

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

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

**Tuesday, April 10, 2012**

**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, Lloyd Carter, Lorraine Cowart, Aaron Esry, Stephanie Holderfield, Stan James, John Jay, Jeff Kibler, Alan Kurtz, Ralph Langenheim, Gary Maxwell, Brendan McGinty, Diane Michaels, Max Mitchell, Steve Moser, Steve O'Connor, Patsi Petrie, James Quisenberry, Michael Richards, Giraldo Rosales

**MEMBERS ABSENT:** C. Pius Weibel, Jonathon Schroeder

**OTHERS PRESENT:** Deb Busey (County Administrator), Gordy Hulten (County Clerk), Stan Jenkins (Supervisor of Assessment), Kay Rhodes (Administrative Assistant), Dan Walsh (Sheriff), Dan Welch (Treasurer), Mike Williams (Children's Advocacy Center Director)

### **CALL TO ORDER**

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

### **ROLL CALL**

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

### **APPROVAL OF MINUTES**

**MOTION** by Rosales to approve the March 13, 2012 Committee of the Whole minutes; seconded by Carter. **Motion carried with unanimous support.** **MOTION** by Ammons to approve the January 11, 2012 minutes of the Strategic Planning Committee; seconded by Esry. **Motion carried with unanimous support.**

### **APPROVAL OF AGENDA/ADDENDA**

**MOTION** by James to approve the agenda/addenda; seconded by Cowart. **Motion carried with unanimous support.**

## **PUBLIC PARTICIPATION**

Jerehme Bamberger spoke regarding the Jail Space Improvement Project Planning Team. Sarah Lazare spoke regarding a public forum on May 11, 2012 regarding the County Board's proposal for a new jail.

## **COMMUNICATIONS**

Kurtz announced a public meeting was held in Clinton concerning the Clinton Land Fill application and the EPA had extended the timeline for public comment.

## **FINANCE**

Budget Amendments/Transfers

### **Budget Amendment #12-00014**

**MOTION** by Mitchell to recommend to the County Board approval of Budget Amendment 12-00014 Fund/Dept: 080 General Corporate-042 Coroner for increased appropriations of \$450 with increased revenue of \$450 from sale of Coroner's 1998 Ford Windstar Van to purchase additional supplies for the autopsy suite; seconded by James. **Motion carried with unanimous support.**

**MOTION** by James to recommend to the County Board approval of Budget Amendment 12-00015 Fund/Dept: 080 General Corporate-043 Emergency Management Agency for increased appropriations of \$6,800 with increased revenue of \$6,800 from the new grant for the Local Emergency Planning Committee; seconded by Kurtz. Ammons asked for more information on the grant. Busey explained the grant was for the Local Emergency Planning Committee organized through the County Emergency Management Agency, this committee would consist of local private and public entities, which would participate in emergency training to better prepare the County in the event of an emergency for example a hazardous material spill. **Motion carried with unanimous support.**

**MOTION** by Bensyl to recommend to the County Board approval of Budget Amendment 12-00016 Fund/Dept: 080 General Corporate-020 Auditor for increased appropriations of \$28 with increased revenue of \$28 because Government Accounting Standards require salary stipends paid by the State to County officials be recorded by the County as revenues with offsetting expenditures and the salary stipend received by the County Auditor this year is more than what was budgeted; seconded by Ammons. **Motion carried with unanimous support.**

**MOTION** by Langenheim to recommend to the County Board approval of Budget Amendment 12-00017 Fund/Dept: 080 General Corporate-025 Supervisor of Assessment for increased appropriations of \$1,800 with increased revenue of \$1,800 because the annual stipend

paid by the State was greater than budgeted in FY2012; seconded by Holderfield. **Motion carried with unanimous support.**

Sheriff

Amendment to Aramark Inmate Commissary Services Agreement

**MOTION** by Michaels to recommend approval to the County Board of the amendment to the Aramark Inmate Commissary Services Agreement; seconded by Kibler. Cowart did not support it. Busey explained all proceeds the County received go into a special commissary fund for the benefit of the inmates. These funds are not used for County operations.

Walsh stated the inmate commissary fund is for the sole benefit of the inmates. He explained the new jail superintendent felt the inmates would be better served if none of the supplies were stored offsite, but instead kept on the premises. This was the essence of the amendment to the agreement. Walsh said it would cost Aramark more to store the supplies at the jail and therefore it would reduce the County commission on sales from 40% to 30%.

Cowart asked what types of supplies were stored at the jail. Walsh listed various items such as toiletries, snacks, and fresh fruit. Walsh added the costs to the inmate are the same costs one would find out in the community. Ammons inquired how the commissary fund had been utilized over the past few years. She also asked for further explanation on the costs to the inmates and the commission the County received from their purchases. Walsh stated that many jails used these commissions to fund their normal operations and Champaign County did not. Walsh said during Christmas all inmates receive a pizza party and goody bags. He explained some inmates receive wages for their work in the kitchen and laundry. These types of costs come out of the inmate commissary fund, as well as indigent haircuts and hygiene kits. Walsh added he also purchased multiple sets of law books and a couple of extra oxygen concentrators.

Alix understood that the commissary fund was there to assist inmates who could not afford to purchase essential items on their own as well as the benefit of the inmates as a whole. He asked for the approximate amount of the commission earned in a year. Busey said the revenue for the commissary fund was \$28,000 per year. Petrie asked if the commission percentage could be lower than 30%. **MOTION to amend** by Petrie to revise Paragraph 3-F “The County shall earn a commission...” to “The Inmate Trust (Commissary) Fund shall earn a commission...” seconded by Alix. **Motion to amend carried. Original motion carried as amended.**

States Attorney

Renewal & Amendment of Intergovernmental Agreement with the Illinois Department of Healthcare & Family Services

**MOTION** by Jay to recommend County Board approval of the renewal and amendment of an Intergovernmental Agreement with the Illinois Department of Healthcare and Family

Services and the Champaign County State's Attorney for Support Enforcement; seconded by Mitchell. **Motion carried with unanimous support.**

County Administrator  
General Corporate Fund FY2012 Budget Projection Report  
General Corporate Fund Budget Change Report

Busey said sales tax revenues were at budget or slightly above with the exception of the Corporate Personal Property and Income taxes. Personnel expenditures continue to be under budget however, all areas of commodities are over budget. It appeared the Fund Balance would remain stable through the end of the year. Betz asked if any consideration had been given to the expected Medicaid shortfall and the Nursing Home. Busey stated the Nursing Home and the Nursing Home Board were investigating other ways to increase revenue to offset the potential cut in revenue.

**MOTION** by Kibler to receive the General Corporate Fund FY2012 Projection and Budget Change reports and place on file; seconded by James. **Motion carried with unanimous support.**

Recommendation of Update to County Grant Application/Acceptance Procedures

Busey explained the procedures for application and acceptance of grants were written in 2001 and have been out-dated for some time. The current recommendation would bring the procedures up to date based on the way the County Board operates now. She explained the current ordinance refers to parent committees and the County Board Rules no longer make this reference. The recommendation is that all grants go through the Finance Committee because all grants have budgetary impact.

Busey said the 2001 ordinance also requires the County Board to convene the Grant Executive Committee upon notice of award of grant, to accept it formally. She stated the recommendation would change the requirement for convening the Grant Executive Committee to occur only when the terms of the final grant are different from the terms of the grant at the time it was presented to the County Board for approval. It would then be up to the Grant Executive Committee to accept the grant in its final terms or determine if it should be referred back to the County Board for final approval.

Lastly, Busey explained the current make-up of the Grant Executive Committee was no longer relevant due to changes to the County Board Rules. The current Grant Executive Committee consisted of the County Board Chair, the Parent Committee Chair, and a designated representative of the minority party who sits on the Budget Committee. She recommended the Grant Executive Committee consist of the County Board Chair, the Deputy Chair of Finance, and the County Board Minority Party Caucus Chair.

**MOTION** by Moser to recommend County Board approval of the recommended updates to the County Grant Application/Acceptance procedures; seconded by James. Maxwell asked if there were any provision for substitution if the named representatives were unavailable. Busey stated there was not.

**MOTION by Ammons to amend** the recommendation for the make-up of the Grant Executive Committee to consist of the County Board Chair, the Assistant Deputy Chair of Finance, and the Minority Party Caucus Chair or designee; seconded by Petrie. Michaels asked for further explanation on the motion to amend. Ammons explained this would allow other Board members other than the Deputy Chairs to be involved in the processes of the County. **Motion to amend failed. Original motion carried.**

#### Report & Review of County Fees

Busey explained the County fee report was presented to them because the Board would begin to examine the FY2013 budget process in May 2012. The financial policies of the County require an annual review of the County fees. Busey stated the County Fee Schedule report included all fees with the exception of the Nursing Home and the Regional Planning Commission.

#### Auditor's Report

**MOTION** by Holderfield to receive and place the Auditor's March 2012 report on file; seconded by Maxwell. **Motion carried with unanimous support.**

#### Treasurer's Report

Welch stated a \$1 million loan from Public Safety Sales Tax to the General Corporate Fund was made. This is an annual loan and a few years ago, the loan was much larger.

Welch stated this marked the 10<sup>th</sup> consecutive year that real estate tax bills would be mailed on time. Welch said this accomplishment is made possible through the efforts of several departments: the Board of Review, the Township Assessors, the Supervisor of Assessment, the County Clerk, Treasurer's office, and Information Technology Services.

This year, Welch identified a company his office can transmit an electronic file to and they will print the forms, envelopes, and inserts there. He explained one advantage is that this company can combine any tax bills belonging to the same person or entity together. Normally, the total cost to send out tax bills would be approximately \$41,000 or 54 cents/piece. Welch said the new process would cost 53 cents/piece, but if more than one piece goes to the same recipient, the cost for the second piece goes down to 12 cents. This should bring the total cost down to approximately \$29,000.

Welch said the cash balance for the Nursing Home on April 10 was \$919,000 and \$878,000 of this was borrowed in the form of Tax Anticipation Warrants, and these are scheduled for payback beginning in May 2012. Welch explained the Nursing Home also still owed the General Corporate Fund \$333,000 in loans, so this places the Nursing Home cash balance at -\$292,000 and he urged County Board members to monitor the Nursing Home financial situation closely.

**MOTION** by Jay to receive and place the Treasurer's March 2012 report on file; seconded by Rosales. Ammons asked when the loan to General Corporate Fund from Public Safety Sales Tax would be returned to Public Safety. Welch stated it was a 12-month loan and would be repaid in November. **Motion carried with unanimous support.**

#### Other Business

##### Illinois State Board of Elections Voter Registration State Grant

**MOTION** by Langenheim to recommend County Board approval of the Illinois State Board of Elections Voter Registration State Grant; seconded by Kurtz. Hulten explained the Voter Registration Grant is an annual grant to assist with the costs of voter registration. **Motion carried with unanimous support.**

There was no Chair's report.

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

Items A1-4, C1, and G1 were designated for the County Board Consent Agenda.

Holderfield exited the meeting at approximately 7:00 p.m.

#### **JUSTICE & SOCIAL SERVICES**

##### Children's Advocacy Center Presentation

Mike Williams has been the Executive Director of the Children's Advocacy Center since February 2002. Williams said in 1989, the Illinois Child Advocacy Act was instituted and it required all counties in the State of Illinois to develop a protocol on how to handle child sexual abuse cases in their jurisdiction. He explained a Champaign County Child Advocacy Board was formed because of the 1989 Act. Williams said the Child Advocacy Board took steps in 1999 to establish a Children's Advocacy Center in Champaign County through grant funding. The Child Advocacy Board felt the Children's Advocacy Center should be a safe, welcoming, child friendly place where specially trained professionals would conduct interviews with children whenever abuse or allegations of abuse had occurred. As well as, a place where children and their families would receive specialized follow-up services designed to help them overcome the trauma of child abuse.

Williams stated the CAC Board adopted its first protocol in 2001. The Board is made up of fourteen members and the current Chair of the Children's Advocacy Center Governing Board is Julia Reitz, States Attorney. Other members of the Board represent the major law enforcement agencies in Champaign County, the Department of Children and Family Services, Court Services, medical, mental health, and education professionals.

Williams stated in 2003, CAC was accredited by the National Children's Alliance. This is recognition that the center has achieved a high level of multi-disciplinary response to allegations of child sexual abuse in their jurisdiction and that the children subject to this type of intervention benefit from the experience. Williams said CAC was re-accredited in 2009 by the National Children's Alliance. He said over 200 children per year are interviewed at CAC.

**OMNIBUS MOTION** by Ammons to receive the Animal Control – February 2012; Emergency Management Agency – February 2012; Head Start – March 2012; Probation & Court Services – February 2012; and Public Defender-February 2012 reports and place on file; seconded by Kurtz. **Motion carried with unanimous support.**

There was no Chair's report.

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

There were no items for the County Board Consent Agenda.

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

#### Supervisor of Assessments

**MOTION** by Kurtz to recommend County Board approval of the recommendation for division of the County into four assessment districts; seconded by Berkson. **Motion carried with unanimous support.**

#### County Administrator

##### Request to Submit VAC Positions to the Job Content Evaluation Committee

**MOTION** by Langenheim to recommend approval of request to submit proposed Veterans' Assistance Commission Superintendent and Administrative Assistant positions to the Job Content Evaluation Committee for classification, evaluation, and position description development; seconded by Quisenberry. **Motion carried with unanimous support.**

#### Amendments to Ordinance No. 897- Champaign County Purchasing Policy

**MOTION** by James to recommend County Board approval of amendments to Ordinance No. 897 - Champaign County Purchasing Policy; seconded by Kurtz. **Motion carried with unanimous support.**

County Clerk

**MOTION** by Kibler to receive the February and March 2012 reports and place on file; seconded by Rosales. **Motion carried with unanimous support.**

Other Business

**OMNIBUS MOTION** by Betz to recommend County Board approval of resolutions honoring retired County Board members Brad Jones and Alan Nudo; seconded by Esry. **Motion carried with unanimous support.**

McGinty exited the meeting at approximately 7:25 p.m.

Chair's Report

Overview of Historic Timeline and County Board Actions Regarding the Public Safety Sales Tax

Ammons stated in light of recent comments made during public participation and for the benefit of Board, she felt it appropriate to ask the County Administrator to report on the historic timeline and the County Board actions regarding the Public Safety Sales Tax.

Busey explained on July 23, 1998, the County Board approved Resolution No. 4012 instructing the County Clerk to place a referendum on the ballot to approve a special County Retailer's Occupation Tax for Public Safety. In September 1998, the County Board approved Ordinance No. 572 designating the projects to be funded by the tax. Busey said in April 2003, the County Board approved Ordinance No. 683 designating the plan for use of the tax with amended definitions.

Busey explained that at the time the original Ordinance No. 572 was written, there was no statutory authority to sunset the tax. Although it was mentioned in the ordinance, the question on the ballot could not contain this language. She said the statutory authority changed in 2008.

Betz asked how often loans were taken from the sales tax for the General Corporate Fund over the years. Busey answered loans had not been taken every year, but there have been approximately six times since 2001. Betz asked Busey if these loans to the General Corporate Fund needed due to Nursing Home financial issues. Busey said the decline in the General Corporate Fund balance was definitely attributed to the County Board granting loans totaling a little over \$2 million to the Nursing Home between 2005 and 2008. Alix asked when the obligation bonds would be paid off. Busey stated the bonds were scheduled to be paid off in 2027.

Designation of Items to be Placed on County Board Consent Agenda

Items A1, B3, and D1-2, were designated for the County Board Consent Agenda.

The meeting adjourned at 7:50 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.*