

**CHAMPAIGN COUNTY BOARD
COMMITTEE OF THE WHOLE**

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

County of Champaign, Urbana, Illinois

Tuesday, January 14, 2014 – 6:30 p.m.

Lyle Shields Meeting Room, Brookens Administrative Center,
1776 East Washington Street, Urbana, Illinois

I. Call To Order

II. Roll Call

III. Approval of Minutes

A. Committee of the Whole Minutes: November 12, 2013

1-10

B. Committee of the Whole Minutes: December 10, 2013 (*to be distributed*)

IV. Approval of Agenda/Addenda

V. Public Participation

VI. Communications

VII. Justice & Social Services

A. Monthly Reports – All reports are available on each department’s webpage through the department reports page at: <http://www.co.champaign.il.us/COUNTYBD/deptrpts.htm>

1. Animal Control – November 2013
2. Emergency Management Agency – December 2013
3. Head Start –2013
4. Probation & Court Services – November 2013
5. Public Defender – November 2013
6. Veterans’ Assistance Commission – December 2013

B. Other Business

C. Chair’s Report

VIII. Policy, Personnel, & Appointments

A. Appointments/Reappointments

1. Bailey Memorial Cemetery Association-1 Unexpired Term Ending 6/30/2017

11

Applicant:

- Rachel Schroeder

2. List of Appointments Expiring in 2014 (*provided for information only*)

12-15

B. County Clerk

1. December 2013 Report

16

C. Champaign South West Mass Transit District

17-21

1. Resolution Authorizing Discontinuance of the Champaign South West Mass Transit District Services and Dissolution of the Champaign South West Mass Transit District

- D. County Administrator 22-24
1. Administrative Services December 2013 Report
- E. County Board Rules 25
1. Presentation of Recommended Changes to be Voted on February 2014
2. Approval of Waiver of County Board Rule 12-B for January 23 and February 20, 2014
County Board Meetings to Begin at 6:30 p.m.
- F. Other Business
- G. Chair's Report
- H. Designation of Items to be Placed on the Consent Agenda
- IX. Finance**
- A. Treasurer
1. Monthly Report – December 2013 – Reports are available on the Treasurer's webpage at:
<http://www.co.champaign.il.us/TREAS/reports.htm>
- B. Auditor
1. Monthly Report – December 2013 – Reports are available on the Auditor's webpage at:
<http://www.co.champaign.il.us/Auditor/monthlyreports.htm>
- C. Nursing Home Monthly Report 26-31
- D. Budget Amendments/Transfers
1. Budget Amendment #13-00061 32
Fund/Dept. 080 General Corporate-036 Public Defender
Increased Appropriations: \$3,073
Increased Revenue: None: from Fund Balance
Reason: In July 2013, First Assistant Public Defender Scott Schmidt and Senior Assistant Public Defender Anthony Ortega Left the Office to Become Chief Public Defenders. Both Were Longtime Public Defender employees and Had Accrued Significant Benefit Time. Our Current Budget was Insufficient to Pay Out Their Accrued Benefits.
2. Budget Amendment #13-00064 33-34
Fund/Dept. 080 General Corporate-020 Auditor
Increased Appropriations: \$4,127
Increased Revenue: None: from Fund Balance
Reason: To Cover Shortfall Due to Payout of Benefits Due to Retirement Previous Budget Amendment Did Not Include Obligations Posted After December Finance Committee Meeting
3. Budget Amendment #14-00005 35
Fund/Dept. 083 County Highway-060 Highway
Increased Appropriations: \$150,996
Increased Revenue: None: from Fund Balance

Reason: New Tandem Truck Ordered in July 2013 Not Received in FY13 Will be Delivered in December 2013

E. County Administrator

1. General Corporate Fund FY2013 Budget Report *(to be distributed)*
2. General Corporate Fund FY2013 Budget Change Report *(to be distributed)*
3. Request Release of RFP 2014-001 for Nursing Home Management Services *(to be distributed)*

F. Other Business

G. Chair's Report

H. Designation of Items to be Placed on the Consent Agenda

X. Other Business

XI. Adjournment

Committee Meetings and County Board Meetings are broadcast on Comcast Public Access and at <http://www.ustream.tv/channel/champco1776>

Champaign County strives to provide an environment welcoming to all persons regardless of disabilities, race, gender, or religion. Please call 217-384-3776 to request special accommodations at least 2 business days in advance.

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46

CHAMPAIGN COUNTY BOARD COMMITTEE OF THE WHOLE MINUTES

Finance; Policy, Personnel, & Appointments; Justice & Social Services
Tuesday, November 12, 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, Patti Petrie, James Quisenberry, Michael Richards, Giraldo Rosales, Jon Schroeder, Rachel Schwartz

MEMBERS ABSENT: Max Mitchell

OTHERS PRESENT: Van Anderson (Deputy County Administrator/Finance), Deb Busey (County Administrator), John Farney (Auditor), Duane Northrup (Coroner), Barb Ramsay (Auditor's Office), Kay Rhodes (Administrative Assistant), Dan Welch (Treasurer)

CALL TO ORDER

Kurtz called the meeting to order at 6:02 p.m.

ROLL CALL

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

APPROVAL OF MINUTES

MOTION by Rosales to approve the Finance Committee of the Whole minutes for October 1, 2013; seconded by Carter. **Motion carried with unanimous support.**

APPROVAL OF AGENDA/ADDENDA

MOTION by James to approve the agenda/addenda; seconded by Berkson. Berkson, Deputy Chair of Justice & Social Services removed item VII-A, Report on Pre-trial Services Pilot Program, from the agenda. Alix, Deputy Chair of Finance added a brief discussion of the nursing home after item VIII-B and removed item VIII-F-3, FY2014 Final Budget Change Recommendation from the agenda. **Motion carried with unanimous support.**

Committee of the Whole

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

Tuesday, November 12, 2013

Page 2

PUBLIC PARTICIPATION

Charlotte Green was disappointed to read about the decision to table the pre-trial services program after only a 5-week trial period. William Sullivan, former member of the Community Justice Task Force, expressed his concern over the decision to refrain from the use of a pre-trial program as well. He explained that the results obtained from the 5-week pilot program were much different from those of most counties, which utilize a pre-trial services program, and he asked if the any comparisons had been made with their programs to identify any variances, which would cause such different results.

James Kilgore reiterated the statements of the previous speakers. He added that the pilot program was not conducted with enough transparency. He felt that there seemed to be personal and political pushback because people do not like change. Aaron Ammons appreciated the work the County Board had accomplished so far and looked forward to discussions with all stakeholders to move the pre-trial services program forward.

Ryan Roth, Public Policy Director for the Champaign County Chamber of Commerce raised questions regarding the proposal for use of placards by the Public Health Department for food service businesses. Items for consideration were scheduling of inspections, a public education campaign, and placement of the placards.

Niloofer Shambayati said the 5-week pre-trial services pilot program was too short and not pursuing it further was unacceptable. She reminded the board that a pre-trial services program was recommended by Dr. Kalmanoff and a few people should not be allowed to make the decision to shut it down behind closed doors.

COMMUNICATIONS

Kibler announced that the Martin Luther King Jr. County-wide Celebration would take place on January 17, 2013 from 4-5 p.m., featuring Cheryl Brown Henderson. Richards expressed the thoughts of Lynn Branham, former member of the Community Justice Task Force, regarding the pre-trial services pilot program, since she could not be present at the meeting. He stated that the pilot conducted was not a best-practice pre-trial services program and she did not agree with the way it was conducted and too little information was made available to the public. He would forward her memo to the full board. Kurtz said the Champaign-Urbana Public Health District Board had voted unanimously in favor of the Department of Public Health placard program.

JUSTICE & SOCIAL SERVICES

Request to Release RFP for Re-Entry Programming

MOTION by Langenheim to approve the release of an RFP for Re-Entry Programming; seconded by Kurtz. **MOTION** by Petrie to defer the request to release the RFP until the December 10, 2013 Committee of the Whole meeting to allow time for review of the RFP language in order to obtain the best program; seconded by Carter. James was confident that staff had done their due diligence while putting the RFP together and if the board disagreed with the

Committee of the Whole

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

Tuesday, November 12, 2013

Page 3

93 proposals they receive they did not have to accept them. Kurtz agreed, he said the RFP had
94 been put together by himself, the Justice & Social Services Deputy Chair, and the County Ad-
95 ministrator, and the Administrator had written numerous RFPs. McGuire also supported the
96 release of the RFP. Kibler felt it was reasonable to defer the release of the RFP in order to as-
97 sure the public that the County Board is doing its due diligence.

98
99 Schwartz pointed out that the current RFP referred to the use of a justice system leader
100 council and she was concerned because the justice system leaders had just tabled the pre-trial
101 services program. Alix said it was clear that some board members were not comfortable with
102 the release of the RFP at this time, although he had read it and felt it was suitable, but if it were
103 deferred, he hoped board members would make their concerns known so as not to waste a 30-
104 day period. Hartke agreed with Petrie and hoped that members who had expressed concerns
105 would bring them forward so as not to waste the extra 30 days.

106
107 **Motion to defer carried 13-8.** Alix, Cowart, Esry, Hartke, Kibler, Maxwell, Michaels,
108 Petrie, Quisenberry, Richards, Rosales, Schroeder, and Schwartz voted in favor of the motion
109 to defer. Berkson, Carter, Harper, James, Jay, Kurtz, Langenheim, and McGuire voted against
110 it.

111
112 Monthly Reports

113
114 **OMNIBUS MOTION** by James to receive the Animal Control-September 2013;
115 Emergency Management Agency- October 2013; Head Start-September and October 2013;
116 Probation & Court Services-September 2013; Public Defender-September 2013; and the Veter-
117 ans' Assistance Commission-October 2013 reports and place them on file; seconded by Cow-
118 art. **Motion carried with unanimous support.**

119
120 There was no other business or Chair's report.

121
122 **FINANCE**

123 Treasurer

124
125 **MOTION** by Kibler to receive the Treasurer's October 2013 report and place on file;
126 seconded by Hartke. **Motion carried with unanimous support.**

127
128 **OMNIBUS MOTION** by Michaels to recommend County Board approval of resolu-
129 tions authorizing the County Board Chair to assign a mobile home tax sale certificates of pur-
130 chase for permanent parcel numbers 20-032-0042 and 11-013-0058; seconded by Cowart. **Mo-**
131 **tion carried with unanimous support.**

132
133 Auditor

134
135 **MOTION** by Hartke to receive the Auditor's October 2013 report and place on file;
136 seconded by Kibler. **Motion carried with unanimous support.**

137

Committee of the Whole

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

Tuesday, November 12, 2013

Page 4

138 **MOTION** by Michaels to receive the FY2012 Comprehensive Annual Financial Re-
139 port/Audit and place on file; seconded by James. Quisenberry read from the report recommen-
140 dations ...*the County should consider updating its financial system and reviewing all related*
141 *security settings at the system and financial application levels...* Quisenberry pointed out that
142 the findings regarding Information Technology talked about a lack of security, mostly based on
143 the age of the system and the capabilities associated with it. He reminded board members that
144 they had declined to approve a previous request for a new financial system. Quisenberry stated
145 he thought that there was not enough consideration given to this decision. He explained that the
146 board had implemented steps to maintain facilities but nothing to maintain or improve the in-
147 frastructure of the County's information technologies.

148

149 Petrie suggested that the information technology risks be placed on the County Board
150 Study Session agenda for January 2014. Quisenberry added that if they sought the opinion of a
151 technology auditor they would receive a much more detailed report. Berkson asked how many
152 technology systems the County had. Busey explained that the County used Jano and New
153 World software systems for the criminal justice system; Kronos utilized for the County's pay-
154 roll; the nursing home utilized a software package; and various offices use smaller software
155 packages and developed in-house programs, which integrate with other departments. Certainly
156 all of these factors must be taken into consideration when looking for a financial system soft-
157 ware solution. **Motion carried with unanimous support.**

158

159 Nursing Home Discussion

160

161 Maxwell stated that the nursing home's cash operations for September 2013 came in at
162 a deficit largely due to over 900 conversion days. He explained that conversion days were the
163 period over which a private pay resident converts to Medicaid. The State of Illinois is taking
164 over a year in some cases to approve Medicaid applications resulting in the nursing home wait-
165 ing for Medicaid payments, which cover the conversion period. He said this also distorted the
166 September 2013 payer mix the Medicaid 65%, Private Pay at 28% and Medicare at approxi-
167 mately 7%.

168

169 Maxwell said that cash operations were expected to drop to approximately \$389,000 by
170 the end of the month, but would be rebound once the Tax Anticipation Warrants were executed
171 in December 2013. He added that admissions through October 2013 averaged about 25.7 per
172 month and discharges and expirations average about 19.5 per month. The kitchen inspection
173 score had not improved since the last inspection in April 2013. Maxwell reported that the No-
174 vember 2013 census was 195.

175

176 Budget Amendments/Transfers

177

178 **MOTION** by Kurtz to recommend County Board approval of a resolution authorizing
179 **Budget Amendment #13-00054** for Fund/Dept. 620 Health-Life Insurance-120 Employee
180 Group Insurance with increased appropriations of \$66,000 and increased revenue of \$66,000
181 for payment of HRA claims and health insurance premiums; seconded by Langenheim. **Motion**
182 **carried with unanimous support.**

183

Committee of the Whole

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

Tuesday, November 12, 2013

Page 5

184 **MOTION** by James to recommend County Board approval of a resolution authorizing
185 **Budget Amendment #13-00055** for Fund/Dept. 080 General Corporate-041 State's Attorney
186 with increased appropriations of \$11,000 and no increased revenue, to pay for expenses related
187 to the Carle Property Tax Case, 2008-L-202; seconded by Esry. **Motion carried with unani-**
188 **mous support.**

189
190 **MOTION** by Schroeder to recommend County Board approval of a resolution author-
191 izing **Budget Amendment #13-00056** for Fund/Dept. 080 General Corporate-042 Coroner
192 with increased appropriations of \$35,260 and no increased revenue to cover additional autopsy
193 and laboratory costs for FY2013; seconded by Kurtz.

194
195 Northrup clarified his budget amendment request. He explained that conducting autop-
196 sies at his facility did not generate revenue it actually created an expense, however it does save
197 money because he does not pay a fee for use of another facility. However, for part of the year
198 he did not have a pathologist so this resulted in the need to use other facilities again. **Motion**
199 **carried with unanimous support.**

200
201 State's Attorney
202

203 **MOTION** by Esry to recommend County Board approval of a resolution authorizing
204 the designation of the State's Attorneys appellate prosecutor as agent; seconded by Hartke.
205 **Motion carried with unanimous support.**

206
207 Jano Technologies Program Maintenance Agreement
208

209 **MOTION** by McGuire to recommend County Board approval of a resolution authoriz-
210 ing an agreement with Jano Technologies for licensed program maintenance; seconded by
211 Berkson. Schwartz questioned the increase in cost. Busey explained that this was a CPI ad-
212 justment. Petrie asked if Jano was the only company available to perform this work and if a
213 bidding process had been utilized. Busey said that Jano was selected through a competitive
214 process in 2002 resulting in a \$2.8 million project and they are the only vendor who can sup-
215 port their software. **Motion carried with unanimous support.**

216
217 County Administrator
218 General Corporate Fund FY2013 Budget and Budget Change Reports
219 .

220 Busey explained the FY2013 Budget Projection Report was not as positive as it had
221 been in the past months. In October, the County received \$100,000 less in General Government
222 Revenue than last October and the current projection is approximately a \$324,000 shortfall.
223 Busey said the projected expenditures were still coming in at 98% of total budget. This places
224 the County at a positive projected Fund Balance of \$48,000.

225
226 **OMNIBUS MOTION** by Cowart to receive and place on file the General Corporate
227 Fund FY 2013 Budget and Budget Change reports; seconded by Hartke. **Motion carried with**
228 **unanimous support.**

229

Committee of the Whole

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

Tuesday, November 12, 2013

Page 6

230 **MOTION** by Hartke to recommend County Board approval of an ordinance authoriz-
231 ing the FY2014 Annual Tax Levy; seconded by Langenheim. **Motion carried with unani-**
232 **mous support.**

233

234 **MOTION** by Kurtz to recommend County Board approval of an ordinance authorizing
235 the FY2014 annual budget and appropriation; seconded by Hartke. **Motion carried.**

236

237 **MOTION** by Maxwell to recommend County Board approval of a resolution authoriz-
238 ing the issuance of Tax Anticipation Warrants; seconded by Hartke. Petrie asked if it were im-
239 perative to take this action now or if it could wait a little longer to lower the amount of interest
240 to be paid. Hartke explained that the cash level was low and it was necessary to take action
241 now in order to complete all the paperwork in a timely manner. James felt that board members
242 really needed to look at other ways to deal with the annual shortfall.

243

244 Schwartz pointed out that the nursing home pays the accrued interest. She added that
245 the General Corporate Fund borrowed from the Public Safety Sales Tax Fund every year, but
246 no one was disturbed by this fact. Kibler suggested that the Nursing Home Board of Directors
247 explain to the County Board what cash position it would take at this point to sustain nursing
248 home operations through April, and then use this amount as a goal over the next 3-5 years to
249 lower its dependence upon the receipt of these funds annually. Tax Anticipation Warrants
250 could then be used for disaster recovery if needed. Michaels understood the need for the use of
251 the Tax Anticipation Warrants. However, she felt that they should start scaling back on the
252 percentage.

253

254 Maxwell stated he that he had an idea of the amount it would take to carry the nursing
255 home through to April. Carter asked what the main reason that the nursing home could not
256 function on its own without assistance. Hartke explained that the nursing home takes in more
257 Medicaid residents than most others and the State of Illinois does not reimburse in a timely
258 manner. The nursing home's mission is to take care of those in the community who cannot af-
259 ford the care they need. **Motion carried 17-4.** Alix, Berkson, Carter, Cowart, Esry, Hartke,
260 Kibler, Kurtz, Langenheim, Maxwell, McGuire, Michaels, Quisenberry, Richards, Rosales,
261 Schroeder, and Schwartz voted in favor of the motion. Harper, James, Jay, and Petrie voted
262 against it.

263

264 There was no other business.

265

266 Chair's Report

267

268 Deputy Chair Alix appointed Catherine Emanuel, Nursing Home Board of Directors
269 Chair; Deb Busey, County Administrator; Gary Maxwell and Josh Hartke, County Board
270 members and liaisons to the Nursing Home Board of Directors; Jeff Kibler and Rachel
271 Schwartz, County Board members; as the evaluation team for the Nursing Home Management
272 Services RFP.

273

274 Designation of Items for the Consent Agenda

275

Committee of the Whole

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

Tuesday, November 12, 2013

Page 7

276 Items A2-3; C1-3; D1; E and F4 were designated for the consent agenda.

277

278 **POLICY, PERSONNEL, & APPOINTMENTS**

279 Appointments/Reappointments

280

281 **OMNIBUS MOTION** by Kurtz to recommend County Board approval of resolutions
282 authorizing the appointments of Donald W. Lyn, Samuel Banks, and Catherine Emanuel to the
283 Nursing Home Board of Directors, term 12/1/2013-11/30/2015; seconded by Schroeder.

284

285 **MOTION** by Langenheim to divide the question; seconded by Alix. Discussion fol-
286 lowed. **Motion to divide the question failed. Omnibus motion carried with a roll call vote**
287 **of 19-1.** Alix, Berkson, Carter, Cowart, Esry, Harper, Hartke, James, Jay, Kibler, Kurtz, Max-
288 well, McGuire, Michaels, Quisenberry, Richards, Rosales, Schroeder, and Schwartz voted in
289 favor of the motion. Petrie voted against it. Langenheim exited the meeting.

290

291 **OMNIBUS MOTION** by Kurtz to recommend County Board approval of resolutions
292 authorizing the appointments of Catherine Capel, Debra Griest, and Marilyn Lee to the Zoning
293 Board of Appeals, term 12/1/2013-11/30/2018; seconded by Jay.

294

295 **MOTION** by Langenheim to divide the question; seconded by Alix. **Motion to divide**
296 **the question failed with a roll call vote of 16-5.** Carter, Cowart, Esry, Harper, Hartke, James,
297 Jay, Kibler, Kurtz, Maxwell, McGuire, Michaels, Quisenberry, Rosales, Schroeder, and
298 Schwartz voted against the motion to divide. Alix, Berkson, Langenheim, Petrie, and Richards
299 voted in favor of the motion to divide. **Omnibus motion carried.**

300

301 **OMNIBUS MOTION** by Kurtz to recommend County Board approval of resolutions
302 authorizing the appointments of Bernie Magsamen, Andrew Quarnstrom, and Bryan Wrona to
303 the Public Aid Appeals Committee, term 12/1/2013-11/30/2015; seconded by Schroeder. **Mo-**
304 **tion carried.**

305

306 **MOTION** by Kurtz to recommend County Board approval of a resolution authorizing
307 the appointment of Rick Johnson to the Penfield Water District for an unexpired term ending
308 5/31/2014; seconded by James. **Motion carried with unanimous support.**

309

310 **MOTION** by Kurtz to recommend County Board approval of a resolution authorizing
311 the appointment of William Shumate to the Somer #1 Drainage District for an unexpired term
312 ending 8/31/2015; seconded by Schroeder. **Motion carried with unanimous support.**

313

314 **OMNIBUS MOTION** by Kurtz to recommend County Board approval of resolutions
315 authorizing the appointments of Christine Bruns and Elaine Palencia Fowler to the Rural
316 Transit Advisory Group, term 12/1/2013-11/30/2015; seconded by Kibler. **Motion carried.**

317

318 **OMNIBUS MOTION** by Kurtz to recommend County Board approval of resolutions
319 authorizing the appointments of Cynthia Bell, Jimmey Kaiser, and Jane Nathan to the Senior
320 Services Advisory Committee, term 12/1/2013-11/30/2016; seconded McGuire. **Motion car-**
321 **ried.**

Committee of the Whole

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

Tuesday, November 12, 2013

Page 8

322

323 County Board of Health

324

325 **MOTION** by James to recommend County Board approval of an ordinance authorizing
326 an amendment to Ordinance No. 573-County Health Ordinance, Section 5-Inspection Notice
327 Placards; seconded by Rosales.

328

329 James supported the use of placards. He explained this request comes to the board after
330 two-years of research and work. Kurtz also supported the use of placards for the health and
331 safety of the public. Berkson did not support the use of placards. Petrie had reservations re-
332 garding the point system and restaurant violations and could not support it in its present format.
333 She explained that as it stands a restaurant could have an egregious violation but still have
334 enough points to receive a green placard. James said many open meetings were held to allow
335 for input and the system may not be perfect, everything evolves, but if this never gets off the
336 ground, we cannot move forward.

337

338 The County Board Rules were suspended in order to allow Jim Roberts, Director of
339 Environmental Health, CUPHD to answer questions from the board members.

340

341 Harper asked how quickly the Public Health Department would return to a restaurant
342 for re-inspection once given a yellow (re-inspection required) placard for minor infractions be-
343 cause having a yellow placard would affect their business.

344

345 Mr. Roberts explained a yellow placard is earned by having 5-6 violations plus demer-
346 its for repeat violations. In order to fail an inspection, a restaurant must receive a score of less
347 than 36%. Once corrected, public health will come out and perform a re-inspection. Currently,
348 the public is not aware of who has failed an inspection because they are given 30 days to take
349 corrective action and then an unannounced inspection is made.

350

351 McGuire asked how many inspectors were available to perform inspections in a timely
352 manner and how would the public be educated. Mr. Roberts explained that were nine inspec-
353 tors. Educating the public comes through the media and he had done several interviews and
354 would continue to do so. Once notified that corrective action has been taken, an inspector
355 should be out within 48 hours for re-inspection.

356

357 Alix liked that the restaurant inspection results were on-line, although they were not
358 posted by the public health department, but instead by a citizens group who obtained the in-
359 spection results through FOIA requests. Alix felt that there should be a credible correlation be-
360 tween the color of the placard on the door and the chance of becoming ill. He did not believe
361 that the inspections were not frequent enough to give a good indication of the restaurant's suit-
362 ability. The score could be affected by the time and day of the week. Alix explained that a
363 green placard would not necessarily provide the public with any sense of security because all it
364 takes is one careless worker. Similarly, the public could dine at a restaurant with a yellow plac-
365 ard and may not become ill. He added that it could also create a relationship where the inspec-
366 tor is viewed in a different light by the restaurateur. He explained that currently when an in-
367 spector comes in the restaurateur knows he is not there to shut it down but to point out any de-

Committee of the Whole

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

Tuesday, November 12, 2013

Page 9

368 deficiencies, which need correction. If a consequence of the inspection is a placard that could be
369 detrimental to business, it could create an adversarial relationship rather than cooperative. He
370 noted that language talking about a re-inspection within three business days if a restaurant re-
371 ceives a yellow placard is not in the ordinance.

372

373 Kurtz said when a restaurant is ready for re-inspection after receiving a yellow placard
374 they can call because three days may not be enough time for them to take corrective action.
375 Alix expounded that his concern was if a restaurant is ready for re-inspection, he wanted reas-
376 surance that they could be re-inspected this quickly. Schroeder agreed with Alix and added that
377 in the past restaurants further out in the County would not be re-inspected for 2-3 weeks.

378

379 **Motion failed with a roll call vote of 9-11.** Carter, Cowart, Hartke, James, Kurtz,
380 Langenheim, Michaels, Richards, and Rosales voted in favor of the motion. Alix, Berkson,
381 Esry, Harper, Jay, Kibler, Maxwell, McGuire, Petrie, Schroeder, and Schwartz voted against
382 the motion. Quisenberry abstained due to a possible conflict of interest.

383

384 **MOTION** by Alix to recommend County Board approval of an ordinance authorizing
385 an amendment to Ordinance No. 573-county Health Ordinance, Section 12-Fee Waivers for
386 Non-Profit Organizations; seconded by Kurtz. **Motion carried.** Quisenberry abstained due to a
387 possible conflict of interest.

388

389 County Clerk

390

391 **MOTION** by James to receive the October 2013 report and place it on file; seconded
392 by Cowart. **Motion carried with unanimous support.**

393

394 County Administrator

395

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

398

399 There was no other business.

400

401 Chair's Report

402 Recommendation for FY2014 Calendar of Meetings

403

404 **MOTION** by Hartke to amend the FY2014 Calendar of Meetings for all County Board
405 meetings except Highway & Transportation to meet at 6:30 p.m.; seconded by Berkson.

406

407 **MOTION** by James to amend the FY2014 Calendar of Meetings for all County Board
408 meetings except Highway and Transportation to begin at 6:00 p.m.; seconded by Kibler. Dis-
409 cussion followed. **Motion carried.**

410

411 Designation of Items for the Consent Agenda

412

413 Items A4-5 were designated for the County Board Consent Agenda.

414

415 **OTHER BUSINESS**

416

417 **Adjourn**

418

419 The meeting adjourned at 8:44 p.m.

420

421 Respectfully submitted,

422

423

424 Kay Rhodes

425 Administrative Assistant

426

427

428

429

430 *Please note the minutes reflect the order of the agenda and may not necessarily reflect the order of business conducted at the meeting.*

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM
Fire, Drainage, Cemetery, Water, & Farmland Assessment

PLEASE TYPE OR PRINT IN BLACK INK

NAME: RACHEL J. SCHROEDER

ADDRESS: 2528 WINDWARD BLVD. CHAMPAIGN IL 61821-6960
Street City State Zip Code

EMAIL: rjschroeder2@gmail.com PHONE: 217-493-2810

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: BAILEY CEMETERY

BEGINNING DATE OF TERM: Unexpired ENDING DATE: 6/30/2017

The Champaign County Board appreciates your interest in serving your community. A clear understanding of your background and philosophies will assist the County Board in establishing your qualifications. Please complete the following questions by typing or legibly printing your response. IN ORDER TO BE CONSIDERED FOR APPOINTMENT, OR REAPPOINTMENT, CANDIDATE MUST COMPLETE AND SIGN THIS APPLICATION.

1. What experience and background do you have which you believe qualifies you for this appointment?

As a child, I accompanied my late mother to the cemetery to place flowers at loved ones graves. I was raised less than 2 miles from the cemetery. My late husband, parents, grandparents, aunts + uncles are buried at Bailey. I visit the cemetery frequently and am interested in its upkeep.

2. What is your knowledge of the appointed body's operations, property holdings, staff, taxes, and fees?

I have limited knowledge, but have talked to JAY FREESE about finances + meetings + am interested in learning more. My late father WAYNE WOODWORTH + my brother ROGER WOODWORTH served on the BOARD. My dad + the late MARVIN LITTLE were 1st cousins.

3. Can you think of any relationship or other reason that might possibly constitute a conflict of interest if you are selected to serve on the appointed body for which you are applying? (This question is not meant to disqualify you; it is only intended to provide information.) Yes No If yes, please explain:

Rachel J. Schroeder
Signature

January 2, 2014
Date

Appointments Expiring During the Next 12 Months - 2014
Effective January 1, 2014 - This List is Subject to Change

| Body | # of Terms Expiring | Requirements for Vacancy Listed |
|--|----------------------------|--|
| Appointments Expiring on February 28, 2014: | | |
| Champaign County Lincoln Legacy Committee | 1 | Resident of County |
| Appointments Expiring on April 30, 2014: | | |
| Broadlands Longview FPD | 1 | All Fire Protection Districts - County resident resident and elector in the FPD There shall be no more than one trustee from any one city or village or incorporated town in a district unless such city, village or town has more than 50% of the population of the district, according to the last preceding federal census. (This applies to Broadlands-Longview FPD & Sangamon Valley FPD, according to the 2010 census) |
| Eastern Prairie FPD | 1 | |
| Edge-Scott FPD | 1 | |
| Ivesdale FPD | 1 | |
| Ogden-Royal FPD | 1 | |
| Ludlow FPD | 1 | |
| Pesotum FPD | 1 | |
| Philo FPD | 1 | |
| Sadorus FPD | 1 | |
| Sangamon Valley FPD | 1 | |
| Scott FPD | 1 | |
| St. Joseph-Stanton FPD | 1 | |
| Thomasboro FPD | 1 | |
| Tolono FPD | 1 | |
| Windsor Park FPD | 1 | |
| Appointments Expiring on May 31, 2014: | | |
| Champaign County Board of Review | 2 | One Republican and One Democrat |
| Penfield Water District | 2 | Water District and County Resident |
| Sangamon Valley Public Water District | 1 | Water District and County Resident |
| Urbana-Champaign Sanitary District | 1 | Resident of the district |

Appointments Expiring During the Next 12 Months - 2014
Effective January 1, 2014 - This List is Subject to Change

Appointments Expiring on June 30, 2014

| | | |
|---|---|--|
| Bailey Memorial Cemetery Association | 3 | At least 2/3 of cemetery trustees reside within 15 miles of the cemetery of some part thereof. The other third is interested in said cemetery through family interments or otherwise and Illinois Resident |
| Clements Cemetery Board | 1 | |
| Locust Grove Cemetery | 2 | |
| Mount Olive Cemetery Association | 3 | |
| Prairie View Cemetery Association | 3 | |
| Yearsley Cemetery Association | 1 | |
| | | |
| Champaign County Board of Health | 2 | |
| Champaign County Developmental Disabilities Board | 1 | |
| Champaign County Forest Preserve Board | 1 | Elector in the Forest Preserve District |

Appointments Expiring on August 31, 2014

| | | |
|---------------------------|---|--|
| Beaver Lake DD | 1 | Resident of IL |
| Blackford Slough DD | 1 | Each appointee owns land in the district |
| Conrad & Fisher Mutual DD | 1 | |
| Fountain Head DD | 1 | |
| Harwood & Kerr DD | 1 | |
| Kankakee DD | 1 | |
| Kerr & Compromise DD | 1 | |
| Lower Big Slough DD | 1 | |
| South Fork DD | 1 | |
| Nelson-Moore-Fairfield DD | 1 | |
| DD #10 Town of Ogden | 1 | |
| Okaw DD | 1 | |
| Owl Creek DD | 1 | |
| Pesotum Slough Special DD | 1 | |
| Prairie Creek DD | 1 | |
| Raup DD | 1 | |
| Salt Fork DD | 1 | |
| Sangamon & Drummer DD | 1 | |

Appointments Expiring During the Next 12 Months - 2014
Effective January 1, 2014 -This List is Subject to Change

| | |
|-----------------------------------|---|
| St. Joseph #3 DD | 1 |
| Silver Creek DD | 1 |
| Somer #1 DD | 1 |
| St. Joseph #4 DD | 1 |
| St. Joseph #6 DD | 1 |
| Triple Fork DD | 1 |
| Two Mile Slough DD | 1 |
| Union DD #1 of Philo & Crittenden | 1 |
| Union DD #3 South Homer & Sidney | 1 |
| Union DD #1 of Philo & Urbana | 1 |
| Union DD #2 of St. Joseph & Ogden | 1 |
| Union DD of Stanton & Ogden | 1 |
| West Branch DD | 1 |
| Willow Branch DD | 1 |
| Wrisk DD | 1 |
| Pesotum Consolidated DD | 1 |
| DD #2 Town of Scott | 1 |
| Longbranch Mutual DD | 1 |

14

Appointments Expiring on November 30, 2014:

| | | |
|---|---|--|
| Deputy Sheriff Merit Commission | 1 | |
| Champaign Co. Nursing Home Board of Directors | 2 | |
| Public Aid Appeals Committee | 2 | One Republican Member and One Alternate |
| Rural Transit Advisory Group | 4 | Names are submitted by RPC |
| Senior Services Advisory Group | 2 | Must be interested in senior citizens and more than 50% of |
| Zoning Board of Appeals | 1 | committee should be over age 60; some names are |
| Nursing Home Board of Directors | 2 | submitted by RPC |

Appointments Expiring During the Next 12 Months - 2014
Effective January 1, 2014 - This List is Subject to Change

Appointments Expiring on December 31, 2014:

| | | |
|--|---|---|
| Champaign-Urbana Mass Transit District Board | 1 | Democrat/may be additional residency requirements |
| Champaign County Mental Health Board | 2 | should be interested in the area of mental health |

Bodies with Existing Vacancies as of January 1, 2014

These appointments are needed in addition to any terms listed above expiring in 2014 unless otherwise noted

| | | |
|---------------------------------------|---|----------------------|
| Champaign County Board of Health | 1 | |
| Clements Cemetery Association | 2 | |
| DD #10 Town of Ogden | 1 | |
| East Lawn Memorial Burial Park Assoc. | 6 | See Cemeteries above |
| Harwood & Kerr DD | 1 | |
| Nelson-Moore-Fairfield DD | 1 | |
| Pesotum Consolidated DD | 1 | |
| Senior Services Advisory Committee | 4 | |
| Union DD #2 St. Joseph & Ogden | 1 | |
| Upper Embarras River Basin DD | 1 | |
| West Branch DD | 1 | |
| Willow Branch DD | 1 | |



Gordy Hulten
Champaign County Clerk
Champaign County, Illinois

1776 East Washington Street
Urbana, IL 61802
Email: mail@champaigncountyclerk.com
Website: www.champaigncountyclerk.com

Vital Records: (217)384-3720
Elections: (217)384-3724
Fax: (217)384-1241
TTY: (217)384-8601

COUNTY CLERK
MONTHLY REPORT
DECEMBER
2013

| | |
|---------------------------|------------------|
| Liquor Licenses & Permits | 200.00 |
| Civil Union License | \$140.00 |
| Marriage License | 3,560.00 |
| Interests | 14.07 |
| State Reimbursements | - |
| Vital Clerk Fees | 12,796.85 |
| Tax Clerk Fees | 3,898.88 |
| Refunds of Overpayments | <u>94.44</u> |
| TOTAL | 20,704.24 |
| Additional Clerk Fees | 1,024.00 |

RESOLUTION NO.

RESOLUTION AUTHORIZING DISCONTINUANCE OF THE CHAMPAIGN SOUTH WEST MASS TRANSIT DISTRICT SERVICES and DISSOLUTION OF THE CHAMPAIGN SOUTH WEST MASS TRANSIT DISTRICT

WHEREAS, on March 21, 2006, the voters approved the creation of the Champaign South West Mass Transit District, an area bounded on the north by Interstate Highway 72; on the east by Interstate Highway 57; on the south by Champaign County Road 1300 North; and on the west by the Champaign County Highway 19; and

WHEREAS, in furtherance of the creation of the Champaign South West Mass Transit District, the County Board of Champaign County appointed seven members to serve on the Champaign South West Mass Transit District Board of Trustees in December 2006; and

WHEREAS, on December 19, 2013, the Champaign South West Mass Transit District Board of Trustees adopted, by unanimous consent, a Memorandum of Resolution determining that there is no longer a need for public transportation services provided by the Champaign South West Mass Transit District and/or that adequate services can be made available, and that the existence of the Champaign South West Mass Transit District should be terminated; and

WHEREAS, the Champaign County Board Policy, Personnel & Appointments Committee of the Whole recommends to the Champaign County Board authorization of the discontinuance of services by the Champaign South West Mass Transit District; and

WHEREAS, the Champaign County Board Policy, Personnel & Appointments Committee of the Whole further recommends that, pursuant to 70 ILCS 3610/9, after payment of all the Champaign South West Mass Transit District debts and settlement of all obligations and claims have been made, any funds remaining after the sale and disposition of its property shall be disposed of by payment to the Treasurer of Champaign County; and

WHEREAS, the Champaign County Board Policy, Personnel & Appointments Committee of the Whole further recommends to the Champaign County Board approval of the Memorandum of Resolution adopted by the Champaign South West Mass Transit District Board of Trustees on December 19, 2013, and the dissolution of the Champaign South West Mass Transit District;

NOW, THEREFORE, BE IT RESOLVED by the Champaign County Board that the discontinuation of services by the Champaign South West Mass Transit District is hereby authorized; and

BE IT FURTHER RESOLVED by the Champaign County Board that, pursuant to 70 ILCS 3610/9, after payment of all the Champaign South West Mass Transit District debts and settlement of all obligations and claims have been made, any funds remaining after the sale and

disposition of its property shall be disposed of by payment to the Treasurer of Champaign County; and

BE IT FURTHER RESOLVED by the Champaign County Board that the Memorandum of Resolution adopted by the Champaign South West Mass Transit District Board of Trustees on December 19, 2013, and the dissolution of the Champaign South West Mass Transit District is hereby approved; and

BE IT FURTHER RESOLVED by the Champaign County Board that the Champaign County Clerk is hereby directed to file this Resolution with the Illinois Secretary of State.

PRESENTED, ADOPTED, APPROVED and RECORDED this 23rd day of January, A.D. 2014.

Alan Kurtz, Chair
Champaign County Board

ATTEST:

Gordy Hulten, Champaign County Clerk
and *Ex-Officio* Clerk of the County Board

Edward H. Rawles
Also Licensed in Colorado

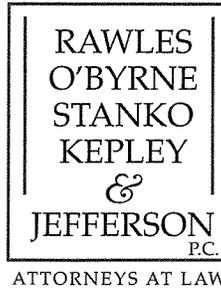
Stephen M. O'Byrne

Glenn A. Stanko

Brett A. Kepley

Timothy S. Jefferson
Also Licensed in Missouri

J. Michael O'Byrne
Of Counsel



Reno & O'Byrne
1952-1962

Reno, O'Byrne
& Kepley
1962-1984

Reno, O'Byrne
& Kepley, P.C.
1984-1994

Rawles, O'Byrne
Stanko & Kepley, P.C.
1994-2005

December 19, 2013

Ms. Julia Rietz
Champaign County State's Attorney
Champaign County Courthouse
101 East Main Street
Urbana, IL 61801

Re: Champaign Southwest Mass Transit District Resolution of Discontinuance

Dear Julia:

I am counsel for the Champaign Southwest Mass Transit District Board of Trustees. Enclosed please find a copy of a Memorandum of Resolution, which I provide to you in your capacity as counsel for the Champaign County Board so as to pass on to the Board. The Resolution is made and forwarded pursuant to 70 ILCS 3610/9 wherein a local mass transit district must seek approval of discontinuance by the governing county.

Thank you for your attention in this matter.

Sincerely,

RAWLES, O'BYRNE, STANKO, KEPLEY & JEFFERSON, P.C.

Brett Kepley
bakepley@rosklaw.com

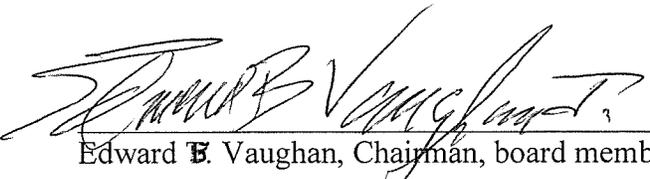
BK/jhm
Enclosure
cc: CSWMTD Board of Trustees

RECEIVED
JAN 02 2013
SUPERVISOR OF
ASSESSMENTS

MEMORANDUM OF RESOLUTION

The Board of Trustees of the Champaign Southwest Mass District, by unanimous consent, certify that it has determined that there is no longer a need for its public transportation services and/or that other adequate services can be made available, and that its existence should be terminated.

Dated December 19, 2013


Edward B. Vaughan, Chairman, board member

West's Smith-Hurd Illinois Compiled Statutes Annotated
Chapter 70. Special Districts
Transit
Act 3610. Local Mass Transit District Act (Refs & Annos)

70 ILCS 3610/9
Formerly cited as IL ST CH 111 2/3 ¶ 359

3610/9. Discontinuance

Currentness

§ 9. Whenever the Board of Trustees of any District shall determine that there is no longer a public need for its transportation services or that other adequate services are or can be made available, and that it should terminate its existence and services, it may by resolution so certify to the participating municipalities and counties which created it. If the participating municipalities and counties approve of such discontinuance, they may by ordinance or resolution, as the case may be, authorize the District to discontinue its services and wind up its affairs. A copy of such ordinance or resolution or both, shall be filed with the county or municipal clerk or clerks and the Secretary of State. After payment of all its debts and settlement of all obligations and claims, any funds remaining after the sale and disposition of its property shall be disposed of by payment to the treasurer of the county or municipality which created it, or if created by 2 or more municipalities or counties, by payment to the several treasurers, first, to repay in whole or pro rata, funds advanced to the authority, and the balance, if any, pro rata according to the length of scheduled transportation route miles operated in the several municipalities and unincorporated areas of the several counties during the preceding calendar year.

Credits

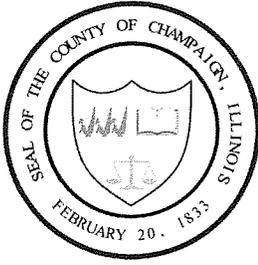
Laws 1959, p. 1635, § 9, eff. July 21, 1959.

Formerly Ill.Rev.Stat.1991, ch. 111 2/3, ¶ 359.

70 I.L.C.S. 3610/9, IL ST CH 70 § 3610/9
Current through P.A. 98-604 of the 2013 Reg. Sess.

End of Document

© 2013 Thomson Reuters. No claim to original U.S. Government Works.



CHAMPAIGN COUNTY ADMINISTRATIVE SERVICES

1776 East Washington Street, Urbana, Illinois 61802-4581

ADMINISTRATIVE, BUDGETING, PURCHASING, & HUMAN RESOURCE
MANAGEMENT SERVICES

Deb Busey, County Administrator

ADMINISTRATIVE SERVICES – MONTHLY HR REPORT DECEMBER 2013

VACANT POSITIONS LISTING

| FUND | DEPT | POSITION TITLE | HOURLY RATE | REG HRS | REG SAL | | FY 2014 HRS | FY '14 SAL |
|-------------|------|-------------------|-------------|---------|--------------|--|-------------|--------------|
| 80 | 22 | DEPUTY CO CLERK | \$11.86 | 1950 | \$23,127.00 | | 2122.5 | \$25,172.85 |
| 80 | 30 | LEGAL CLERK | \$11.86 | 1950 | \$23,127.00 | | 2122.5 | \$25,172.85 |
| 80 | 30 | LEGAL CLERK | \$11.86 | 1950 | \$23,127.00 | | 2122.5 | \$25,172.85 |
| 80 | 30 | PT LEGAL CLERK | \$11.86 | 1040 | \$12,334.40 | | 1132 | \$13,425.52 |
| 80 | 40 | CLERK | \$11.86 | 1950 | \$23,127.00 | | 2122.5 | \$25,172.85 |
| 80 | 41 | LEGAL SEC/REC | \$11.86 | 1950 | \$23,127.00 | | 2122.5 | \$25,172.85 |
| 80 | 52 | CRT SRV OFCR | \$17.25 | 1950 | \$33,637.50 | | 2122.5 | \$36,613.13 |
| 80 | 77 | ASSOCIATE PLANNER | \$18.38 | 1950 | \$35,841.00 | | 2122.5 | \$39,011.55 |
| 80 | 140 | CORRECTIONAL OFCR | \$18.85 | 2080 | \$39,208.00 | | 2264 | \$42,676.40 |
| 80 | 140 | CORRECTIONAL OFCR | \$18.85 | 2080 | \$39,208.00 | | 2264 | \$42,676.40 |
| 80 | 140 | CORRECTIONAL OFCR | \$18.85 | 2080 | \$39,208.00 | | 2264 | \$42,676.40 |
| 80 | 140 | CORRECTIONAL OFCR | \$18.85 | 2080 | \$39,208.00 | | 2264 | \$42,676.40 |
| 80 | 140 | MCO | \$11.86 | 2080 | \$24,668.80 | | 2264 | \$26,851.04 |
| 80 | 140 | PT MCO | \$11.86 | 1040 | \$12,334.40 | | 1132 | \$13,425.52 |
| 850 | 111 | BUS SYS ANALYST | \$24.45 | 1950 | \$47,677.50 | | 2122.5 | \$51,895.13 |
| -- TOTAL -- | | | \$230.36 | | \$438,960.60 | | | \$477,791.74 |

UNEMPLOYMENT REPORT

Notice of Claims received – 4 total

1 – Nursing Home
2 – Head Start
1 – Corrections

Employer Protests Filed – total

3 – Nursing Home
3 – Head Start
1 – Corrections

Benefit Determinations

2 – Nursing Home benefits allowed
1 – Head Start benefits denied

Notice of Telephone Hearing

1 – Nursing Home
1 – Head Start

Notice of Pending Appeal

1 – Regional Planning Commission

PAYROLL REPORT

DECEMBER PAYROLL INFORMATION

| Pay Group | 12/13/2013 | | 12/27/2013 | |
|----------------|------------|--------------------|------------|--------------------|
| | EE's Paid | Total Payroll \$\$ | EE's Paid | Total Payroll \$\$ |
| General Corp | 503 | \$951,212.94 | 517 | \$913,563.94 |
| Nursing Home | 203 | \$277,219.88 | 200 | \$227,026.28 |
| RPC/Head Start | 219 | \$328,204.16 | 217 | \$277,727.72 |
| Total | 925 | \$1,556,636.98 | 934 | \$1,418,317.94 |

HEALTH INSURANCE/BENEFITS REPORT

December, 2013

Total Number of Employees Enrolled:

General County Union:

Single 218; EE+spouse 28.; EE+child(ren) 61. ; Family 33 waived 36

Nursing Home Union:

Single 66; EE+ spouse 8; EE+child(ren) 5; Family 1; waived 8

Non-bargaining employees:

Single 123; EE+spouse 31; EE+child(ren) 26; Family 23; waived 50

Life Insurance Premium paid by County: \$10,481.29

Health Insurance Premium paid by County: \$345,424.60

Health Reimbursement Account contribution paid by County: \$19,974.00

TURNOVER REPORT

Turnover is the rate at which an employer gains and loses employees. To get the best picture for turnover the calculations are based on rolling year averages.

General County

December 2013 : 6.59%

December 2013 : 3 out of 571 Employees left Champaign County

WORKERS' COMPENSATION REPORT

| <u>Entire County Report</u> | <u>December 2013</u> | <u>December 2012</u> |
|--|----------------------|----------------------|
| New Claims 12/1 – 12/31 | 10 | 1 |
| Closed Claims 12/1 – 12/31 | 13 | 12 |
| Open Claims | 38 | 18 |
| (Ongoing #, total number of open claims as of 12/31) | | |

Year to Date Total (Ongoing #, total number of open claims)

| | |
|---------------|-----|
| December 2012 | 102 |
| December 2013 | 112 |

EEO REPORT

Information provided based on EEO Tracking forms submitted by Applicant. Figures are for General County only.

| December EEO Report - General County Only | Master Control - Part Time (CCSO) | Legal Clerk (Circuit Clerk) | Deputy Clerk (Recorder) | Deputy County Clerk (County Clerk) | December - TOTALS |
|---|-----------------------------------|-----------------------------|-------------------------|------------------------------------|-------------------|
| Total Applicants Applied | 35 | 167 | 132 | 163 | 497 |
| Male | 16 | 25 | 18 | 30 | 89 |
| Female | 18 | 138 | 111 | 129 | 396 |
| Undisclosed | 1 | 4 | 3 | 4 | 12 |
| Caucasian | 22 | 117 | 84 | 104 | 327 |
| African-American | 11 | 37 | 35 | 42 | 125 |
| Asian or Pacific Islander | 0 | 1 | 2 | 3 | 6 |
| Hispanic | 2 | 9 | 4 | 6 | 21 |
| Native American or Alaskan Native | 0 | 0 | 2 | 3 | 5 |
| Two of more races | 0 | 3 | 5 | 5 | 13 |
| Undisclosed | 0 | 0 | 0 | 0 | 0 |
| Veteran Status | 4 | 7 | 7 | 9 | 27 |
| Disability | 0 | 2 | 1 | 2 | 5 |

ADMINISTRATIVE SUPPORT to COUNTY BOARD REPORT

| | | | | | |
|---------------------|---|-----------------------------|----|---------------------|---|
| Agendas Posted | 6 | Meetings Staffed | 5 | Minutes Posted | 6 |
| Appointments Posted | 1 | Notification of Appointment | 5 | Contracts Posted | 1 |
| Calendars Posted | 6 | Resolutions Prepared | 19 | Ordinances Prepared | 2 |

12. **County Board Meetings**

- A. As required by statute, the Board shall meet during the months of June and September of each year. The Biennial Organizational Meeting shall take place on the first Monday of December of each even numbered year. Unless otherwise scheduled in accordance with these Rules, the Board shall hold regular meetings on the Thursday following the third Monday of each month, (which shall include the required June and September meetings).
- B. Regular meetings of the Board shall ~~begin at 7:00 p.m. unless otherwise scheduled in accordance with these Rules.~~ **be held in compliance with the Annual Calendar of Meetings approved by the County Board each year.**

15. **Motions, Resolutions, Ordinances, Voting and Roll Call – County Board Meetings**

- F. Transfers from one appropriation of any one fund to another of the same fund not affecting the total amount appropriated, and appropriations in excess of those authorized by the budget in order to meet an immediate emergency may be made at any meeting of the Board by a two-thirds (2/3) vote of ALL the members constituting such Board; (i.e. 18); the vote to be taken by ayes and nays and entered on the record of the meeting, as required by 55 ILCS 5/6-1003.

To: Board of Directors
Champaign County Nursing Home

From: Scott Gima
Manager

Date: January 8, 2013

Re: November 2013 Financial Management Report

The November census was 193.8, down slightly from 195.4 in October. Medicare decreased from 14.3 in October to 12.8 in November. Net income was -\$53,412 in November, down from -\$9,491 in October. After adding back depreciation, operating cash flow was a positive \$7,561. For the year, cash flow is \$93k.

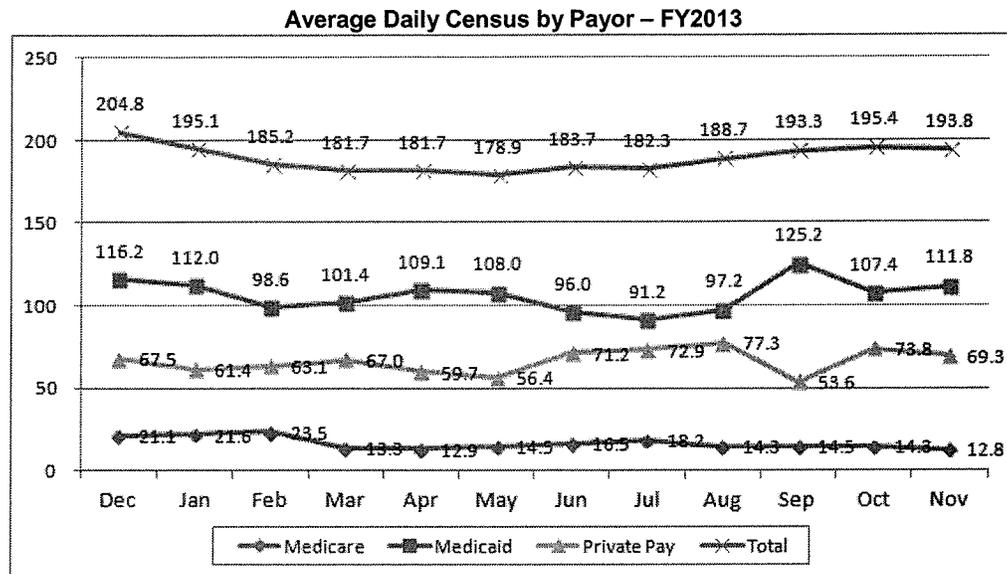
Without question, 2013 was a down year for CCNH as a result of the extended census decline from February to July. The lower census was not due to a drop in admissions. 2013 showed a higher monthly average of admissions compared to 2012. We saw months where more than 30 residents were admitted – that was unprecedented. The census downturn was due to a higher number of discharges, which does not keep the beds filled, but it is a positive quality indicator.

December's stats show improvement. The census climbed to 201.7 with 19.5 Medicare. This is close to the census figures seen in December 2012. The current census is 201 with 16 Medicare.

Cash is down in November, totaling \$367k. The tax anticipation warrant was not issued until early December. The current cash balance is \$761k. Accounts payables are at 60 days and no finance charges have been paid since May 2013.

Statistics

The overall census declined slightly from 195.4 in October to 193.8 in November. There were 413 Medicaid conversion days in November, up from 242 in October.

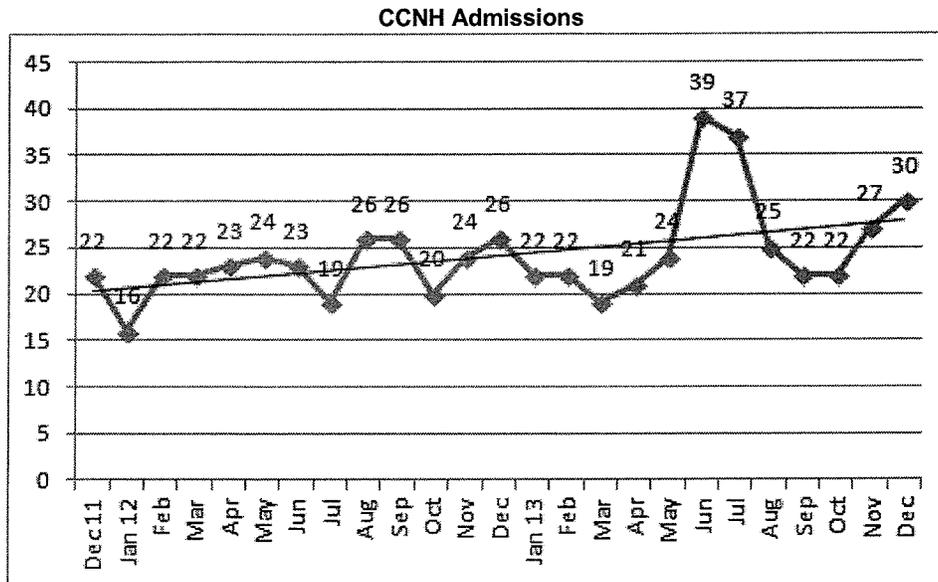


Admissions are up slightly in December, hitting the 30 mark. Discharges bumped up from 12 in November to 17 in December, but it is significantly down from the outflow activity of December 2012.

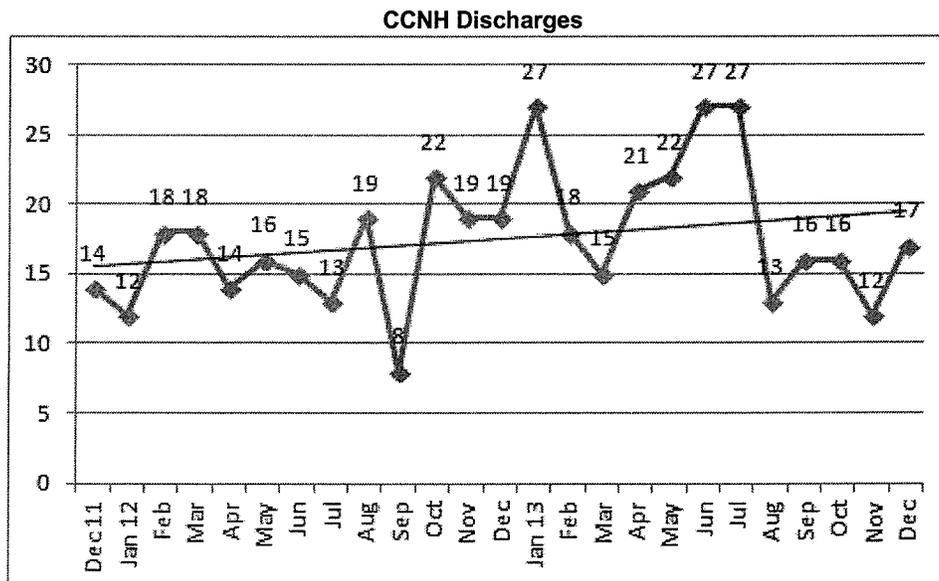
**Admissions and Discharges
December 2012 to December 2013**

| | Medicare Admits | Non-Medicare Admits | Total Admits | Discharges | Expirations | Total Discharges/Expirations |
|--------|-----------------|---------------------|--------------|------------|-------------|------------------------------|
| Dec 12 | 23 | 3 | 26 | 19 | 15 | 34 |
| Jan | 11 | 11 | 22 | 27 | 11 | 38 |
| Feb | 15 | 7 | 22 | 18 | 13 | 31 |
| Mar | 6 | 13 | 19 | 15 | 6 | 21 |
| Apr | 14 | 7 | 21 | 21 | 8 | 29 |
| May | 13 | 11 | 24 | 22 | 8 | 30 |
| June | 23 | 16 | 39 | 27 | 7 | 34 |
| July | 18 | 19 | 37 | 27 | 9 | 36 |
| August | 11 | 14 | 25 | 13 | 4 | 17 |
| Sept | 11 | 14 | 25 | 16 | 4 | 20 |
| Oct | 13 | 9 | 22 | 16 | 10 | 26 |
| Nov | 16 | 11 | 27 | 12 | 9 | 21 |
| Dec | 16 | 14 | 30 | 17 | 7 | 24 |

In FY2012, monthly admissions averaged 22.2 per month. The chart below shows monthly admissions between December 2011 and December 2013. Through November FY2013, the average is 25.5 per month.

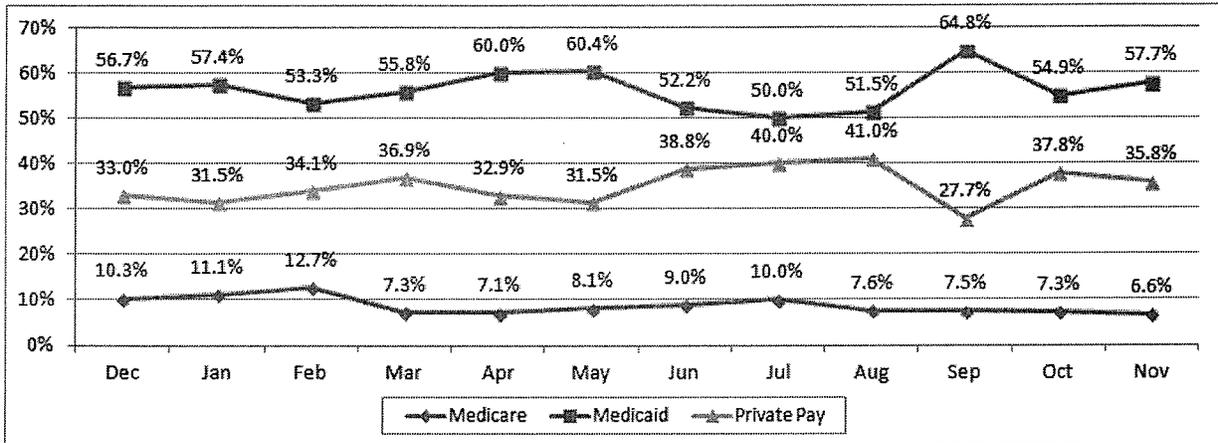


Discharges, however, have been occurring at a high pace in 2013, especially early in the year compared to FY2012. In FY2012, the average monthly discharges was 15.7, ranging between 8 and 22. The current monthly average for FY2013 is 19.4.



The sharp increase in September's Medicaid mix was due to 936 conversion days in September. There were 242 conversion days in October and 413 conversion days in November. The conversion days skewed the census by approximately 8 residents (8 more Medicaid and 8 less private pay) in October and by 13.7 in November.

Payor Mix by Resident Days



Net Income/(Loss)/Cash from Operations

November closed with a net loss of -\$53,412. Adding back depreciation, cash from operations was \$7,561. On a year-to-date basis, the net loss is -\$306,563. YTD cash from operations after adding back depreciation is cash is \$93k after adjusting for the \$333k loan write-off in April.

Revenues

- Revenues decreased from \$1.187 million in October to \$1.112 million in November, a decrease of \$74.6k. The 413 conversion days reduced revenue by \$11k. Medicare revenue fell from \$214,521 in October to \$169,658 in November. Revenue per day fell from \$196 to \$191.30 between October and November. The drop in Medicare census and high number of conversion days are the primary reasons for the decrease in revenue per day.

Expenses

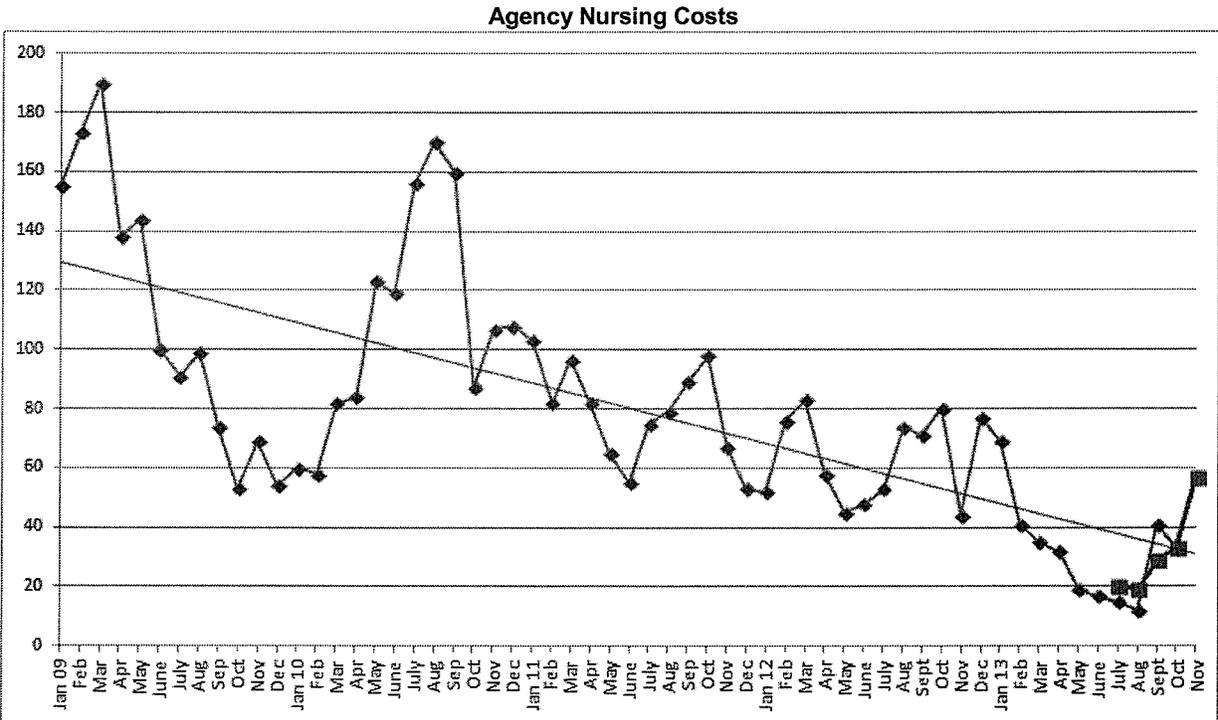
- Expenses fell from \$1.289 million in October to \$1.259 million in November, a decrease of \$29,492. Expenses per day increased from \$212.81 to \$216.59. The average for the year is \$220.81 per day.
- Wages increased from \$540,023 in October to \$556,294 in November.. Wages per day decreased from \$89.16 to \$95.67. This is above the average for the year which is \$93.11 per day.
- Non-labor expenses fell from \$612,342 in October to \$561,603 in November. Non-labor expenses per day fell from \$101.10 to \$96.58. The average for the year is \$95.62 per day. The following items impacted non-labor expenses in November.

In October, CCNH was informed that the County Information Technology (IT) department would be charging \$39k for 2013 IT support services. \$19.5k was expensed in October and the remaining \$19.5k was expensed in November. If known in advance, the expense would have been accrued monthly. Accrual of this expense will occur in FY2014 starting in December.

Gas service totaled \$22,620. The monthly average is \$9,729. Two months (Oct & Nov) were recorded in November, in addition to a higher monthly expense in winter months.

Dietary non-labor expenses totaled \$43,652, the lowest monthly total in 2013. Food costs fell from \$50k in October (\$8.26 per day) to \$34k in November (\$5.82 per day).

- Agency expenses in October totaled \$32,928. In the graph below, the red line indicates the corrected expenses for July (\$19,839), August (\$18,595) and September (\$29,010). October expenses were \$32,928 and November rose to \$56,534.



Cash Position

The month ending cash balance dropped from \$655,770 in October to \$366,793 in November. Due to the Thanksgiving holiday, Medicare payments totaling more than \$200k that would have normally been received in November were not received until early December. The November receivables reflect this with an increase from \$3.213 million in October to \$3.454 million in November. Accounts payable increased from \$1.530 million in October to \$1.646 million in November.

Two other factors have impacted the November ending cash balance. Regular monthly Medicaid payments were received through July. No payment was made in August and payments resumed in September. This lost payment decreased cash by about \$300k. The second factor was a management decision to get vendor payments to 60 days or less and eliminate finance charges. This resulted in accounts payable falling by \$372k. Without the two, cash at the end of November 2013 would be near or at \$1 million.

FUND 080 GENERAL CORPORATE

DEPARTMENT 036 PUBLIC DEFENDER

INCREASED APPROPRIATIONS:

| ACCT. NUMBER & TITLE | BEGINNING BUDGET AS OF 12/1 | CURRENT BUDGET | BUDGET IF REQUEST IS APPROVED | INCREASE (DECREASE) REQUESTED |
|---|-----------------------------|----------------|-------------------------------|-------------------------------|
| 080-036-511.03 REG. FULL-TIME EMPLOYEES | 892,944 | 892,944 | 896,017 | 3,073 |
| | | | | |
| | | | | |
| TOTALS | 892,944 | 892,944 | 896,017 | 3,073 |

INCREASED REVENUE BUDGET:

| ACCT. NUMBER & TITLE | BEGINNING BUDGET AS OF 12/1 | CURRENT BUDGET | BUDGET IF REQUEST IS APPROVED | INCREASE (DECREASE) REQUESTED |
|-------------------------|-----------------------------|----------------|-------------------------------|-------------------------------|
| None: from Fund Balance | | | | |
| | | | | |
| | | | | |
| TOTALS | 0 | 0 | 0 | 0 |

EXPLANATION: IN JULY 2013, FIRST ASSISTANT PUBLIC DEFENDER SCOTT SCHMIDT AND SENIOR ASSISTANT PUBLIC DEFENDER ANTHONY ORTEGA LEFT THE OFFICE TO BECOME CHIEF PUBLIC DEFENDERS. BOTH WERE LONG TIME PUBLIC DEFENDER EMPLOYEES AND HAD ACCRUED SIGNIFICANT BENEFIT TIME. OUR CURRENT BUDGET WAS INSUFFICIENT TO PAY OUT THEIR ACCRUED BENEFITS.

| | | |
|------------------------------------|--|-------------------------------|
| DATE SUBMITTED: <i>12/30/13</i> | AUTHORIZED SIGNATURE <i>R. Lee B. ...</i> | ** PLEASE SIGN IN BLUE INK ** |
|------------------------------------|--|-------------------------------|

APPROVED BY BUDGET & FINANCE COMMITTEE: _____ DATE: _____

| | | |
|--|--|--|
| | | |
| | | |
| | | |

JOHN FARNEY
COUNTY AUDITOR



1776 EAST WASHINGTON
URBANA, ILLINOIS 61802
TELEPHONE (217) 384-3763
FAX (217) 384-1285

OFFICE OF THE AUDITOR
CHAMPAIGN COUNTY, ILLINOIS

TO: Christopher Alix, Deputy Chair for Finance; Alan Kurtz, County Board Chair; Deb Busey, County Administrator & Members of the Champaign County Board

FROM: John Farney, County Auditor

DATE: January 8, 2014

RE: Budget Amendment 13-00064

The Champaign County Auditor's Office is requesting a final Budget Amendment in the amount of \$4127 to offset benefits paid to terminated employees during Fiscal Year 2013.

Specifically, these costs can be attributed to the long term medical leave and retirement of a 23 year bargaining unit employee.

Should you have any questions about this Budget Amendment, please don't hesitate to contact me.

Sincerely,



JOHN FARNEY
COUNTY AUDITOR

REQUEST FOR BUDGET AMENDMENT

BA NO. 13-00064

FUND 080 GENERAL CORPORATE

DEPARTMENT 020 AUDITOR

INCREASED APPROPRIATIONS:

| ACCT. NUMBER & TITLE | BEGINNING BUDGET AS OF 12/1 | CURRENT BUDGET | BUDGET IF REQUEST IS APPROVED | INCREASE (DECREASE) REQUESTED |
|---|-----------------------------|----------------|-------------------------------|-------------------------------|
| 080-020-511.03 REG. FULL-TIME EMPLOYEES | 208,943 | 211,143 | 215,131 | 3,988 |
| 080-020-511.05 TEMP. SALARIES & WAGES | 0 | 9,064 | 9,203 | 139 |
| TOTALS | 208,943 | 220,207 | 224,334 | 4,127 |

INCREASED REVENUE BUDGET:

| ACCT. NUMBER & TITLE | BEGINNING BUDGET AS OF 12/1 | CURRENT BUDGET | BUDGET IF REQUEST IS APPROVED | INCREASE (DECREASE) REQUESTED |
|-------------------------|-----------------------------|----------------|-------------------------------|-------------------------------|
| None: from Fund Balance | | | | |
| TOTALS | 0 | 0 | 0 | 0 |

EXPLANATION: TO COVER SHORTFALL DUE TO PAYOUT OF BENEFITS DUE TO RETIREMENT PREVIOUS BUDGET AMENDMENT DID NOT INCLUDE OBLIGATIONS POSTED AFTER DECEMBER FINANCE COMMITTEE MEETING.

DATE SUBMITTED: 1/3/2013 AUTHORIZED SIGNATURE: *[Signature]* ** PLEASE SIGN IN BLUE INK **

APPROVED BY BUDGET & FINANCE COMMITTEE: DATE:

FUND 083 COUNTY HIGHWAY

DEPARTMENT 060 HIGHWAY

INCREASED APPROPRIATIONS:

| ACCT. NUMBER & TITLE | BEGINNING BUDGET AS OF 12/1 | CURRENT BUDGET | BUDGET IF REQUEST IS APPROVED | INCREASE (DECREASE) REQUESTED |
|--------------------------------|-----------------------------|----------------|-------------------------------|-------------------------------|
| 083-060-544.35 HEAVY EQUIPMENT | 295,258 | 295,258 | 446,254 | 150,996 |
| | | | | |
| | | | | |
| TOTALS | 295,258 | 295,258 | 446,254 | 150,996 |

INCREASED REVENUE BUDGET:

| ACCT. NUMBER & TITLE | BEGINNING BUDGET AS OF 12/1 | CURRENT BUDGET | BUDGET IF REQUEST IS APPROVED | INCREASE (DECREASE) REQUESTED |
|-------------------------|-----------------------------|----------------|-------------------------------|-------------------------------|
| None: from Fund Balance | | | | |
| | | | | |
| | | | | |
| TOTALS | 0 | 0 | 0 | 0 |

EXPLANATION: NEW TANDEM TRUCK ORDERED IN JULY 2013 NOT RECEIVED IN FY-13. WILL BE DELIVERED IN DECEMBER 2013 IN FY-14.

DATE SUBMITTED: 12/17/13 AUTHORIZED SIGNATURE  ** PLEASE SIGN IN BLUE INK **

APPROVED BY BUDGET & FINANCE COMMITTEE: _____ DATE: _____
