when the real estate tax payments start coming in. Welch said the issuance of warrants are split into two phases, making first half due on July 15 and the second half due on September 28. Welch said Tax Anticipation Warrants are much different from Revenue Anticipation Notes.

Welch said this year there were 1,163 parcels with unpaid real estate taxes that went to the Tax Sale for approximately \$2.8 million. Welch stated they ended the year with 99.87 % tax collected. **MOTION** by Holderfield to receive and place on file the Treasurer's October 2011 monthly report; seconded by Petrie. **Motion carried with unanimous support.**

Other Business

Approval of Amendment to County Administrator Contract

MOTION by Betz to recommend approval to the County Board of the Amendment to the County Administrator Contract; seconded by Jones. **Motion carried.**

Chair's Report

There was no Chair's report.

Designation of Items to be Placed on County Board Consent Agenda

Items A1, B1-5, D7 and E1 designated for the Consent Agenda.

POLICY, PERSONNEL, & APPOINTMENTS

Appointments/Reappointments

OMNIBUS MOTION by Weibel to appoint Frank Howard to the Sangamon Valley Water District for an Unexpired Term Ending May 31, 2015 and appoint Jason Zahnd to the Dewey Community Public Water District for an Unexpired Term Ending May 31, 2016; seconded by Alix. **Motion carried with unanimous support.**

MOTION by Weibel to appoint Bernie Magsamen and Pamela Borowski to the Public Aid Appeals Committee for Term: December 1, 2011 - November 30, 2013; seconded by Moser. **Motion carried with unanimous support.**

MOTION by Weibel to appoint Peter Czajkowski, Catherine Emanuel, and LaShunda Hambrick to the Nursing Home Board of Directors for Term: December 1, 2011 - November 30, 2013; seconded by Betz. **Motion carried with unanimous support.**

OMNIBUS MOTION by Weibel to appoint Cynthia D. Bell, Jimmey Kaiser, and Jane Nathan to the Senior Services Advisory Board for Term: December 1, 2011 – November 30, 2013 and appoint Sherry Gordon and Hal Loebach to the Senior Services Advisory Board for Term: December 1, 2011 – November 30, 2014; seconded by Holderfield. **Motion carried with unanimous support.**

County Administrator

Recommendation for the County Board 2012 Calendar of Meetings
Amendments to Personnel Policy & Purchasing Policy
FY2012 Property/Liability/Workers Compensation Insurance Renewals

MOTION by Alix to recommend approval of the County Board 2012 Calendar of Meetings; seconded by Rosales. **Motion carried with unanimous support.**

MOTION by Moser to recommend approval to County Board of the amendment to the Personnel Policy; seconded by Rosales. **Motion carried with unanimous support.**

MOTION by Esry to recommend approval to County Board of the amendment to the Purchasing Policy; seconded by James. Discussion followed. **Motion carried with unanimous support.**

MOTION by Holderfield to recommend approval to the County Board of the FY2012 Property/Liability/Workers Compensation Insurance renewals; seconded by Langenheim. Alix asked if the increases were indicative of an increasing loss ratio. Molly Rollings, Dimond Brothers Insurance Agency Broker explained the increases to the policies. Rollings explained the majority of the increase would be derived from law enforcement sector, not only the County, but also Statewide. She said property insurance has increased due to the losses that have occurred over the last 3 years. Rollings said she recommended an increase in the liability limits for the County because the coverage was low compared to other counties in the area. The coverage amount was increased from \$6 million to \$10 million. **Motion carried with unanimous support.**

County Clerk

October 2011 Fees Report

MOTION by Langenheim to receive and place on file the County Clerk October 2011 Fees report; seconded by Jones. **Motion carried with unanimous support.**

Other Business

Procedural Recommendation for Review of Semi-Annual Closed Session Minutes

MOTION by Weibel to recommend approval to County Board of a procedural policy recommendation for review semi-annual of Closed Session minutes:

Closed Session minutes are categorized as follows for consideration for review:

- a. Labor Negotiations (including Health Insurance & Salary Schedules) – can be opened after 100 years;

- b. Personnel Matters – remain closed until employee is deceased;
- c. Employment – hiring of specific employee – open after ten years, unless individual is still employed;
- d. Compensation of specific employee; open after 10 years, unless still employed;
- e. Land transactions – purchase/sale – open after 6 months;
- f. Land transaction – lease; open after 5 years unless lease is still active;
- g. Litigation – per State’s Attorney opinion;
- h. Exceptions – per State’s Attorney opinion;

When Closed Session minutes reach the end of each time period as stated herein, the County Board shall examine those notes and determine whether to open or keep closed; Closed Session minutes which have not reached the end of each time period as stated herein will not be examined and will remain closed; seconded by Moser.

Petrie asked why a period of 100 years was selected as the period to open Closed Session minutes of the Labor Committee. Weibel said the procedure was based the input he received. Langenheim said 100 years was a little high, but forever was unacceptable from the point of view of maintaining a historical record. Betz said whether to open Closed Session minutes will ultimately be the decision of each County Board. Betz said Labor Committee Closed Session minutes present unique issues because not only compensation, but also strategic issues. Betz said strategies regarding negotiations could be gleaned from these minutes. **Motion carried with unanimous support.**

Resolution in Support of Naming the Federal Courthouse in Urbana in Honor of James R. Burgess, Jr.

MOTION by James to recommend approval to the County Board of a Resolution in Support of Naming the U.S. Federal Courthouse in Urbana in Honor of James R. Burgess, Jr.; seconded by Rosales. Alix said James R. Burgess, Jr. garnered numerous achievements throughout his lifetime; a career soldier and war hero, graduate of the University of Illinois College of Law, and a trailblazer in terms of holding positions in the offices of the State’s Attorney and U.S. Attorney. Alix stated most other federal courthouses were named after former politicians. Alix whole-heartedly encouraged the Board to support the resolution because James R. Burgess Jr. truly embodied the values that everyone stood for.

Betz did not support the resolution although he thought Mr. Burgess was a fine person and he respected him. Betz explained he did not agree with the nomination process. He said the buildings belong to the taxpayers and more importantly there needs to be a legitimate nomination process. Betz would like to see a panel of senators, judges, members of the bar, and citizens perform a formal screening process with specific nomination criteria.

McGinty clarified that the County Board was not responsible for changing the name, but that they were being asked to support the nomination. McGinty felt this was a good nomination and he would support it. Anderson agreed with McGinty’s comments and supported the nomination. Michaels and Petrie concurred with Betz. James agreed with McGinty stating that this was a good nomination. Alix agreed that a defined formal process was a good idea, but an individual with a salutary career and a commendable record. **Motion carried with a roll call vote of 20 to 5.** Alix, Anderson, Bensyl, Carter, Cowart, Esry, Holderfield, James, Jay, Jones, Maxwell, McGinty, Moser, Nudo, O’Connor, Quisenberry, Richards, Rosales, Schroeder, and Weibel voted in favor of the motion. Berkson, Betz, Langenheim, Michaels, and Petrie voted against the motion.

Approval of an Agreement Concerning the Provision and Administration of METCAD

MOTION by Alix to recommend approval to the County Board of an Agreement Concerning the Provision and Administration of METCAD By and Between the City of Champaign, the City of Urbana, Champaign County, and the University of Illinois; seconded by James. Busey explained the last time this agreement was approved was in 1996 and the changes have to do with the need define how members are appointed and how an appointed member designates an alternate in their absence. It also acknowledges that the Sheriff is a party to this agreement. **Motion carried with unanimous support.**

Chair's Report

There was no Chair's report.

Designation of Items to be Placed on County Board Consent Agenda

Items A1-6 B2 B4 B5 B6 D1 D3 were designated for the Consent Agenda.

Other Business

MOTION by Rosales to approve the County Administrator Salary Negotiation Committee Closed Session minutes of October 17, 2011; seconded by Jones. **Motion carried with unanimous support.**

The meeting adjourned at 7:23 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.