

**Minutes of Meeting
CITIZENS' EFFICIENCY COMMISSION
December 14, 2011**

ATTENDANCE

Citizens' Efficiency Commissioners

	Jeff Adkisson	×	Jim Fulgenzi, Jr.
	Mike Aiello	×	Bob Gray
×	Daniel Cadigan	×	Karen Hasara
	Mike Chamness	×	Marilyn Kushak
×	Patrick Coburn		Frank McNeil
×	Josh Collins	×	Mike Murphy
×	Jerry Crabtree	×	Robert Plunk
×	Gary Crompton	×	Kent Redfield
×	James Donelan	×	J. D. Sudeth
×	Kevin Dorsey	×	Kenley Wade, Sr.
×	Cliff Erwin	×	Joan Walters
	Lee Fields, Jr.		

Others

Jeff Fulgenzi- SSCRPC
Amy Uden- SSCRPC
Sheila Stocks-Smith- community
Richard Treat- community
Mark Hanna- Airport Authority

Mike Olinger –Airport Authority
Drinda O'Connor- volunteer
Carol Kulek- volunteer
Robert Wesley- volunteer, SIU School
of Medicine

I. CALL TO ORDER

Chairperson Karen Hasara called the meeting of the Citizens' Efficiency Commission to order and welcomed Commissioners and guests. Volunteers and guests introduced themselves to the Commission.

II. APPROVAL OF MINUTES

Chairperson Hasara asked for any additions or amendments to the minutes. There were none. Ms. Joan Walters made a motion to approve the minutes. Mr. Kenley Wade seconded the motion and the minutes were approved.

III. REPORTS ON VARIOUS JURISDICTIONS

Dr. Kent Redfield introduced guest presenter Mark Hanna, Executive Director of the Springfield Airport Authority. Mr. Hanna shared a report and provided several handouts regarding the structure of the Airport Authority and how it relates to local governments. He explained the Authority's establishing legislation, board composition, the boundaries of its taxing district, and its basic budgetary figures. He also discussed the current situation of intergovernmental relations with the Airport Authority, including shared public safety services, mutual aid, training functions, and capital improvement budgeting. He provided the Commissioners with an overview of the Airport Authority's opportunities and barriers for future development.

Commissioners asked Mr. Hanna and Mr. Mike Olinger, Director of Finance and Administration, a number of questions concerning cooperation with Sangamon County's law enforcement bodies, the boundaries of the Authority's taxing district, and typical funding for airport authorities. Mr. Hanna indicated that the taxing district boundaries may be an issue for CEC attention, and was encouraged to follow up with any other suggestions. After some discussion, the Commission thanked Mr. Hanna for his informative report.

Dr. Redfield mentioned that he will be visiting the Airport Authority at an upcoming meeting to explain the CEC and its mission, and encouraged Commissioners to reach out similarly to their own appointing jurisdictions.

IV. ANNOUNCEMENTS

Chairperson Hasara announced the committee procedural policy for editing and approving minutes, in accordance with the Open Meetings Act and the Commission's by-laws. Upon completion of committee minutes by the respective committees' recorders, Committee Chairs will receive a draft of committee minutes, and will share changes with SSCRPC staff. At this point, minutes will be distributed to committee members in draft form, for approval at the next committee meeting. Committee members are encouraged to review and comment electronically as to the accuracy of the draft minutes. Once draft committee minutes are reviewed by the respective committee members, the committee chair may choose to send the draft minutes to the CEC Chair.

V. COMMITTEE REPORTS

Chairperson Hasara invited Committee Chairs to provide reports on their recent meetings.

Public Safety Committee:

Committee Chair Bob Gray initiated committee reports by presenting the discussion topics of the Public Safety Committee's first meeting on December 7, at 3:00 pm, at the IASA building. He indicated that committee members had discussed basic information regarding emergency response, law enforcement, and fire protection services in the county. He provided county maps displaying municipalities and major roadways for the Commissioners, noting that the Public Safety Committee hopes to use mapping as a tool to develop more information on the Fire Protection Districts and other jurisdictions. Mr. Gray expressed the Committee's goal of developing information briefs on the primary public safety functions in the county. He also advised the Commission that his committee recommends scheduling and hosting an evening meeting with the regional mayors and village presidents of the county to develop positive working relationships.

Next Committee Meeting: Wednesday, January 4th, 3:00pm; Illinois Association of School Administrators Building.

Administrative, Management, and Budget Committee:

Committee Chair Marilyn Kushak reported on the Administrative, Management and Budget Committee's meeting on Monday, December 11th, at 11:30 pm, at the SSCRPC office. She indicated that the committee had appointed Ms. Kushak as Chair, Mr. Jerry Crabtree as Vice-Chair, and Mr. Dan Cadigan as Recorder. She also mentioned the presence of Mr. Martin Colloton as a community volunteer. Ms. Kushak described the structure and priorities that the Administrative, Management, and Budget Committee has developed, and referred to the committee suggestions allocation sheet provided by Ms. Walters and the new correspondence received from the City and County Treasurers, Hon. Jim Langfelder and Hon. Tom Cavanagh. She voiced the importance of recalling the Commission's mission and responding swiftly and proactively to all public suggestions, including the recycling coordinator position suggestion. She reiterated the importance of public input, and reported that her committee will continue to follow up on monthly newspaper survey questions.

Next Committee Meeting: Monday, January 9th, 11:30 pm; SSCRPC Conference Room, Sangamon County Complex Room 212.

Public Works Committee:

Committee Chair Jim Donelan reported on the Public Works Committee's initial meeting on Monday, December 11th, at 3:00 pm, at the SSCRPC office. The committee ratified its appointed officers, including Mr. Donelan as Chair, Mr. J.D. Sudeth as Vice-Chair, and Ms. Walters as Recorder. Mr. Donelan discussed the overlap of the various committees' work, and indicated that his committee talked about the continued importance of open communication and public input. He reported that he had tasked the Public Works Committee with reviewing the document of committee allocations, prioritizing items, and developing working strategies for researching and making recommendations on the various priorities. Mr. Donelan also indicated that the Public Works Committee is considering inviting Public Works Directors and Engineers to a future committee meeting. He reported on his committee's discussion of performance measures, particularly pertaining to the successful implementation of Commission recommendations. He noted that Commissioners may each want to adopt a municipality with which they can specifically interact to build a relationship and provide information. He requested that each committee develop a standardized list of questions to ask the jurisdictions.

Mr. Josh Collins extended discussion on this point, suggesting that the Commission put a timeline on these questions. Mr. Norm Sims also indicated that SSCRPC staff could formally distribute a standardized instrument after it was developed. Mr. Sudeth then reiterated the importance of developing informal relationships to facilitate municipalities receiving such survey questions in a favorable light. Chairperson Hasara tasked each committee with developing a list of questions for review at the January Commission meeting.

Next Committee Meeting: Monday, January 9th, 3:00 pm; SSCRPC Conference Room, Sangamon County Complex Room 212.

Community Development Committee:

Committee Chair Cliff Erwin reported on the Community Development organizational meeting that took place immediately preceding the CEC meeting on December 14th at 2:30 pm. He announced that Mr. Jeff Adkisson had been named Vice-Chair and Mr. Wade had been appointed recorder. He discussed the Community Development Committee's comments on prioritization and research allocations, and suggested that their work had paralleled the reports of other committees to date. He mentioned committee overlap and noted that the Community Development Committee may initially emphasize the public suggestions about building codes.

Next Committee Meeting: Thursday, January 5th, 3:00 pm; Greater Springfield Chamber of Commerce.

SSCRPC staff indicated that it will develop a comprehensive calendar with regular and committee meeting dates, times, and locations, for the CEC website. Mr. Sims also reiterated that the Commission is welcome to use the SSCRPC conference room and adjoining office for committee work.

VI. OTHER BUSINESS

Chairperson Hasara confirmed that the general meeting schedule for the Citizens' Efficiency Commission in 2012 would maintain the 2nd Wednesday of each month as the regular meeting date, in agreement with the established by-laws.

Mr. Sims voiced a number of recommendations for the Commission to consider as it moves forward in its work. These included a) creating committee joint memory boards for on-going and smaller research tasks, b) considering the possibility of making a CEC recommendation that certain data be collected, in the event that performance measures do not exist but are needed for measuring and implementing efficiencies, and c) developing a CEC philosophy to help address questions of definition and intent in future recommendations. Mr. Sims also addressed SSCRPC staff operational concerns, including the difficulty of map creation. He asked that future requests for information come formally through committee chairs to streamline staff communication.

Chairperson Hasara formally acknowledged the receipt of two letters of correspondence from Hon. Jim Langfelder and Hon. Tom Cavanagh. She thanked Ms. Walters for providing a newspaper article to Commissioners concerning OMA, which staff will distribute. She then reminded Commissioners that OMA electronic training, available through the Attorney General's website, will be a requirement for all Commissioners in 2012.

Mr. Sims offered to schedule a presentation by Mr. Bruce Cowans of Maximus consulting firm, who has expressed willingness to speak to Commissioners at a future meeting. Mr. Cowans works to help local governments develop better services, has familiarity with Sangamon County's local governments from previous projects, and is willing to discuss best practices in other localities that he has observed.

Next meeting date—December 28, 2011 at 3:00 PM, Location to be the Hoogland Center for the Arts.

VII. PUBLIC COMMENT

Chairperson Hasara extended the opportunity for the Commission to hear public comments. Mr. Richard Treat questioned the Commission concerning upcoming opportunities for public input. The Commissioners conveyed that town hall meetings had already occurred, but that Mr. Treat and other interested citizens were welcome to provide input via the Commission's email address or at regular public meetings. Ms. Kushak also indicated that the Commission will be continuing to develop opportunities to engage the public, such as the newspaper survey.

VIII. ADJOURNMENT

Mr. Patrick Coburn moved to adjourn the meeting. Ms. Kushak seconded the motion. There being no further business, the meeting was adjourned.

Respectfully Submitted,

Amy Uden
Acting as Recording Secretary