

Committee of the Whole

March 12, 2013
Handouts

1. Item VII-D-2 – Additional Corrections to Nursing Home Board of Directors Policy Book
2. Item VII-H - Recommendation for Policy, Personnel & Appointments Closed Session Minutes
3. Item VIII-E-1 – US Department of Justice Grant Application for Court Services
4. Item VIII-G-1/2 - General Corporate Fund Budget Projection and Change Reports
5. Item VIII-I – Recommendation for Finance Closed Session Minutes
6. Item IX-D – Recommendation for Justice & Social Services Closed Session Minutes

AGENDA ITEM VII-D-2
ADDITIONAL CORRECTIONS TO BE INCLUDED IN POLICY BOOK REVISION

Policy Book Page 3, Agenda Packet Page 30

Except as otherwise provided by the Champaign County Board, the Board of Directors Bylaws, or applicable law, the activities and affairs of CCNH shall be conducted and all powers shall be exercised by or under the direction of the Governing Body (see Bylaws, Articles II and III). The Governing Body shall engage in the process of governance by overseeing the activities of the ~~Administrator/Manager~~; and by seeking to fulfill its obligations to the County Board, residents, physicians and other healthcare professionals, employees, and the communities in which it operates for the exercise of responsible, reasonable diligence in the provision of health care services at CCNH. The Governing Body further seeks to be the primary force pressing CCNH to discover, examine, and realize opportunities that are compatible with the strategic direction of CCNH and with the mission statement.

Policy Book Page 8, Agenda Packet Page 35

This Conflict of Interest policy and questionnaire shall be circulated among all Directors and administrative personnel (the Administrator and Operating Officer/DON) ~~during September and~~ March of each year. The results of the questionnaire shall be maintained in CCNH offices and at the office of the County Administrator. Further, this Conflict of Interest policy and questionnaire shall be circulated among all Directors and administrative personnel whenever a project involving a potential for conflict of interest through investment of any kind shall arise.

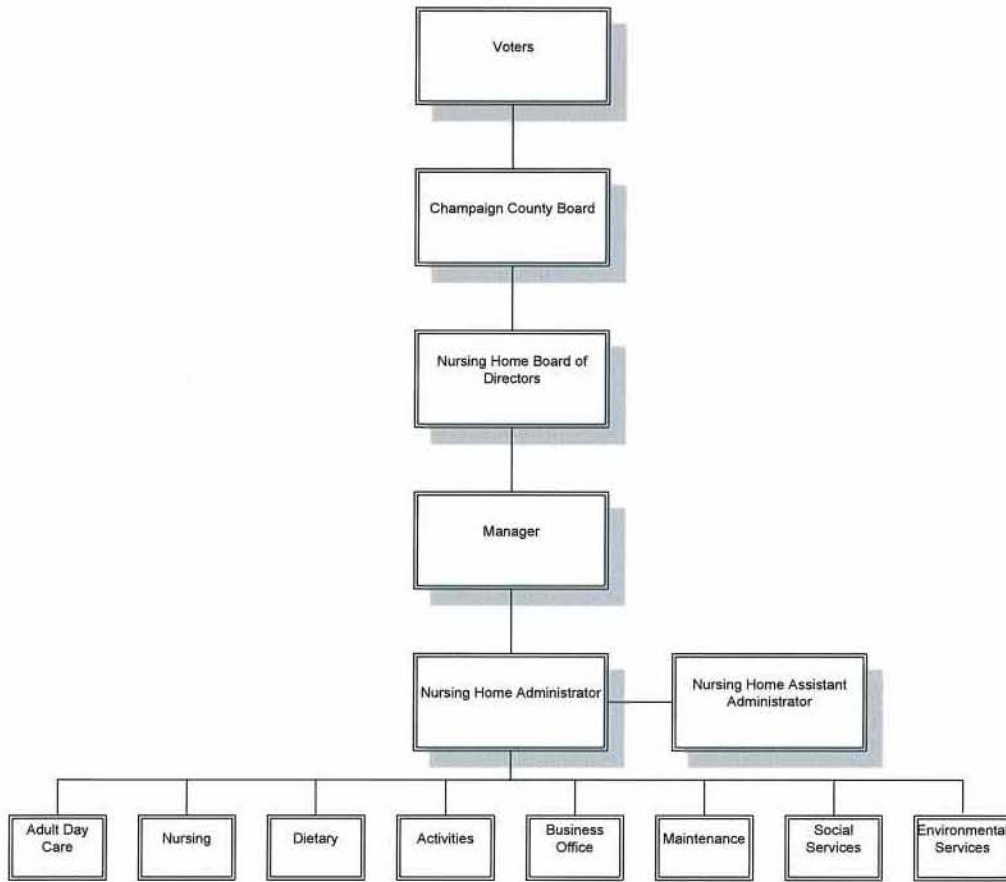
Policy Book Page 14, Agenda Packet Page 41

Director Orientation and Education

All new Directors shall receive an orientation to CCNH that shall be conducted by the ~~Manager~~/Administrator and that shall include, at a minimum, the following elements of CCNH's operations:

CHAMPAIGN COUNTY NURSING HOME ORGANIZATIONAL CHART

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Julia R. Rietz
State's Attorney

Steven D. Ziegler
First Assistant State's Attorney

David L. DeThorne
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**Office of
State's Attorney
Champaign County, Illinois**

DA: Thursday, March 07, 2013

FR: David DeThorne, Assistant State's Attorney

TO: Alan Kurtz, Champaign County Board Chair
James Quisenberry, Committee Chair
Debra Busey, County Administrator

RE: Closed Session Minutes Review for Policy Committee

Mr. Chair:

Under the Open Meetings Act, the Board (or Committee) is required to review its closed session notes at least semi-annually. The Board must then determine whether the need for confidentiality exists as to all or part of those minutes, or that the minutes or portions thereof no longer require confidential treatment, and are available for public inspection. Therefore, the question is whether there is no longer a need to keep minutes closed in order to protect either the public interest or the privacy of an individual.

If the Board approves making minutes available to the public, the Board may then direct the destruction of the verbatim record of the corresponding meeting.

Please note that the Board may enter into closed session for the purpose of review of closed session minutes. A closed session need not be set forth in the agenda for the Board to enter into closed session, although the Board must still identify the basis for entering into closed session. Also, just as in open session, if the matter requires action by the Board, the matter must have been noticed on the posted agenda.

The Board passed Resolution No. 7969, "Resolution Establishing Procedures for Semi-Annual Review of Closed Session Minutes by the Champaign County Board" on November 17th, 2011. Under the parameters set forth in Resolution 7969, there are no minutes that are subject to review. The closed session minutes largely concern personnel issues.

As to the closed session minutes for the Committee of the Whole for the Policy, Justice and Finance Committees, there are no minutes that are subject to review.

**CHAMPAIGN COUNTY
APPLICATION FORM FOR
GRANT CONSIDERATION, ACCEPTANCE, RENEWAL/EXTENSION**

Department: Champaign County Probation and Court Services Department

Grant Funding Agency: U.S. Department of Justice

Amount of Grant: \$36,080

Begin/End Dates for Grant Period: October 1, 2013 thru September 30, 2014

Additional Staffing to be Provided by Grant: No county employee will be hired as part of the grant

Application Deadline: March 25, 2013

Parent Committee Approval of Application: Finance

Is this a new grant, or renewal or extension of an existing grant? New

If renewal of existing grant, date grant was first obtained: _____

Will the implementation of this grant have an effect of increased work loads for other departments? (i.e. increased caseloads, filings, etc.) Yes No

If yes, please summarize the anticipated impact:

If the department is awarded the grant, there will be some additional work for the Champaign County Auditor. Community Elements will send expenditure requests to the department for review/approval. These requests will be forwarded to Auditor for payment.

Does the implementation of this grant require additional office space for your department that is not provided by the grant? Yes No

If yes, please summarize the anticipated space need:

Please check the following condition which applies to this grant application:

The activity or service provided can be terminated in the event the grant revenues are discontinued.

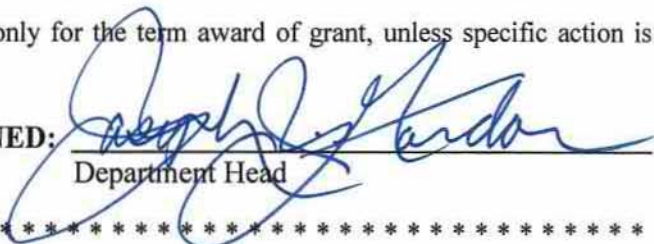
The activity should, or could be, assumed by County (or specific fund) general and recurring operating funds.

Departments are encouraged to seek additional sources or revenue to support the services prior to expiration of grant funding.

This Grant Application Form must be accompanied by a Financial Impact Statement. (See back of form)

All staff positions supported by these grant funds will exist only for the term award of grant, unless specific action is taken by the County Board to extend the position.

DATE: 3/11/13

SIGNED: 
Department Head

Application for & Acceptance of Grant Approval:

Approved by Finance Committee: _____

Approved by County Board: _____

Approved by Grant Executive Committee: _____

FY2013 General Corporate Fund Revenue Projection Report

March 12, 2013

SIGNIFICANT REVENUE LINE ITEMS/CATEGORIES	FY2012 YTD 2/29/2012	FY2012 Actual 12/31/2012	FY2013 BUDGET 12/1/2012	FY2013 YTD 1/31/2013	Projected % to be Received	Projected \$\$ to be Received	\$ Difference to Original Budget
PROPERTY TAXES (CURRENT)	\$0	\$8,255,678	\$8,686,118	\$0	99%	\$8,555,826	-\$130,292
PROPERTY TAXES (BACK)	\$0	\$12,844	\$5,200	\$0	100%	\$5,200	\$0
MOBILE HOME TAXES	\$0	\$9,116	\$8,500	\$0	100%	\$8,500	\$0
PAYMENT IN LIEU OF TAXES	\$0	\$1,345	\$4,500	\$2,241	100%	\$4,500	\$0
COUNTY HOTEL/MOTEL TAX	\$2,035	\$26,177	\$21,000	\$3,616	160%	\$33,631	\$12,631
COUNTY AUTO RENTAL TAX	\$7,251	\$29,933	\$30,000	\$5,039	112%	\$33,641	\$3,641
PENALTIES ON TAXES	\$6,714	\$694,211	\$677,000	\$6,123	101%	\$685,605	\$8,605
BUSINESS LICENSES & PERMITS	\$1,020	\$37,364	\$40,500	\$555	93%	\$37,500	-\$3,000
NON-BUSINESS LIC. & PERMITS	\$206,617	\$1,410,816	\$1,195,425	\$305,175	120%	\$1,434,510	\$239,085
FEDERAL GRANTS	\$55,150	\$391,947	\$423,762	\$82,462	112%	\$474,953	\$51,191
STATE GRANTS	\$53,042	\$203,962	\$196,785	\$38,514	115%	\$226,043	\$29,258
CORP. PERS. PROP. REPL. TAX	\$4,294	\$688,933	\$782,641	\$57,085	89%	\$695,823	-\$86,818
1% SALES TAX (UNINCORPOR.)	\$191,705	\$1,043,741	\$1,155,478	\$222,175	105%	\$1,209,455	\$53,977
1/4% SALES TAX (ALL COUNTY)	\$850,665	\$5,158,766	\$5,389,687	\$881,337	101%	\$5,468,082	\$78,395
USE TAX	\$76,411	\$494,737	\$495,626	\$85,374	100%	\$497,211	\$1,585
INHERITANCE TAX	\$88,889	\$328,274	\$0	\$0	0%	\$0	\$0
STATE REIMBURSEMENT	\$2,687	\$674,978	\$1,320,153	\$503,153	100%	\$1,320,153	\$0
SALARY REIMBURSEMENT	\$73,700	\$422,714	\$307,471	\$70,962	115%	\$354,274	\$46,803
STATE REV./SALARY STIPENDS	\$0	\$48,500	\$48,500	\$2,708	100%	\$48,500	\$0
INCOME TAX	\$322,478	\$2,948,008	\$2,870,635	\$470,818	107%	\$3,061,246	\$190,611
CHARITABLE GAMES LICENSE/TAX	\$0	\$0	\$0	\$4,480	100%	\$4,480	\$4,480
OFF TRACK BETTING	\$0	\$47,200	\$55,000	\$3,355	91%	\$49,875	-\$5,125
ILETSB POLICE TRAINING REIMB	\$7,189	\$20,365	\$25,472	\$0	100%	\$25,472	\$0
LOCAL GOVERNMENT REVENUE	\$54,258	\$569,615	\$535,580	\$83,829	106%	\$569,615	\$34,035
LOCAL GOVERNMENT REIMBURSE.	\$96,354	\$563,306	\$563,182	\$77,780	100%	\$563,306	\$124
GENERAL GOVERNMENT	\$688,564	\$4,113,942	\$4,196,398	\$697,188	104%	\$4,372,111	\$175,713
FINES	\$140,467	\$1,014,698	\$1,017,000	\$125,843	63%	\$643,989	-\$373,011
FORFEITURES	\$1,250	\$28,878	\$30,000	\$3,142	100%	\$30,000	\$0
INTEREST EARNINGS	\$1,755	\$14,553	\$14,400	\$1,124	96%	\$13,874	-\$526
RENTS & ROYALTIES	\$120,955	\$584,808	\$591,514	\$124,898	100%	\$591,514	\$0
GIFTS & DONATIONS	\$9,750	\$12,687	\$7,500	\$5,530	167%	\$12,500	\$5,000
OTHR FIN. SOURCES--FIX. ASSETS	\$8,309	\$27,104	\$4,000	\$14,083	856%	\$34,252	\$30,252
OTHR. MISC. REVENUE	\$19,117	\$91,262	\$79,105	\$53,829	108%	\$85,183	\$6,078
INTERFUND TRANSFERS	\$370,200	\$1,495,136	\$1,329,440	\$141,438	100%	\$1,329,440	\$0
INTERFUND REIMBURSEMENTS	\$1,954	\$402,997	\$413,903	\$663	100%	\$413,903	\$0
OTHER FINANCING SOURCES							
TOTALS	\$3,462,778	\$31,868,595	\$32,521,475	\$4,074,519	101%	\$32,894,169	\$372,694

FY2013 General Corporate Fund Expenditure Projection Report

SIGNIFICANT EXPENDITURE LINE ITEMS/CATEGORIES	FY2012 YTD 2/29/2012	FY2012 FINAL 12/31/2012	FY2013 BUDGET 12/1/2012	FY2013 YTD 1/31/2013	PROJECTED % TO BE SPENT	PROJECTED \$ TO BE SPENT	\$ DIFFERENCE TO ORIGINAL BUDGET (+/-)
PERSONNEL							
Regular Salaries & Wages	\$2,753,908	\$12,804,410	\$13,167,485	\$2,713,818	97.43%	\$12,828,959	-\$38,526
SLEP Salaries	\$1,501,845	\$6,946,772	\$7,179,916	\$1,504,819	101.53%	\$7,289,691	\$109,775
SLEP Overtime	\$62,097	\$371,447	\$456,685	\$84,295	87.26%	\$398,488	-\$58,197
Fringe Benefits	\$647,631	\$2,625,138	\$2,733,105	\$649,725	95.09%	\$2,598,901	-\$134,204
COMMODITIES							
Postage	\$73,847	\$237,503	\$243,825	\$61,517	82.24%	\$200,527	-\$43,298
Purchase Document Stamps	\$240,000	\$870,000	\$748,150	\$280,000	120.00%	\$897,780	\$149,630
Gasoline & Oil	\$37,204	\$236,781	\$251,039	\$40,931	131.35%	\$329,746	\$78,707
All Other Commodities	\$110,077	\$608,126	\$646,551	\$112,809	100.00%	\$646,551	\$0
SERVICES							
Gas Service	\$95,299	\$300,072	\$400,000	\$53,386	78.00%	\$312,000	-\$88,000
Electric Service	\$111,853	\$872,397	\$900,000	\$109,892	98.70%	\$888,287	-\$11,713
Medical/Professional Services	\$285,378	\$1,089,242	\$1,075,359	\$291,245	103.33%	\$1,111,186	\$35,827
All Other Services	\$703,301	\$3,575,200	\$3,916,951	\$671,993	99.00%	\$3,877,781	-\$39,170
CAPITAL							
Vehicles	\$0	\$228,237	\$153,740	\$76,740	100.00%	\$153,740	\$0
All Other Capital	\$0	\$88,686	\$51,791	\$22,624	100.00%	\$51,791	\$0
TRANSFERS							
To Capital Improvement Fund	\$0	\$86,319	\$123,278	\$0	100.00%	\$123,278	\$0
To All Other Funds	\$0	\$167,205	\$509,404	\$0	100.00%	\$509,404	\$0
DEBT REPAYMENT							
	\$403,919	\$549,556	\$545,536	\$404,366	100.00%	\$545,536	-\$3,710
TOTAL	\$7,026,359	\$31,657,090	\$33,102,815	\$7,078,162	98.98%	\$32,763,646	-\$342,879

FY2013 General Corporate Fund Projection Summary Report

SUMMARY

FUND BALANCE 11/30/12 (<i>unaudited</i>)	\$4,348,086	
BEGINNING FUND BALANCE % OF BUDGET -	13.14%	
	<i>Budgeted</i>	<i>Projected</i>
ADD FY2013 REVENUE	\$32,521,475	\$32,894,169
LESS FY2013 EXPENDITURE	\$33,102,815	\$32,763,646
Revenue to Expenditure Difference	-\$581,340	\$130,523
FUND BALANCE PROJECTION - 11/30/13	\$3,766,746	\$4,478,609
% OF 2013 Expenditure Budget	11.38%	13.53%

GENERAL CORPORATE FUND - FY2013 BUDGET CHANGE REPORT

General Corporate Fund Original Budget As Of:	12/1/2012
Expenditure	\$32,643,640
Revenue	\$32,517,745
Revenue/Expenditure Difference	(\$125,895)

General Corporate Fund Budget As Of:		3/12/2013	
Expenditure	\$33,102,815	% Inc/Dec	1.41%
Revenue	\$32,521,475	% Inc/Dec	0.01%

Revenue/Exp.
 (\$581,340)

EXPENDITURE CHANGES

Department	Description	Expenditure Change	Revenue Change	Difference
Sheriff	Re-Encumber Purchase of Vehicles from FY2012	\$85,585	\$0	(\$85,585)
County Board	Re-Encumber Funds Pledged for Clinton Landfill Legal Challenge	\$13,642	\$0	(\$13,642)
Public Properties	Re-Encumber Funds for Downtown Correctional Center Repair/Maintenance	\$5,960	\$0	(\$5,960)
County Board	Appropriate Funds for Participation in Mahomet Aquifer Sole Source Coalition	\$14,000	\$0	(\$14,000)
EMA	Grant Award for Training Exercises	\$3,730	\$3,730	\$0
IT	Re-Encumber Funds for Lyle Shields Meeting Room Remodel	\$3,116	\$0	(\$3,116)
General County	Grant to Nursing Home to Forgive Outstanding Loan	\$333,142	\$0	-\$333,142
TOTAL		\$459,175	\$3,730	(\$455,445)

Changes Attributable to Recurring Costs	\$0	\$0	\$0
Changes Attributable to 1-Time Expenses	\$459,175	\$3,730	(\$455,445)

Julia R. Rietz
State's Attorney

Steven D. Ziegler
First Assistant State's Attorney

David L. DeThorne
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**Office of
State's Attorney
Champaign County, Illinois**

DA: Tuesday, March 12, 2013

FR: David DeThorne, Assistant State's Attorney

TO: Alan Kurtz, Champaign County Board Chair
Christopher Alix, Committee Chair
Debra Busey, County Administrator

RE: Closed Session Minutes Review for Finance Committee

Mr. Chair:

Under the Open Meetings Act, the Board (or Committee) is required to review its closed session notes at least semi-annually. The Board must then determine whether the need for confidentiality exists as to all or part of those minutes, or that the minutes or portions thereof no longer require confidential treatment, and are available for public inspection. Therefore, the question is whether there is no longer a need to keep minutes closed in order to protect either the public interest or the privacy of an individual.

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**Office of
State's Attorney
Champaign County, Illinois**

DA: Thursday, March 11, 2013

FR: David DeThorne, Assistant State's Attorney

TO: Alan Kurtz, Champaign County Board Chair
Astrid Berkson, Committee Chair
Debra Busey, County Administrator

RE: Closed Session Minutes Review for Justice Committee

Madam Chair:

Under the Open Meetings Act, the Board (or Committee) is required to review its closed session notes at least semi-annually. The Board must then determine whether the need for confidentiality exists as to all or part of those minutes, or that the minutes or portions thereof no longer require confidential treatment, and are available for public inspection. Therefore, the question is whether there is no longer a need to keep minutes closed in order to protect either the public interest or the privacy of an individual.

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The Board passed Resolution No. 7969, "Resolution Establishing Procedures for Semi-Annual Review of Closed Session Minutes by the Champaign County Board" on November 17th, 2011. Under the parameters set forth in Resolution 7969, there is no apparent reason for the minutes set forth below to remain closed. The individual minutes are numbered for ease of reference.

1. The notes of January 5, 1990, February 20, 1991, November 20, 1991, and October 1, 1992 concern the performance of a specific employee, former CCNH Administrator Joyce Ettensohn. Resolution 7969 established that

personnel matters were not subject to review until the former employee is deceased. Ms. Ettensohn has passed away, per Deb Busey's information.

2. The notes of January 2, 1990, January 30, 1991, December 3, 1991, October 9, 1992, and January 28, 1994 concern the performance of a specific employee, former ESDA Coordinator Nelda Reifsteck. Resolution 7969 established that personnel matters were not subject to review until the former employee is deceased. Ms. Reifsteck has passed away, per Deb Busey's information.

As to the closed session minutes for the Committee of the Whole for the Policy, Justice and Finance Committees, there are no minutes that are subject to review.