

Approved 2/14/2017

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

**Finance; Policy, Personnel, & Appointments; Justice & Social Services
Thursday, November 10, 2016
Lyle Shields Meeting Room**

MEMBERS PRESENT: Christopher Alix, Jack Anderson, Astrid Berkson, Lorraine Cowart, Aaron Esry, Stan Harper, Shana Harrison, Josh Hartke, Matt Hiser, Gary Maxwell, Jim McGuire, Diane Michaels, Max Mitchell, Patti Petrie, James Quisenberry, Jon Rector, Giraldo Rosales, Rachael Schwartz, C. Pius Weibel

MEMBERS ABSENT: Lloyd Carter, John Jay, Jon Schroeder

OTHERS PRESENT: Paula Bates (Supervisor of Assessments), Joe Gordon (Director of Probation & Court Services)

CALL TO ORDER

Petrie called the meeting to order at 6:32 p.m.

ROLL CALL

Rhodes called the roll. Alix, Anderson, Berkson, Cowart, Esry, Harper, Harrison, Hartke, Hiser, Maxwell, McGuire, Michaels, Mitchell, Petrie, Quisenberry, Rector, Rosales, and Schwartz were present at the time of roll call, establishing the presence of a quorum.

APPROVAL OF AGENDA/ADDENDA

MOTION by Mitchell to approve the Agenda/Addenda; seconded by Anderson. **Motion carried with unanimous support.**

APPROVAL OF MINUTES

MOTION by Rector to approve the minutes of October 13, 2016; seconded by Anderson. **Motion carried with unanimous support.**

PUBLIC PARTICIPATION

There was no public participation.

COMMUNICATIONS

There were no board communications.

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JUSTICE & SOCIAL SERVICES

Monthly Reports

MOTION by Harper to receive all reports and place them on file; seconded by Cowart. **Motion carried with unanimous support.**

Weibel entered the meeting at 6:38 p.m.

Other Business

There was no other business.

Chair's Report

There was no Chair's report.

POLICY, PERSONNEL, & APPOINTMENTS

Appointments/Reappointments

MOTION by Petrie to recommend County Board approval of a resolution appointing Stephanie Joos as the Animal Control Administrator, term 12/1/2016-11/30/2018; seconded by Esry. **Motion carried with unanimous support.**

OMNIBUS MOTION by Petrie to recommend County Board approval of resolutions appointing James Rusk and Michelle Mayol (alternate) to the Public Aid Appeals Committee, term 12/1/2016-11/30/2018; seconded by Anderson. **Motion carried with unanimous support.**

OMNIBUS MOTION by Petrie to recommend County Board approval of resolutions appointing Debra Busey and Mary Fraser Hodson to the Nursing Home Board of Directors, term 12/1/2016-11/30/2018; seconded by Anderson. **Motion carried with unanimous support.**

MOTION by Petrie to recommend County Board approval of a resolution appointing Jim Randol to the Zoning Board of Appeals, term 12/1/2016-11/30/2021; seconded by Esry. **Motion carried with unanimous support.**

MOTION by Petrie to recommend County Board approval of a resolution appointing Linda Lee Drozt to the Union Drainage District #3 of South Homer and Sidney for an unexpired term ending 8/31/2017; seconded by Harper. Petrie explained that this was the second recent appointment to a drainage district for which the appointee does not own land. However, the applicant has a vested interest in the land because it is owned by family. **Motion carried with unanimous support.**

MOTION by Petrie to recommend County Board approval of a resolution appointing Shawn Walker to the Broadlands-Longview Fire Protection District for an unexpired term ending 4/30/2019; seconded by Cowart. **Motion carried with unanimous support.**

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MOTION by Petrie to recommend County Board approval of a resolution appointing Michael Buhr to the Prairie Creek Drainage District for an unexpired term ending 8/31/2019; seconded by Michaels. **Motion carried with unanimous support.**

County Clerk

The October 2016 report was received and placed on file.

Probation & Court Services

MOTION by McGuire to approve the request for review and evaluation of the Drug Court Specialist position by the Job Content Evaluation Committee; seconded by Esry.

Gordon explained that over the years the responsibilities of this position has expanded. This position performs drug testing in-house, providing considerable cost-savings for the County. A great deal of accountability is involved with drug testing because there is a chain of evidence and certain protocols. This position provides court testimony on the drug test results and the current individual in this position has become an expert witness. **Motion carried with unanimous support.**

County Administrator

Monthly HR Report

October 2016 report received and placed on file.

Interim Report on Review of Responsible Bidder and Supplier Diversity Policies

Snider explained that the goal of responsible bidder statutes is to ensure that government suppliers meet legal and financial qualifications to do business. By implementing basic requirements, these statutes theoretically will lead to delivery of improved products and services for the public sector and will establish a "level playing field" for all companies serving the government market.

County Ordinance No. 666, adopted in 2002, sets forth procurement policy for compliance with responsible bidder requirements. A review of the ordinance indicates that it appears to be in concordance with current statutes. Responsible Bidding.com, a labor-affiliated advocacy web site, published a model ordinance for Illinois municipalities.

It follows the same basic format as the state statute with two additional clauses: *(a) All contractors and sub-contractors are required to turn in certified payrolls as specified in Illinois Public Act 94-0515, and follow all provisions of the Employee Classification Act, 820 ILCS 185/1 et seq. (b) All bidders must provide three (3) projects of a similar nature as being performed in the immediate past five (5) years with the name, address and telephone number of the contact person having knowledge of the project along with three (3) references (name, address, and telephone number) with knowledge of the integrity and business practices of the contractor.*

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These provisions will be submitted for review by the State's Attorney to determine if revisions are required for either county policies or ordinances. Otherwise, Staff does not foresee other required revisions at this time.

It is a responsibility of County government to strive for fairness and equity in County business practices. Along with responsible bidder provisions, appropriate equal opportunity practices in procurement help protect government against challenges to contract decisions based upon claims of an unfair competitive environment. These practices also promote supplier adoption of affirmative action programs that ultimately influence employment opportunities throughout the community.

In the past, the County Board has explored but not implemented a pre-qualification program for vendors (see attachment). There is no current program maintained by the County for contract compliance. Other entities in Champaign County have adopted policies addressing this issue to varying degrees. For example, the University of Illinois has a very aggressive supplier diversity program that incorporates specific vendor goals. Other entities have taken a more deliberate approach, such as the City of Champaign with its focus on improving up-front procurement processes and outreach to achieve results.

One of the concerns in implementing diversity programs is that all necessitate dedicated resources to administer and enforce the program requirements. The County is not in a position presently to initiate a comprehensive program; however, it might consider taking intermediate actions that would improve vendor opportunities and position it to implement a program in the future. Some of these actions include: 1) Utilizing existing resources such as the State of Illinois vendor certification portal to qualify eligible vendors (Business Enterprise Program and Veterans Business Program); 2) Engaging in outreach activities such as seminars for prospective vendors on doing business with the County; and 3) Reviewing requirements and reducing or eliminating those that create significant obstacles that either are not necessary to fulfill a statutory requirement or have limited value.

Snider's preliminary recommendations are: Completing County review of responsible bidder statutes to confirm compliance with current law; Developing educational resources for prospective bidders to understand procedures for doing business with the County, and publishing these through the County web site; Contacting existing businesses on the State portal to determine what commodities they are capable of providing and including them on notices for future bids and requests for proposal issued by the County; and Maintaining a regular dialogue with other local entities on the topic of supplier diversity to monitor developments and to look for opportunities for collaboration.

The report was received and placed on file.

2017 County Board Calendar of Meetings

MOTION by Esry to recommend County Board approval of a resolution adopting the Schedule of County Board Meetings for 2017; seconded by Harper. Petrie requested that the date of the County Board meeting scheduled for December 21, 2017 be rescheduled to December 19,

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2017 in order to allow more time for the Christmas holiday. **Motion carried with unanimous support as amended.**

Job Content Evaluation Committee Recommendation

MOTION by Berkson to recommend to the Finance Committee of the Whole approval of the elimination of the Chief Deputy of Assessments position classified in Grade Range I and the reclassification of the Sales Analyst/Office Manager position in Grade Range H to the Assistant Deputy/Sales Analyst position classified in Grade Range I and the reclassification of the Appraiser/Analyst position in Grade Range G to the Assistant Deputy/Appraiser position in Grade Range I; seconded by Esry. **Motion carried with unanimous support.**

Other Business

There was no other business.

Chair's Report

Economic Development Corporation Liaison

MOTION by Mitchell to recommend County Board approval of a resolution appointing the County Administrator as the Champaign County Board representative to the Economic Development Corporation; seconded by Rector. **Motion carried with unanimous support.**

Designation of Items to be Placed on the Consent Agenda

Items A1-7; D3; and F1 were designated for the Consent Agenda.

FINANCE

Treasurer

The Treasurer's October 2016 report was received and placed on file.

MOTION by Michaels to recommend County Board approval of a resolution authorizing the cancellation of the appropriate Certificate of Purchase on a mobile home, permanent parcel 29-050-0008; seconded by Hartke. **Motion carried with unanimous support.**

Auditor

The Auditor's October 2016 report was received and placed on file.

Nursing Home

Monthly Financial Report was received and placed on file. Alix reported he had met with the Auditor, Chief Deputy Auditor, County Administrator, County Board Chair, and Treasurer regarding the nursing home and they will meet with a representative of the Department of Human Services to resolve the slow process of Medicaid application approval and advancement of

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payments for the nursing home. Alix added that the County Administrator would contact an outside person to perform an analysis of the nursing home's operations.

Alix stated that the current agreement for management of the nursing home would end in June 2017. An RFP would need to be issued soon. In addition, an alternative RFI had been discussed to assess interest from potential nursing home administrators to give the new County Board other options for the management of the nursing home.

Alix added that the deadline for referenda to be added to the ballot for the spring 2017 election is January 15, 2017, so a special meeting may need to be scheduled in January by the new board in order to make the ballot deadline.

MOTION by Quisenberry to recommend County Board approval of a resolution authorizing the 2017 charges for services at the Champaign County Nursing Home; seconded by Hartke.

Snider explained that the nursing home increase was approximately 5% and the nursing home remains affordable compared to others in the area. **Motion carried with unanimous support.** However, Petrie requested that the item not go on the Consent Agenda.

Budget Amendments/Transfers

MOTION by Quisenberry to recommend County Board approval of a resolution authorizing **Budget Transfer 16-00011** for Fund/Dept. 619 Tax Sale Automation/026 County Treasurer with a total transfer of \$5,000 to cover expense of New Chief Deputy training for December 2016; seconded by Mitchell. **Motion carried with unanimous support.**

MOTION by Rosales to recommend County Board approval of a resolution authorizing **Budget Amendment 16-00048** for Fund/Dept. 476 Self-Funded Insurance/118 Property/Liability Insurance with increased appropriations of \$13,809 and matching revenue due to receipt of payment from Pekin Insurance Company for totaled Sheriff's office vehicle; seconded by Esry. **Motion carried with unanimous support.**

MOTION by Esry to recommend County Board approval of a resolution authorizing **Budget Amendment 16-00049** for Fund/Dept. 621 St. Attorney Drug Forfeitures/041 State's Attorney with increased appropriations of \$7,500 with matching revenue, from fund balance conferences and training; seconded by Hiser. **Motion carried with unanimous support.**

MOTION by Rosales to recommend County Board approval of a resolution authorizing **Budget Amendment 16-00050** for Fund/Dept. 080 General Corporate/072 ADA Compliance with increased appropriations of \$173,000 from fund balance with no matching revenue for architect and construction contracts for ADA interior compliance at the Brookens Administrative Center and the Courthouse; seconded by Quisenberry. **Motion carried with unanimous support.**

MOTION by Maxwell to recommend County Board approval of a resolution authorizing **Budget Amendment 16-00051** for Fund/Dept. 080 General Corporate/036 Public Defender with increased appropriations of \$69,232 from fund balance with no matching revenue for benefit payout

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of twenty-two year employee, Randall B. Rosenbaum; seconded by McGuire. **Motion carried with unanimous support.**

County Administrator

General Corporate Fund Reports

FY2016 General Corporate Fund Budget Projection and Budget change reports were received and placed on file.

MOTION by Harper to recommend County Board approval of a resolution authorizing the elimination of the Chief Deputy of Assessments position classified in Grade Range I and the reclassification of the Sales Analyst/Office Manager position classified in Grade Range H to the Assistant Deputy/Sales Analyst position classified in Grade Range I and the reclassification of the Appraiser/Analyst position in Grade Range G to the Assistant Deputy/Appraiser position classified in Grade Range I; seconded by Quisenberry. **Motion carried with unanimous support.**

Alix summarized Levy Option A and Levy Option B for the committee. Information was also contained in the agenda packet memorandum prepared by the County Administrator and Deputy Administrator of Finance.

Levy Option A

- The County will levy for \$32,380,542 in 2016 to be collected in 2017. This represents an increase of \$975,975 over the 2015 extended levy.
- Because the increase is less than 5%, there is no legal requirement to publish notice of the levy in the newspaper.
- The projected rate per \$100 of assessed value is 86 cents, which means that a property owner with a \$150,000 home and a homestead exemption would pay approximately \$378 in county property taxes.

If the County Board adopts Levy A and the exemption status changes for the hospital properties prior to the date the Board of Review closes the books, the County will lose the opportunity to secure the new revenue growth through its tax levy which is estimated to be an additional \$976,000. The County will still receive the tax revenue it levied for, and due to the increase in EAV, the total rate will decrease 4.46%. This means that property owners will pay less per \$100 of assessed value. The projected rate per \$100 of assessed value is 83 cents, which means that a property owner with a \$150,000 home and a homestead exemption would pay approximately \$365 in county property taxes.

Levy Option B

- The County will levy for \$33,356,764 in 2016 to be collected in 2017. This represents an increase of \$1,952,197 over the 2015 extended levy.
- Because the increase is greater than 5%, there is a legal requirement to publish notice of the levy in the newspaper within 15-days of the adoption of the levy.

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- The projected rate per \$1 00 of assessed value is 86 cents which means that a property owner with a \$150,000 home and a homestead exemption would pay approximately \$378 in county property taxes.

If the County Board adopts Levy B and the exemption, status changes for the hospital properties prior to the date the Board of Review closes the books the County will receive an estimated \$976,000 in additional property tax revenue. If there is no change in the hospital properties exemption status, the County Clerk will limit the total extension and the County will receive the property tax it is allowed under the PTELL calculation, which will be similar to the amount reflected in Levy Option A.

MOTION by Hartke to recommend County Board approval of an ordinance for the FY2017 Annual Tax Levy for Champaign County, Illinois (Option B); seconded by Berkson.

Schwartz asked how would go to the General corporate Fund. Ogden stated \$410,000. Schwartz asked how the budget would be balanced since expenditures would need to match revenue; additionally what would happen if the revenue were not received.

Ogden explained that they had consulted the State's Attorney and they advised that they would need to increase budget revenues to match the increase in the levy. However, all of the budgets except for the Developmental Disabilities Board have adequate expenditures that already justify the increase in the levy. Therefore, expenditures would need to be increased for this fund. Ogden clarified that she had been in contact with the Developmental Disabilities Board Director regarding this issue and Ms. Canfield is aware that the monies cannot be allocated to the Contributions & Grants line item until the receipt of the increased revenue is absolute. **Motion carried with unanimous support.**

MOTION by Weibel to recommend County Board approval of a resolution for issuance of Tax Anticipation Warrants for the nursing home; seconded by Hartke. Alix understood that it is the desire of the Treasurer and Auditor that this loan would be utilized to pay the nursing home's IMRF and FICA obligations due the County. **Motion carried.**

MOTION by Berkson to recommend County Board approval of a resolution approving an unemployment insurance policy through Illinois Counties Risk Management Trust for the period of January 1, 2017 through December 31, 2017; seconded by Rector.

Snider explained that this coverage would replace paying the quarterly unemployment tax to the Illinois Department of Employment Security. The County's unemployment rate would be based upon the claim history of other members of the Illinois Counties Risk Management Trust, instead of based upon the claim history of all employers in the State of Illinois.

The County's current 2016 unemployment tax rate is 3.15% of the first \$12,960 of wages earned (\$408.24/employee/month). The proposed ICRMT rate is 2.363% of the first \$12,960 of wages earned (\$306.24/employee/month). This is a 25% saving.

The County would pay the unemployment premium on a quarterly basis to ICRMT. When a former employee is approved for unemployment, the State of Illinois will send a bill to ICRMT

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for payment of benefits. The former employee will continue to receive unemployment benefits from the State of Illinois. **Motion carried with unanimous support.**

Other Business

MOTION by Anderson to recommend County Board approval of a resolution authorizing an agreement for health care services at the Champaign County Juvenile Detention Center with Correct Care Solutions, LLC; seconded by Rosales. **Motion carried with unanimous support.**

Chair's Report

There was no Chair's report.

Designation of Items for the Consent Agenda

Items A2; D1-5; E3; E4B; E7; and G1 were designated for the Consent Agenda.

OTHER BUSINESS

There was no other business.

ADJOURNMENT

MOTION by Quisenberry to adjourn; seconded by Rosales. **Motion carried with unanimous support.**

The meeting adjourned at 7:53 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.