

CHAMPAIGN COUNTY BOARD  
**COMMITTEE MINUTES**

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**BUDGET PROCESS SPECIAL COMMITTEE**

**Monday, May 22, 2006**

**Brookens Administrative Center, Meeting Room 2**

**1776 E. Washington St., Urbana**

3:30 p.m.

**MEMBERS PRESENT:** Busey, Frerichs, McGinty, Welch, Wysocki

**MEMBERS ABSENT:** Gross, Knott, Tapley

**OTHERS PRESENT:** Kat Bork (Recording Secretary)

**CALL TO ORDER**

Chair Wysocki called the meeting to order at 3:39 p.m.

**ROLL CALL**

The Recording Secretary called the roll. Busey, Frerichs, McGinty, Welch, and Wysocki were present at the time of the roll call. Wysocki declared a quorum and proceeded with the meeting.

**APPROVAL OF AGENDA/ADDENDUM**

**MOTION** by Frerichs to approve the agenda; seconded by Welch. **Motion carried.**

**APPROVAL OF MINUTES**

**MOTION** by McGinty to approve the Budget Process Special Committee minutes of February 2, 2006 and February 15, 2006; seconded by Frerichs. **Motion carried.**

**PUBLIC PARTICIPATION**

There was no public participation.

**REVIEW PRIORITIES AND GOALS ESTABLISHED AT APRIL 17, 2006 JOINT MEETING WITH DEPARTMENT HEADS**

The committee reviewed the results of the exercises the committee and department heads did at the last meeting to establish some goals. McGinty said he was concerned with the lack of creativity. The department heads were focused on technology and ease of making information available. Wysocki said it simply might take a few more times before the department heads are comfortable with the process and become more creative.

Busey said the three priorities are major areas that affect all County departments. She thought these were enough to move forward to establish priorities for the FY2007 Budget because they are global. It is a starting point. Busey recommended improving the County Board's mission statement. As it currently stands, it is basically statutory language without any reflection of values. This committee might be a good place to recommend a more comprehensive mission statement. Wysocki asked where the current mission statement came from. Busey said it was a generic statement that came out of old documents stating what the County

Board does. Busey has asked previous County Board Chairs for a mission statement during the budget process. It has not been rewritten since 2001. The committee discussed drafting a comprehensive mission statement. Busey noted a strategic plan is ideally needed before writing a mission statement, so the Board might need to postpone this for a year.

**DISCUSSION – RECOMMENDATIONS TO BE FORWARDED TO FINANCE COMMITTEE FOR THE FY2007 BUDGET PREPARATION**

Wysocki stated the committee should decide what goals and priorities to send to the Finance Committee. Busey distributed a document about the information the departments are being asked to include in the budget document. The departments will be provide a five-year history of their budgets on an Excel spreadsheet. This will make the budget preparation easier for the departments. Busey suggested the committee consider changing how the budget looks. The budget is not particularly friendly to the average member of the public. Busey provided samples of what the budget format would look like in a more readable format. The departments are being asked to write an operations analysis and a budget analysis. This gives the department heads a chance to write about recent changes and their long-term vision for their offices. This type of budget analysis would allow the County Board to prioritize. Each department would have an expense per capita figure that would show what the average taxpayer is paying to operate a particular office. Busey will provide a history on staffing figures in the FY2007. The committee agreed with the steps suggested by Busey.

Busey showed the committee a sample of Peoria County's budget. She would like Champaign County to head in this direction with regard to identifying objectives and performance indicators for each program within the County. There can be several programs within a department. By requesting this information in the FY2007 budget process and tracking the indicators throughout FY2007, the County could potentially include this information in the FY2008 or FY2009 budget. The committee concurred with this plan. McGinty noted once this is done, the upkeep over subsequent years in much easier. McGinty said the information on staff hours expended would be useful. Busey stated a number of departments feel they are understaffed, so this would be the best way to document if a department does not have enough staff.

Busey recommended the directive to departments should be to prepare their FY2007 budgets with no growth or changes because it is unlikely any of the labor contracts will be negotiated before the County Board begins work on the FY2007 and the Nursing Home's financial situation is uncertain. However, she said there should be an avenue to submit a change request if a department feels they cannot continue to operate without some program change or growth. Busey suggested any department head requesting a change be required to provide all of this information, including the objectives and performance indicators. This way the department head will be saying what will be accomplished with the program change. Frerichs asked if Busey meant the department budgets should be prepared no growth in salaries. Busey said no, she meant no growth in commodities and services unless the analysis includes an explanation of any requested change. This would stop departments from submitting a blanket increase. Frerichs thought it was fair for the departments to provide more detail and performance indicators in the program change requests. The committee discussed and agreed to this format for a program change request.

Welch asked if there would be training for the department heads about the performance indicators. Busey planned to provide examples and this would give the department heads what they need. She was open to suggestions. Welch said some additional help would be useful to determine how an office stands within the General Corporate Fund as a whole. Busey explained the final budget document would also provide an overall picture of the General Corporate Fund. Discussion followed on the General Corporate Fund departments and their budget development.

McGinty said it might be difficult in the beginning for departments to be able to see the benefit of collaboration in regards to sharing staff and resources. Busey said tracking the indicators after a year would

provide good feedback for particular groups, such as the tax cycle group and the justice system departments. It could assist these groups in locating where they could collaborate. Welch said he frequently talks to other counties about their tax cycles to see what others are doing. Welch wanted the County Board to understand that department heads have not been encouraged to be creative in the past. They have been encouraged to make do with what they have and not ask for anything more. McGinty agreed it would mean a cultural change in the County to have the department heads thinking in terms of a wish list of what they want for their offices. Welch said he was very intrigued with the idea of sharing staff during peak times and would like to see it happen.

**MOTION** by Frerichs to forward to the Finance Committee the budget recommendations discussed at this meeting, including the budget priorities, change in the budget format, and the program change requests; seconded by Busey.

Wysocki asked which departments might submit requests for new programs. Busey stated more staff will be requested for Physical Plant, Coroner's Office, and potentially Planning & Zoning. Busey was not aware of any huge operational changes. Busey said the departments will not ask for changes if the County Board makes it clear that this is a no growth year.

Busey asked if the committee wanted to do more in FY2007 or if this was enough direction. McGinty said with a no growth year, the efficiencies within offices cannot be rooted out. This is a step forward, but it is not an analysis of the inner workings of the existing operation. Busey noted the departments will begin measuring performance in FY2007; it just cannot be included in the first year's budget document. McGinty asked if there was anything the County Board could do to motivate participation in the new process. Frerichs said all departments are worried about being cut. McGinty said this process was to add more intelligence to the budget decisions. Busey said the departments could be motivated by the fact that the performance indicators will be included in future budgets. The performance indicators also tell the public what the County does and how well they do it.

**Motion carried.**

Welch expressed that not every department's performance can be judged by numbers. Busey agreed and explained many performance indicators are not judged by numbers. Welch liked the idea that there is an opportunity to explain any other factors.

**OTHER BUSINESS**

There was no other business.

**ADJOURNMENT**

Wysocki adjourned the meeting at 4:55 p.m.

Respectfully submitted,

Kat Bork  
Administrative Secretary

*Secy's note: The minutes reflect the order of the agenda and may not necessarily reflect the order of business conducted at the meeting.*