



**CHAMPAIGN COUNTY BOARD**  
**BUILDING & GROUNDS SAFETY COMMITTEE**  
**County of Champaign, Urbana, Illinois**  
Monday, March 30, 2026 – 3:00 p.m.

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

**MINUTES** – Approved as Distributed on April 28, 2026

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**MEMBERS PRESENT:** Chad Beasley (Sheriff's Office), Kayla Bishop (GIS), Amy Couture (Supervisor of Assessments), Madisyn Howie (Probation & Court Services), Tyler McPheters (Planning & Zoning), Mary Ross (CAC) Shandra Summerville (MHB), Julie Watson (Treasurer's Office), and Kaitlyn Kuzio (Administrative Services),

**MEMBERS ABSENT:** Jeff Blue (Highway Department), Lori Hansen (Circuit Court), Jasper Moyer (Animal Control), Tami Ogden (RPC), Audrey Thompson (Public Defender's Office), and Bud Windelborn (State's Attorney's Office)

**COUNTY STAFF:** Chuck Chaney (Custodial & Grounds Manager) and Megan Robison (Recording Secretary)

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**Agenda Items**

**I. Call to Order**

Chair Kuzio called the meeting to order at 3:02 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. McPheters. Upon vote, the **MOTION CARRIED** unanimously.

**IV. Approval of Minutes**

A. February 26, 2026

**MOTION** by Mr. McPheters to approve the minutes of February 26, 2026; seconded by Ms. Howie. Upon vote, the **MOTION CARRIED** unanimously.

**V. New Business**

A. Building an Employee Survey

1. Review and edit list of survey questions

Chair Kuzio took the raw data received from the Committee members and placed them into three categories: Awareness & Confidence, Personal Safety Concerns, and Building Specific Issues. The Committee members agreed that they should keep the survey as short as possible with mostly multiple-choice answers. There are a few items they would like to provide a text box for specific responses.

The Committee discussed items they would like to ask about in the awareness & confidence category, including weather and disaster related evacuation plans, the use of emergency equipment, and specific training opportunities.

In the personal safety category, the Committee would like to collect information regarding working after hours, medical issues such as knowing the location of equipment and how to use it, and the location of panic buttons.

2. Determine when the survey will be sent and the deadline for completion

The Committee did not discuss this item until the next steps section of the agenda.

**B. Building a Department Head Survey**

1. Review and edit list of survey questions

Chair Kuzio created four different categories for this survey: Equipment & Infrastructure, Procedures & Roles, Training & Onboarding and Maintenance & Accountability. Mr. Beasley believes this survey should include many of the same questions that are on the employee survey. Chair Kuzio agrees but thinks they should be more in-depth questions.

The Committee members agree that the goal should be to build two surveys.

2. Determine when the survey will be sent and the deadline for completion

The Committee did not discuss this item until the next steps section of the agenda.

**C. Next Steps**

Ms. Howie would like the Committee to meet again to discuss and review the surveys before they are finalized.

**VI. Other Business**

- A. Timeline for scheduling the next meeting date

The Committee would like to meet again in approximately one month to review the surveys. The clerk will send a scheduling poll to find the best date possible.

**VII. Chair's Report**

None

**VIII. Adjournment**

Chair Kuzio adjourned the meeting at 4:20 p.m.