



**CHAMPAIGN COUNTY BOARD
PUBLIC AID APPEALS COMMITTEE**
County of Champaign, Urbana, Illinois

MINUTES – Approved as Distributed on February 6,

DATE: Tuesday, December 12, 2023
TIME: 1:00 p.m.
PLACE: Jennifer Putman Meeting Room
Brookens Administrative Center
1776 E. Washington St., Urbana, IL 61802

Committee Members:

Present	Absent
Danielle Chynoweth	
Norman Davis	
Andy Graham	
Steve Summers (Chair)	

Others Present: Andy Quarnstrom (City of Champaign Township Supervisor) and Megan Robison (Recording Secretary)

Agenda Items

I. Call to Order

Chair Summers called the meeting to order at 1:00 p.m.

II. Roll Call

A verbal roll call was taken, and a quorum was declared present.

III. Approval of Agenda/Addendum

MOTION by Mr. Davis to approve the agenda for the meeting; seconded by Mr. Graham. Upon vote, the **MOTION CARRIED** unanimously.

IV. Approval of Minutes
A. February 8, 2022

MOTION by Ms. Chynoweth to approve the open session minutes of February 8, 2022, seconded by Mr. Graham. Upon vote, the **MOTION CARRIED** unanimously.

V. Public Participation

None

VI. Public Aid Appeal from City of Champaign Township Regarding Appellant #01.12
A. Oath, Testimony, & Receipt of Evidence from Appellant

Chair Summers swore in the appellant. The appellant then presented the facts of his case and reason for filing an appeal. He applied for assistance on January 3, 2023 and did not receive a response within 30 days. On February 10, 2023, he contacted the Township Office, and they did not provide a reason for the lack of response. He then received a letter of denial for assistance, dated February 10, 2023 with the reason of “non-cooperation”. He has a legal advocate and medical professionals that are helping him to complete his application for SSDI (Social Security Disability Insurance). He was finally able to get a list of required information and was subsequently approved for assistance on March 9, 2023. His appeal is for the inaction from January-March, and he is requesting retroactive assistance for that time period.

Ms. Chynoweth asked some clarifying questions about the assistance received and what specifically he was appealing. The appellant stated he is unhoused and has an ID with the Township’s address, but he also has a P.O. Box that he uses for mail. Once he received the denial letter, he worked with his case manager at Rosecrance to re-submit his application. The Township had a list of approximately six items that he needed to submit with his application, the appellant testified that three of those items were impossible to obtain and all three were eventually waived.

B. Oath, Testimony, & Receipt of Evidence from Township

Chair Summers swore in Mr. Quarnstrom. He explained the City of Champaign Township did receive an application on January 3rd from the appellant, but it was incomplete and missing documentation. The township rules state they will not process an incomplete application. Once they received the completed application on March 9th, they processed the application.

Ms. Chynoweth asked what specifically was missing from the original application and if they have a copy to provide the committee. Mr. Quarnstrom explained that he is here in place of the case worker who is out of the office so he did not have that information. She also asked what the office policy is in regard to IDES documentation as that can be a difficult process. Mr. Quarnstrom stated they encourage the applicants to work with IDES but stressed that communication is key to getting assistance. He also expressed that communication with the appellant was difficult and at times hostile.

Committee members noted that the case notes state the application was incomplete but doesn’t list what was missing nor does the Committee have proof of an incomplete application.

The appellant took a moment to rebut some of the information provided by the Township. He clarified that his medical documents had been provided but he was not aware that they need to be stamped. He stated the Township did not attempt to work with him after submitting the original application.

The appellant believes the rules state he must receive a denial within 30 days of application. Mr. Quarnstrom believes the rules state they have 30 days to respond to completed applications. There is disagreement on whether the application was complete upon initial submission.

C. Closed Session Pursuant to 5 ILCS 120/2(c)(4) to Consider Evidence or Testimony Presented in Open Hearing to this Quasi-Adjudicative Body

MOTION by Mr. Davis to enter into CLOSED session pursuant to 5 ILCS 120/2(c)(4) to consider evidence or testimony presented in open hearing to this quasi-adjudicative body and that the following parties remain present: recording secretary; seconded by Mr. Graham. Upon roll call vote, the **MOTION CARRIED** unanimously.

The Public Aid Appeals Committee entered Closed Session at 1:34 p.m.

The Public Aid Appeals Committee resumed Open Session at 1:56 p.m.

D. Announcement of Decision

MOTION by Ms. Chynoweth to continue the meeting pending request for all documentation and correspondence from January 3, 2023 to March 9, 2023 and for that to be submitted by January 12, 2024, seconded by Mr. Davis. Upon vote, the **MOTION CARRIED** unanimously.

VII. Other Business

None

VIII. Adjournment

Chair Summers adjourned the meeting at 2:01 p.m.