MINUTES OF REGULAR MEETING
Champaign County Regional Planning Commission

DATE: September 21, 2007
TIME: 7:30 a.m.
PLACE: Lyle Shields Meeting Room, Brookens Administrative Center
       1776 E. Washington, Urbana, IL

MEMBERS PRESENT: Ed Bland, Lorraine Cowart, Deborah Frank Feinen, Richard Helton,
                  David Johnston, Robert Lewis, Laurel Prussing, Jerry Schweighart,
                  and Pius Weibel

MEMBER ABSENT: Steve Moser and Mell Smigielski

RPC STAFF PRESENT: John Dimit, Mary Hodson, Frank DiNovo, Darlene Kloeppe,
                   and Priscilla Lindstrom

OTHERS PRESENT: Barbara Wysocki

1. Call to Order, Roll Call

The meeting was called to order by Mr. Helton @ 7:40 a.m. Roll was taken and a quorum declared
   present.

2. Audience Participation

There was none.

3. Minutes of Previous Meeting (August 17, 2007)

Mr. Bland moved, seconded by Mr. Johnston, to approve the minutes of August 17, 2007. Motion
   carried unanimously.


Mr. Bland moved, seconded by Mr. Weibel, to accept and place on file the Consolidated Financial

5. List of Bills (September 2007)

Mr. Bland moved, seconded by Mr. Weibel, to accept and place on file the List of Bills for
   September 2007. Motion carried unanimously.

6. Action Items

   A. FY 08 Health Insurance (Elizabeth Murphy / John Dimit)

Mr. Dimit explained the 2008 proposed health insurance contribution rates offered for RPC bargaining
   and non-bargaining unit employees beginning December 1, 2007 through November 30, 2008. As in the
   past, RPC continues to be part of the county health insurance program. The Champaign County Board
   recently approved offering Health Alliance and Personal Care health insurance programs; however, the
   90/10 plans previously offered through Health Alliance and Personal Care have been eliminated. Four
   plans will be offered in FY08. Employees may choose from either Health Alliance or Personal Care 80/20
   plans or the HDHP/HRA/PPO plans.
Under this proposal, an employee will receive $150 per month, which represents approximately one-third the cost of insurance per month, or $1,800 per year, in additional compensation which can be utilized for pre-tax premium contributions of a like amount. Every 30 hour plus employee will be paid $150 per month for the least expensive plan and the employer will pay $305 per month for the least expensive Health Insurance Plan. Additionally, an employee may also choose to waive health insurance coverage and retain the $1,800 in compensation.

Mr. Dimit further explained that RPC bills health insurance costs through its fringe rate which is applied to direct salary. This FY08 Health Insurance proposal will reduce RPC’s fringe rate 3 – 5%, decrease its indirect rate, and will also adjust the employer / employee contribution allocation to be consistent with national averages.

Discussion followed.

Mr. Bland asked if Health Alliance allows RPC to have a higher deductible.

Mr. Dimit and Ms. Murphy stated they did not know. Ms. Murphy stated the plans being offered are plans offered for all county employees. Because RPC is part of the county health insurance program, county administration negotiates with the insurance companies; i.e. Health Alliance and Personal Care. RPC management does not know specifics of the negotiations.

Mr. Bland suggested that perhaps a higher deductible might lower the costs for the employee and employer.

Mr. Dimit suggested the commissioners representing the Champaign County Board might consider a higher deductible in future negotiations for health insurance.

Discussion followed.

Mr. Johnston asked when the county started offering an HRA plan.

Mr. Dimit stated two years ago.

Discussion followed.

Mr. Bland asked if RPC employees choosing to waive health insurance would provide proof of health insurance before signing a waiver.

Mr. Dimit stated this has been discussed.

Discussion followed.

Mr. Johnston moved, seconded by Mr. Lewis, to approve the FY08 Health Insurance Contributions outlined in Ms. Murphy's Memo dated 09/21/07, and RPC employees choosing to waive health insurance provide proof of insurance before signing a waiver. Motion carried unanimously.

B. FY 08 Pay Ranges (John Dimit)

Mr. Dimit explained the proposed pay ranges for FY08; i.e. December 1, 2007 through November 30, 2008. Pay ranges have been adjusted 3%, per recommendations from the Employer’s Association (EA), for exempt and non-exempt positions and in accordance with Champaign County’s salary ranges for comparable positions.

Mr. Dimit also explained that the non-bargaining unit Head Start staff pay adjustments of 3% will be effective 03/01/08, per federal guidelines. Except for the health insurance compensation which begins
12/01/08, pay adjustments for non-bargaining unit Head Start staff will be deferred until receipt of the federal 2008 COLA.

Discussion followed.

Mr. Weibel moved, seconded by Ms. Cowart, to approve the FY08 Pay Ranges. Motion carried unanimously.

C. FY 08 Salary Proposal (John Dimit / Elizabeth Murphy)

Mr. Dimit stated the detailed salary spreadsheet for FY08 attached to Ms. Murphy’s memo dated 09/21/07 and included in the Commissioner’s packets was revised and Mr. Dimit handed out the updated version. This proposal identifies all exempt and non-exempt positions within the RPC. Mr. Dimit stated management recommends an across-the-board cost of living increase of 3%.

Discussion followed.

The salary spreadsheet also discloses staff movements to mid-point, as well as the compensation plan for the Police Training Director and Coordinator. He noted that the Illinois Law Enforcement Training Board dictates the compensation plan for the Police Training Director and Coordinator and is retroactive to 07/01/07.

Discussion followed.

Mr. Dimit also explained “merit” recommendations which are also noted on the spreadsheet. Merit is awarded either as “merit to base” or “merit one-time.” One-time merit awards allow RPC to recognize staff that have exhibited superior performance but whose program budget may be restricted or the employee is near the maximum of the salary range. One-time merit increases are awarded as a lump sum prior to the Christmas break. Merit increases to base are permanent salary enhancements.

Discussion followed.

Mr. Dimit also explained the additional compensation for health insurance is a permanent addition to the salary base.

Discussion followed.

Mr. Helton asked how the insurance adjustment would save RPC money and how this will affect the budget in the long run.

Mr. Dimit stated that in the long run it sets the stage for RPC to split the increase in health insurance premiums between the employer and employee; i.e. approximately 1/3 employee and 2/3 employer. At this time, the exact dollar savings is unknown; however, if 10% of our employees choose to waive health insurance, it will save approximately $40,000 the first year. In future years, management believes the savings increase.

Discussion followed.

Mr. Lewis moved, seconded by Mr. Weibel, to approve the FY 08 Salary Proposal. Motion carried unanimously.

NOTE: A copy of the revised spreadsheet is attached to the original set of minutes.
D. Amendment to Employment Agreement between Champaign County Regional Planning Commission and John Dimit (Dick Helton)

Mr. Helton reminded the Commissioners that Mr. Dimit’s Employment Agreement expires on October 5, 2007; however, Mr. Dimit requested the opportunity to work through and including October 19, 2007. Included in the Commissioners’ packets was a Third Addendum to Employment Agreement Between the Champaign County Regional Planning Commission and John H. Dimit which extends Mr. Dimit’s Contract to and including October 19, 2007.

Mr. Helton requested discussion from the Commissioners. Discussion followed.

Mr. Weibel moved, seconded by Ms. Cowart to approve the Third Addendum to the Employment Agreement between the Champaign County Regional Planning Commission and John H. Dimit. Motion carried unanimously.

NOTE: A signed copy of the Third Addendum to Employment Agreement Between the Champaign County Regional Planning Commission and John H. Dimit is attached to the original set of minutes.

E. John Dimit Consulting Services / Retirement and Post Retirement Employment (Dick Helton)

Mr. Helton explained the search process for the new CEO / Executive Director continues. It was hoped the new CEO / Executive Director would be selected and employed by the end of October or early November; however, it is unlikely this goal will be met. Therefore, there will be a period of time after October 19th before the new CEO / Executive Director would begin.

Mr. Helton stated he discussed with Mr. Dimit the possibility of engaging him on a consulting basis, until such time as the new CEO / Executive Director begins, and possibly for a short period of time thereafter to help in the transition.

Attached to Mr. Helton’s memo dated August 31, 2007, and included in the Commissioner’s packets, is a proposal from Mr. Dimit which covers this interim period.

Mr. Helton requested discussion from the Commissioners. Discussion followed.

Mr. Johnston moved, seconded by Mr. Lewis, to authorize Dick Helton, as Chair of the Champaign County Regional Planning Commission, to negotiate and draft a Contract with John Dimit for his Consulting Services to the Champaign County Regional Planning Commission after his retirement on October 19, 2007. Motion carried unanimously.


In Ms. Liffick’s absence, Mr. Dimit updated the Commissioners on the Head Start / Early Head Start Management Report dated September 13, 2007. Head Start began the school year with 93% enrollment, the highest Head Start has experienced. Additionally, Head Start is experiencing a high retention level; this is a mark of success in the classrooms.

Discussion followed.

For the Commissioners’ information, also attached to Ms. Liffick’s Management Report is the Governance and Management Responsibilities describing the level of responsibility expected of the governing body, the Policy Council and the management staff of a Head Start program. The Commissioners were asked to review the tasks for “Grantee agency” and “Grantee or delegate management staff” and note the level of responsibility of each task for the governing body, Policy Council and Head Start program director. Ms.
Liffick will discuss with the Commissioners at the October 26, 2007 RPC meeting the questions which may be used by the Federal monitory team when they conduct the review of our Head Start program.

Discussion followed.

Mr. Dimit stated that in preparation for our Head Start Federal Review, a peer review from the Illinois Community Action Association will be here the week of October 15th to act as if they are the official Federal Reviewers. This team, chosen by the Illinois Community Action Association, has been identified and the team will consist of individuals from the Danville Head Start program, the Lincoln, Illinois Head Start Program and another team from northern Illinois. The Federal Review will occur in the spring of 2008.

Discussion followed.

Mr. Lewis moved, seconded by Mr. Bland, to approve and place on file the Head Start / Early Head Start Management Report dated September 13, 2007. Motion carried unanimously.

8. Executive Director Management Report (Presented Orally for Discussion – John Dimit)

FY 08 PROPOSED BUDGET

Included in the Commissioner’s packets was the FY08 Proposed budget. The final budget will be brought to the Commissioners for final approval at the November 16, 2007 RPC meeting.

AMEREN

As part of the rate reduction package which was passed recently by the legislature, Champaign County will receive an additional $400,000 for use in the LIHEAP & Weatherization programs. This will be used to extend LIHEAP benefits to individuals just above the income limits of the regular LIHEAP program, and will also include a matching program for energy efficient measures in the Weatherization program. Ameren is required to reduce electricity use and will pass it through the Weatherization program to institute changes.

Discussion followed.

LIHEAP / WEATHERIZATION

Mr. Dimit updated the Commissioners on the LIHEAP and Weatherization programs.

Discussion followed.

Mr. Bland requested statistics / data reports be given on the LIHEAP and Weatherization programs at the regular October RPC meeting.

ILLINOIS ASSOCIATION OF REGIONAL COUNCILS

Mr. Dimit stated he is participating in the formation of a statewide MPO group which will be part of the Illinois Association of Regional Councils. Randy Blankenhorn, formerly with the IDOT and is now with CMAP, is spearheading this group.

Discussion followed.
CHATHAM

Mr. DiNovo has been working on a forum for local governmental officials regarding Chatham. Mr. DiNovo provided a DRAFT Agenda for a program entitled *Annexation Agreements and Extra-Territorial Jurisdiction* (A Forum for Local Government Officials) which has been tentatively scheduled for Thursday, October 25, 2007 @ 6:30 p.m. at the Savoy Recreational Center.

This program is specifically planned to educate and allow for discussion among those attending. Mr. DiNovo anticipates inviting mayors / board presidents of all the villages / cities within Champaign County strongly urging them, or someone from their unit of government, to attend this meeting.

Mr. Dimit stated the local attorney has not yet been determined. RPC is interested is asking Joseph Hooker, from the City of Champaign, to be on the program. Mr. Hooker is a planner, as well as an attorney, and has a very good grasp of these issues. Mr. Dimit asked if County government representatives would prefer to have an Assistant State’s Attorney serve in that roll, or perhaps the two work as a team.

Discussion followed.

Commissioners verbally agreed that Mr. Hooker should be asked to participate.

**NOTE:** a copy of the DRAFT Annexation Agreements and Extra-Territorial Jurisdiction (A Forum for Local Government Officials) is attached to the original set of minutes.

IDOT FALL PLANNING CONFERENCE

Mr. Dimit complimented Rita Black on her Safety Program presentation at the recent IDOT Fall Planning Conference in Rockford, Illinois. This presentation was very well received and resulted in two very significant applications being filed and funded; i.e. one for Champaign County (Monticello Road) and one for the City of Urbana (Goodwin Avenue). Funding for these two projects will be approximately $1M each. The Monticello Road project will include reconstruction of Monticello Road, elimination of ditches and significant safety improvements.

Discussion followed.

SIX COUNTY ECONOMIC DEVELOPMENT DISTRICT

This past week RPC received the renewal on the six county Economic Development District. Those counties include: Champaign Douglas, Ford, Iroquois, Piatt and Vermilion.

Discussion followed.

HSTP PLAN / RURAL TRANSIT PLAN

Pius Weibel referred a letter to the RPC on Thursday, September 20, 2007 regarding Rural Transit systems and 5311 funding. The State of Illinois recently decided to distribute this money based on a formula and Champaign County received an allocation of approximately $145,000. At this time, Champaign County does not have a Rural Transit Plan. However, it was noted that in some counties the Rural Rider program qualifies. RPC is reviewing its Rural Rider program to see if it qualified.

Mr. Dimit stated this $145,000 allocation is to be matched dollar per dollar. At this time, the Social Services Division has $20,000 - $25,000 local funds which would match a portion of the $145,000 allocation. These are funds which RPC receives from the Mental Health Board.

Discussion followed.
REMODELING / CONFERENCE ROOM TECHNOLOGY

Mr. Dimit updated the Commissioners on the RPC Remodeling. The new Social Services lobby and the RPC lobby have been completed. Conference Room "A" no longer exists and is being used as temporary offices.

At this time, the remodeling project is in Phase II; i.e. working with the former Board of Review area. This area will be transformed into office space for Head Start.

Mr. Dimit and Mr. DiNovo will meet with Deb Busey and Denny Inman during the week of September 24th to discuss technology improvements in the new conference room. This room is being designed specifically for use by the Zoning Board of Appeals (ZBA) and the Environmental Land Use Committee (ELUC). Mr. Dimit stated that RPC will have priority to use the conference room during the day and the county will have priority in using the conference room at night.

Discussion followed.

LAND RESOURCE MANAGEMENT PLAN

Recently, RPC obtained a Contract for Technical and Advisory Planning Services with Piatt County in the amount of $120,000 for updating the Piatt County Comprehensive Plan.

9. Human Resources Report between August 9, 2007 and September 6, 2007
   (Information only – Mary Hodson)

Mrs. Hodson noted 30 staff members have been added, including temporary staff; and RPC now has over 170 employees.

The Human Resources Report for personnel transactions August 9, 2007 through September 6, 2007, is on file.

10. October RPC meeting date (Information Only – Dick Helton)

   A. October 26, 2007

   Mr. Helton reminded the Commissioner the regular October RPC meeting will be held October 26, 2007 @ 7:30 a.m. Due to construction within the RPC office, the location of the meeting will be announced at a later date.

11. Adjournment

   There being no further business to come before the commissioners, Mr. Lewis moved, seconded by Mr. Bland to adjourn the meeting. Motion carried unanimously. The meeting adjourned at 9:14 a.m. The next RPC meeting will be Friday, October 26, 2007.

   Respectfully submitted,

   Priscilla Lindstrom, Recording Secretary

   attachments:  i) copy of revised salary spread sheet
                   ii) copy of Third Addendum to Employment Agreement between the Champaign County Regional Planning Commission and John H. Dimit
                   iii) copy of DRAFT Annexation Agreements and Extra-Territorial Jurisdiction (A Forum for Local Government Officials)

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