

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

**Finance/ Justice & Social Services/Policy, Personnel, & Appointments
Tuesday, May 14, 2013
Lyle Shields Meeting Room**

MEMBERS PRESENT: Christopher Alix, Astrid Berkson, Lloyd Carter, Lorraine Cowart, Aaron Esry, Josh Hartke, Stan James, John Jay, Alan Kurtz, Ralph Langenheim, Gary Maxwell, Jim McGuire, Diane Michaels, Patti Petrie, James Quisenberry, Michael Richards Giraldo Rosales, Rachel Schwartz

MEMBERS ABSENT: Stan Harper, Jeff Kibler, Max Mitchell, Jon Schroeder

OTHERS PRESENT: Katie Blakeman (Circuit Clerk), Beth Brunk (Administrative Assistant), Deb Busey (County Administrator), John Farney (Auditor), Gordy Hulten (County Clerk), Stan Jenkins (Supervisor of Assessments), Barbara Ramsey (Auditor's Office), Julia Rietz (State's Attorney) Dan Welch (Treasurer)

CALL TO ORDER

Kurtz called the meeting to order at 6:01 p.m.

ROLL CALL

Brunk called the roll. Alix, Berkson, Carter, Cowart, Esry, Hartke, James, Jay, Langenheim, Maxwell, McGuire, Michaels, Petrie, Quisenberry, Richards, Rosales, Schwartz, and Kurtz were present at the time of roll call, establishing the presence of a quorum.

APPROVAL OF MINUTES

MOTION by James to approve the April 11, 2013 Committee of the Whole minutes; seconded by Rosales. **Motion carried with unanimous support.**

APPROVAL OF AGENDA/ADDENDA

MOTION by Carter to approve the agenda/addenda; seconded by Esry. Kurtz removed VIII-E 3 from the agenda. **Motion carried with unanimous support.**

PUBLIC PARTICIPATION

Shana Harrison spoke in support of HB 924.

COMMUNICATIONS

There were no communications from the Committee of the Whole.

FINANCE

Treasurer

MOTION by James to receive the Treasurer's April 2013 report and place on file; seconded by Jay. **Motion carried with unanimous support.**

Welch explained his letter to Champaign County Taxing Districts, which provided a breakdown by taxing district of the funds paid by Presence for tax years 2003, 2005, and 2007-2012, which may still be subject to a possible refund. This report assumes both installments of the 2012 year will be paid in full.

Auditor

MOTION by James to receive the Auditor's April 2013 report and place on file; seconded by Carter. **Motion carried with unanimous support.**

Ramsey explained that that during the preparation of the 2012 Comprehensive Annual Financial Report (CAFR), they found that the Capitalization Threshold was last reviewed in FY1999 and another review was in order. The Auditor's office recommended that equipment valued at or above \$5,000; buildings and land improvements valued at or above \$25,000; infrastructure valued at or above \$100,000, and land of any value be capitalized effective immediately.

MOTION by Quisenberry to recommend County Board approval of the proposed change to the Capitalization Threshold Level; seconded by Schwartz. **Motion carried.**

Nursing Home Monthly Report

Hartke stated the Board of Directors is considering a change to the meeting schedule in order to allow more time for preparation of the Nursing Home monthly report. Harkte was impressed with ideas the new nursing home dietician had implemented and they had already received an improved score form the public health department.

McGuire inquired as to whether the census figures had been analyzed. Maxwell explained the rise and fall of the census seemed to be cyclical. Petrie appreciated the reports from County Board liaisons Hartke and Maxwell. Petrie was concerned because there did not seem to be an analysis of the relationship between the lower census numbers and a rise in expenses. Petrie inquired if the census pattern had been compared to other nursing homes in the area to determine if it the pattern was indeed cyclical or if there were other factors involved. Harkte explained it was difficult to obtain information from private nursing homes however, they did find that the census figures of other nursing homes in the area were lower as

well. **MOTION** by James to receive the Nursing Home monthly report and place on file; seconded by Langenheim. **Motion carried with unanimous support.**

Budget Amendments/Transfers

MOTION by Esry to recommend County Board approval of **Budget Amendment #13-00020** for Fund/Dept: 850 Geographic Information Systems Joint Venture-111 GIS Consortium with increased appropriations of \$14,205 and increased revenue of \$14,205 due to pass through money for Base Station Agreement and ESRI Maintenance; seconded by Schwartz. **Motion carried with unanimous support.**

MOTION by Cowart to recommend County Board approval of **Budget Amendment #13-00021** for Fund/Dept: 080 General Corporate-042 Coroner with increased appropriations of \$625 and increased revenue of \$625 to cover additional equipment with grant money received from Public Health Grant; seconded by Berkson. **Motion carried with unanimous support.**

OMNIBUS MOTION by Jay to recommend County Board approval of **Budget Amendment #1300023** for Fund/Dept: 671 Court Document Storage Fund-030 Circuit Clerk with increased appropriations of \$44,000 and no increased revenue, from fund balance to increase document storage expenditure to pay for judicial systems jury software and recommend County Board approval of **Budget Amendment #13-00024** for Fund/Dept: 613 Court's automation Fund-030 Circuit Clerk with increased appropriations of \$44,000 and increased revenue of \$44,000 to increase expenditure from Document Storage Fund to Court Automation Fund to pay for judicial systems jury software; seconded by James. **Motion carried with unanimous support.**

Children's Advocacy Center

MOTION by Jay to recommend County Board approval of application, and if awarded, acceptance of National Children's Alliance Chapter Sub-Awardee Grant; seconded by Maxwell. **Motion carried with unanimous support.**

Circuit Clerk

Blakeman explained this ordinance was simply to address one section of the Provisions of the Illinois Clerks of the Courts Act that had not been addressed by previous ordinances.

MOTION by James to recommend County Board approval of an Ordinance electing not to be subject to the provisions of the Illinois Clerks Act, 705 ILCS 105/27.6; seconded by Langenheim. **Motion carried with unanimous support.**

Blakeman gave a presentation regarding the Circuit Clerk's office operations and revenue.

County Administrator

MOTION by Hartke to receive the General Corporate Fund FY2013 Budget Projection Report and place on file; seconded by Quisenberry. There was no Budget Change Report because the budget did not change. Busey announced that the Fiscal 2013 Budget received the Government Finance Officers Association Distinguished Budget Presentation Award once more. **Motion carried with unanimous support.**

MOTION by Hartke to recommend County Board approval of FY2014 Non-Bargaining Employee Salary Recommendation as follows: non-bargaining Salary Schedule Ranges E-N be increased by 2% and a 2% COLA increase to the base rate for non-bargaining employees, effective December 1, 2013 for FY2014; seconded by Schwartz.

Busey explained the total cost to the General Corporate Fund for the FY2014 2% wage increase for the non-bargaining employees, based upon the current employee base would be \$140,031. Schwartz inquired about the increase in Grade Range M because it was more than a 2% increase. Busey said there was an error in the formula and she would get a corrected copy. **Motion carried with unanimous support.**

MOTION by James to recommend County Board approval of a resolution establishing the Budget Process for FY2014; seconded by Esry. Busey noted the length of this fiscal year would be a 13 months due to change in fiscal year. Busey said that Capital Replacement finding would be re-established with phase-in funding for facilities capital replacement projects as recommended by the County Facilities Committee. The Contingency Fund line item would be appropriated at 0.5% of the total General Corporate Fund FY2014 appropriation. **Motion carried.**

Busey provided an IMRF report for the committee.

Other Business

There was no other business.

Chair's Report

There was no Chair's report.

Designation of Items for the County Board Consent Agenda

Items D1-4, E1, F1, G3 were designated for the Consent Agenda.

POLICY, PERSONNEL, & APPOINTMENTS

Appointments/Reappointments

MOTION by Esry to recommend County Board approval of a resolution appointing Steven Hawthorne to the Sangamon & Drummer Drainage District for an unexpired term ending 8/31/2015 and authorizing his oath and bond; seconded by James. **Motion carried with unanimous support.**

OMNIBUS MOTION by Kurtz to recommend County Board approval of the appointments of Robert Buchanan, Michael Melton, and Robert Guthrie to the Sangamon Valley Public Water District; Randall Zindars to the Penfield Water District; William Roller to the Dewey Community Public Water District, terms June 1, 2013-May 31, 2018; seconded by Maxwell. **Motion carried.**

MOTION by Kurtz to recommend County Board approval of the appointment of Dianne Hays to the Board of Review, term June 1, 2013-May 31, 2015; seconded by Jay. **Motion carried with unanimous support.**

MOTION by Kurtz to recommend County Board approval of the appointment of Jennifer Putman to the Urbana-Champaign Sanitary District, term June 1, 2013-May 31, 2015; seconded by McGuire. **Motion carried with unanimous support.**

MOTION by Kurtz to recommend County Board approval of the appointment of Mary Sleeth to the Rural Transit Advisory Group for an unexpired term ending November 30, 2014; seconded by McGuire. **Motion carried with unanimous support.**

County Clerk

MOTION by Langenheim to receive the April 2013 report and place it on file; seconded by Alix. **Motion carried with unanimous support.**

State's Attorney

OMNIBUS MOTION by Kurtz to approve the request to send the proposed Chief of Civil Division, proposed Office Manager, and proposed Senior Executive Secretary positions to the Job Content Evaluation Committee for review and recommendation; seconded by Jay. **Motion carried with unanimous support.**

County Administrator

MOTION by James to receive the Administrative Services April 2013 report and place it on file; seconded by Esry. **Motion carried with unanimous support.**

MOTION by Jay to approve request to send proposed Deputy County Administrator of Finance position to the Job Content Evaluation Committee for review and recommendation; seconded by James. James and Alix supported the creation of this position in order to share the knowledge of county operations amongst more than one person as well as allow more time for the County Administrator to focus on productive planning and project oversight.

Maxwell believed the Deputy County Administrator position was certainly warranted and he would support this recommendation. Kurtz agreed the Deputy County Administrator position was necessary and he would support this recommendation as well. Jay agreed and supported this as well.

Carter said Busey had agreed to the job description when she was appointed County Administrator years ago and he had not heard any complaints. Petrie observed that the qualifications required for this position were very stringent and felt that the salary and benefit costs could be expected to be anywhere from \$100,000-\$110,000 and the budget should be considered when making this decision. Petrie asked Busey to define what her role would be if this position were approved.

Busey explained that Ordinance No. 837 has many requirements and she is frequently asked by board members to perform special projects, which are simply not possible due to time constraints. Busey said by shifting the responsibility and oversight of the budget and some of the finance issues over to the Deputy Administrator, she would have more time for special projects, to provide more oversight to issues, to investigate more grant funding, and perform more in-depth analysis of services and statistics. Busey said that with the assistance of a Deputy County Administrator, these items would be accomplished more easily.

Quisenberry said Busey currently performed two positions: Chief Executive Officer and Chief Financial Officer. Quisenberry said both are full-time positions. **Motion carried.**

Legislative Update
Opposition to HB 924

Kurtz explained that HB 924 was going to the House floor for vote before the next meeting of the Policy, Personnel, & Appointments Committee of the Whole meeting and this left no time to bring it before members of the board for approval, so he contacted local legislators on his own asking them to oppose HB 924. Jay agreed with Kurtz's letter opposing HB 924 and supported his actions. Discussion followed. Richards requested a roll call vote. Quisenberry explained there was no motion so there was no action to be taken.

Support of HB 961

MOTION by James to recommend County Board approval of a resolution supporting HB 961; seconded by Hartke. **Motion carried.**

Other Business

There was no other business.

Chair's Report

Quisenberry spoke regarding the creation of a resolution to lawmakers on the Carle and Presence tax exemptions.

Designation of Items for the County Board Consent Agenda

Items A1, A5-7, C1-2 were designated for the County Board Consent Agenda.

JUSTICE & SOCIAL SERVICES

Monthly Reports

OMNIBUS MOTION by James to receive the monthly reports for Animal Control: March 2013; EMA: April 2013; Head Start: April 2013; Probation & Court Services: March 2013 and 1st Quarter Statistical Report; Public Defender: March 2013 and Veterans' Assistance Commission: April 2013 and place on file; seconded by Hartke. Petrie and Richards asked detailed summaries to accompany departmental reports, which are mostly statistics. **Motion carried as amended with unanimous support.**

Other Business

There was no other business.

Chair's Report

There was no Chair's report.

Adjourn

The meeting adjourned at 8:53 p.m.

Respectfully submitted,

Kay Rhodes
Administrative Assistant