

Approved 10/9/2018

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

**Finance; Policy, Personnel, & Appointments; Justice & Social Services
Tuesday, September 11, 2018
Lyle Shields Meeting Room**

MEMBERS PRESENT: Jack Anderson, Brad Clemmons, John Clifford, Lorraine Cowart, Tracy Douglas, Jodi Eisenmann, Aaron Esry, Stephanie Fortado, Jim Goss, Jim McGuire, Max Mitchell, Kyle Patterson, Patti Petrie, Jon Rector, Giraldo Rosales, Stephen Summers, Pranjali Vachaspati

MEMBERS ABSENT: Stan Harper, James Quisenberry, Chris Stohr, James Tinsley, C. Pius Weibel

OTHERS PRESENT: Deb Busey (Interim County Administrator), John Farney (Treasurer), John Hall (Planning & Zoning Director), Debbie Heiser (Insurance Specialist), Gordy Hulten (County Clerk), Tami Ogden (Deputy Administrator/Finance), Andy Rhodes (IT Director), Kay Rhodes (Administrative Assistant)

CALL TO ORDER

Vice Chair Rosales called the meeting to order at 6:35 p.m.

ROLL CALL

Rhodes called the roll. Anderson, Clemmons, Clifford, Cowart, Douglas, Eisenmann, Esry, Fortado, Goss, McGuire, Petrie, Rector, Rosales, Summers, and Vachaspati were present at the time of roll call, establishing the presence of a quorum. Mitchell and Patterson entered the meeting after roll call.

APPROVAL OF AGENDA/ADDENDA

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

APPROVAL OF MINUTES

MOTION by Rector to approve the minutes of the August 14, 2018 Committee of the Whole meeting; seconded by Clifford. **Motion carried with unanimous support.**

PUBLIC PARTICIPATION

There was no public participation.

COMMUNICATIONS

Petrie noted the 17th anniversary of 9/11/2001. Esry reminded motorists to take caution while driving in rural areas because it is harvest time and slow-moving farm equipment on the roadways should be anticipated.

JUSTICE & SOCIAL SERVICES

Monthly Reports

The monthly reports were received and placed on file.

Other Business

Semi-Annual Review of Closed Session Minutes

MOTION by Anderson to place the Closed Session minutes dated 5/13/2005; 5/26/2005; 6/6/2005; and 6/8/2005 for the Justice & Social Services Committee of the Whole into the open minutes pursuant to the parameters set forth in Resolution No. 7969, Establishing Procedures for Semi-Annual Review of Closed Session Minutes by the Champaign County Board. He further moved that all other Closed Session minutes of the Justice & Social Services Committee of the Whole shall remain closed pursuant to Resolution No. 7969, a Resolution Establishing Procedures for Semi-Annual Review of Closed Session Minutes by the Champaign County Board; seconded by Rector. **Motion carried with unanimous support.**

Chair's Report

There was no Chair's report.

POLICY, PERSONNEL, & APPOINTMENTS

County Board of Health

Public Health Services Agreement

MOTION by Anderson to recommend County Board approval of a resolution authorizing an Agreement between CUPHD, the County of Champaign, and the Champaign County Health Department for Provision of Public Health Services by CUPHD to the Champaign County Health Department; seconded by Clemmons.

Petrie discussed the need for a County Health District. Summers pointed out that although the term of the agreement was ten years, the agreement contained language allowing a 12-month notice to terminate. Clemmons explained that the term of the agreement was changed from 5 years to ten years due to timing issues.

Motion to Amend by McGuire changing the term of the agreement to five years instead of ten years; seconded by Mitchell. Discussion followed regarding the merit of a ten-year term agreement and the repercussions if the agreement is not approved. **Motion to Amend failed.**

Original motion carried.

County Clerk
Report

The August 2018 report was received and placed on file.

County Administrator
Report

The August 2018 HR Report was received and placed on file.

Other Business
Reschedule November 2018 County Board Meeting

MOTION by Goss to recommend County Board approval of a resolution amending the 2018 County Board Calendar of Meetings by rescheduling the County Board meeting of November 20, 2018 to November 27, 2018; seconded by Rosales. **Motion carried with unanimous support.**

Semi-Annual Review of Closed Session Minutes

MOTION by Petrie that the Closed Session minutes of the Policy, Personnel, & Appointments Committee of the Whole shall remain closed pursuant to Resolution No. 7969, a Resolution Establishing Procedures for Semi-Annual Review of Closed Session Minutes by the Champaign County Board; seconded by Esry. **Motion carried with unanimous support.**

Highway Department Position Evaluation Request

MOTION by Clifford to send the Highway Department Position of Accountant to the Job Content Evaluation Committee for review and evaluation; seconded by Summers. **Motion carried with unanimous support.**

Planning & Zoning Department Position Evaluation Request

MOTION by Petrie to send the Planning and Zoning Department proposed Planner position to the Job Content Evaluation Committee for review and evaluation; seconded by Anderson. **Motion carried with unanimous support.**

Chair's Report

Rector noted that there were no County Board appointments expiring in October 2018.

Designation of Items to be Placed on the Consent Agenda

Item D1 was designated for the Consent Agenda.

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FINANCE

Treasurer

Monthly Report

The Treasurer's August 2018 monthly report was received and placed on file.

General Corporate Fund Cash Flow Projection Presentation

Farney stated that the end of the year projection for the General Corporate Fund Balance is \$5.6 million. Real estate tax collections are at 95.8% collected. The Nursing Home Tax Anticipation Warrants will be repaid in September and any remaining funds from the nursing home levy will be deposited into the Nursing Home Fund Balance. He explained that each year the nursing home may borrow up to 85% (approximately \$1.2 million) of their tax levy through Tax Anticipation Warrants and this year the nursing home borrowed over \$1 million.

MOTION by Goss to recommend County Board approval of a resolution authorizing the execution of a Deed of Conveyance of the County's interest of appropriate Certificate of Purchase on real estate, permanent parcel 24-28-09-458-019; seconded by Summers. **Motion carried with unanimous support.**

MOTION by Clifford to recommend County Board approval of a resolution authorizing the County Board Chair to assign a mobile home tax sale Certificate of Purchase, permanent parcel 14-023-0072; seconded by Rosales. **Motion carried with unanimous support.**

Auditor

Monthly Report

The Auditor's August 2018 report was received and placed on file.

County Administrator

FY2019 Employee Health Insurance & Related Benefits

MOTION by Clifford to recommend County Board approval of a resolution authorizing the FY2019 employee health insurance and related benefits; seconded by Goss. **Motion carried with unanimous support.**

RFP 2018-003 for Integrated Property Tax Assessment System

MOTION by Patterson to approve the release of RFP 2018-003 for Champaign County Integrated Property Tax Assessment Extension and Collection System; seconded by Douglas. **Motion carried with unanimous support.**

FY2018 General Corporate Fund Projection and Budget Change Reports

Ogden noted that real estate market transactions have resulted in increased Revenue Stamp revenue. The Illinois Department of Revenue Federal Tax Law changes caused FY2018

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Personal Property Replacement Tax (PPRT) revenues to be higher than anticipated. This month, the City of Champaign notified the County of an unplanned TIF Surplus distribution for the expired downtown TIF. Additionally, the Village of Mahomet has indicated that the TIF Surplus would be approximately \$20,000 more than budgeted. Ogden noted some contributing factors regarding the increase in Fees and Fines revenues: Circuit Clerk increase in electronic filing of civil cases, Planning and Zoning Department receipt of applications for proposed solar farms, and the Sheriff's office increased use of home detention devices.

Ogden noted that the projected Fund Balance is at 14.9%. She explained that if outstanding loans to the nursing home totaling \$726,802, then the projected Fund Balance would be 12.7%. This percentage meets the County's minimum Fund Balance requirement of 12.5%.

Vachaspati requested a breakdown of all County fees and fines. Ogden indicated that this information is available on the Auditor's webpage reports and she would provide a link.

Cable Television Franchise Agreement

MOTION by Summers to recommend County Board approval of a resolution authorizing a Cable Television Franchise Agreement with Comcast of Illinois/Indiana/Ohio, LLC; seconded by Rosales. **Motion carried with unanimous support.**

Defeasance Bonds Related to CCNH

OMNIBUS MOTION by Goss to recommend County Board approval of resolutions authorizing an engagement letters with Chapman and Cutler, LLP and Raymond James, Inc.; seconded by Anderson. **Motion carried with unanimous support.**

Forgiveness of Loan to CCNH & Budget Amendment

MOTION by Esry to recommend County Board approval of a resolution forgiving a loan to the Champaign County Nursing Home Fund authorized by Resolution No. 9732 and loan renewal Resolution No. 10032; seconded by Clifford. **Motion carried with unanimous support.**

MOTION by Cowart to recommend County Board approval of a resolution authorizing **Budget Amendment 18-00052** for Fund 080 General Corporate / Dept. 075 General County with increased appropriations of \$226,802 and no matching revenue to recognize bad debt for loan granted to Champaign County Nursing Home for an emergency boiler system replacement in FY2016, which was renewed in FY2017; seconded by Patterson. **Motion carried with unanimous support.**

General Corporate Fund Consolidated FY2019 Budget

Ogden discussed the FY2019 funding for facility projects as part of the County's 10-year Capital Plan. The projects are Real Estate Tax Cycle Software, Sheriff's Civil Process/Business Office Software, Jail Management Software, 24/7 Information Security Operations Center, Unified messaging solution, and expanded utilization of cloud services, totaling \$1.12 million. There is also reserve funding for future items scheduled for replacement in the Capital Asset

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Replacement Fund. The FY2019 Budget also allocates \$50,000 for recommendations outlined in the Racial Justice Task Force Final Report.

The FY2019 General Fund Total Revenue is budgeted at \$39,510,715; Total Expenditure: \$38,629,730; the difference is \$880,985. However, \$488,364 is associated with the hospital property tax case and it is unlikely that the County will receive this revenue unless there is a favorable ruling during FY2019. One-time revenues amounting to \$375,252 are also included in the FY2019 budget. These revenues represent funds that the Nursing Homes owes to General Fund departments. This leaves an actual budget surplus of \$17,369.

Cancellation of Special Finance Committee of the Whole Meeting

MOTION by McGuire to recommend cancellation of Special Finance Committee of the Whole meeting, scheduled for September 27, 2018; seconded by Rosales. **Motion carried with unanimous support.**

Other Business

Semi-Annual Review of Closed Session Minutes

MOTION by Vachaspati that the Closed Session minutes of the Finance Committee of the Whole shall remain closed pursuant to Resolution No. 7969, a Resolution Establishing Procedures for Semi-Annual Review of Closed Session Minutes by the Champaign County Board; seconded by Goss. **Motion carried with unanimous support.**

Budget Amendments

MOTION by Patterson to recommend County Board approval of a resolution authorizing **Budget Amendment 18-00053** for Fund 632 Circuit Clerk Electronic Citations / Dept. 030 Circuit Clerk with increased appropriations of \$50,000 and no matching revenue to cover cost of integration for Champaign County Sheriff's office to utilize the new E-Citation Program and additional funds in anticipation of participation of other agencies; seconded by Summers. **Motion carried with unanimous support.**

MOTION by Patterson to recommend County Board approval of a resolution authorizing **Budget Amendment 18-00054** for Fund 621 State's Attorney Drug Forfeitures / Dept. 041 State's Attorney with increased appropriations of \$10,000 and no matching revenue for educational and training expenses; seconded by Goss. **Motion carried with unanimous support.**

Chair's Report

There was no Chair's report.

Designation of Items for the Consent Agenda

Items A3-4; C1; C4; C5a-b; C6: C6a; and D2-3 were designated for the Consent Agenda.

OTHER BUSINESS

There was no other business.

ADJOURNMENT

Vice Chair Rosales adjourned the meeting at 7:41 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.