

CHAMPAIGN COUNTY BOARD COMMITTEE OF THE WHOLE MINUTES

**Finance/ Justice & Social Services/Policy, Personnel, & Appointments
Tuesday, August 13, 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, Alan Kurtz, Ralph Langenheim, Gary Maxwell, Jim McGuire, Diane Michaels, Max Mitchell, Patsi Petrie, James Quisenberry, Michael Richards, Giraldo Rosales, Rachel Schwartz

MEMBERS ABSENT: Jeff Kibler, Jon Schroeder

OTHERS PRESENT: Katie Blakeman (Circuit Clerk), Deb Busey (County Administrator), Judge Difanis (Presiding Judge), John Farney (Auditor), Gordy Hulten (County Clerk), Roger Holland (Courts Administrator), Andrew Levy (RPC Planner & Sustainability Coordinator), Barb Mann (Chief of Civil Division-State's Attorney), Barb Ramsey (Auditor's Office), Andy Rhodes (Information Technology Director), Kay Rhodes (Administrative Assistant), Dan Walsh (Sheriff), Dan Welch (Treasurer)

CALL TO ORDER

Kurtz called the meeting to order at 6:06 p.m.

ROLL CALL

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

APPROVAL OF MINUTES

MOTION by Carter to approve the June 11, 2013 Committee of the Whole minutes; seconded by Rosales. **Motion carried with unanimous support.**

APPROVAL OF AGENDA/ADDENDA

MOTION by James to approve the agenda/addenda; seconded by Mitchell. **Motion carried with unanimous support.**

PUBLIC PARTICIPATION

Jim Creighton, a representative of the West Washington Street Water Shed Steering Committee spoke about the Fountain Head Drainage District and the effects it has on he and his neighbors. Mr. Creighton was in favor of urban representation on the Fountain Head Drainage District Board and supported the appointment of John Huston to this Board. John Huston spoke regarding his application for appointment to the Fountain Head Drainage District Board. He also felt it was important to have urban representation on this Board.

David Wilson spoke regarding social safety-net resources and county funding decisions. Niloofar Shambayati spoke in favor of the transformation of the Champaign County Justice System through investment in alternative programs such as mental health and substance abuse treatment centers, as well as crisis assessments and intervention resources. John Roska supported the proposed Law Library fee increase. James Kilgore urged the County Board to use the Public Safety Sales Tax Fund appropriately.

COMMUNICATIONS

Kurtz announced that a public hearing sponsored by the Champaign County Developmental Disabilities and Mental Health Boards for Champaign County Intellectual and Developmental Disabilities Programs would be held from 4:45 p.m. - 7:00 p.m. on September 18, 2013 at the Champaign Public Library.

Maxwell stated that former County Board member, Mr. Steve O'Connor, was recovering and doing much better. Busey introduced Barb Mann, the new Chief of the Civil Division in the State's Attorney office. Mann stated she had previously worked in the State's Attorney office before going into private practice.

FINANCE

Annual Fees Review

Holland discussed the proposed Law Library fee increase. He explained that the fee had not been increased since 2003 when it was set at ten dollars. Holland said the Law Library Fund assists with expenses related to legal research for the Circuit Court, Public Defender, and the State's Attorney. This fund has also supported the Self-Representation Desk. Holland said due to these types of expenditures the fund balance has decreased dramatically over the last few years. He added that the imminent adoption of the Access to Justice Act would amend the Counties code by changing the Law Library's legislation to include the provision that law library facilities may include self-help centers and other legal assistance programs for the public.

Kurtz supported the fee increase because the Self-Representation Desk takes some of the burden off the Circuit Clerk's office by assisting the public step-by-step through the legal process. Petrie did not believe the fee should be increased higher than suggested by the inflation calculator.

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Schwartz requested that Holland bring back more information regarding revenues and expenses to the September meeting. Richards asked Holland to elaborate on the reasons behind the dwindling Law Library Fund besides the partial support of the Self-Representation Desk. Holland said the fund had assisted General Corporate Fund departments such as the Circuit Court, Public Defender, and the State's Attorney with Westlaw subscriptions, print materials, and salary.

Blakeman discussed the proposed Court Automation fee increase. She explained that the purpose of the fund is to defray the County's costs associated with the Court's automated record keeping systems. The statutory maximum for this fee is \$15. Revenue from this fee for Fiscal Year 2012 was \$249,049, while expenditures from the Fund were \$323,324. The specific expenditures include the replacement of all computers and other technology devices necessary for the operation of the Circuit Court and Circuit Clerk offices every four (4) years; the annual JANO Justice Systems maintenance costs; the maintenance of the Champaign County jury system; and the reserve for replacement of the AS-400 (which requires replacement approximately once every 7 years). The fund also covers \$114,033 in personnel costs. Blakeman explained that she would also like to utilize this fund to initiate more office efficiencies such as electronic filing and electronic pleas for traffic cases, as well as other public accessibility improvements.

Blakeman said that based on the declining fund balance and the projections for increased expenditures, she recommended that the County Board increase the Court Automation fee to \$15, effective October 1st, 2013. However, she did not recommend fee increases for traffic offenses that do not require a court appearance, or for Small Claims civil cases.

Blakeman explained that a survey of other jurisdictions found that Champaign County's Court Automation fee is lower than surrounding counties and those with comparable population. She added that in the 2013 spring legislative session, a bill was introduced that would increase the statutory maximum of the Court Automation and Document Storage Fees to \$25. Blakeman stated that the Illinois Association of Court Clerks supported the bill although it had not been voted on yet, and it is expected to pass in 2014.

Petrie pointed out that the inflation calculator showed the fee should be increased to \$7.88 instead of \$15. Petrie added that just because a large increase was allowable and other counties charged a larger sum it should not automatically be increased without more discussion. Blakeman explained her main motivation to increase the fees to \$15 was the progressive decline in the fund balance and the budget projection over the next several years.

Berkson asked Blakeman to explain personnel cost of \$114,033. Blakeman explained this covered salary and benefits for the JANO Project Manager, which is paid out of Court Automation fees.

Alix asked that Blakeman explain how the fee structure works for traffic citations. Blakeman gave the example of a seat belt citation. She stated the bond amount is set by the State at \$60 and cannot be changed. Percentages go to the County, the arresting agency, and to

the State after the fee is paid and she was particularly concerned about the percentage that went to the arresting agency.

Blakeman discussed the Court Document Storage fee. She explained that this fee supported the expenses required to store, preserve, and provide public access to court documents. Some specific items it supports are the microfilming of files (annual cost \$50,000), maintenance of the PASS public access system (annual cost \$12,000), replacement of equipment such as scanners (\$20,000 every 5 years), replacement of microfilm machine (\$20,000 every 10 – 15 years), as well as personnel costs (\$112,461 annually) for three positions in the records department.

Blakeman stated that the Champaign County Historical Archives, located at the Urbana Free Library, house and index over 77,000 Champaign County court case files and make these records available to the public. She explained that these records comprise one-third of the collection yet the Circuit Clerk's office has never compensated the Archives for this service. Blakeman said she would like to use the Document Storage fee to assist the General Corporate Fund in providing funding to the Archives. She pointed out that many Illinois Counties also use their Document Storage fee to purchase e-filing systems or upgrades to case management systems.

Schwartz was concerned that the projection showed that the fund balance could reach up \$500,000 and asked Blakeman to provide a more detailed expenditure projection that would support this type of rise in the Document Storage fee fund. Schwartz preferred not to collect more revenue than actually needed. Schwartz asked Blakeman to present a fund balance projection based upon a \$10 fee.

Quisenberry supported a fee increase, but also wanted to see a projection based upon a \$10 fee. Berkson asked for the approximate replacement cost of the JANO system. Busey stated that the cost was \$2.8 million eleven years ago.

Alix presented Mr. Bruce DeLashmit, owner of Bellwether, LLC. DeLashmit gave a presentation of the preliminary study that was performed on the cost of services of the offices of the County Clerk, Recorder, and the Sheriff. He explained that the principal goal of the study was to evaluate aggregate collected fees to estimate the alignment of current fees to actual costs. The preliminary fee review suggested a potential annual fee gap existing in each office. The preliminary annual gap estimates are as follows: County Clerk-\$86,910; Sheriff-\$170,240; Recorder-\$228,646.

DeLashmit stated the maximum potential fee based increase was as follows: County Clerk-\$178,078; Sheriff-\$125,118; and the Recorder-\$579,525. He explained that these findings were conservative calculations of the labor, equipment, consumables, and facility costs of providing the services reviewed within the study and under the control of the Champaign County Board. He added that the potential new revenue depends on a constant volume of transactions and establishing fees at the cost threshold.

Schwartz understood the need to cover labor costs because it is a variable cost but disagreed with covering the cost of facilities because these cannot be changed and she felt that this type of cost was already charged to the public through taxes.

Schwartz asked if the Sheriff planned to bring fee recommendations for the Sheriff's office to the County Board as the Circuit Clerk did. Busey stated that she would bring the fee recommendations to the County Board for the General Corporate Fund departments.

Petrie agreed with Schwartz regarding the inclusion of the cost of facilities in the calculations. She felt this would cause the public to pay twice, through taxes and the cost of services. Petrie would like to see the recommended fee increases as steps increasing over a period of three years instead of a flat fee increase recommendation and then review the fees again at the end of three years.

DeLashmit explained that the standards for this particular calculation were controlled by federal regulations. Maxwell stated that the revenue projections for the Circuit Court Document Storage fee showed the fund balance increasing up to FY2017 and he would like to see the revenue and expenditures projected further out.

Quisenberry noted the additional observations made by Bellwether in their report regarding a County Technology Business Needs Assessment recommendation. He pointed out that in 2007, Maximus performed a Technology Needs Assessment Study, which made several recommendations and almost none of them had been accomplished to date. He pointed out that raising fees could also fund County technology advancements. He said the funding for technology advancements could only come from the General Corporate Fund or through raising fees. Quisenberry asked others to keep this in mind when looking at these fee increase recommendations.

The Committee of the Whole recessed at 8:05 p.m. and resumed session at 8:15 p.m.

Champaign County Municipal Aggregation Program

MOTION by James to recommend County Board approval of a resolution designating the County Administrator to execute the Power Supply Agreement for Champaign County Electricity Aggregation Program for a term beginning in 2014; seconded by Esry. Kurtz abstained from the vote due to a possible conflict of interest. **Motion carried.**

Treasurer

Welch noted that he added another report to his monthly information referred to as the Debt Service Schedule. Welch added that on July 23, 2013, his office received 68 exemption decisions for the year 2010 from the Department of Revenue regarding Presence (formally Provena) properties and this will result in a refund of \$1,226,000 and the County's portion of this is \$22,800.

MOTION by James to receive the Treasurer's June & July 2013 reports and place on file; seconded by Mitchell. **Motion carried with unanimous support.**

OMNIBUS MOTION by Kurtz to recommend County Board approval of resolutions authorizing the cancellation or execution of a Deed of Conveyance; assignment of a Certificate of Purchase for real estate or mobile home for permanent parcels 23-19-13-202-009, 46-21-07-326-007, 46-21-07-183-009, 06-10-21-400-004, 02-01-36-429-020, 42-20-12-183-005, 29-26-26-489-002, 26-30-09-178-005, 20-09-02-177-012, 30-061-0020, and 30-059-0005; seconded by Hartke. **Motion carried with unanimous support.**

Auditor

MOTION by Esry to receive the Auditor's June & July 2013 reports and place on file; seconded by Jay. **Motion carried with unanimous support.**

MOTION by Mitchell to recommend County Board approval of a resolution authorizing a change to the Schedule of Authorized Positions in the Auditor's office by eliminating a part-time accountant position and creating a full-time accountant position; seconded by Esry.

Farney explained that the increased workload was largely due to additional programs through the Regional Planning Commission. He explained that his office is able to invoice certain department funds for services and the Regional Planning Commission is one of them. They would adjust their invoice to them accordingly at the end of the year for the additional work performed to offset the added expense of a full-time accountant position. **Motion carried with unanimous support.**

MOTION by Quisenberry to recommend County Board approval of a resolution authorizing **Budget Amendment #13-00041** for Fund/Dept: 080 General Corporate-020 Auditor with increased appropriations of \$4,475 and no increased revenue, from Fund Balance because of staffing change from part-time to full-time accountant position; seconded by Carter. **Motion carried with unanimous support.**

Monthly Nursing Home Report

Kurtz said he had met with Mr. Gima recently and discussed on-going improvements to the food service area. Petrie was concerned that whenever discussions regarding the Champaign County Nursing Home arise, usually the focus becomes finances and felt that the work environment also needed to be examined more closely because they do not seem to be able to fill open positions and keep employees.

MOTION by James to receive the monthly report and place on file; seconded by Richards. **Motion carried with unanimous support.**

Budget Amendments/Transfers

MOTION by Kurtz to recommend County Board approval of a resolution authorizing **Budget Amendment #13-00040** for Fund/Dept: 090 Mental Health-053 Mental Health Board with increased appropriations of \$61,523 and no increased revenue, from Fund Balance to address identified community needs including expansion of programs and services for people with mental illness and substance abuse disorders who are also involved with the Criminal Justice System; seconded by McGuire. **Motion carried with unanimous support.**

MOTION by Langenheim to recommend County Board approval of a resolution authorizing **Budget Amendment #13-00042** for Fund/Dept: 303 Court Complex Construction Fund-010 County Board with increased appropriations of \$179,000 and no increased revenue, from Fund Balance for Courthouse Masonry Repair Project as documented by County Board Resolution No. 8499; seconded by Mitchell.

Schwartz felt that this expenditure was pre-mature without examining the other building needs within the Criminal Justice System for a better idea of all the repair and maintenance needs costs. James explained that if the maintenance were delayed it would cost more later on down the road. Petrie did not support this expenditure because she was not satisfied with the explanation for the deterioration. Langenheim pointed to the delayed maintenance of the downtown jail and the resulting current condition. He added that maintenance of masonry walls was a necessity. McGuire agreed that building maintenance could not be ignored. More discussion followed. **Motion carried.**

Children's Advocacy Center

MOTION by Cowart to recommend County Board approval of a resolution authorizing the application, and if awarded, the acceptance of continued grant funding from the Illinois Criminal Justice Information Authority-#212216 for the Champaign County Children's Advocacy Center; seconded by Jay. **Motion carried with unanimous support.**

County Administrator

MOTION by Quisenberry to receive the General Corporate Fund FY2013 Budget and Budget Change Reports and place on file; seconded by Richards. **Motion carried with unanimous support.**

Busey pointed out the Schedule for the Legislative Budget Hearings.

Inter-Committee Memo Re: Funding of Facilities Capital Improvement Plan

MOTION by Esry to authorize that in the preparation of the FY2014 budget, that \$436,200 should be budgeted in the General Corporate Fund as a transfer to the Capital Asset Replacement Fund Facilities Budget to provide for a County Capital Improvement Plan, specifically for the replacement of primary equipment at the Juvenile Detention Center and

Brookens Administrative Center; seconded by Quisenberry. **Motion carried with unanimous support.**

Other Business

MOTION by Kurtz to recommend County Board approval of a resolution authorizing the application, and if awarded, the acceptance of the annual Illinois Emergency Management Agency Performance Grant for the period of October 1, 2013-September 30, 2014 on behalf of the Champaign County Emergency Management Agency; seconded by Jay. **Motion carried with unanimous support.**

Chair's Report

Alix stated that a significant increase in health insurance costs is expected this year. He thanked the Labor/Management Health Insurance Committee for their work toward cost savings.

Designation of Items for the County Board Consent Agenda

Items B1, C2-12; D2-3; F1; G1; and Item 10-A1-a-b were designated for the County Board Consent Agenda.

JUSTICE & SOCIAL SERVICES

Monthly Reports

OMNIBUS MOTION by James to receive the monthly reports for Animal Control: May and June 2013; EMA: June and July 2013; Head Start: June 2013; Probation & Court Services: May and June 2013 and 2nd quarter statistical report; Public Defender: June 2013 and Veterans' Assistance Commission: June and July 2013 and place on file; seconded by Hartke. **Motion carried with unanimous support.**

Other Business

There was no other business.

Chair's Report

There was no Chair's report.

POLICY, PERSONNEL, & APPOINTMENTS

Appointments/Reappointments

OMNIBUS MOTION by Esry to recommend County Board approval of resolutions authorizing the appointments of the following to their respective Drainage District Boards for

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the term of 9/1/2013-8/31/2016: Beaver Lake – Joseph Irle; Blackford Slough – Valerie Rogers; Conrad & Fisher – Richard Rayburn; Kankakee – James Boland; Kerr & Compromise – Carl Park; Lower Big Slough- Frank Ehler; South Fork – Ken Decker; #10 Town of Ogden – Leon Bluhm; Okaw – Steven Stierwalt; Owl Creek – John Nelson; Pesotum Slough – Dennis Butler; Prairie Creek – Arlen Buhr; Raup – Kenneth T. Schmidt; Salt Fork – James Kirk; Sangamon & Drummer- William Siegfried; Silver Creek – Steve Moser; St. Joseph #3 – Michael Hastings; St. Joseph #6 – Gary Gannon; Two Mile Slough – Jerry Heinz; Union DD of Stanton & Ogden Townships – Ray Aden; St. Joseph #4 – Francis Osterbur; Triple Fork – Cody Cundiff; Union #1 Philo & Crittenden – Jerry Thinnes; Union #2 St. Joseph & Ogden – William Wilson; Upper Embarras River Basin – Dudley Carroll; Willow Branch – Mrs. Marion Wagner; Wrisk – Dennis Riggs; Longbranch Mutual – Dave Mennenga; #3 DD South Homer & Sidney – Kevin Wienke; seconded by Harper. Petrie was uninspired by the information given by the applicants on their applications. **Motion carried with unanimous support.**

OMNIBUS MOTION by Kurtz to recommend County Board approval of resolutions authorizing the appointment of John Heiser- Term 9/1/2013-8/31/2014 and David Bright-Term 9/1/2013-8/31/2016; seconded by Esry. **Motion carried with unanimous support.**

MOTION by Kurtz to recommend County Board approval of a resolution authorizing the appointment of Marc Shaw to the Fountain Head Drainage District - Term 9/1/2013-8/31/2016; seconded by Jay. Petrie said this drainage district was within her and Hartke's County Board District and she was very concerned about the urban flooding issue. She felt very strongly that urban representation should be appointed to the drainage district board. She did not support the nomination of Mr. Shaw.

Kurtz stated he had studied the issue at length, met with all entities and individuals involved, and was confident in his nomination. Mr. Shaw was a competent Commissioner who had served on this board for 12 years and he saw no reason to appoint someone else during this important negotiation period.

Hartke said he had experienced the flooding in this area first hand. He felt the drainage district board had failed to work with the City of Champaign to resolve the flooding issues. He did not support the nomination.

Michaels pointed out that only 25% of the district was urban. Jay explained that drainage districts were never intended to drain residential areas. When farmland is converted to residential land, normally, the cities will come in and take care of any draining issues. Jay explained that when a farmer has a wet area on his land he does not look to the drainage district to handle it. The farmer lays tile and takes care of it himself. The main purpose of a drainage district is to maintain the ditch that take the excess water away. He added that when a residential area is created the water has no place to go anymore and it is up to the municipality to address the issue. Alix agreed, he said the proper solution in this case is detachment. More discussion followed.

Motion carried with a roll call vote of 12-8 with Alix, Berkson, Esry, Harper, James, Jay, Kurtz, Langenheim, Maxwell, McGuire, Michaels, and Mitchell voting in favor of the motion. Carter, Cowart, Hartke, Petrie, Quisenberry, Richards, Rosales, and Schwartz voted against the motion.

MOTION by Kurtz to appoint Astrid Berkson as an alternate to the Labor/Management Health Insurance Committee; seconded by McGuire. **Motion carried with unanimous support.**

County Clerk

MOTION by James to receive the June and July 2013 reports and place them on file; seconded by Rosales. **Motion carried with unanimous support.**

County Administrator

MOTION by Alix to receive the Administrative Services June and July 2013 reports and place on file; seconded by Mitchell. **Motion carried with unanimous support.**

OMNIBUS MOTION by Kurtz to recommend approval to the Finance Committee of the Whole of the Job Content Evaluation Committee recommendations for the Auditor's office Administrative Secretary, Circuit Clerk Jury Coordinator, and the IT department Software/Reporting Analyst; seconded by Schwartz. **Motion carried with unanimous support.**

Other Business

Chair's Report

There was no Chair's report.

Designation of Items for the County Board Consent Agenda

Items A1-30; 31 A-B; C2-abc were designated for the Consent Agenda.

Finance

OMNIBUS MOTION by Esry to recommend County Board approval of the Job Content Evaluation Committee's recommendations effective August 26, 2013 for the positions of Circuit Clerk Jury Coordinator and IT Software/Reporting Analyst; seconded by Rosales. **Motion carried with unanimous support.**

Other Business

MOTION by Quisenberry to enter into Closed Session pursuant to 5 ILCS 120/2 (c) 1 to consider the employment, compensation, discipline, performance, or dismissal of an employee and the following individuals remain present the County Administrator and the Administrative Assistant; seconded by Carter. **Motion carried** with a roll call vote of 19-2. Alix, Berkson, Carter, Esry, Harper, Hartke, James, Jay, Kurtz, Langenheim, Maxwell, McGuire, Michaels, Mitchell, Petrie, Quisenberry, Richards, Rosales, and Schwartz voted in favor of the motion. Cowart and James voted against the motion.

The Committee of the Whole entered into Closed Session at 9:55 p.m. The Committee of the Whole resumed Open Session at 10:00 p.m.

Adjourn

The meeting adjourned at 10:00 p.m.

Respectfully submitted,

Kay Rhodes
Administrative Assistant