

**CHAMPAIGN COUNTY BOARD
BUILDING & GROUNDS SAFETY COMMITTEE**

County of Champaign, Urbana, Illinois

Monday, March 30, 2026 – 3:00 p.m.

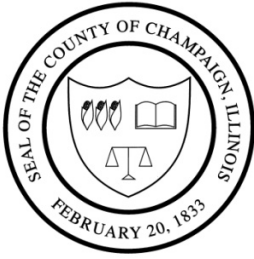
Shields-Carter Meeting Room

Bennett Administrative Center

102 E. Main Street, Urbana

Agenda Items

- I. Call to Order**
- II. Roll Call**
- III. Approval of Agenda/Addendum**
- IV. Approval of Minutes**
 - A. February 26, 2026
- V. New Business**
 - A. Building an Employee Survey (*discussion only*)
 1. Review and edit list of survey questions
 2. Determine when the survey will be sent and the deadline for completion
 - B. Building a Department Head Survey (*discussion only*)
 1. Review and edit list of survey questions
 2. Determine when the survey will be sent and the deadline for completion
 - C. Next Steps (*discussion only*)
- VI. Other Business**
 - A. Timeline for scheduling the next meeting date
- VII. Chair's Report**
- VIII. Adjournment**



**CHAMPAIGN COUNTY BOARD
BUILDING & GROUNDS SAFETY COMMITTEE**

County of Champaign, Urbana, Illinois

Thursday, February 26, 2026 – 2:30 p.m.

Shields-Carter Meeting Room
Bennett Administrative Center
102 E. Main Street, Urbana

MINUTES – Subject to Approval

MEMBERS PRESENT: Chad Beasley (Sheriff's Office), Kayla Bishop (GIS), Jeff Blue (Highway Department), Amy Couture (Supervisor of Assessments), Madisyn Howie (Probation & Court Services), Kaitlyn Kuzio (Administrative Services), Tyler McPheters (Planning & Zoning), Jasper Moyer (Animal Control), Tami Ogden (RPC), Mary Ross (CAC) Shandra Summerville (MHB), Bud Windelborn (State's Attorney's Office)

MEMBERS ABSENT: Lori Hansen (Circuit Court) and Audrey Thompson (Public Defender's Office)

COUNTY STAFF: Michelle Jett (Director of Administration), Suzanne Brock (HR Manager), and Megan Robison (Recording Secretary)

Agenda Items

I. Call to Order

Ms. Jett called the meeting to order at 2:30 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. Beasley to approve the agenda; seconded by Mr. Windelborn. Upon vote, the **MOTION CARRIED** unanimously.

IV. New Business

- A. Committee Structure
1. Selection of Chair

NOMINATION by Ms. Ogden to appoint Ms. Kuzio as the chair of the committee; seconded by Mr. blue. Upon vote, the **NOMINATION CARRIED** unanimously.

2. Selection of Vice-Chair

NOMINATION by Mr. Windelborn to appoint Ms. Ross as the vice-chair of the committee; seconded by Ms. Kuzio. Upon vote, the **NOMINATION CARRIED** unanimously.

- B. Robert's Rules of Order

Ms. Jett explained that this committee will be governed by Robert's Rules of Order. The handout in their packet gives a quick overview of those rules.

C. Building & Grounds Safety

Ms. Jett gave some background information on why this committee was created and the intention to include all departments in the decision-making process.

1. Successful Strategies

Ms. Jett shared some details on the different trainings that have been provided in the last year, explaining that some trainings may need to be structured differently by building location. She asked if anyone has received any feedback regarding any of the trainings. Ms. Ogden liked the active threat training done by the Sheriff's Office and wondered if this training should be required.

2. Needs Improvement

Chair Kuzio asked that the committee also think about the plans for the public in an emergency. Ms. Jett stated a medical emergency is the most likely event to occur. She asked if the committee wants to come up with recommendations on what some of the best practice requirements should be for each department/location. Ms. Jett also asked if the Committee Members would like to create a survey to receive feedback from each department before making any recommendations.

Committee members discussed the option to create a survey and what items to include in the survey.

3. Trainings

Ms. Brock suggested doing a monthly overview training for each department to ensure new employees have all the training information and as a recap for the long-term employees. Ms. Summerville asked about housing some of this information in the NeoGov program. Ms. Jett would like to see Committee Members assist with training in each department. Then they could create building-specific videos for each training that would be housed in NeoGov as a required annual training.

D. Next Steps

Chair Kuzio is going to create a working document for everyone to edit with their ideas.

V. Other Business

A. Date of next meeting

The Committee would like to meet again in approximately four weeks, and the clerk will send a list of possible dates to determine the availability of each member.

VI. Chair's Report

None

VII. Adjournment

Chair Kuzio adjourned the meeting at 3:09 p.m.