

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

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**Finance/ Justice & Social Services/Policy, Personnel, & Appointments  
Tuesday, September 10, 2013  
Lyle Shields Meeting Room**

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

**MEMBERS ABSENT:** None

**OTHERS PRESENT:** Katie Blakeman (Circuit Clerk), Deb Busey (County Administrator), Joshua Drake (Nursing Home Compliance Officer), John Farney (Auditor), Scott Gima (MPA), Roger Holland (Courts Administrator), Karen Noffke (Nursing Home Administrator), Kay Rhodes (Administrative Assistant), Dan Walsh (Sheriff), Dan Welch (Treasurer)

### **CALL TO ORDER**

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

### **ROLL CALL**

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

Langenheim, Mitchell, Kibler, and Rosales entered the meeting after roll call.

### **APPROVAL OF MINUTES**

**MOTION** by Carter to approve the August 13, 2013 Committee of the Whole minutes; seconded by James. **Motion carried with unanimous support.**

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

**MOTION** by Mitchell to approve the agenda/addenda; seconded by Esry. Alix removed Finance item I-3 from the agenda. Amendment to Agenda approved by voice vote. **Motion carried with unanimous support.**

## **PUBLIC PARTICIPATION**

There was no public participation.

## **COMMUNICATIONS**

Mitchell stated he had sent an email communication to County Board members regarding tourism in Champaign County. Kurtz pointed to a communication from Ann Brown regarding the continuation of the self-help desk at the courthouse.

## **JUSTICE & SOCIAL SERVICES**

### **Animal Control Update Presentation**

Joos, Animal Control Director gave a presentation on the 2012 Annual Report. Joos said the number of registered dogs and cats remains steady. She said the County has an 80% registration rate. She explained there are those who vaccinate their pets, but do not register them.

Joos said there were 908 dogs and 640 cats were impounded. She said the majority of the cats impounded were transferred to a local rescue group called Cattails, a small number were transferred to the Humane Society, approximately one-third were euthanized, and some were returned to their owner. The number of cats returned to owner has increased since the 2011 report and Joos credited the increased use of microchips. Joos said slightly less than half of the dogs were returned to owner and a large number were euthanized as well.

Joos said that the majority of cats and dogs impounded came from the City of Champaign and the second largest source is the unincorporated area of the County. Joos said that Animal Control continues to operate their dog and cat low cost or free surgery program. In 2012, 168 cats and 69 dogs were spayed or neutered at a minimal cost for low-income residents of the County. They offer free spay or neuter for Pit Bulls and 77 surgeries were performed in 2012.

**MOTION** by Cowart to receive the 2012 Annual Report and place on file; seconded by Mitchell. **Motion carried with unanimous support.**

### **Monthly Reports**

**OMNIBUS MOTION** by James to receive the monthly reports for Animal Control: July 2013; EMA: August 2013; Head Start: July 2013; Probation & Court Services: July 2013; Public Defender: July 2013 and Veterans' Assistance Commission: August 2013 and place on file; seconded by Kibler. **Motion carried with unanimous support.**

### **Other Business**

There was no other business.

Chair's Report

Berkson explained that she put together a list of the costs for new programs and services recommended by the Community Justice Task Force. She said these costs should be integrated into the FY2014 budget.

**POLICY, PERSONNEL, & APPOINTMENTS**

Appointments/Reappointments

**MOTION** by Kurtz to recommend County Board approval of a resolution authorizing the appointment of Jama Lyn Thomas as the Resident Commissioner on the Champaign County Housing Authority Board, term 9/19/13-7/31/15; seconded by Langenheim. Kurtz said he had three applicants whom he reviewed extensively and was confident with his selection.

Petrie said she would not support the nomination because she had not been able to speak with all the applicants. **Motion carried.**

**MOTION** by Kurtz to recommend County Board approval of a resolution authorizing the appointment of Earl Woller to the Somer #1 Drainage District, term ending 8/31/16; seconded by Esry. **Motion carried with unanimous support.**

**MOTION** by Kurtz to recommend County Board approval of a resolution authorizing the appointment of Roger Armstrong to Drainage District #2 Town of Scott, term ending 8/31/16; seconded by Jay. **Motion carried with unanimous support.**

**MOTION** by Kurtz to recommend County Board approval of a resolution authorizing the appointment of Bryan Schluter to the Harwood and Kerr Drainage District, term ending 8/31/16; seconded by James. **Motion carried with unanimous support.**

**MOTION** by Esry to recommend County Board approval of a resolution authorizing the correction to the term of appointment on the Zoning Board of Appeals for Jim Randol, correct ending term 11/30/16; seconded by Berkson. **Motion carried with unanimous support.**

County Clerk

**MOTION** by James to receive the August 2013 report and place on file; seconded by Mitchell. **Motion carried with unanimous support.**

County Administrator

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

Busey said the 2013 Employee Recognition luncheon would be held October 29, 2013 at the Urbana Civic Center, 11:30 a.m. – 1:00 p.m. and the Nursing Home Employee Recogni-

tion would be held October 30, 2013, at 2:00 p.m., Busey encouraged County Board members as well as the Nursing Home Board of Directors to attend.

Other Business

There was no other business.

Chair's Report

There was no Chair's report.

Semi-Annual Review of Closed Session Minutes

Quisenberry said the State's Attorney has recommended that the minutes remain closed. **MOTION** by Mitchell to keep the Policy, Personnel, and Appointments Closed Session minutes closed; seconded by Kibler. **Motion carried with unanimous support.**

Designation of Items for the County Board Consent Agenda

Items A2-5 were designated for the Consent Agenda.

**FINANCE**

Treasurer

**MOTION** by Kibler to receive the Treasurer's August 2013 report and place on file; seconded by Cowart. **Motion carried with unanimous support.**

**MOTION** by Michaels to recommend County Board approval of a resolution authorizing the County Board Chair to assign a Mobile Home Tax Sale Certificate of Purchase permanent parcel 20-032-0251; seconded by Mitchell. **Motion carried with unanimous support.**

Auditor

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

Monthly Nursing Home Report

**MOTION** by Kurtz to receive the monthly report and place on file; seconded by Hartke. Hartke pointed out that VA referrals had increased. **Motion carried with unanimous support.**

Labor Management Health Insurance Committee

**MOTION** by Esry to recommend County Board approval of a resolution authorizing the FY2014 Health Insurance Plan for County employees; seconded by Harper. **Motion carried with unanimous support.**

Budget Amendments/Transfers

**OMNIBUS MOTION** by Kibler to recommend County Board approval of resolutions authorizing **Budget Transfer #13-00009** for Funds/Dept: 080 General Corporate and 075 General County-071 Public Properties in the amount of \$10,000 per the County Facilities Committee direction for the repair and maintenance of the northeast parking lot at the Brookens Administrative Center and **Budget Amendment #13-00046** for Fund/Dept: 080 General Corporate-071 Public Properties with increased appropriations of \$5,000 and no revenue also for the repair and maintenance of the northeast parking lot at Brookens Administrative Center; seconded by James. **Motion carried.**

**MOTION** by Kurtz to recommend County Board approval of a resolution authorizing **Budget Amendment #13-00047** for Fund/Dept: 080 General Corporate-016 Administrative Services with increased appropriations of \$17,351 and no increased revenue, from Fund Balance to pay for Deputy County Administrator/Finance employee for period September 30-November 30, 2013; seconded by Langenheim.

Busey said the Deputy County Administrator/Finance Search Committee had narrowed the candidates down to two individuals and would make a decision by the following week. **Motion carried.**

**MOTION** by Rosales to recommend County Board approval of a resolution authorizing **Budget Amendment #13-00048** for Fund/Dept: 075 Regional Planning Commission-778 IDPH Afford Care Act-IACA with increased appropriations of \$20,000 and increased revenue of \$20,000 to accommodate receipt of Illinois Department of Public Health grant award obtained through a joint application with other community action agencies statewide; seconded by Quisenberry. **Motion carried with unanimous support.**

Circuit Clerk & Circuit Court

**MOTION** by Kibler to recommend County Board approval of an ordinance authorizing the Law Library fee increase; seconded by Kurtz. **Motion carried with unanimous support.**

**MOTION** by Kurtz to recommend County Board approval of a resolution authorizing the Courts Automation Fund fee increase; seconded by James. **Motion carried with unanimous support.**

**MOTION** by Harper to recommend County Board approval of a resolution authorizing the Document Storage Fund fee increase; seconded by McGuire. Blakeman pointed out that

she had provided new projected expenditure information listing the items she felt the Circuit Clerk's office should pursue in the future. Blakeman stated that although a vote to increase the fee to a statutory maximum of \$25.00 is expected to pass legislation next year, she did not plan to come back to the County Board for another fee increase. **Motion carried.**

#### Nursing Home Board of Directors

**MOTION** by Kurtz to recommend County Board approval of the renewal of Compliance Services Agreement with MPA for the Champaign County Nursing Home, term 9/1/2013-6/30/2014; seconded by Berkson. Alix explained this agreement was a continuation of the Agreement authorized by the County Board last year.

Gima introduced Joshua Drake, Nursing Home Compliance Officer and Karen Noffke, Nursing Home Administrator who were also present to answer any questions. Gima provided and update to the Board on the status of the implementation of the Nursing Home Compliance Program so far. Items that had been completed were a Baseline Compliance Audit (starting Point), document development, development of P & P (specific compliance risks), management, and employee training, development of a training plan, and procedures to document the completion and effectiveness of training. The Board of Directors is provided with implementation updates at each monthly meeting. The Board of Directors online self-study education continues.

Gima stated that in FY2014 the focus would be item five, Auditing and Monitoring Procedure Development. They are developing a substantial Auditing and Monitoring Policy book and it would be completed shortly. This will be presented to the Nursing Home and the process of auditing and monitoring would begin. Petrie questioned why the table showed August 2013 as the expected completion date, but he had stated item five would be the focus in the upcoming year. Gima explained that the procedure policy book for auditing and monitoring would be completed soon; and once this was completed, they would move forward and focus on the actual auditing and monitoring in the upcoming year.

Michaels was concerned because the new agreement referenced *designing and overseeing implementation* and she felt that the creation of policies and procedures should have been completed during the last eleven-months. Gima explained that there were two sets of policies. He stated item three consisted of procedures and policies that targeted the organization's compliance risks. Gima said these were the general compliance policies. Item five consisted of the policies and procedures that target the individual areas within the Nursing Home's operation and what the specific policies and procedures should be for each area in order to document compliance.

Petrie asked when item six would be completed. Gima explained that updates and improvements would always be an on-going process because the Office of the Inspector General (OIG) area of focus changes on an annual basis. Each time the OIG puts out a report pertaining to nursing home operations; it would be incorporated into the Compliance Program Policies and Procedures book and to the Auditing and Monitoring Procedures and Policies book.

Gima said the current OIG areas of focus for high risk were federal Anti-Kickback Statutes, resident safety, reserve bed arrangements, payments, Health Insurance Portability and Accountability Act (HIPAA), Health Information Technology for Economic and Clinical Health (HITECH), sufficient staffing, proper recording of case mix, use of psychotropic medications, comprehensive care plans, medication management, anti-supplementation, therapy services, physician self-referral, and hospice.

Schwartz recalled that the penalties for non-compliance were extremely high. Gima stated one nursing home had been fined as much as \$2.7 million.

Kibler wanted to know if the Nursing Home Board of Directors had been presented with detailed progress reports on the program and was satisfied with the implementation and communication regarding it. Hartke stated that he felt that the Compliance Program had been managed very well by MPA and they were pleased with the progress. Hartke encouraged others to support the extension of this agreement.

Kibler pointed out that other privately funded nursing homes depend upon the nursing home administrator or an internal team to ensure compliance. Kibler hoped that the Nursing Home Board of Directors could look at a way to measure the Compliance Program's effectiveness. He reiterated that he would like an opinion from the Board of Directors on MPA's management of the program so far.

Maxwell said he had expressed his concern about the cost of the extension to the agreement to the Board of Directors. He felt that the County could purchase the plan and have the staff perform the auditing and monitoring. McGuire agreed with Kibler. Schwartz pointed out that the Nursing Home would pay for the extension to the agreement and the funds were not coming out of the General Corporate Fund. Petrie did not support the extension to the agreement. She felt the work could be performed in-house. Kurtz said the risk of non-compliance was too great for the County not to authorize this extension to the agreement.

Gima pointed out that MPA has two attorneys experienced with health care law on staff. James asked if the Nursing Home followed the program that MPA managed was found to be in non-compliance for any reason, who would be responsible. Gima said that MPA does not accept any liability for charges of non-compliance against the County. He explained that MPA does not own the Nursing Home, the County does. MPA assists the Nursing Home to meet compliance requirements. James asked if Gima was confident that the Compliance Program that they are implementing met compliance requirements. Gima was affirmative.

**MOTION** by Quisenberry to call the question; approved by voice vote. Alix instructed Rhodes to call the roll.

**Motion carried with a vote of 14-8.** Alix, Berkson, Carter, Cowart, Esry, Hartke, James, Kurtz, Langenheim, Quisenberry, Richards, Rosales, Schroeder, and Schwartz voted in favor of the motion. Harper, Jay, Kibler, Maxwell, McGuire, Michaels, Mitchell, and Petrie voted against the motion.

*Committee of the Whole*

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**MOTION** by Maxwell to recommend County Board approval of the Nursing Home private pay rates for FY2014; seconded by Hartke. Petrie asked what analysis had been performed to warrant the increase in rates. Maxwell said a survey of nursing home rates was performed showing that these rates were competitive and the funds are needed. **Motion carried.**

Emergency Management Agency

**MOTION** by Jay to recommend County Board approval of a resolution authorizing the application, and if awarded, acceptance of the Illinois Emergency Management Agency Hazardous Materials Emergency Preparedness Grant; seconded by Richards. **Motion carried with unanimous support.**

County Administrator

**MOTION** by James to receive the General Corporate Fund FY2013 Budget and Budget Change Reports and place on file; seconded by Quisenberry. Busey said revenues remain consistent with where they have been. The sales taxes are coming in strongly. The quarter-cent sales tax does not appear that it will end the year at 100%, however it is 1.7% ahead of last fiscal year. Local government fees and fines were not coming in as projected.

Busey anticipated ending the fiscal year revenue positive at approximately \$487,000, which would place the County at a 14.5% fund balance. **Motion carried with unanimous support.**

**MOTION** by Kurtz to recommend County Board approval of a resolution authorizing compensation for Interim Facilities Director; seconded by Hartke. **Motion carried with unanimous support.**

Inter-Committee Memo from County Facilities Committee Regarding Repair & Maintenance of County Parking Lots

**MOTION** by Hartke to direct County Administrator to place request in the FY2014 tentative budget for consideration; seconded by Kurtz. **Motion carried.**

Other Business

There was no other business.

Chair's Report

Alix said Busey would give a presentation regarding the County Board's options with regard to the General Corporate Fund for a Finance Committee of the Whole meeting on October 1, 2013, after receipt of the ILPP report.



Semi-Annual Review of Closed Session Minutes

**MOTION** by Kibler to keep the Finance Closed Session minutes closed as recommended by the States Attorney; seconded by Rosales. **Motion carried with unanimous support.**

Designation of Items for the County Board Consent Agenda

Items A2; D1; F1-2; H1; and I4 were designated for the County Board Consent Agenda.

**Adjourn**

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.*