

CHAMPAIGN COUNTY, ILLINOIS COMMITTEE AGENDA

PUBLIC AID APPEALS COMMITTEE

Brookens Administrative Center
Jennifer Putman Meeting Room
1776 E. Washington St., Urbana, Illinois
Tuesday, February 6, 2024 – 1:00 p.m.

CHAIR: Steve Summers

MEMBERS: Danielle Chynoweth, Norman Davis, Andy Graham

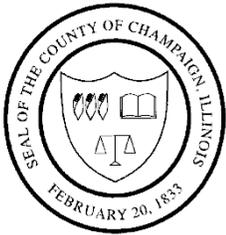
Agenda Items

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda/Addendum
- IV. Approval of Minutes
 - A. December 12, 2023
- V. Public Participation
- VI. Public Aid Appeal from City of Champaign Township Regarding Appellant #01.12
 - A. Oath, Testimony, & Receipt of Evidence from Appellant
 - B. Oath, Testimony, & Receipt of Evidence from Township
 - 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
 - D. Announcement of Decision
- VII. Other Business
 - A. Approval of Closed Session Minutes
 1. December 12, 2023
- VIII. Adjournment

(Oath Script: Please raise your right hand. Do you solemnly swear and affirm to tell the truth, the whole truth and nothing but the truth to the best of your ability?)

Please note that parties to a case heard by the Public Aid Appeals Committee receive only the agenda attachments relevant to their case, in order to protect the privacy rights of any other parties who may have their case heard before the committee.

Champaign County will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities. Please contact the Office of the County Executive, 217-384-3776, as soon as possible but no later than 48 hours before the scheduled meeting.



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

MINUTES – Subject to Approval

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

45 **VI. Public Aid Appeal from City of Champaign Township Regarding Appellant #01.12**

46 **A. Oath, Testimony, & Receipt of Evidence from Appellant**

47
48 Chair Summers swore in the appellant. The appellant then presented the facts of his case and reason
49 for filing an appeal. He applied for assistance on January 3, 2023 and did not receive a response
50 within 30 days. On February 10, 2023, he contacted the Township Office, and they did not provide a
51 reason for the lack of response. He then received a letter of denial for assistance, dated February 10,
52 2023 with the reason of “non-cooperation”. He has a legal advocate and medical professionals that
53 are helping him to complete his application for SSDI (Social Security Disability Insurance). He was
54 finally able to get a list of required information and was subsequently approved for assistance on
55 March 9, 2023. His appeal is for the inaction from January-March, and he is requesting retroactive
56 assistance for that time period.

57
58 Ms. Chynoweth asked some clarifying questions about the assistance received and what specifically
59 he was appealing. The appellant stated he is unhoused and has an ID with the Township’s address,
60 but he also has a P.O. Box that he uses for mail. Once he received the denial letter, he worked with
61 his case manager at Rosecrance to re-submit his application. The Township had a list of
62 approximately six items that he needed to submit with his application, the appellant testified that
63 three of those items were impossible to obtain and all three were eventually waived.

64
65 **B. Oath, Testimony, & Receipt of Evidence from Township**

66
67 Chair Summers swore in Mr. Quarnstrom. He explained the City of Champaign Township did receive
68 an application on January 3rd from the appellant, but it was incomplete and missing documentation.
69 The township rules state they will not process an incomplete application. Once they received the
70 completed application on March 9th, they processed the application.

71
72 Ms. Chynoweth asked what specifically was missing from the original application and if they have a
73 copy to provide the committee. Mr. Quarnstrom explained that he is here in place of the case worker
74 who is out of the office so he did not have that information. She also asked what the office policy is
75 in regard to IDES documentation as that can be a difficult process. Mr. Quarnstrom stated they
76 encourage the applicants to work with IDES but stressed that communication is key to getting
77 assistance. He also expressed that communication with the appellant was difficult and at times
78 hostile.

79
80 Committee members noted that the case notes state the application was incomplete but doesn’t list
81 what was missing nor does the Committee have proof of an incomplete application.

82
83 The appellant took a moment to rebut some of the information provided by the Township. He
84 clarified that his medical documents had been provided but he was not aware that they need to be
85 stamped. He stated the Township did not attempt to work with him after submitting the original
86 application.

87
88 The appellant believes the rules state he must receive a denial within 30 days of application. Mr.
89 Quarnstrom believes the rules state they have 30 days to respond to completed applications. There is
90 disagreement on whether the application was complete upon initial submission.

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

94
95 **MOTION** by Mr. Davis to enter into CLOSED session pursuant to 5 ILCS 120/2(c)(4) to consider
96 evidence or testimony presented in open hearing to this quasi-adjudicative body and that the
97 following parties remain present: recording secretary; seconded by Mr. Graham. Upon roll call
98 vote, the **MOTION CARRIED** unanimously.
99

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

101
102 The Public Aid Appeals Committee resumed Open Session at 1:56 p.m.

103
104 **D. Announcement of Decision**

105
106 **MOTION** by Ms. Chynoweth to continue the meeting pending request for all documentation and
107 correspondence from January 3, 2023 to March 9, 2023 and for that to be submitted by January 12,
108 2024, seconded by Mr. Davis. Upon vote, the **MOTION CARRIED** unanimously.
109

110 **VII. Other Business**

111 None

112
113
114 **VIII. Adjournment**

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