

Minutes of the Executive Committee Meeting

The Executive Committee of the McLean County Board met on Tuesday, September 10, 2013 at 4:30 p.m. in Room 400, Government Center, 115 E. Washington Street, Bloomington, Illinois.

Members Present: Chairman Sorensen, Members McIntyre, Caisley, Owens, Segobiano, Cavallini, O'Connor, and Gordon

Members Absent: Member Hoselton

Other Board Members Present: None

Staff Present: Mr. Bill Wasson, County Administrator; Ms. Hannah Eisner, Assistant County Administrator; and Ms. Jude LaCasse, Assistant to the County Administrator

Department Heads/
Elected Officials Present: Mr. Craig Nelson, Director, Information Technologies; Mr. Jack Moody, Director, Facilities Management

Others Present: Mr. Scott Gima, Vice President, Management Performance Associates; and Mr. Andrew Buffenbarger, Managing Associate, Management Performance Associates

Chairman Sorensen called the meeting to order at 4:30 p.m.

Chairman Sorensen presented the minutes from the August 13, 2013 Executive Committee Meeting and the July 16, 2013 Stand-Up meeting for approval. Hearing no additions or corrections to those minutes, Chairman Sorensen advised that the minutes would stand approved as presented.

Chairman Sorensen presented the reappointments, appointments and resignations.

Motion by Segobiano/Cavallini to Recommend Approval of the Reappointments, Appointments and Resignations as Recommended by the Chairman.
Motion carried.

Chairman Sorensen presented a request for approval of a contract with Management Performance Associates (MPA) for interim management services at the McLean County Nursing Home – County Administrator's Office. He asked Mr. Wasson to provide a background on the request, and also noted that Mr. Gima and Mr. Buffenbarger with MPA are also available to answer any questions.

Mr. Wasson advised that he receive a letter of resignation three weeks ago from Mr. Matt Riehle, Nursing Home Administrator, effective September 13th. He indicated that the Administrator's Office immediately began to explore option for addressing the need to have a licensed nursing home administrator on site and to put into place a plan that would provide the ability to review and analyze both the operations and administrative workforce moving forward at the Nursing Home.

Mr. Wasson stated that Mr. Riehle has faithfully served as Nursing Home Administrator for the past four years and as Director of Nursing prior to that. He indicated that there is no one on staff, other than Mr. Riehle, who currently holds an Administrator License, nor the breadth of administrative knowledge that Mr. Riehle received from retired Administrator Don Lee.

Mr. Wasson advised that to insure a continuum of appropriate administration of the Nursing Home under these circumstances, he contacted several Illinois counties that operate nursing homes to identify available resources. He stated that several county administrations identified that they had either on-going or project-oriented experience working with Management Performance Associates (MPA) of Chesterfield, MO. Mr. Wasson indicated that MPA has on-going management relationships with DeKalb, Champaign and Monroe counties. He noted that he spent face-to-face time with the county administrators from Champaign and DeKalb counties. Mr. Wasson added that MPA has been providing management administration services with DeKalb for a number of years and has been providing the same service for Champaign County for several years as well. He indicated that he had a meeting with the Peoria County Administrator and Deputy Administrator who worked for several years with MPA on a planning program for their new nursing home. Mr. Wasson advised that comments regarding MPA have been very positive.

Mr. Wasson stated that the Administrator's Office is comfortable that this contract will provide us with the time and energy to assess the operation at the Nursing Home, with the assistance of MPA. This will aid the County in determining whether to go through a search process for a new Nursing Home Administrator or to extend the engagement with MPA. Mr. Wasson indicated that a four-month contract with MPA will give us the ability to do both an assessment and, if necessary, conduct a search.

Mr. Wasson recommended that McLean County enter into this interim Management Agreement with MPA. He acknowledged that Mr. Gima and Mr. Buffenbarger are here to answer any questions.

Mr. Owens asked when the contract would go into effect. Mr. Wasson replied that it will be effective upon approval of the contract at the County Board Meeting next Tuesday.

Mr. Owens pointed out that Mr. Riehle's last day is Friday and asked who will be in charge on Monday. Mr. Wasson replied that Mr. Jack Moody, Director, Facilities Management, has graciously volunteered to be temporary Nursing Home Administrator. He noted that Mr. Moody was a previous licensed nursing home and hospital administrator. Mr. Moody will fill that spot for the interim period and will also assist in the process of working with MPA over the next several weeks.

Mr. Owens asked who will be making decisions. Mr. Wasson replied that the consultant will be working with Mr. Moody. Mr. Owens asked if employees have any questions, will they go to Mr. Moody. Mr. Wasson responded that initially that will be the case. Mr. Owens asked if MPA will be assisting Mr. Moody and Mr. Moody will be the administrator during that four month period. Mr. Wasson replied that during that four month period it will be possible to transition to a more stable environment that will not require Mr. Moody to be 100% of his time at the Nursing Home.

Mr. Owens asked when the Nursing Home employees will be made aware that Mr. Moody will be the interim director. Mr. Wasson replied that the supervisory staff at the Nursing Home was informed today that this recommendation would be coming to the meeting today.

Mr. Owens indicated that six employees called him yesterday asking who would be in charge because they have not been informed. Mr. Moody responded that the communication sent to the supervisors today indicated that Mr. Moody would be in contact with the individual supervisors after the meeting today if the Committee moves forward with the contract.

Chairman Sorensen reminded the Committee that this Board is not a management board, we are a policy board. It is necessary to leave management issues to management. Chairman Sorensen stated that Mr. Wasson became aware of the questions at the Nursing Home today and acted accordingly. He stated that the right answer for any Board member who gets complaints from any employee, from any department, is to refer it back to management.

Mr. Caisley asked if the Finance Committee was made aware that this resignation had been received. Mr. Wasson replied that the Finance Committee was made aware of the resignation at the Finance Committee meeting last week.

Mr. Segobiano expressed concern that we didn't have someone cross-trained to take over the position on an interim basis and/or immediately started a search to replace Mr. Riehle. Chairman Sorensen replied that the day before Mr. Riehle submitted his resignation Mr. Wasson met with him to discuss Mr. Riehle's consideration of other jobs. Chairman Sorensen noted that within hours of Mr. Riehle's resignation he and Mr. Wasson talked. One of the complicating factors is the need for a licensed administrator.

Chairman Sorensen reminded the Committee that it took a long time and expense to get Mr. Riehle licensed and ready to take over for Mr. Lee who had announced his retirement months in advance. Chairman Sorensen advised that with Mr. Riehle leaving, it was the perfect time to get a third party perspective on the Nursing Home operation. He noted that long before this firm was considered for interim management services, it had been considered to conduct an operational review of the Nursing Home. Chairman Sorensen indicated that because it was mandatory that the Nursing Home have a licensed administrator, Mr. Wasson began working with MPA to integrate both proposals into one. It is not just a management proposal, but also a review and assessment project.

Mr. Segobiano expressed concern with the cost of hiring MPA, including the monthly fee of \$15,000 and expenses. He asked what is the cost of expenses. Mr. Gima estimated that expenses will be generally less than \$1,000 per month.

Mr. Owens asked who will be in charge of personnel issues such as hiring and dismissals. Chairman Sorensen replied that this will be a collaborative effort between Management Performance Associates, Mr. Moody and the Administrator's Office, with primary day-to-day responsibility falling to Mr. Moody. Mr. Owens asked that the employees be made aware of whom they need to speak with on a day-to-day basis.

Mr. Segobiano expressed concern that there was only one option for the Committee to consider, which he is not comfortable with. He stated that he will vote "present."

Mr. Gordon noted that he doesn't see explicit information in the contract regarding the management review of the plan. Mr. Wasson responded that it is not explicitly in the contract, but it is part of the management service that MPA provides. Mr. Gima advised that he would be happy to amend the contract to explicitly state the operational assessment and what it covers.

Ms. O'Connor asked if the MPA people will attend Finance Committee meetings. Mr. Wasson replied that the MPA representatives will report to Finance Committee, and Mr. Moody will attend as well.

After additional discussion, Chairman Sorensen called for a motion to recommend approval of a contract with Management Performance Associates for Interim Management Services at the McLean County Nursing Home pending final approval by the Administrator's Office and Legal Counsel to Clarify the Operational Review.

Mr. Segobiano clarified that his "Present" vote in no way should reflect against Mr. Moody's abilities to act as interim Director of the Nursing Home.

Motion by Cavallini/Owens to Recommend Approval of a Contract with Management Performance Associates for Interim Management Services at the McLean County Nursing Home Pending Final Approval by the Administrator's Office and Legal Counsel to Clarify the Operational Review – County Administrator's Office.

Motion carried with Member Segobiano voting "Present."

Chairman Sorensen asked if there were any additional questions or comments. Hearing none, he thanked Mr. Wasson.

Mr. Paul Segobiano, Chairman, Property Committee, advised that the Property Committee brings no items for action to the Executive Committee.

Chairman Sorensen asked if there were any questions or comments. Hearing none, he thanked Mr. Segobiano.

Mr. William Caisley, Chairman, Justice Committee, presented a request for approval of an Interlocal Agreement between the City of Bloomington, Town of Normal and County of McLean for the 2013 Byrne Justice Assistance Grant (JAG) Program Award – Sheriff's Department.

Motion by Caisley/Gordon to Recommend Approval of an Interlocal Agreement between the City of Bloomington, Town of Normal and County of McLean for the 2013 Byrne Justice Assistance Grant (JAG) Program Award – Sheriff's Department.

Motion carried.

Mr. Caisley presented a request for approval of an Emergency Appropriation Ordinance Amending the McLean County Fiscal Year 2013 Combined Annual Appropriation and Budget Ordinance (Computers) – Circuit Clerk. He noted that there has been some difficulty with computers going down in the Circuit Clerk's office. He asked Mr. Nelson to elaborate.

Mr. Craig Nelson, Director, Information Technologies, indicated that the Circuit Clerk's office will be taking advantage of the contract that was approved by this Committee last month to replace outdated computers. He advised that the pricing on the new computers is the best price that he has ever received.

There was a discussion on disposal of the computers and the possibility of refurbishing them. Mr. Nelson reviewed the steps necessary to destroy the hard drive, and explained that the low cost of new computers would prohibit the expense of trying to refurbish the old ones.

Motion by Caisley/Cavallini to Recommend Approval of an Emergency Appropriation Ordinance Amending the McLean County Fiscal Year 2013 Combined Annual Appropriation and Budget Ordinance (Computers) – Circuit Clerk.
Motion carried.

Mr. Caisley presented two requests that were acted upon together. The first is a request for approval of an Emergency Appropriation Ordinance amending the McLean County Fiscal Year 2013 Combined Annual Appropriation and Budget Ordinance, Fund 0001 General Fund, Court Services Department 0022 (Adult and Juvenile Redeploy Grants) – Court Services. The second is a request for approval of a Resolution amending the Fiscal Year 2013 McLean County Full-time Equivalent Position Resolution Associated with an Ordinance to amend the Fiscal Year 2013 McLean County Combined Appropriation and Budget Ordinance for Fund 0001 General Fund, Court Services Department 0022 – Court Services.

Motion by Caisley/Gordon to Recommend Approval of an Emergency Appropriation Ordinance Amending the McLean County Fiscal Year 2013 Combined Annual Appropriation and Budget Ordinance, Fund 0001 General Fund, Court Services Department 0022 (Adult and Juvenile Redeploy Grants) – Court Services; and to Recommend Approval of a Resolution Amending the Fiscal Year 2013 McLean County Full-time Equivalent Position Resolution Associated with an Ordinance to Amend the McLean County Fiscal Year 2013 McLean County Combined Appropriation and Budget Ordinance for Fund 0001 General Fund, Court Services Department 0022) – Court Services.
Motion carried.

Mr. Ben Owens, Chairman, Finance Committee, presented a request for approval of Critical Personnel Hiring Requests – County Administrator’s Office. He noted that an updated copy of the request was distributed to the Committee.

Motion by Owens/Segobiano to Recommend Approval of Critical Personnel Hiring Requests – County Administrator’s Office.
Motion carried.

Chairman Sorensen asked if there were any questions or comments. Hearing none, he thanked Mr. Owens.

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Mr. George Gordon, Chairman, Land Use and Development Committee, advised that the Land Use and Development Committee brings no items for action to the Executive Committee.

Chairman Sorensen asked if there were any questions or comments. Hearing none, he thanked Mr. Gordon.

Mr. Stan Hoselton, Chairman, Transportation Committee was unable to attend the meeting. Chairman Sorensen advised that the Transportation Committee brings no items for action to the Executive Committee.

Mr. Wasson reminded the Committee that there will be a Joint Council meeting with the City of Bloomington, Town of Normal and McLean County on Monday, September 30, 2013 at 7:00 p.m. in the County Board Room. He indicated that there will be a presentation on the East Side Highway Corridor, a presentation by the new Regional Planning Director, and perhaps one more item. Mr. Wasson added that EDC will be making a follow-up presentation on their incentives proposal.

Mr. Owens commended Chairman Sorensen on the job that he did last month at the East Side Highway meeting.

Chairman Sorensen presented the August 31, 2013 bills as recommended and transmitted by the County Auditor for payment as well as a transfer in Information Technologies Fund 0001 for \$58,000 from Major Capital to Purchase Computers. The Fund Total is \$246,050.58 and the Prepaid Total is the same.

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Motion by Segobiano/Owens to recommend Approval of the Executive Committee bills for August 31, 2013 as presented to the Committee by the County Auditor.
Motion carried.

There being no further business to come before the Committee, Chairman Sorensen adjourned the meeting at 5:13 p.m.

Respectfully Submitted,

Judith A. LaCasse
Recording Secretary