

Approved 10/09/12

CHAMPAIGN COUNTY BOARD COMMITTEE OF THE WHOLE MINUTES

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

Tuesday, September 11, 2012

Lyle Shields Meeting Room, Brookens Administrative Center

1776 E. Washington St., Urbana, Illinois

MEMBERS PRESENT: Christopher Alix, Jan Anderson, Ron Bensyl, Astrid Berkson, Thomas Betz, Lloyd Carter, Aaron Esry, Stephanie Holderfield, Stan James, John Jay, 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, C. Pius Weibel

MEMBERS ABSENT: Carol Ammons, Lorraine Cowart, Jeff Kibler, Jon Schroeder

OTHERS PRESENT: Deb Busey (County Administrator), John Carlson (EMA Director), Ron Hubert (Champaign County VAC Board President), (Gordy Hulten (County Clerk), Cameron Moore (RPC Director), Kay Rhodes (Administrative Assistant), Dan Welch (Treasurer)

CALL TO ORDER

Weibel called the meeting to order at 6:03 p.m.

ROLL CALL

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

Weibel asked for a moment of silence in recognition of the tragic events, which occurred on September 11, 2001.

APPROVAL OF MINUTES

MOTION by Rosales to approve the August 14, 2012 Committee of the Whole minutes; seconded by Esry. **Motion carried with unanimous support.**

APPROVAL OF AGENDA/ADDENDA

MOTION by Carter to approve the agenda/addenda; seconded by James. **Motion by Alix to amend agenda** by removing Finance Item E1; seconded by Petrie. **Motion carried with unanimous support to approve the amended agenda.**

PUBLIC PARTICIPATION

There was no public participation.

COMMUNICATIONS

There were no communications.

JUSTICE & SOCIAL SERVICES

Agency Presentation - EMA

John Carlson, EMA Director gave the Board an overview of recent initiatives the agency had launched. The first initiative was to strengthen the Regional Emergency Coordination Group, which is a multi-agency group consisting of the Cities of Champaign and Urbana, Champaign County, and Public Health. This group unites each entity's individual emergency services to work together in the event of an emergency. Carlson said they have increased their quarterly meetings to monthly meetings, conducted training exercises, reached out to the Red Cross and local hospitals, and established a countywide damage assessment team.

Carlson stated they had also sought out additional volunteers as a resource in the event of an emergency. He said the County Sheriff and he had joined their respective agencies together to establish a countywide Search & Rescue Team. The end goal is to train teams of volunteers to be at the ready to perform search and rescue of persons, assist in the recovery of bodies, assist Law Enforcement with evidence recovery, support disaster area operations and promote safety. Carlson said they had also re-established the Local Emergency Planning Committee.

Rosales inquired when the County Emergency Preparedness Plan was last updated and in the event of an emergency, if information would disseminate from a centralized location. Carlson explained the Emergency Operations Center is the centralized location for emergency information. Busey added that the County Board Chair would be kept apprised of emergencies and the public information officers would keep the public informed.

It was agreed that an Open House would be held at the Emergency Operations Center on October 4, 2012 from 4:30 p.m. to 6:00 p.m.

Monthly Reports

OMNIBUS MOTION by James to receive the Animal Control-July 2012, EMA-June-July 2012, Probation & Court Services-July 2012, and Public Defender July 2012 reports and place them on file; seconded by Kurtz. **Motion carried with unanimous support.**

Richards gave an update on the Citizens Advisory Committee on Jury Selection. He said the Committee is winding down but they continue to run public service ads on WBCP radio. Richards stated the Community Justice Task force continues to bring in speakers who are or have been involved in the criminal justice system. He said the Task Force would create a report to present to the County Board very soon. The next meeting would be September 24, 2012 at 6:00 p.m.

There were no items to be placed on County Board Consent Agenda.

POLICY, PERSONNEL, & APPOINTMENTS

Appointments/Reappointments

MOTION by Weibel to appoint Brian Knight to both the St. Joseph #5 and #6 Drainage districts Term 9/1/2012-08/31/2015; seconded by Esry. **Motion carried with unanimous support.**

County Clerk

MOTION by Betz to receive the August 2012 report and place on file; seconded by Moser. **Motion carried with unanimous support.**

County Administrator

MOTION by Betz to receive the Administrative Services August 2012 report and place on file; seconded by Berkson. Petrie asked for further explanation of the unemployment process and the resulting statistics. Busey explained that the Unemployment Office notifies the County when they receive a claim for unemployment benefits from a former employee. The County then either agrees with the claim for benefits or files a protest to deny the benefits. The County or the claimant may appeal the decision and if this occurs then a hearing, most often, via telephone is held. **Motion carried with unanimous support.**

MOTION by McGinty to recommend to Finance Committee of the Whole approval of classification of the County Clerk Technology Specialist position to Grade Range G; seconded by Langenheim. **Motion carried with unanimous support.**

MOTION by McGinty to recommend to Finance Committee of the Whole approval of classification of the County Clerk Senior Election Specialist position to Grade Range G; seconded by Petrie. Petrie asked for further explanation regarding the transition of this position

from Grade Range E to Grade Range G. Busey said the responsibilities assigned to this position have increased significantly, since the positions were created ten years ago. This was partially due to a different management style than previously existed in this office. **Motion carried with unanimous support.**

Busey explained the initial review of the Lead Tax Extension Specialist position by the Job Content Evaluation Committee found the Non-Exempt/Hourly FLSA classification in question based on the responsibilities and sought a legal opinion from the State's Attorney's office. The Job Content Evaluation Committee would meet again to complete the evaluation once the opinion had been rendered.

Other Business

Amendment to Liquor Ordinance

MOTION by McGinty to recommend County Board approval of Amendment to the Champaign County Liquor Ordinance as stated; seconded by James. James pointed out text in areas of the amendment that could be improved upon. Weibel stated he would have the document reviewed once more. **Motion carried with unanimous support.**

Proposed County Board Rule Changes

Alix explained the general concept of the proposed changes to the County Board Rules. He explained the new structure would reinstate the standing committees for the areas who have a dedicated department head; Facilities, Environment & Land Use, and Highway & Transportation. The new structure would retain the Committee of the Whole for Finance, Justice & Social Services, and Policy, Personnel, & Appointments. Discussion followed regarding whether to implement changes before the new County Board is seated or after.

Chair's Report

Quisenberry said Ammons as Deputy Chair of the Policy, Personnel, & Appointments Committee and he as the Assistant Deputy Chair of the Committee had heard negative feedback all year long regarding the current structure. The Proposed County Board Rule Changes are an attempt to correct some of the issues. Quisenberry felt it was important to make a decision prior to the seating of the new County Board.

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

Items A1-2 were designated for the Consent Agenda.

FINANCE

Labor/Management Health Insurance Committee

MOTION by Esry to recommend County Board approval of the recommendation for Health Insurance and Related Benefits Plans for County Employees for FY2013; seconded by Holderfield. **Motion carried with unanimous support.**

Treasurer

MOTION by Petrie to receive the August 2012 report and place on file: seconded by Jay. **Motion carried with unanimous support.**

Auditor

MOTION by Esry to receive the August 2012 report and place on file; seconded by Holderfield. **Motion carried with unanimous support.**

Budget Amendments/Transfers

MOTION by James to recommend County Board approval of **Budget Transfer #12-00011** for Fund/Dept: 080 General Corporate-022 County Clerk in the amount of \$18,180 to cover Election Judges working Early Voting Stations across Champaign County during the 2012 General Election; seconded by Kurtz. **Motion carried with unanimous support.**

MOTION by O'Connor to recommend County Board approval of **Budget Transfer #12-00012** for Fund/Dept: 080 General Corporate-075 General County, 071 Public Properties in the amount of \$60,978 pursuant to the approval by County Facilities on 9/4/2012, to transfer available funds to the Physical Plant Budget for Shields Meeting Room Remodel; seconded by Betz. **Motion carried.**

MOTION by Maxwell to recommend County Board approval of **Budget Amendment #12-00040** for Fund/Dept: 612 Sheriff Drug Forfeiture-040 Sheriff with increased appropriations of \$33,582 and no increased revenue, from Fund Balance because Drug Forfeiture Monies deposited in County Account should have been sent to the Illinois State Police Forfeiture Division and then the Illinois State Police will Issue a Draft for the County's portion to be deposited into Evidence Forfeitures Account; seconded by Esry. **Motion carried with unanimous support.**

OMNIBUS MOTION by Michaels to recommend County Board approval of **Budget Amendment #12-00041** for Fund/Dept: 110 Workforce Development Fund-764 WIA Formula Grant-Even Years with increased appropriations of \$507,750 and increased revenue of \$507,750 to accommodate receipt of New Workforce Investment Act Grant; **Budget Amendment #12-00042** for Fund/Dept: 110 Workforce Development Fund-766 WIA Local Incentive-Even Years with increased appropriations of \$12,000 and increased revenue of \$12,000 to accommodate

receipt of New Workforce Investment Act Local Incentive Grant; **Budget Amendment #12-00043** for Fund/Dept: 110 Workforce Development Fund-768 Trade Case Management-Even Years with increased appropriations of \$69,500 and increased revenue of \$69,500 to accommodate receipt of New Trade Case Management Grant Award in Conjunction with the Workforce Investment Act Formula Grant; **Budget Amendment #1200044** for Fund/Dept: 110 Workforce Development Fund-770 Trade Adjustment Assistance-Even Years with increased appropriations of \$10,000 and increased revenue of \$10,000 to accommodate receipt of New Trade Adjustment Assistance Grant in conjunction with the Workforce Investment Act Formula Grant; **Budget Amendment #12-00045** for Fund/Dept: 110 Workforce Development Fund-772 Trade/Global Adjustment-Even Years with increased appropriations of \$50,000 and increased revenue of \$50,000 to accommodate receipt of New Trade and Global Adjustment Assistance Grant in conjunction with the Workforce Investment Act Formula Grant; **Budget Amendment #12-00046** for Fund/Dept: 110 Workforce Development Fund-763 WIA Formula Grant-Odd Years with increased appropriations of \$113,897 and increased revenue of \$113,897 to flip department to accommodate alternating fiscal years for New Workforce Investment Act Grant; **Budget Amendment #12-00047** for Fund/Dept: 110 Workforce Development Fund-765 WIA Local Incentive-Odd Years with increased appropriations of \$7,000 and increased revenue of \$7,000 to flip department to accommodate alternating fiscal years; **Budget Amendment #12-00048** for Fund/Dept: 110 Workforce Development Fund-767 Trade Case Management-Odd Years with increased appropriations of \$25,500 and increased revenue of \$25,500 to flip department to accommodate alternating fiscal years for New Trade Case Management Grant Award; **Budget Amendment #12-00049** for Fund/Dept: 110 Workforce Development Fund-769 Trade Adjustment Assistance-Odd Years with increased appropriations of \$10,000 and increased revenue of \$10,000 to flip department to accommodate alternating fiscal years for New Trade Adjustment Assistance Grant; **Budget Amendment #12-00050** for Fund/Dept: 110 Workforce Development Fund-771-Trade/Global Adjustment-Odd Years with increased appropriations of \$25,000 and increased revenue of \$25,000 to flip department to accommodate alternating fiscal years for New Trade & Globalization Adjustment Assistance Grant; seconded by Maxwell. Weibel abstained because he is the Chair of the Champaign Consortium. **Motion carried.**

MOTION by Kurtz to recommend County Board approval of **Budget Amendment #12-00051** for Fund/Dept: 076 Tort Immunity Tax Fund-075 General County with increased appropriations of \$82,000 and no increased revenue, from Fund Balance for payment of FY12 Unemployment Taxes for General Corporate Funds; seconded by Esry. **Motion carried with unanimous support.**

MOTION by James to recommend County Board approval of **Budget Amendment #12-00053** for Fund/Dept: 303 Court Complex Construction Fund-010 County Board with increased appropriations of \$11,000 and no increased revenue, from Fund Balance pursuant to County Facilities Approval on 9/4/2012, to increase appropriation from Courts Construction Fund Balance for Courthouse air conditioning compressor replacement; seconded by Quisenberry. **Motion carried with unanimous support.**

MOTION by Maxwell to recommend County Board approval of **Budget Amendment #12-00054** for Fund/Dept: 105 Capital Asset Replacement Fund-059 Facilities Planning with increased appropriations of \$50,000 and no increased revenue, from Fund Balance, pursuant to County Facilities Approval on 9/4/2012, for expenditure appropriation in the amount of \$50,000 from the \$150,000 Capital Facilities Fund Reserve for Downtown Correctional Center maintenance projects. **Motion carried with unanimous support.**

MOTION by Petrie to recommend County Board approval of **Budget Amendment #12-00055** for Fund/Dept: 081 Nursing Home-410 Administrative with increased appropriations of \$661,854 and increased revenue of \$693,149 to increase Medicaid revenue for increased daily per diem and increase appropriations for Increased Bed Tax Liability; seconded by Berkson. **Motion carried with unanimous support.**

Champaign County Board VAC Committee

OMNIBUS MOTION by Carter to recommend County Board approval of the Intergovernmental Agreement between Champaign County and the Champaign County Veterans Assistance Commission; the Veterans Assistance Commission of Champaign County Program; **Budget Amendment #12-00052** for Fund/Dept: 080 General Corporate-127 Veterans Assistance Commission with increased appropriations: \$7,400 and no increased revenue, from Fund Balance for start-up costs for purchases to be made before 12/1/2012, to ensure the Champaign County VAC can open and be operational on 12/1/2012; and the creation of VAC Superintendent Position and Classification; seconded by James. **Motion carried with unanimous support.**

County Administrator

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

MOTION by Petrie to recommend County Board approval of classification of the County Clerk Technology Specialist position to Grade Range G, with compensation as defined by Grade Range G and recommends to the County Board approval of classification of the County Clerk Senior Election Specialist, position to Grade Range G, with promotional increases as documented in Article 9-3.6 of the Champaign County Personnel Policy to go into effect on December 1, 2012, subject to the approval by AFSCME prior to implementation; seconded by Bensyl. **Motion carried with unanimous support.**

MOTION by Maxwell to recommend County Board approval for FY2013 Health Insurance Premium Contributions for Non-Bargaining Employees; seconded by Quisenberry. **Motion carried with unanimous support.**

FY2013 General Corporate Fund Budget

Busey presented an overview and summary of FY2013 General Corporate Fund Budget. She stated the current budget as presented has a \$132,000 deficit, which is equal to approximately 0.4% of the total budget. The Fund Balance projection for FY2013 is at \$4.2 million, including the outstanding loan to the Nursing Home. Busey said this did not include any of the new funding requests for FY2013. Busey asked for direction on these expenditure requests, and a new revenue request regarding an increase of the marriage license and civil union fee from \$30 to \$75 for an annual revenue increase of \$49,500. Busey explained that if this new revenue source were added to the FY2013 budget, it would bring the total expenditure budget deficit down to \$82,636.

MOTION by Weibel to recommend County Board approval of an increase to the marriage license and civil union license fees, pursuant to 55 ILCS 5/4-4001, to a total fee of \$75 for each marriage and civil union license, effective December 1, 2012; seconded by Esry. Discussion followed. **Motion failed with a vote of 7 to 16.** Mitchell, O'Connor, Richards, Weibel, Alix, Holderfield, and McGinty voted in favor of the motion. Moser, Petrie, Quisenberry, Rosales, Anderson, Bensyl, Berkson, Betz, Carter, Esry, James, Jay, Kurtz, Langenheim, Maxwell, and Michaels voted against it.

Other Business

MOTION by Moser to recommend County Board approval of the First Amendment to the Agreement for Health Care Services at the Champaign County Juvenile Detention Center, Illinois; seconded by Kurtz. **Motion carried with unanimous support.**

MOTION by Betz to enter into Closed Session pursuant to 5 ILCS 120/2 © 1 to consider the employment, compensation, discipline, performance, or dismissal of specific employees of Champaign County. He further moved that the following individuals remain present: County Administrator, County Auditor, and the Recording Secretary; seconded by Quisenberry. **Motion carried with a vote of 16 to 4.** Mitchell, Petrie, Quisenberry, Richards, Alix, Anderson, Bensyl, Berkson, Betz, Carter, Esry, Jay, Langenheim, Maxwell, McGinty, and Michaels voted in favor of the motion. Moser, O'Connor, Holderfield, and James voted against it. The Committee of the Whole entered into Closed Session at 8:11 p.m.

The Committee of the Whole resumed Open Session at 8:24 p.m.

Chair's Report

There was no Chair's Report.

Items Designated for the County Board Consent Agenda

Items designated for the County Board Consent Agenda were items A1, D1, D3, D14-17, F1-5, and G3-4.

OTHER BUSINESS

There was no other business.

The meeting adjourned at 8:25 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.

Approved 10/09/2012
Opened 11/12/2019

CHAMPAIGN COUNTY BOARD
CLOSED SESSION MINUTES

COMMITTEE OF THE WHOLE

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

Tuesday, September 11, 2012

Lyle Shields Meeting Room, Brookens Administrative Center

1776 E. Washington St., Urbana, Illinois

MEMBERS PRESENT: Christopher Alix, Jan Anderson, Ron Bensyl, Astrid Berkson, Thomas Betz, Lloyd Carter, Aaron Esry, Stephanie Holderfield, Stan James, John Jay, Ralph Langenheim, Gary Maxwell, Brendan McGinty, Diane Michaels, Max Mitchell, Steve Moser, Steve O'Connor, Patsi Petrie, James Quisenberry, Michael Richards

MEMBERS ABSENT: Carol Ammons, Lorraine Cowart, Jeff Kibler, Alan Kurtz, Giraldo Rosales, Jonathan Schroeder, C. Pius Weibel

OTHERS PRESENT: Deb Busey (County Administrator), Kay Rhodes (Administrative Assistant),

Closed Session Pursuant to 5 ILCS 120/2 (c) (1) to Consider Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees of Champaign County.

MOTION by Betz to enter into Closed Session pursuant to 5 ILCS 120/2 © 1 to consider the employment, compensation, discipline, performance, or dismissal of specific employees of Champaign County. He further moved that the following individuals remain present: County Administrator, County Auditor, and the Recording Secretary; seconded by Quisenberry. **Motion carried with a vote of 16 to 4.** Mitchell, Petrie, Quisenberry, Richards, Alix, Anderson, Bensyl, Berkson, Betz, Carter, Esry, Jay, Langenheim, Maxwell, McGinty, and Michaels voted in favor of the motion. Moser, O'Connor, Holderfield, and James voted against it. The Committee of the Whole entered into Closed Session at 8:11 p.m.

Busey explained this Closed Session was convened to discuss performance issues with the employees of the Auditor's office. She said the office is normally staffed with 5.5 full-time equivalence, however currently there were 3 full-time accountants performing the work of the office. She stated the Auditor was not present and the Chief Deputy retired as of July 31, 2012.

Busey said there were concerns as to how well the office could continue to function effectively given this personnel shortage. Busey said the Senior Accountant had expressed her concerns regarding the functionality of the office and the deadlines that must be met in the document distributed to the Board.

Busey said these employees had not seen or had any communication with the Auditor for a month, although they attempt to contact him on a daily basis. Busey said all of this has an impact on the employee's performance. Busey said she and the County Board Chair were asking if the Board willing

to use funds from the County Board budget to hire a temporary accountant to assist the three accountants in the Auditor's office. Weibel pointed out this temporary employee would be an employee of the County Board and not the Auditor.

Busey reminded the Board to stay focused on the employment and performance of employees during their discussion because they were in Closed Session.

Michaels asked if the temporary employee would have the knowledge and ability to step in and assist the office. Busey stated the temporary employee would need to be an accountant. Petrie asked if the County Administrator anticipated the position of Chief Deputy Auditor would be filled before December 1, 2012. Busey said the Auditor was notified of the impending retirement in January 2012 and the Auditor must be the one to hire an employee of the office.

Weibel pointed out the Auditor did participate in an attempt to hire someone to fill the position, but it did not work out and no further action has been taken. Betz stated for the record that he did not agree with the opinion of the Assistant State's Attorney that this discussion should be held in Closed Session. Jay asked what the procedure would be in order to hire a qualified person. Weibel said he and the County Administrator would do their best.

The Committee of the Whole resumed Open Session at 8:24 p.m.

Respectfully Submitted,

Kay Rhodes
Administrative Assistant