

COUNTY BOARD AGENDA

County of Champaign, Urbana, Illinois
Thursday, May 19, 2016 – 6:30 p.m.

Lyle Shields Meeting Room, Brookens Administrative Center,
1776 East Washington Street, Urbana, Illinois

Agenda Items

Page #

I. Call To Order

II. *Roll Call

III. Prayer & Pledge of Allegiance

IV. Read Notice of Meeting

V. Approval of Agenda/Addenda

VI. Date/Time of Next Regular Meetings

Standing Committees:

- A. County Facilities Committee Meeting – June 7, 2016 @ 6:30 p.m.
*Lyle Shields Meeting Room, Brookens Administrative Center
1776 E. Washington Street, Urbana*
- B. Environment & Land Use Committee Meeting – June 9, 2016 @ 6:30 p.m.
*Lyle Shields Meeting Room, Brookens Administrative Center
1776 E. Washington Street, Urbana*
- C. Highway & Transportation Committee Meeting – June 10, 2016 @ 9:00 a.m.
Fleet Maintenance Facility, 1605 E. Main Street, Urbana

Committee of the Whole:

- A. Tuesday, June 14, 2016 @ 6:30 p.m.
(Finance; Policy, Personnel, & Appointments; Justice & Social Services)
*Lyle Shields Meeting Room, Brookens Administrative Center
1776 E. Washington Street, Urbana*

County Board:

- A. Regular County Board Meeting – June 23, 2016 @ 6:30 p.m.
*Lyle Shields Meeting Room, Brookens Administrative Center
1776 E. Washington Street, Urbana*

VII. Public Participation

VIII. *Consent Agenda

1-38

IX. Communications

X. Approval of Minutes

- A. April 21, 2016

39-45

XI. Nursing Home Quarterly Report

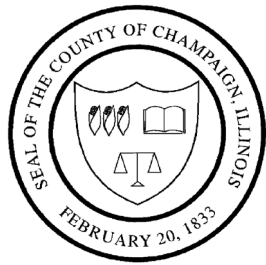
XII. Standing Committees:

<u>Agenda Items</u>	<u>Page #</u>
A. <u>County Facilities</u>	
<i>Summary of Action Taken at May 3, 2016 Meeting</i>	46-47
B. <u>Environment & Land Use</u>	
<i>Summary of Action Taken May 5, 2016 Meeting</i>	48-49
1. Adoption of Resolution No. 9609 Authorizing County Board Chair Signature of Annual Facility Inspection Report Required for MS4 Storm Water Permit with I.E.P.A. for Program Year March 2015 Through March 2016	50-77
C. <u>Highway & Transportation</u>	
<i>Summary of Action Taken May 6, 2016 Meeting</i>	78-79
1. Adoption of Resolution No. 9607 Awarding Contract for the Purchase of Four 2017 Tandem Axle Trucks by the Champaign County Highway Department	80
XIII. <u>Areas of Responsibility:</u>	
<i>Summary of Action Taken at May 10, 2016 Committee of the Whole Meeting (Justice & Social Services; Finance; Policy, Personnel, & Appointments)</i>	81-83
A. <u>Finance</u>	
1. Adoption of Resolution No. 9610 Authorizing Payment of Claims	84
2. Adoption of Resolution No. 9611 Authorizing Purchases Not Following Purchasing Policy	85-86
3. Adoption of Resolution No. 9575 Authorizing Award of Contract to Baker Tilly Pursuant to RFP 2016-001 for Financial Auditing Services (<i>deferred from April meeting</i>)	87-108
4. Adoption of Resolution No. 9612 Amending the Schedule of Authorized Positions for the Animal Control Department of Champaign County	109
B. <u>Policy, Personnel, & Appointments</u>	
1. Adoption of Ordinance No. 980 Approving Revisions to the Champaign County Nursing Home Personnel Policy (<i>Action deferred by Committee of the Whole to County Board</i>)	110-177
XIV. <u>New Business</u>	
A. <u>Policy, Personnel, & Appointments</u>	
1. Adoption of Resolution No. 9613 Appointing Stephen Lemke to the Eastern Prairie Fire Protection District to Replace Eddie Cook, Unexpired Term Ending 4/30/2018	178-179
XV. <u>Other Business</u>	
XVI. <u>Adjourn</u>	

*Roll Call
**Roll call and 15 votes
***Roll call and 17 votes
****Roll call and 12 votes

Except as otherwise stated, approval requires the vote of a majority of those County Board members present.

All meetings are at Brookens Administrative Center – 1776 E Washington Street in Urbana – unless otherwise noted. To enter Brookens after 4:30 p.m., enter at the north (rear) entrance located off Lierman Avenue. Champaign County will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities. Please contact Administrative Services, 217-384-3776, as soon as possible but no later than 48 hours before the scheduled meeting.



COUNTY BOARD CONSENT AGENDA

County of Champaign, Urbana, Illinois

Thursday, May 19, 2016 - 6:30 p.m.

Lyle Shields Meeting Room, Brookens Administrative Center,
1776 East Washington Street, Urbana Illinois

Consent Agenda Item

Page #

A. Highway & Transportation

1. Adoption of Resolution No. 9601 Awarding Contract for the Furnish and Mix of Bituminous Material for Various Township Roads in the Mahomet Road District of Champaign County 1-2
2. Adoption of Resolution No. 9602 Awarding Contract for 2016 Pavement Striping of Various County Highways, Section #16-00000-01-GM 3-4
3. Adoption of Resolution No. 9603 Approving Appropriation of Funds from the County Bridge Fund Pursuant to 605 ILCS 5/5-501 – Champaign & Tolono Road Districts 5-6
4. Adoption of Resolution No. 9604 Approving Appropriation of Funds from the County Bridge Fund Pursuant to 605 ILCS 5/5-501 – Hensley Road District 7-8
5. Adoption of Resolution No. 9605 Approving Appropriation of Funds from the County Bridge Fund Pursuant to 605 ILCS 5/5-501 – Mahomet Road District 9-10
6. Adoption of Resolution No. 9606 Approving Appropriation of Funds from the County Bridge Fund Pursuant to 605 ILCS 5/5-501 – Sidney Road District 11-12

B. Environment & Land Use

1. Adoption of Resolution No. 9608 Authorizing Minor Amendments to the Champaign County Land Resource Management Plan 13

C. Finance:

1. Adoption of Resolution No. 9614 Authorizing Inter-Fund Loans from Fund Reserves to Other Funds 14
2. Adoption of Resolution No. 9615 Approving the Application for, & If Awarded, Acceptance of Hazardous Materials Emergency Planning Grant 15
3. Adoption of Resolution No. 9616 Approving an Intergovernmental Agreement Between the Illinois Department of Healthcare and Family Services and the Champaign County State's Attorney 16
4. Adoption of Resolution No. 9617 Adopting the Champaign County Financial Policies 17-24
5. Adoption of Resolution No. 9618 Authorizing the FY2017 Budget Process 25-27
6. **Adoption of Resolution No. 9619 Authorizing Budget Amendment 16-00026 28
Fund/Dept. 101 MHB/DDB CILA Facilities-054 CILA Project
Increased Appropriations: \$151,881
Increased Revenue: From Mental Health Fund 090
Reason: to Allocate Budgeted Funds from the Mental Health Board (090) to New Fund MHB/DDB CILA Facilities (101)

D. Policy, Personnel, & Appointments

1. Adoption of Resolution No. 9620 Appointing Elizabeth Burgenor-Patton to the Board of Review, Term June 1, 2016 – May 31, 2018 29

Consent Agenda Item

Page #

2. Adoption of Resolution No. 9621 Appointing Kent Krukewitt to the Farmland Assessment Review Committee, Term June 1, 2016 – May 31, 2020 30
3. Adoption of Resolution No. 9622 Appointing Richard Rayburn to the Farmland Assessment Review Committee, Term June 1, 2016 – May 31, 2020 31
4. Adoption of Resolution No. 9623 Appointing Meghan Hennesy to the Sangamon Valley Public Water District Board, Term June 1, 2016 – May 31, 2021 32
5. Adoption of Resolution No. 9624 Appointing Olen Parkhill Jr. to the Sangamon Valley Public Water District Board, Term June 1, 2016 – May 31, 2021 33
6. Adoption of Resolution No. 9625 Appointing Steve Parrish to the Penfield Water District Board, Term June 1, 2016-May 31, 2021 34
7. Adoption of Resolution No. 9626 Appointing Josh Birt to the Dewey Community Public Water District Board, Term June 1, 2016 – May 31, 2021 35
8. Adoption of Resolution No. 9627 Appointing Jennifer Putman to the Urbana-Champaign Sanitary District Board, Term June 1, 2016 – May 31, 2019 36
9. Adoption of Resolution No. 9628 Appointing Chris Conerty to the Somer #1 Drainage District Board, Unexpired Term Ending 8/31/2017 37
10. Adoption of Resolution No. 9629 Appointing Cody Fisher to the St. Joseph #6 Drainage District Board, Unexpired Term ending 8/31/2017 38

RESOLUTION NO. 9601

RESOLUTION AWARDING OF CONTRACT
FOR THE FURNISH AND MIX
OF BITUMINOUS MATERIAL FOR
VARIOUS TOWNSHIP ROADS
MAHOMET ROAD DISTRICT
CHAMPAIGN COUNTY

WHEREAS, On the attached sheet and as part of this resolution is the listing of low bid which was received at a Public Letting held on May 5, 2016 in Urbana, Illinois, for the furnish and mix of Bituminous Materials for the 2016 Maintenance of Various Roads in Mahomet Road District In Champaign County; and

WHEREAS, The Highway and Transportation Committee of the Champaign County has awarded the low bid as listed, subject to concurrence of the County Board;

NOW, THEREFORE, BE IT RESOLVED, By the County Board of Champaign County that it concurs in the action taken by the Committee and approves the bid received on the attached "2016 Bituminous Materials Tabulation" to Illiana Construction Co., Urbana, Illinois.

PRESENTED, ADOPTED, APPROVED and RECORDED this 19th day of May A.D., 2016.

Patti Petrie, Chair
County Board of the County of
Champaign, Illinois

ATTEST: _____
Gordy Hulten, County Clerk and
ex-Officio Clerk of the County Board

Prepared by: Jeff Blue
County Engineer

2016 BITUMINOUS MATERIALS TABULATION

	<u>MATERIAL</u>	<u>VOLUME</u>	<u>UNIT PRICE</u>	<u>AMOUNT</u>
ITEM I Furnished and mix	CM-300	140 tons	710.00	\$ 99,400.00
			TOTAL AMOUNT AWARDED:	<u>\$99,400.00</u>

RESOLUTION NO. 9602

**RESOLUTION AWARDING OF CONTRACT
FOR 2016 PAVEMENT STRIPING
OF VARIOUS COUNTY HIGHWAYS
SECTION #16-00000-01-GM**

WHEREAS, The following bid was received at a Public Letting held on April 28, 2016, in Urbana, Illinois, for the Pavement Striping of various County Highways:

Varsity Striping & Construction Company - Champaign, Illinois.....\$111,890.11; and

WHEREAS, The County Engineer recommends to the County Board that the above bid be awarded; and

WHEREAS, The County Board of Champaign County concurs in the action recommended by the County Engineer;

NOW, THEREFORE, BE IT RESOLVED, The County Board of Champaign County does hereby award the above listed bid to Varsity Striping & Construction Company - Champaign, Illinois, subject to concurrence of the Illinois Department of Transportation; and

PRESENTED, ADOPTED, APPROVED and RECORDED This 19th day of May A.D., 2016.

Patti Petrie, Chair
County Board of the County of
Champaign, Illinois

ATTEST: _____
Gordy Hulten, County Clerk and
ex-Officio Clerk of the County Board

Prepared by: Jeff Blue
County Engineer

Resolution No. 9602

I, Gordy Hulten, County Clerk in and for said County, in the State aforesaid, and keeper of the records and files thereof, as provided by statute, do hereby certify the foregoing to be a true, perfect and complete copy of a resolution adopted by the County Board of Champaign County, at its County Board meeting held at Urbana, Illinois, on May 19, 2016.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seal of said County at my office in Urbana, in said County, this ____ day of _____ A.D. _____.

(SEAL)

_____ County Clerk

RESOLUTION NO. 9603

PETITION REQUESTING AND RESOLUTION APPROVING
APPROPRIATION OF FUNDS FROM THE COUNTY BRIDGE FUND
PURSUANT TO 605 ILCS 5/5-501

WHEREAS, the County Board finds that based on the representations in the attached Petition, it required pursuant to 605 ILCS 5/5-501 to provide the requested aid.

NOW, THEREFORE, BE IT RESOLVED by the County Board of Champaign County as follows:

1. The County Board hereby appropriates from the County Bridge Fund a sufficient sum to meet one-half the cost of repairing the structure on the aforesaid petition to cover the cost of materials.
2. The County Board hereby directs the County Engineer to cause plans and specifications to be prepared for said improvement.
3. The County Board hereby orders that said improvement be made under the general supervision of the County Engineer, either by the letting of a contract or by the County Highway Department doing the work.
4. The County Board hereby directs the County Engineer to certify to the County Board when the work has been satisfactorily completed to meet his or her approval. Such certificate shall include an itemized account of the cost of all items of work incurred in the completion of said improvement, and shall show the division of cost between the County and the Champaign and Tolono Road Districts.
5. The County Board further directs the County Engineer to file said certificate with the clerk of the Champaign and Tolono Road Districts.
6. This Resolution shall become effective upon its adoption.

PRESENTED, ADOPTED, APPROVED and RECORDED this 19th day of May, 2016.

Patti Petrie, Chair
County Board
Champaign County, Illinois

ATTEST: _____
Gordy Hulten, County Clerk
and ex-officio Clerk of the
Champaign County Board

PETITION

Petitioners, Keith Padgett and Brad Clemmons, hereby requests an appropriation of funds from the Champaign County Bridge Fund pursuant to 605 ILCS 5/5-501. In support of this petition, Petitioners state the following:

1. Petitioners are the duly elected Highway Commissioners for the Champaign and Tolono Road Districts, Champaign County, Illinois; and
2. There is a bridge located on the Township Line between Sections 31 & 6, which is in poor condition and is inadequate to serve the needs of the traveling public; and
3. To ensure the adequacy of said structure for the traveling public, it is necessary that said structure be repaired; and
4. The cost of repairing the aforesaid structure is estimated to be \$80,000.00, which will be more than .02% of the value of all the taxable property in the Champaign and Tolono Road Districts, as equalized or assessed by the Department of Revenue; and
5. The tax rate for road purposes in the Champaign and Tolono Road Districts was in each year for the last two (2) years not less than the maximum allowable rate provided for in Section 6-501 of the Illinois Highway Code (605 ILCS 5/6-501); and
6. The Champaign and Tolono Road Districts are prepared to pay one-half of the cost of repairing the said structure.

Respectfully submitted,

Keith Padgett
Commissioner of Highways of
Champaign Road District,
Champaign County, Illinois

Brad Clemmons
Commissioner of Highways of
Tolono Road District
Champaign, Illinois

RESOLUTION NO. 9604

PETITION REQUESTING AND RESOLUTION APPROVING
APPROPRIATION OF FUNDS FROM THE COUNTY BRIDGE FUND
PURSUANT TO 605 ILCS 5/5-501

WHEREAS, the County Board finds that based on the representations in the attached Petition, it required pursuant to 605 ILCS 5/5-501 to provide the requested aid.

NOW, THEREFORE, BE IT RESOLVED by the County Board of Champaign County as follows:

1. The County Board hereby appropriates from the County Bridge Fund a sufficient sum to meet one-half the cost of repairing the structure on the aforesaid petition to cover the cost of materials.
2. The County Board hereby directs the County Engineer to cause plans and specifications to be prepared for said improvements.
3. The County Board hereby orders that said improvement be made under the general supervision of the County Engineer, either by the letting of a contract or by the County Highway Department doing the work.
4. The County Board hereby directs the County Engineer to certify to the County Board when the work has been satisfactorily completed to meet his or her approval. Such certificate shall include an itemized account of the cost of all items of work incurred in the completion of said improvements, and shall show the division of cost between the County and the Hensley Road District.
5. The County Board further directs the County Engineer to file said certificate with the clerk of the Hensley Road District.
6. This Resolution shall become effective upon its adoption.

PRESENTED, ADOPTED, APPROVED and RECORDED this 19th day of May, 2016.

Patsi Petrie, Chair
County Board
Champaign County, Illinois


ATTEST: _____
Gordy Hulten, County Clerk
and ex-officio Clerk of the
Champaign County Board

PETITION

Petitioner, Robert Sherman, hereby requests an appropriation of funds from the Champaign County Bridge Fund pursuant to 605 ILCS 5/5-501. In support of this petition, Petitioner states the following:

1. Petitioner is the duly elected Highway Commissioner for the Hensley Road District, Champaign County, Illinois; and
2. There is a bridge located between Section 30 and 31, which is in poor condition and is inadequate to serve the needs of the traveling public; and
3. To ensure the adequacy of said structure for the traveling public, it is necessary that said structure be repaired; and
4. The cost of repairing the aforesaid structure is estimated to be \$8,400.00, which will be more than .02% of the value of all the taxable property in the Hensley Road District, as equalized or assessed by the Department of Revenue; and
5. The tax rate for road purposes in the Hensley Road District was in each year for the last two (2) years not less than the maximum allowable rate provided for in Section 6-501 of the Illinois Highway Code (605 ILCS 5/6-501); and
6. The Hensley Road District is prepared to pay one-half of the cost of the repairing of said structure.

Respectfully submitted,


Commissioner of Highways of
Hensley Road District,
Champaign County, Illinois

RESOLUTION NO. 9605

PETITION REQUESTING AND RESOLUTION APPROVING
APPROPRIATION OF FUNDS FROM THE COUNTY BRIDGE FUND
PURSUANT TO 605 ILCS 5/5-501

WHEREAS, the County Board finds that based on the representations in the attached Petition, it required pursuant to 605 ILCS 5/5-501 to provide the requested aid.

NOW, THEREFORE, BE IT RESOLVED by the County Board of Champaign County as follows:

1. The County Board hereby appropriates from the County Bridge Fund a sufficient sum to meet one-half the cost of replacing the structure on the aforesaid petition to cover the cost of materials.
2. The County Board hereby directs the County Engineer to cause plans and specifications to be prepared for said improvements.
3. The County Board hereby orders that said improvement be made under the general supervision of the County Engineer, either by the letting of a contract or by the County Highway Department doing the work.
4. The County Board hereby directs the County Engineer to certify to the County Board when the work has been satisfactorily completed to meet his or her approval. Such certificate shall include an itemized account of the cost of all items of work incurred in the completion of said improvements, and shall show the division of cost between the County and the Mahomet Road District.
5. The County Board further directs the County Engineer to file said certificate with the clerk of the Mahomet Road District.
6. This Resolution shall become effective upon its adoption.

PRESENTED, ADOPTED, APPROVED and RECORDED this 19th day of May, 2016.

Patsi Petrie, Chair
County Board
Champaign County, Illinois

ATTEST: _____
Gordy Hulten, County Clerk
and ex-officio Clerk of the
Champaign County Board

PETITION

Petitioner, Chris Doenitz, hereby requests an appropriation of funds from the Champaign County Bridge Fund pursuant to 605 ILCS 5/5-501. In support of this petition, Petitioner states the following:

1. Petitioner is the duly elected Highway Commissioner for the Mahomet Road District, Champaign County, Illinois; and

2. There is a culvert located in Section 27 & 34, which is in poor condition and is inadequate to serve the needs of the traveling public; and


3. To ensure the adequacy of said structure for the traveling public, it is necessary that said structure be replaced; and

4. The cost of replacing the aforesaid structure is estimated to be \$50,000.00, which will be more than .02% of the value of all the taxable property in the Mahomet Road District, as equalized or assessed by the Department of Revenue; and

5. The tax rate for road purposes in the Mahomet Road District was in each year for the last two (2) years not less than the maximum allowable rate provided for in Section 6-501 of the Illinois Highway Code (605 ILCS 5/6-501); and

6. The Mahomet Road District is prepared to pay one-half of the cost of the replacement of said structure.

Respectfully submitted,



Commissioner of Highways of
Mahomet Road District,
Champaign County, Illinois

RESOLUTION NO. 9606

PETITION REQUESTING AND RESOLUTION APPROVING
APPROPRIATION OF FUNDS FROM THE COUNTY BRIDGE FUND
PURSUANT TO 605 ILCS 5/5-501

WHEREAS, the County Board finds that based on the representations in the attached Petition, it required pursuant to 605 ILCS 5/5-501 to provide the requested aid.

NOW, THEREFORE, BE IT RESOLVED by the County Board of Champaign County as follows:

1. The County Board hereby appropriates from the County Bridge Fund a sufficient sum to meet one-half the cost of replacing the structure on the aforesaid petition to cover the cost of materials.
2. The County Board hereby directs the County Engineer to cause plans and specifications to be prepared for said improvements.
3. The County Board hereby orders that said improvement be made under the general supervision of the County Engineer, either by the letting of a contract or by the County Highway Department doing the work.
4. The County Board hereby directs the County Engineer to certify to the County Board when the work has been satisfactorily completed to meet his or her approval. Such certificate shall include an itemized account of the cost of all items of work incurred in the completion of said improvements, and shall show the division of cost between the County and the Sidney Road District.
5. The County Board further directs the County Engineer to file said certificate with the clerk of the Sidney Road District.
6. This Resolution shall become effective upon its adoption.

PRESENTED, ADOPTED, APPROVED and RECORDED this 19th day of May, 2016.

Patsi Petrie, Chair
County Board
Champaign County, Illinois

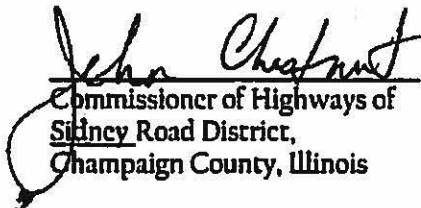
ATTEST: _____
Gordy Hulten, County Clerk
and ex-officio Clerk of the
Champaign County Board

PETITION

Petitioner, John Chesnut, hereby requests an appropriation of funds from the Champaign County Bridge Fund pursuant to 605 ILCS 5/5-501. In support of this petition, Petitioner states the following:

1. Petitioner is the duly elected Highway Commissioner for the Sidney Road District, Champaign County, Illinois; and
2. There is a culvert located in Section 2 & 11, which is in poor condition and is inadequate to serve the needs of the traveling public; and
3. To ensure the adequacy of said structure for the traveling public, it is necessary that said structure be replaced; and
4. The cost of replacing the aforesaid structure is estimated to be \$10,000.00, which will be more than .02% of the value of all the taxable property in the Sidney Road District, as equalized or assessed by the Department of Revenue; and
5. The tax rate for road purposes in the Sidney Road District was in each year for the last two (2) years not less than the maximum allowable rate provided for in Section 6-501 of the Illinois Highway Code (605 ILCS 5/6-501); and
6. The Sidney Road District is prepared to pay one-half of the cost of the replacement of said structure.

Respectfully submitted,



Commissioner of Highways of
Sidney Road District,
Champaign County, Illinois

RESOLUTION NO. 9608

RESOLUTION APPROVING MINOR AMENDMENTS TO CHAMPAIGN COUNTY
LAND RESOURCE MANAGEMENT PLAN

WHEREAS, based on available updated information and map data, and in accordance with LRMP Priority Items 1.3.1 and 2.1.1 of the 2016 County Planning Contract, the Champaign County Regional Planning Commission recommends minor changes to the Champaign County Land Resource Management Plan (LRMP);

WHEREAS, Amendment #1 is a minor amendment to LRMP Volume I Existing Conditions and Trends Report, Chapter 10: Natural Resources, Groundwater Section to include updated information about the Sole Source Aquifer designation of the Mahomet Aquifer system.;

WHEREAS, Amendment #2 contains minor changes to the LRMP Volume 2 Land Use Management Areas Map to update municipal and 1-1/2 mile extraterritorial jurisdiction boundaries;

WHEREAS, these minor amendments proposed are consistent with LRMP Policy 1.3.1: "ELUC will recommend minor changes to the LRMP after an appropriate opportunity for public input is made available";

WHEREAS, the ELUC Committee approved these minor LRMP Amendments at their May 5, 2016 meeting; and

NOW, THEREFORE, BE IT RESOLVED by the County Board of Champaign County, Illinois that the Champaign County Land Resource Management Plan is amended as described above.

BE IT FURTHER RESOLVED by the County Board of Champaign County, Illinois that Champaign County Regional Planning Commission through the FY2016 County Planning Contract is directed to update the posted electronic versions of the Champaign County Land Resource Management Plan as amended.

PRESENTED, ADOPTED, APPROVED AND RECORDED this 19th day of May A.D. 2016.

Patsi Petrie, Chair
Champaign County Board

ATTEST: _____
Gordy Hulten, County Clerk
and ex-officio Clerk of the
Champaign County Board

RESOLUTION NO. 9614

AUTHORIZING INTERFUND LOANS FROM FUND RESERVES TO OTHER FUNDS

WHEREAS, The Champaign County Board has created, maintained and administered fund reserves within individual funds for operations, capital and debt service purposes; and

WHEREAS, the County Board may make interfund loans available to any Fund from other Fund(s) as available and unrestricted to cover temporary fund balance shortfalls of accounting periods should the need arise. It has been determined that at the end of the Fiscal Year, certain funds of Champaign County will on occasion require the transfer of monies into said fund(s) in order cover these temporary fund balance shortfalls.

NOW, THEREFORE, BE IT RESOLVED by the County Board of Champaign County, that the County Auditor is hereby authorized and directed to make the following interfund loans in the amount needed to cover these temporary fund balance shortfalls.

TO: Fund 076 Tort Immunity Fund	\$ 965,752.00
FROM: Fund 476 Self-Funded Insurance Fund	\$ 965,752.00
TO: Fund 110 Workforce Development Fund	\$ 105,970.00
FROM: Fund 075 Regional Planning Commission Fund	\$ 105,970.00
TO: Fund 675 Victim Advocacy Grant – ICJIA	\$ 49,986.00
FROM: Fund 621 State’s Attorney Drug Forfeitures	\$ 45,044.00
FROM: Fund 633 State’s Attorney Automation Fund	\$ 4,942.00

Further, the County Auditor is directed to make the necessary entries to effect this change. Said loans are to be repaid at the earliest possible time sufficient funds are available to effect partial to full reimbursement. In no case shall any reimbursement take longer than the current fiscal year.

PRESENTED, ADOPTED, APPROVED AND RECORDED this 20th Day of May, 2016.

Patti Petrie, County Board Chair

ATTEST:

Gordy Hulten, County Clerk

RESOLUTION NO. 9615

RESOLUTION APPROVING APPLICATION FOR, AND IF AWARDED, ACCEPTANCE OF HAZARDOUS MATERIALS EMERGENCY PREPAREDNESS PLANNING (HMEP) GRANT

WHEREAS, The Illinois Emergency Management Agency offers an annual Hazardous Materials Emergency Preparedness Planning Grant; and

WHEREAS, This grant will increase local effectiveness in safely and efficiently handling hazmat incidents and encourage a comprehensive approach to emergency training and planning by supporting the Local Emergency Planning Committee; and

WHEREAS, This grant is \$40,323.00 and will require matching funds in the amount of \$10,080.75;

NOW, THEREFORE, BE IT RESOLVED that the Champaign County Board on behalf of the Champaign County Emergency Management Agency approves the application for, and if awarded, the acceptance of the Illinois Emergency Management Agency Hazardous Materials Emergency Preparedness Planning Grant for \$40,323.00 to support the Local Emergency Planning Committee with matching funds of \$10,080.75.

PRESENTED, ADOPTED, APPROVED, AND RECORDED this 19th day of May A.D. 2016.

Patti Petrie, Chair
Champaign County Board

ATTEST: _____
Gordy Hulten, County Clerk
and ex-officio Clerk of the
Champaign County Board

RESOLUTION NO. 9616

**RESOLUTION AUTHORIZING THE AN INTERGOVERNMENTAL AGREEMENT
BETWEEN THE ILLINOIS DEPARTMENT OF HEALTHCARE & FAMILY SERVICES &
THE CHAMPAIGN COUNTY STATE'S ATTORNEY**

WHEREAS, Section 10 of Article VII of the Illinois Constitution of 1970 and the Illinois Intergovernmental Cooperation Act, 5 ILCS 220/1 et. seq. enables units of local government to enter into agreements among themselves and provide authority for intergovernmental cooperation; and

WHEREAS, The Illinois Department of Healthcare and Family Services (hereinafter "IDHFS") and the Champaign County State's Attorney desire to enter into Agreement No. 2017-55-013-K; and

WHEREAS, The term of this agreement shall be from July 1, 2016 through June 30, 2017 unless the Agreement is otherwise terminated;

NOW, THEREFORE, BE IT RESOLVED that the County Board of Champaign County authorizes the County Board Chair to enter into Agreement No. 2017-55-013-K between the Illinois Department of Healthcare and Family Services and the Champaign County State's Attorney's Office.

PRESENTED, ADOPTED, APPROVED, AND RECORDED this 19th day of May A.D. 2016.

Pattsi Petrie, Chair
Champaign County Board

ATTEST: _____
Gordy Hulten, County Clerk
and ex-officio Clerk of the
Champaign County Board

RESOLUTION NO. 9617

RESOLUTION ADOPTING THE CHAMPAIGN COUNTY FINANCIAL POLICIES

WHEREAS, the Champaign County Board has adopted its Financial Policies with Resolution No. 9224 on May 21, 2015; and

WHEREAS, the Champaign County Board has identified the need to amend its Financial Policies as documented in the Attachment to this Resolution;

NOW, THEREFORE BE IT RESOLVED by the County Board of Champaign County that the Financial Policies as documented in the Attachment to this Resolution are hereby approved; and

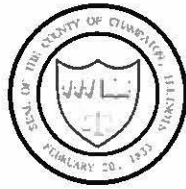
BE IT FURTHER RESOLVED by the County Board of Champaign County that Resolution No. 9224 is hereby rescinded.

PRESENTED, ADOPTED, APPROVED and RECORDED this 19th day of May, A.D. 2016.

Pattsi Petrie, Chair
Champaign County Board

ATTEST:

Gordy Hulten, Champaign County Clerk and
Ex-Officio Clerk of the County Board



CHAMPAIGN COUNTY FINANCIAL POLICIES

OPERATING BUDGET POLICIES

Amending the Budget

After the adoption of the annual budget, the budget may be amended through a budget amendment or budget transfer.

Budget Amendments -

- Amendments to the budget require a 2/3rd majority vote (15) of the County Board.

Budget Transfers -

The budget may be amended by transfers in two ways:

- Department heads may authorize transfers between non-personnel budget line items in their department budget as long as they do not exceed the total combined appropriation for these categories; and department heads may transfer from one personnel line item to another personnel line item in their department budget as long as they do not exceed the total combined appropriation for the personnel line items.
- All other transfers require a 2/3rd majority vote (15) of the County Board.

Appropriation

All County funds are appropriated in the "Official Budget". Appropriations will be considered the maximum authorization to incur obligations and not a mandate to spend.

Balanced Budget

The County will make all current expenditures with current revenues, avoiding procedures that balance current budgets by postponing needed expenditures, realizing future revenues early, or rolling over short-term debt. A budget ordinance is balanced when the sum of estimated net revenues and appropriated fund balances is equal to appropriations.

Capital Asset Replacement Fund

A Capital Asset Replacement Plan includes a multi-year plan for vehicles, computers and technology, and furnishings and office equipment will be updated and prepared for the General Corporate Fund departments in the annual budget process. These expenditures will be appropriately amortized and reserves for replacement will be appropriated to the Capital Asset Replacement Fund.

The Capital Asset Replacement Plan also includes a multi-year plan for the facilities owned and maintained by the County. The County will maintain all its assets at a level adequate to protect the County's capital interest and to minimize future maintenance and replacement costs.

The County will identify the estimated costs and potential funding sources for each capital project proposal before it is submitted and included in the Capital Asset Replacement Fund plan.

The Deputy County Administrator of Finance will review all expenditures from the Capital Asset Replacement Fund and the County Administrator is authorized to approve all expenditures from the Capital Asset Replacement Fund in compliance with the multi-year plan and policies established by the County Board. No more than 3% of the total of the General Corporate Fund Appropriation may be appropriated to the Capital Asset Replacement Fund.

Contingency Fund

A General Corporate Fund contingency appropriation will be designated for emergency purchases during the year. The contingency appropriation goal is 1% of the total anticipated expenditure for the General Corporate Fund. No more than 5% of the total General Corporate Fund Appropriation may be appropriated to the Contingency Fund. Money appropriated in the contingency fund may be used for contingent, incidental, miscellaneous, or general county purposes, but no part of the amounts so appropriated shall be used for purposes for which other appropriations are made in such budget unless a transfer of funds is made with the approval of 2/3 of the members (15) of the County Board.

Form of the Budget

The final Budget document must include the following, showing specific amounts:

- Statement of financial information including prior year revenue and expenditure totals, and current year and ensuing year revenue and expenditure projections;
- Statement of all moneys in the county treasury unexpended at the termination of the last fiscal year;
- Statement of all outstanding obligations or liabilities of the county incurred in any preceding fiscal year;
- Any additional information required by state law.

Fund Structure

Champaign County's budgetary policies are in accordance with generally accepted accounting principles (GAAP). The County's financial structure begins with funds. A fund is a self-balancing accounting entity with revenues and expenditures which are

segregated for the purpose of carrying out specific programs in accordance with County policies and certain applicable State and Federal laws.

Each fund has at least one Department Budget, which is a group of expenditures that provide for the accomplishment of a specific program or purpose.

A major fund is a budgeted fund whose revenues or expenditures represent more than 10% of the total appropriated revenues or expenditures.

Fund Statements

A Fund Statement is presented for each fund, which summarizes past and projected financial activity for the fund as follows:

- Revenues – presented in line item detail within revenue categories;
- Expenditures – presented in line item detail within major categories – e.g., personnel, commodities, services, etc.
- Fund Balance – the actual or estimated funds remaining at the end of the fiscal year.

Fund Types

All county funds are included in the Annual Budget Document except the fiduciary funds which include two Private Purpose Trust Funds in which the County Engineer acts in a trustee capacity on behalf of townships to use state funding to maintain township roads and township bridges, which resources are not available to support the County's own programs; and Agency Funds whose purpose is to report resources, such as property taxes and circuit court fees and fines, held in a custodial capacity for external individuals, organizations and governments.

Governmental Funds – Governmental funds account for traditional governmental operations that are financed through taxes and other fixed or restricted revenue sources.

- A. **General Fund:** the General Corporate Fund is available for any authorized purpose, and is used to account for all financial resources except those required to be accounted for in another fund. A General Corporate Fund summary is prepared which lists the amount of General Corporate Fund appropriation for all affected departments. The General Corporate Fund is a Major Fund.
- B. **Special Revenue Funds:** Special Revenue Funds are used to account for the proceeds of specific sources that are legally restricted to expenditures for a specific purpose. Currently, the County has two major funds in Special Revenue Funds: the Mental Health Fund and the Regional Planning Commission Fund. Special Revenue Funds also include 42 non-major funds.
 - a. **Debt Service Fund:** Included in the Special Revenue Funds are Debt Service Funds utilized to account for the payment of interest, principal and related costs on the County's general long-term debt. The County has one debt service fund for the repayment of the bonds issued for the

construction of the Nursing Home Facility (In addition to Debt Service Funds, the County also has three debt service budgets included in other funds as appropriation based on the purpose of the fund.)

- b. **Capital Projects Funds:** Also included in Special Revenue Funds are Capital Project Funds used to account for all expenditures and revenues associated with the acquisition, construction or maintenance of major facilities that are not financed through proprietary funds or funds being held for other governments. The County has one capital project fund budgeted in FY2016 – the Courts Complex Construction Fund.

Proprietary Funds – Proprietary Funds account for certain “business-type” activities of governments that are operated so that costs incurred can be recovered by charging fees to the specific users of these services.

- A. **Enterprise Fund:** An enterprise fund is used to account for operations that are financed primarily by User charges. The Nursing Home Fund is a Major Fund, and is the only enterprise fund in Champaign County.
- B. **Internal Services Funds:** An Internal Service Fund is established to account for the financing of goods and services provided to the County and other agencies on a cost reimbursement basis. The activities of the Self-Funded Insurance Fund and Employee Health Insurance Fund are budgeted and appropriated through the use of Internal Service Funds.

REVENUE POLICIES

Sources of Revenue

The County will try to maintain a diversified and stable revenue system to shelter it from unforeseeable short-run fluctuations in any one-revenue source.

The County will estimate its annual revenues by an objective, analytical process, wherever practical. The County will project revenues for the next year and will update the projection annually. Each existing and potential revenue source will be re-examined annually.

One-Time Revenues

To the extent feasible, one-time revenues will be applied toward one-time expenditures; they will not be used to finance ongoing programs. Ongoing revenues should be equal to or exceed ongoing expenditures.

Grants

The Champaign County Board supports efforts to pursue grant revenues to provide or enhance County mandated and non-mandated services and capital needs. Activities which are, or will be, recurring shall be initiated with grant funds only if one of the following conditions are met: (a) the activity or service can be terminated in the event the grant revenues are discontinued; or (b) the activity should, or could be, assumed by

the County (or specific fund) general and recurring operating funds. Departments are encouraged to seek additional sources of revenue to support the services prior to expiration of grant funding. Grant approval shall be subject to the terms and conditions of Champaign County Ordinance Number 635.

Financial Reserves and Surplus

On an annual basis, the fund balance for each fund shall be reviewed, and projections of reserve requirements and a plan for the use of an excess surplus shall be documented. The minimum fund balance requirement for the General Corporate Fund is a 45-day or 12.5% of expenditure fund balance for cash flow purposes. A plan will be developed to increase the fund balance in instances where an ending audited fund balance is below the 45-day minimum requirement.

It is the intent of the County to use all surpluses generated to accomplish three goals: meeting reserve policies, avoidance of future debt and reduction of outstanding debt.

Property Tax

The property tax rates for each levy shall be calculated in accordance with the Property Tax Extension Limitation Law.

User Fees

The County charges user fees for items and services, which benefit a specific user more than the general public. State law or an indirect cost study determines the parameters for user fees. The County shall review all fees assessed in its annual budget preparation process to determine the appropriate level of fees for services and recommend any proposed changes to the fees collected to be implemented in the ensuing budget year.

ACCOUNTING POLICIES

Accounting/Auditing

State statutes require an annual audit by independent certified public accountants. A comprehensive annual financial report shall be prepared to the standards set by the government finance Officers Association (GFOA).

The County follows Generally Accepted Accounting Principles (GAAP).

The County uses an accounts receivable system to accrue revenues when they are measurable for governmental fund types. Departments should bill appropriate parties for amounts owed to Champaign County, review aging reports, complete follow-up information about the account, and monitor all accounts receivables.

DEBT MANAGEMENT POLICIES

When applicable, the County shall review its outstanding debt for the purpose of determining if the financial marketplace will afford the County the opportunity to refund an issue and lessen its debt service costs. In order to consider the possible

refunding of an issue a Present Value savings of three percent over the life of the respective issue, at a minimum, must be attainable.

The County will confine long-term borrowing to capital improvements or projects that cannot be financed from current revenues.

When the county finances capital projects by issuing bonds, it will pay back the bonds within a period not to exceed the estimated useful life of the project.

The County will strive to have the final maturity of general obligation bonds at, or below, thirty years.

Whenever possible, the County will use special assessment, revenue, or other self-supporting bonds instead of general obligation bonds, so those benefiting from the improvements will bear all or part of the cost of the project financed.

The County will not use long-term debt for current operations.

The County will maintain good communications with bond rating agencies regarding its financial condition. The County will follow a policy of full disclosure on every financial report and borrowing prospectus.

FIXED ASSETS

The County maintains a fixed asset inventory of furniture, equipment, buildings, and improvements with a value of greater than \$5,000 and a useful life of one year or more.

ENCUMBRANCE

An encumbrance system is maintained to account for commitments resulting from purchase orders and contracts. Every effort will be made to ensure that these commitments will not extend from one fiscal year to the next. Any emergency encumbrances, which do extend into the next fiscal year, shall be subject to appropriation in the next year's budget. Encumbrances at year - end do not constitute expenditures or liabilities in the financial statements for budgeting purposes.

FISCAL YEAR

The County's fiscal year is January 1st through December 31st.

INVESTMENT

The County Treasurer is responsible for the investing of all Champaign County funds. With County Board approval, the Treasurer may make a short term loan of idle monies from one fund to another, subject to the following criteria:

- a. Such loan does not conflict with any restrictions on use of the source fund;
- b. Such loan is to be repaid to the source fund, with interest, within the current fiscal year.

PURCHASING

All items with an expected value of \$30,000 or more must be competitively bid with exceptions for professional services (other than engineering, architectural or land surveying services). Additional competitive bid requirements may apply by statute or as a condition of using funds from an outside source. All purchases over the respective limit of \$30,000, which require the use of either formal bids or requests for proposals, must be approved by the full Champaign County Board. The Champaign County Purchasing Ordinance establishes the procedures to be followed in all purchasing activities.

RISK MANAGEMENT

The County established a self-funded insurance program for workers compensation and liability. To forecast expenditures, the county hires an actuarial consulting firm to review loss history and recommend funding taking into consideration claims, fixed costs, fund reserves, and national trends. The County strives to maintain the actuary recommended fund balance.

SALARY ADMINISTRATION

The County Administrator is responsible for computing salaries and fringe benefits costs for all departments. Increases for non-bargaining employees, as defined in the Personnel Policy, will be established by the Finance Committee at the beginning of the budget cycle and forwarded to the County Board for inclusion in the annual budget.

RESOLUTION NO. 9618

RESOLUTION ESTABLISHING THE BUDGET PROCESS for FY2017

WHEREAS, the Champaign County Board determines it appropriate to establish a formal process for the compilation, presentation, approval and execution of the annual budget; and

WHEREAS, based on the anticipated receipt of revenues and expenditure appropriations for FY2016 and the need for careful study of both revenues and expenditures for FY2017, the Finance Committee recommends guidelines and policies for the process and development of the FY2017 annual budget;

NOW, THEREFORE, BE IT RESOLVED, by the County Board of Champaign County, Illinois, that the following guidelines are hereby adopted and shall be adhered to by County Administration and Champaign County departments in the submission, review, preparation, and implementation of the FY2017 Budget:

Budget Development Process

Department budget requests shall be performance-based and focused on goals, objectives, and performance indicators.

FY2017 Budget Calendar	
June 8	Budget Instruction and Training Seminar for Department Budget Preparers
June 8	Instructions for Budget Submission sent to outside agencies
July 8	FY2017 Budgets DUE from Departments
July 11-29	Department Budget Reviews with County Administration
Aug. 1-12	Tax Revenues & Other Revenue Estimates Confirmation
Aug. 22-24	6:00pm each evening – Legislative Budget Hearings before the County Board
Sept. 13	Report to Finance Committee FY2017 Budget Overview and Decision Points for Committee Direction
Sept. 27	Finance Public Hearing on FY2017 Budget Decisions
Sept. 29	Special Finance Committee of the Whole Meeting to Provide Final Direction Regarding FY2017 Tentative Budget
Oct. 13	FY2017 Tentative Budget Recommendation presented to Finance Committee to be forwarded to County Board
Oct. 20	County Board Truth in Taxation Public Hearing <i>(if required)</i>
Oct. 20	County Board – Receive & Place on File FY2017 Tentative Budget Recommendation
Nov. 10	Finance Committee approval of Final FY2017 Budget
Nov. 17	County Board approves Final FY2017 Budget & FY2017 Tax Levy Ordinance

Fiscal Year

The County's fiscal year begins on January 1st and ends on December 31st each year.

FY2017 General Corporate Fund Budget Requests

1. Include department operation analysis and planning documentation, alignment to the County Board Strategic Plan, and department objectives and performance indicators.
2. Revenue Lines – Objectively and analytically project and document revenues. Include recommendations for fee increases or modifications of revenue structure proposed, if warranted.
3. Expenditure Lines
 - a. Non-personnel - A *status quo* budget should be prepared with 0% total change from the originally anticipated FY2016 department budget, with the following exceptions:
 - i. Contractual increases required by competitively negotiated contracts for services
 - ii. Documented need for increase in commodities lines based on FY2016 utilization and cost increases;
 - b. Personnel - Administrative Services Salary Administration staff will enter salary information based upon negotiated labor contracts and County Board direction for non-bargaining salary administration.

FY2017 Non-General Corporate Fund Budget Requests

Non-General Corporate Fund Budgets are to be prepared as follows:

- a. Presented within the County Board's definition of a balanced budget;
- b. Include fund balance information, goal statements and an explanation for any variance in ending fund balance;
- c. Documentation and analysis of operations, expenditures and revenues; and strategic planning information regarding FY2017 including alignment with the County Board's Strategic Plan, and specific fund objectives and anticipated performance indicators;

Capital Asset Replacement Fund

The County Board directs that the Capital Asset Replacement Fund be presented with two options:

1. Re-establishment of full funding for future reserve for all items currently included and covered by the Fund, and with continuing phase-in funding for facilities deferred maintenance and capital replacement projects as recommended by the County Facilities Committee to be incorporated in the FY2017 Budget; and
2. Funding of items scheduled for replacement in FY2017 only, with no appropriation of reserve for future replacement schedules, and continuing phase-in funding for facilities deferred maintenance and capital replacement projects at a *status quo* level of funding with the FY2016 appropriation.

Contingency Fund

The County Board directs that the FY2017 Contingency line item be appropriated at 0.5% of the total General Corporate Fund FY2017 appropriation.

Property Tax Revenue

The County Board directs the preparation of the property tax revenue for FY2017 be calculated in accordance with the Property Tax Extension Limitation Law, as established in the County Board Financial Policies.

Form of the Budget

The final Budget document must include the following, showing specific amounts:

- Statement of financial information including prior year revenue and expenditure totals, and current year and ensuing year revenue and expenditure projections;
- Statement of all moneys in the county treasury unexpended at the termination of the last fiscal year;
- Statement of all outstanding obligations or liabilities of the county incurred in any preceding fiscal year;
- Any additional information required by state law.

Financial Policies

The final Budget shall further be prepared in acknowledgement of the Champaign County Board Financial Policies.

PRESENTED, ADOPTED, APPROVED, AND RECORDED this 19th day of May A.D. 2016.

Pattsi Petrie, Chair
Champaign County Board

ATTEST:

Gordy Hulten, County Clerk and
Ex-Officio Clerk of the County Board

RESOLUTION NO. 9619

BUDGET AMENDMENT

May 2016

FY 2016

WHEREAS, The County Board has approved the following amendment to the FY2016 budget;

NOW, THEREFORE, BE IT RESOLVED That the Champaign County Board approves the following amendment to the FY2016 budget; and

BE IT FURTHER RESOLVED That the County Auditor be authorized and is hereby requested to make the following amendment to the FY2016 budget.

Budget Amendment #16-00026

Fund: 101 MHB/DDB CILA Facilities

Dept. 054 CILA Project

<u>ACCOUNT DESCRIPTION</u>	<u>AMOUNT</u>
Increased Appropriations:	
522.44 Equipment Less Than \$5,000	\$16,881
533.07 Professional Services	\$29,250
534.06 Acquisition	\$10,000
581.07 Mortgage Principal Payments	\$55,750
582.07 Interest on Mortgage	\$40,000
	Total \$151,881
Increased Revenue:	
371.90 From Mental Health Fund	\$100,000
	Total \$100,000

REASON: To Allocate Budgeted Funds from the Mental Health Board (090) to New Fund MHB/DDB CILA Facilities (101)

PRESENTED, ADOPTED, APPROVED, AND RECORDED this 19th day of May A.D. 2016.

Patsi Petrie, Chair
Champaign County Board

ATTEST: _____
Gordy Hulten, County Clerk
and ex-officio Clerk of the
Champaign County Board

RESOLUTION NO. 9620

**RESOLUTION APPOINTING ELIZABETH B. PATTON TO THE
CHAMPAIGN COUNTY BOARD OF REVIEW**

WHEREAS, Patti Petrie has submitted to the County Board her appointment of Elizabeth B. Patton to the Champaign County Board of Review; and

WHEREAS, Such appointment requires the advice and consent of the County Board under 35 ILCS 200/6-5;

NOW, THEREFORE, BE IT RESOLVED By the Champaign County Board that the County Board does hereby advise and consent to the appointment of Elizabeth B. Patton to the Champaign County Board of Review for a term commencing June 1, 2016 and ending May 31, 2018; and

BE IT FURTHER RESOLVED That the County Clerk transmit a certified copy of this resolution to: Elizabeth B. Patton 1009 Forestview Dr., Mahomet, IL 61853.

PRESENTED, ADOPTED, APPROVED, AND RECORDED this 19th day of May A.D. 2016.

Patti Petrie, Chair
Champaign County Board

ATTEST: _____
Gordy Hulten, County Clerk
and ex-officio Clerk of the
Champaign County Board

RESOLUTION NO. 9621

**RESOLUTION APPOINTING KENT KRUKEWITT TO THE
FARMLAND ASSESSMENT REVIEW COMMITTEE**

WHEREAS, Patsi Petrie has submitted to the County Board her appointment of Kent Krukewitt to the Farmland Assessment Review Committee; and

WHEREAS, Such appointment requires the advice and consent of the County Board under 35 ILCS 200/10-120;

NOW, THEREFORE, BE IT RESOLVED By the Champaign County Board that the County Board does hereby advise and consent to the appointment of Kent Krukewitt to the Farmland Assessment Review Committee for a term commencing June 1, 2016 and ending May 31, 2020; and

BE IT FURTHER RESOLVED That the County Clerk transmit a certified copy of this resolution to: Kent Krukewitt, 911 County Road 2400 E., Homer, IL 61849.

PRESENTED, ADOPTED, APPROVED, AND RECORDED this 19th day of May A.D. 2016.

Patsi Petrie, Chair
Champaign County Board

ATTEST: _____
Gordy Hulten, County Clerk
and ex-officio Clerk of the
Champaign County Board

RESOLUTION NO. 9622

**RESOLUTION APPOINTING RICHARD RAYBURN TO THE
FARMLAND ASSESSMENT REVIEW COMMITTEE**

WHEREAS, Patsi Petrie has submitted to the County Board her appointment of Richard Rayburn to the Farmland Assessment Review Committee; and

WHEREAS, Such appointment requires the advice and consent of the County Board under 35 ILCS 200/10-120;

NOW, THEREFORE, BE IT RESOLVED By the Champaign County Board that the County Board does hereby advise and consent to the appointment of Richard Rayburn to the Farmland Assessment Review Committee for a term commencing June 1, 2016 and ending May 31, 2020; and

BE IT FURTHER RESOLVED That the County Clerk transmit a certified copy of this resolution to: Richard Rayburn, 2451 County Road 700 E., Dewey IL 61840.

PRESENTED, ADOPTED, APPROVED, AND RECORDED this 19th day of May, A.D. 2016.

Patsi Petrie, Chair
Champaign County Board

ATTEST: _____
Gordy Hulten, County Clerk
and ex-officio Clerk of the
Champaign County Board

RESOLUTION NO. 9623

**RESOLUTION APPOINTING MEGHAN HENNESY TO THE
SANGAMON VALLEY PUBLIC WATER DISTRICT**

WHEREAS, Patti Petrie has submitted to the County Board her appointment of Meghan Hennesy to the Sangamon Valley Public Water District; and

WHEREAS, Such appointment requires the advice and consent of the County Board under 70 ILCS 3705/4; and

WHEREAS, Such appointment mandates that Meghan Hennesy as trustee enter a bond with security to be approved by the County Board in an amount hereby fixed as \$1,000, pursuant to 70 ILCS 3705/4; and

NOW, THEREFORE, BE IT RESOLVED By the Champaign County Board that the County Board does hereby advise and consent to the appointment of Meghan Hennesy to the Sangamon Valley Public Water District for a term beginning June 1, 2016 and ending May 31, 2021; and

BE IT FURTHER RESOLVED that Meghan Hennesy shall enter a bond in an amount hereby fixed as \$1,000, pursuant to 70 ILCS 3705/4; and

BE IT FURTHER RESOLVED That the County Clerk transmit a certified copy of this resolution to: Meghan Hennesy E. West Lake Dr., Mahomet IL 61853.

PRESENTED, ADOPTED, APPROVED, AND RECORDED this 19th day of May A.D. 2016.

Patti Petrie, Chair
Champaign County Board

ATTEST: _____
Gordy Hulten, County Clerk
and ex-officio Clerk of the
Champaign County Board

RESOLUTION NO. 9624

**RESOLUTION APPOINTING OLEN PARKHILL JR. TO THE
SANGAMON VALLEY PUBLIC WATER DISTRICT**

WHEREAS, Patti Petrie has submitted to the County Board her appointment of Olen Parkhill Jr. to the Sangamon Valley Public Water District; and

WHEREAS, Such appointment requires the advice and consent of the County Board under 70 ILCS 3705/4; and

WHEREAS, Such appointment mandates that Olen Parkhill Jr. as trustee enter a bond with security to be approved by the County Board in an amount hereby fixed as \$1,000, pursuant to 70 ILCS 3705/4; and

NOW, THEREFORE, BE IT RESOLVED By the Champaign County Board that the County Board does hereby advise and consent to the appointment of Olen Parkhill Jr. to the Sangamon Valley Public Water District for a term beginning June 1, 2016 and ending May 31, 2021; and

BE IT FURTHER RESOLVED that Olen Parkhill Jr. shall enter a bond in an amount hereby fixed as \$1,000, pursuant to 70 ILCS 3705/4; and

BE IT FURTHER RESOLVED That the County Clerk transmit a certified copy of this resolution to: Olen Parkhill Jr. 808 N. Prairieview Rd., Mahomet IL 61853.

PRESENTED, ADOPTED, APPROVED, AND RECORDED this 19th day of May A.D. 2016.

Patti Petrie, Chair
Champaign County Board

ATTEST: _____
Gordy Hulten, County Clerk
and ex-officio Clerk of the
Champaign County Board

RESOLUTION NO. 9625

**RESOLUTION APPOINTING STEVE PARRISH TO THE
PENFIELD WATER DISTRICT**

WHEREAS, Patti Petrie has submitted to the County Board her appointment of Steve Parrish to the Penfield Water District; and

WHEREAS, Such appointment requires the advice and consent of the County Board under 70 ILCS 3705/4; and

WHEREAS, Such appointment mandates that Steve Parrish as trustee enter a bond with security to be approved by the County Board in an amount hereby fixed as \$1,000, pursuant to 70 ILCS 3705/4; and

NOW, THEREFORE, BE IT RESOLVED By the Champaign County Board that the County Board does hereby advise and consent to the appointment of Steve Parrish to the Penfield Water District for a term beginning June 1, 2016 and ending May 31, 2021; and

BE IT FURTHER RESOLVED that Steve Parrish shall enter a bond in an amount hereby fixed as \$1,000, pursuant to 70 ILCS 3705/4; and

BE IT FURTHER RESOLVED That the County Clerk transmit a certified copy of this resolution to: Steve Parrish 117 East, PO Box 83, Penfield IL 61862.

PRESENTED, ADOPTED, APPROVED, AND RECORDED this 19th day of May A.D. 2016.

Patti Petrie, Chair
Champaign County Board

ATTEST: _____
Gordy Hulten, County Clerk
and ex-officio Clerk of the
Champaign County Board

RESOLUTION NO. 9626

**RESOLUTION APPOINTING JOSHUA BIRT TO THE
DEWEY COMMUNITY PUBLIC WATER DISTRICT**

WHEREAS, Patsi Petrie has submitted to the County Board her appointment of Joshua Birt to the Dewey Community Public Water District; and

WHEREAS, Such appointment requires the advice and consent of the County Board under 70 ILCS 3705/4; and

WHEREAS, Such appointment mandates that Joshua Birt as trustee enter a bond with security to be approved by the County Board in an amount hereby fixed as \$1,000, pursuant to 70 ILCS 3705/4; and

NOW, THEREFORE, BE IT RESOLVED By the Champaign County Board that the County Board does hereby advise and consent to the appointment of Joshua Birt to the Dewey Community Public Water District for a term beginning June 1, 2016 and ending May 31, 2021; and

BE IT FURTHER RESOLVED that Joshua Birt shall enter a bond in an amount hereby fixed as \$1,000, pursuant to 70 ILCS 3705/4; and

BE IT FURTHER RESOLVED That the County Clerk transmit a certified copy of this resolution to: Joshua Birt 106 Third St., Dewey, IL 61840.

PRESENTED, ADOPTED, APPROVED, AND RECORDED this 19th day of May A.D. 2016.

Patsi Petrie, Chair
Champaign County Board

ATTEST: _____
Gordy Hulten, County Clerk
and ex-officio Clerk of the
Champaign County Board

RESOLUTION NO. 9627

**RESOLUTION APPOINTING JENNIFER PUTMAN TO THE
URBANA-CHAMPAIGN SANITARY DISTRICT BOARD**

WHEREAS, Patsi Petrie has submitted to the County Board her appointment of Jennifer Putman to the Urbana-Champaign Sanitary District Board; and

WHEREAS, Such appointment requires the advice and consent of the County Board under 70 ILCS 2405/3;

WHEREAS, such appointment mandates that Jennifer Putman as Trustee enter a bond with security to be approved by the County Board in an amount hereby fixed as \$1,000.00 pursuant to 70 ILCS 2405/3; and

NOW, THEREFORE, BE IT RESOLVED By the Champaign County Board that the County Board does hereby advise and consent to the appointment of Jennifer Putman to the Urbana-Champaign Sanitary District Board for a term commencing June 1, 2016 and ending May 31, 2019;

BE IT FURTHER RESOLVED that Jennifer Putman shall enter a bond in an amount hereby fixed as \$1,000.00; and

BE IT FURTHER RESOLVED That the County Clerk transmit a certified copy of this resolution to: Jennifer Putman, 402 W. Delaware Avenue, Urbana IL 61801.

PRESENTED, ADOPTED, APPROVED, AND RECORDED this 19th day of May A.D. 2016.

Patsi Petrie, Chair
Champaign County Board

ATTEST: _____
Gordy Hulten, County Clerk
and ex-officio Clerk of the
Champaign County Board

RESOLUTION NO. 9628

**RESOLUTION APPOINTING CHRIS CONERTY
TO THE SOMER #1 DRAINAGE DISTRICT**

WHEREAS, Pattsie Petrie has submitted to the County Board her appointment of Chris Conerty to the Somer #1 Drainage District; and

WHEREAS, such appointment requires the advice and consent of the County Board pursuant to 70 ILCS 605/4-1; and

WHEREAS, such appointment mandates that Chris Conerty give bond payable to the People of the State of Illinois for the use of all persons interested in an amount hereby fixed by the Champaign County Board as One-Thousand Dollars (\$1,000) and with surety payable to the Champaign County Board, said bond conditioned upon the faithful performance of his duties and the faithful application of all moneys that may come under his control, pursuant to 70 ILCS 605/4-4; and

NOW, THEREFORE, BE IT RESOLVED by the Champaign County Board that the County Board does hereby advise and consent to the appointment of Chris Conerty to the Somer #1 Drainage District for an unexpired term ending August 31, 2017; and

BE IT FURTHER RESOLVED that Chris Conerty shall give bond payable to the People of the State of Illinois for the use of all persons interested in an amount hereby fixed by the Champaign County Board as One-Thousand Dollars (\$1,000) and with surety payable to the Champaign County Board, said bond conditioned upon the faithful performance of his duties and the faithful application of all moneys that may come under his control; and

BE IT FURTHER RESOLVED that the County Clerk transmit a certified copy of this resolution to: Chris Conerty 1916 CR 1800 E Urbana IL 61802.

PRESENTED, ADOPTED, APPROVED, AND RECORDED this 19th day of May A.D. 2016.

Pattsie Petrie, Chair
Champaign County Board

ATTEST: _____
Gordy Hulthen, County Clerk
and ex-officio Clerk of the
Champaign County Board

RESOLUTION NO. 9629

**RESOLUTION APPOINTING CODY FISHER
TO THE ST. JOSEPH #6 DRAINAGE DISTRICT**

WHEREAS, Patsi Petrie has submitted to the County Board her appointment of Cody Fisher to the St. Joseph #6 Drainage District; and

WHEREAS, such appointment requires the advice and consent of the County Board pursuant to 70 ILCS 605/4-1; and

WHEREAS, such appointment mandates that Cody Fisher give bond payable to the People of the State of Illinois for the use of all persons interested in an amount hereby fixed by the Champaign County Board as One-Thousand Dollars (\$1,000) and with surety payable to the Champaign County Board, said bond conditioned upon the faithful performance of his duties and the faithful application of all moneys that may come under his control, pursuant to 70 ILCS 605/4-4; and

NOW, THEREFORE, BE IT RESOLVED by the Champaign County Board that the County Board does hereby advise and consent to the appointment of Cody Fisher to the St. Joseph #6 Drainage District for an unexpired term ending August 31, 2017; and

BE IT FURTHER RESOLVED that Cody Fisher shall give bond payable to the People of the State of Illinois for the use of all persons interested in an amount hereby fixed by the Champaign County Board as One-Thousand Dollars (\$1,000) and with surety payable to the Champaign County Board, said bond conditioned upon the faithful performance of his duties and the faithful application of all moneys that may come under his control; and

BE IT FURTHER RESOLVED that the County Clerk transmit a certified copy of this resolution to: Cody Fisher 308 S. Water St., St. Joseph IL 61873.

PRESENTED, ADOPTED, APPROVED, AND RECORDED this 19th day of May A.D. 2016.

Patsi Petrie, Chair
Champaign County Board

ATTEST: _____
Gordy Hulten, County Clerk
and ex-officio Clerk of the
Champaign County Board

**RESUME OF MINUTES OF A REGULAR MEETING OF THE
COUNTY BOARD, CHAMPAIGN COUNTY, ILLINOIS
April 21, 2016**

The County Board of Champaign County, Illinois met at a Regular Meeting, Thursday, April 21, 2016, 2014 at 6:30 P.M. in the Lyle Shields Meeting Room, Brookens Administrative Center, 1776 East Washington Street, Urbana, Illinois with Patti Petrie presiding and Sasha Green as Clerk of the Meeting.

ROLL CALL

Roll call showed the following members Present: Berkson, Carter, Cowart, Esry, Hartke, Jay, Maxwell, McGuire, Michaels, Mitchell, Rector, Rosales, Schwartz, Shore, Weibel, Alix, Anderson and Petrie – 18; Absent: Harper, Harrison, Quisenberry and Schroeder – 4. Thereupon, the Chair declared a quorum present and the Board competent to conduct business. Board Member Schroeder arrived after roll call.

Chair Petrie introduced the new County Administrator, Richard Snider.

PRAYER & PLEDGE OF ALLEGIANCE

Board Member Weibel read a prayer. The Pledge of Allegiance to the Flag was recited.

READ NOTICE OF MEETING

The Clerk read the Notice of the Meeting, said Notice having been published in *The News Gazette* on March 31, April 7 and 14, 2016.

APPROVAL OF AGENDA/ADDENDA

Board Member Carter offered the motion to approve the Agenda/Addenda; seconded by Board Member Rosales. Discussion followed. Approved by voice vote.

DATE/TIME OF NEXT MEETINGS

Standing Committees

The next County Facilities Committee Meeting will be held on Tuesday, May 3, 2016 at 6:30 P.M. in the Lyle Shields Meeting Room, Brookens Administrative Center; the next Environment and Land Use Committee Meeting will be held on Thursday, May 5, 2016 at 6:30 P.M. in the Lyle Shields Meeting Room, Brookens Administrative Center; the next Highway and Transportation Committee Meeting will begin on Friday, May 6, 2016 at 9:00 A.M. in the Fleet Maintenance Facility.

Committee of the Whole

The next Committee of the Whole for Finance; Justice & Social Services; Policy, Personnel, & Appointments will be held Tuesday, May 10, 2016 at 6:30 P.M. in the Lyle Shields Meeting Room, Brookens Administrative Center.

County Board

The next Regular meeting of the Champaign County Board will be held on Thursday, May 19, 2016 at 6:30 P.M. in the Lyle Shields Meeting Room, Brookens Administrative Center.

PUBLIC PARTICIPATION

Board Chair Petrie announced public participation is limited to five minutes per participant and public participation cannot exceed one hour. David Sutton spoke regarding family programs at the County jail. George Wissmiller spoke regarding updating the solid waste management plan. Dottie Vura-Weis spoke regarding jail facility planning. James Kilgore spoke regarding alternatives to incarceration.

CONSIDERATION OF CONSENT AGENDA ITEMS BY OMNIBUS VOTE

Highway & Transportation

Adoption of Resolution No. 9562 Authorizing Application for Public Transportation Financial Assistance under Section 5311 of the Federal Transit Act of 1991, as Amended (49 U.S.C. 5311).

Adoption of Resolution No.9563 Authorizing Acceptance of the Special Warranty FY17 Combined Grant Application for Section 5311 Non-Urban Public Transportation Assistance and Downstate Operating Assistance.

Adoption of Ordinance No. 978 Providing for Public Transportation in Champaign County, Illinois.

Adoption of Resolution No.9564 Approving Appropriation of Funds from the County Bridge Fund Pursuant to 605 ILCS 5/5-501.

Adoption of Resolution No. 9565 Approving Appropriation of funds from the County Bridge Fund Pursuant to 605 ILCS 5/5-501.

Adoption of Resolution No. 9566 Appropriating \$400,000 from the County Bridge Funds for the Replacement of Deck for Structure 010-3010 on County Highway 20 Section 16-00035-00-BR.

Adoption of Resolution No. 9567 Awarding Contract for the Furnish & Spread of Bituminous Material for 2016 Maintenance of Various Road Districts in Champaign County.

Adoption of Resolution No. 9568 Awarding Contract for the Furnish of Bituminous Material from the Plant for 2016 Maintenance of Various Road Districts in Champaign County.

Environment & Land Use

Adoption of Resolution No. 9569 Authorizing Agreement between Contractor, Coordinator, and Host site for 2016 Countywide Residential Electronics Collection.

Finance

Adoption of Resolution No. 9593 Authorizing the County Board Chair to Assign Mobile Homes Tax Sale Certificate of Purchase—Permanent Parcel No. 14-023-0065.

Adoption of Resolution No. 9594 Authorizing Budget Amendment 16-00020:
Fund/Dept. 080 General Corporate/010 County Board
Increased Appropriations: \$2,721
Increased Revenue: None: from Fund Balance
Reason: Expenses Related to County Administrator Search in FY2016.

Adoption of Resolution No. 9595 Authorizing Budget Amendment 16-00021:
Fund/Dept. 080 General Corporate/010 County Board
Increased Appropriations: \$55,977
Increased Revenue: None: from Fund Balance
Reason: 511.02-Required Funds to Cover Benefits Payout for Retiring County Administrator; 511.05-300 Hours for Temporary/Transition Services Contract with Debra Busey; 533.52-Relocation Expenses for Rick Snider Pursuant to Employment Agreement.

Adoption of Resolution No. 9596 Authorizing Budget Amendment 16-00022:
Fund/Dept. 080 General Corporate/040 Sheriff
Increased Appropriations: \$8,500
Increased Revenue: \$8,500
Reason: Donation from Journey Foundation which will allow for Purchase for on the Body Camera Expenses for the Patrol Division.

Adoption of Resolution No. 9597 Authorizing Budget Amendment 16-00024:
Fund/Dept. 080 General Corporate/022 County Clerk
Increased Appropriations: \$104,482
Increased Revenue: None: from Fund Balance
Reason: to Cover Expenses for the 2016 General Election.

Adoption of Resolution No. 9598 Authorizing Budget Amendment 16-00025:
Fund/Dept. 105 Capital Asset Replacement/042 Coroner
Increased Appropriations: \$4,200
Increased Revenue: \$4,200

Reason: Increased Revenue from Sale of 2003 Van to be used to Purchase Required Operational Equipment to be Installed in Recently Purchased 2016 Van.

Policy, Personnel, & Appointments

Adoption of Resolution No. 9599 Establishing a Special Committee for Facilities/Finance Planning.

Adoption of Resolution No. 9600 Approving Appointment of County Administrator Richard S. Snider as Authorized Agent for IMRF for Champaign County.

Board Member Mitchell offered the motion to approve the Consent Agenda; seconded by Board Member Rosales. Chair Petrie asked the Clerk to call the roll.

Consent Agenda approved by roll call vote.

Yeas: Berkson, Carter, Cowart, Esry, Hartke, Jay, Maxwell, McGuire, Michaels, Mitchell, Rector, Rosales, Schroeder, Schwartz, Shore, Weibel, Alix, Anderson and Petrie – 19;

Nays: None.

COMMUNICATIONS

Board Member Alix stated the adoption of Resolution No. 9575 would be deferred to the May 19th County Board due to minor legal issues being resolved, further stating he would not be in attendance of the May 10th COW.

APPROVAL OF MINUTES

Board Member Esry offered the motion to approve the minutes of the Regular County Board Meeting for March 17, 2016; seconded by Board Member Rector. Approved by voice vote. Board Member Carter offered the motion to approve the minutes of the Study Session of March 29, 2016; seconded by Board Member Berkson. Approved by voice vote.

CHAMPAIGN COUNTY DRUG COURT 2015 ANNUAL REPORT

Judge Jeffrey Ford and Gregg Ash gave presentation regarding the Champaign County Drug Court, and answered Board Members questions.

URBANA & CHAMPAIGN SANITARY DISTRICT PRESENTATION

Rick Manner, Executive Director at Urbana and Champaign Sanitary District gave a presentation regarding the Urbana and Champaign Sanitary District, and answered Board Members questions.

STANDING COMMITTEES

County Facilities

Board Member Maxwell, Chair, recommended adoption of **Resolution No. 9561** Approving Contract with Langlois Roofing, Inc. for Brookens Pod 200 Roof Replacement; seconded by Board Member Hartke. Discussion followed. Adopted by voice vote.

Environment & Land Use

Board Member Esry, Chair, recommended adoption of **Ordinance No. 979** Amending Zoning Ordinance for a Zoning Map amendment on Certain Property – Case 824-AM-15; seconded by Board Member Schroeder. Discussion followed. Adopted by roll call vote.

Yeas: Berkson, Carter, Cowart, Esry, Hartke, Jay, Maxwell, McGuire, Michaels, Mitchell, Rector, Rosales, Schroeder, Schwartz, Shore, Weibel, Alix, Anderson and Petrie – 19;

Nays: None.

Board Member Esry recommended adoption of **Resolution No. 9570** Approving an Intergovernmental Cost-Sharing Agreement between the County of Champaign, the City of Champaign, the City of Urbana, and the Village of Savoy for Countywide Residential Electronics Collections Events in 2016; seconded by Board Member Cowart. Discussion followed. Adopted by voice vote.

Highway & Transportation

There were no items for Board consideration.

AREAS OF RESPONSIBILITY

Finance

Board Member Alix, Deputy Chair, recommended adoption of **Resolution No. 9571** Authorizing Payment of Claims; seconded by Board Member Michaels. Adopted by voice vote.

Board Member Alix recommended adoption of **Resolution No. 9572** Authorizing Purchases Not Following Purchasing Policy; seconded by Board Member Esry. Discussion followed. Adopted by voice vote.

Board Member Alix recommended adoption of **Resolution No. 9573** Authorizing Budget Amendment 16-00023:

Fund/Dept. 080 General Corporate/031 Circuit Court

Increased Appropriations: \$20,000

Increased Revenue: None: from Fund Balance

Reason: Mortgage Foreclosure Mediation Program Expenses not included in FY2016 Budget; seconded by Board Member Cowart. Discussion followed.

Adopted by 2/3 required roll call vote.

Yeas: Berkson, Carter, Cowart, Esry, Hartke, Jay, Maxwell, McGuire, Michaels, Mitchell, Rector, Rosales, Schroeder, Schwartz, Shore, Weibel, Alix, Anderson and Petrie – 19;
Nays: None.

Board Member Alix recommended adoption of Resolution No. 9574 Establishing the Election Judges' Daily Compensation in Champaign County; seconded by Board Member Carter. Board Member Maxwell abstained due to a personal relationship to one of the involved parties. Discussion followed. Board Member Rector abstained due to a personal relationship to one of the involved parties. Discussion followed. Adopted by voice vote.

Board Member Alix recommended adoption of Resolution No. 9575 Authorizing Award of Contract to Baker Tilly Pursuant to RFP 2016-001 for Financial Auditing Services; seconded by Board Member Michaels. Board Member Alix offered a motion to defer the adoption to the May 19th County Board Meeting; seconded by Board Member Hartke. Deferment approved by voice vote.

Policy, Personnel, & Appointments

Board Member Schroeder, Assistant Deputy Chair, recommended adoption of Resolution No. 9591 Approving the Proclamation Designating the Week of May 1 as National Correctional Officer Week; seconded by Board Member McGuire. Board Member Anderson read the resolution. Adopted by voice vote.

Board Member Schroeder recommended adoption of Resolution No. 9592 Approving the Proclamation Designating the Week of May 15 as National Police Week; seconded by Board Member Esry. Board Member Shore read the resolution. Adopted by voice vote.

NEW BUSINESS

Policy, Personnel, & Appointments, cont.

Board Member Esry offered a motion to suspend the rules to allow the items coming directly to the Board to be considered; seconded by Board Member Alix. Approved by voice vote. Discussion followed.

Board Member recommend adoption of Resolution No. 9576 Appointing James Jones to the Broadlands-Longview FPD, Term 5/1/2016-4/30/2019; seconded by Board Member Anderson. Discussion followed. Adopted by voice vote.

Adoption of Resolution No. 9577 Appointing Patricia Chancellor to the Eastern Prairie FPD, Term 5/1/2016-4/30/2019; seconded by Board Member Berkson. Adopted by voice vote.

Adoption of Resolution No. 9578 Appointing Eddie Cook to the Eastern Prairie FPD, Unexpired Term Ending 4/30/2018; seconded by Board Member Michaels. Discussion followed. Adopted by voice vote.

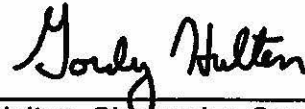
Board Member Schroeder recommended omnibus adoption of Resolution No. 9579 Appointing Mark McDuffy to the Edge-Scott FPD, Term 5/1/2016-4/30/2019, Resolution No. 9580 Appointing Jeff White to the Ivesdale FPD, Term 5/1/2016-4/30/2019, Resolution No. 9581 Appointing Ken Osterbur to the Ogden-Royal FPD, Term 5/1/2016-4/30/2019, Resolution No. 9582 Appointing Dennis Butler to the Pesotum FPD, Term 5/1/2016-4/30/2019, Resolution No. 9583 Appointing Clifford Gorman to the Philo FPD, Term 5/1/2016-4/30/2019, Resolution No. 9584 Appointing Norman Paul to the St. Joseph-Stanton FPD, Term 5/1/2016-4/30/2019, Resolution No. 9585 Appointing Roger Ponton to the Sangamon Valley FPD, Term 5/1/2016-4/30/2019, Resolution No. 9586 Appointing Kristopher Ehler to the Thomasboro FPD, Term 5/1/2016-4/30/2019, Resolution No. 9587 Appointing Tod Courtney to the Windsor Park FPD, Term 5/1/2016-4/30/2019, Resolution No. 9588 Appointing Bernie Magsamen to the Scott FPD, Term 5/1/2016-4/30/2019, Resolution No. 9589 Appointing Frederick Seibold to the Sadorus FPD, Term 5/1/2016-4/30/2019 and Resolution No. 9590 Appointing Roger Hayden to the Tolono FPD, Term 5/1/2016-4/30/2019; seconded by Board Member McGuire. Adopted by voice vote.

OTHER BUSINESS

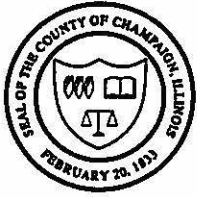
There was no other business.

ADJOURN

Board Member Berkson offered a motion for adjournment; seconded by Board Member Anderson. The County Board adjourned at 8:28 P.M.



Gordy Hulten, Champaign County Clerk
and ex-Officio Clerk of the Champaign County Board
Champaign County, Illinois



**CHAMPAIGN COUNTY BOARD
FACILITIES COMMITTEE
Summary of Action Taken at the April 5, 2016 Meeting**

MEMBERS PRESENT: Gary Maxwell, Jack Anderson, Josh Hartke, James Quisenberry, Giraldo Rosales, Rachel Schwartz
MEMBERS ABSENT: Jon Rector

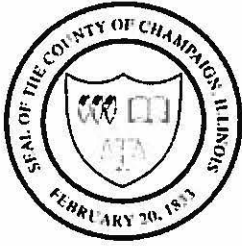
<u>Agenda Item</u>	<u>Action Taken</u>
I. Call to Order	6:30 p.m.
II. Roll Call	6 committee members present, 1 member absent
III. Approval of Agenda	Approved
IV. Approval of Minutes A. Committee Meeting – April 5, 2016	Approved
V. Public Participation	None
VI. Communications	None
VII. Request approval of Authorization for Courthouse wireless network project to be charged to Courthouse Construction Fund (attached Memorandum and price quotes)	Approved
VIII. Approval of Authorization for ITB #2016-004 Brookens Boiler Replacement for POD #200 and POD #300 (Draft of ITB#2016-004 Bid Document Attached) A. Proposed Project Schedule (Attached)	Approved Information Only
IX. Discussion of the Proposed 10-year Capital Maintenance Plan (Handout)	Discussion
X. Facilities Director's Report A. Update on GHR contract for Brookens Boiler Replacement Project – POD #300 & POD #200 B. Update on the contract with Langlois Roofing, Inc. – ITB #2016-003 – Brookens POD #200 Roof Replacement C. Update on Champaign County Nursing Home Fire/Smoke Damper Project D. Update on Champaign County Nursing Home Lint Filtration Project E. Update on Pre-Cast Concrete Wall Panel Repair Project	Information Only Information Only Information Only Information Only Information Only
XI. Other Business	None

Agenda Item

Action Taken

- | | |
|---|------------------|
| XII. Chair's Report | |
| A. Future Meeting Tuesday, June 3, 2016 at 6:30 pm | Information Only |
| B. Tour of Brookens on June 3, 2016. Tour will begin at 5:15 pm and conclude by 6:10 pm. Please meet in the Shields Meeting Room at 5:10 pm | Information Only |
| XIII. Designation of Items to be placed on the Consent Agenda | None |
| XIV. Adjournment | 7:34 p.m. |

*Denotes Inclusion on the Consent Agenda



**CHAMPAIGN COUNTY BOARD ENVIRONMENT and LAND USE COMMITTEE
(ELUC) ACTION REPORT**

Summary of Actions Taken at the May 5, 2016 Meeting

Committee members present: Esry, Weibel, Berkson, Petrie, Schroeder

Committee members absent: Harper

	<u>Actions Taken</u>
I. Call to Order	6:32 p.m.
II. Roll Call	5 committee members present
III. Approval of Agenda/Addenda	Approved as distributed
IV. Approval of Minutes	
A. ELUC Committee meeting – April 7, 2016	Approved as distributed
V. Public Participation	Germaine Light
VI. Communications	None
VII. <u>For Information Only</u>	
A. Update regarding assistance to Wilber Heights	None
B. Update regarding Work Plan for the National Pollutant Discharge Elimination System (NPDES) Municipal Separate Storm Sewer System (MS4) Storm Water Discharge Permit for the remainder of 2016 and for 2017	None
C. Letter and Draft County Board Resolution regarding Electronics Collections	None
D. Middle Fork Campaign to Protect the Middle Fork from Coal Ash Pollution	None
VIII. <u>Items to be Approved by ELUC</u>	
A. Recreation & Entertainment License: Maria Guadalupe Flores Rogas d.b.a. El Dorado Corp. for Mexican dancing at the Champaign County Fair Association Fairgrounds, 1302 North Coler Avenue, Urbana IL, June 25 – June 26, 2016.	Approved
IX. <u>Items to be Recommended to the County Board</u>	
A. Proposed Minor Amendments to the Champaign County Land Resource Management Plan	*RECOMMEND COUNTY BOARD APPROVAL of Proposed Minor Amendments to the Champaign County Land Resource Management Plan

Champaign County strives to provide an environment welcoming to all persons regardless of disabilities, race, gender, or religion. Please call 217-384-3776 to request special accommodations at least 2 business days in advance.

**CHAMPAIGN COUNTY BOARD
ENVIRONMENT and LAND USE COMMITTEE (ELUC)
Action Report**

May 5, 2016
Page 2

B. Annual Facility Inspection Report for the National Pollutant Discharge Elimination System (NPDES) Municipal Separate Storm Sewer System (MS4) Storm Water Discharge Permit with the Illinois Environmental Protection Agency (IEPA) for the period 4/1/15 – 3/31/16

**RECOMMEND COUNTY
BOARD APPROVAL of
Annual Facility Inspection
Report for the National
Pollutant Discharge
Elimination System (NPDES)
Municipal Separate Storm
Sewer System (MS4) Storm
Water Discharge**

- | | |
|--|-----------|
| X. Other Business | None |
| XI. Chair's Report | None |
| XII. Designation of Items to be Placed on Consent Agenda | IX. A. |
| XIII. Adjournment | 7:29 p.m. |

**Committee Meeting is broadcast on Comcast Public Access and at
<http://www.ustream.tv/channel/champco1776>**

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(217) 384-3765

www.co.champaign.il.us

(217) 384-3896 Fax

RESOLUTION NO. 9609

**AUTHORIZING COUNTY BOARD CHAIR SIGNATURE OF
ANNUAL FACILITY INSPECTION REPORT REQUIRED FOR
M.S.4. STORMWATER PERMIT WITH I.E.P.A.
FOR PROGRAM YEAR MARCH 2015 THROUGH MARCH 2016**

WHEREAS, Champaign County was identified in 2003 as a county with a Municipal Separate Storm Sewer System (MS4) as part of the expanded Phase II of the National Pollutant Discharge Elimination System (NPDES) Storm Water Program under the Clean Water Act;

WHEREAS, Champaign County must maintain compliance with the MS4 requirements of the NPDES Storm Water Program by maintaining an updated Notice of Intent (NOI) on file with the Illinois Environmental Protection Agency (IEPA) at all times and to file an Annual Update (Annual Facility Inspection Report) each year;

WHEREAS, Champaign County filed a NOI with IEPA in 2003 and that became NPDES Permit No. ILR 4000256;

WHEREAS, Champaign County filed an updated NOI with IEPA on March 22, 2013;

WHEREAS, the Annual Update (Annual Facility Inspection Report) for the program year 4/1/15 through 3/31/16 must be filed with the IEPA no later than June 1, 2016;

WHEREAS, the Champaign County Board believes it is for the best interests of the County and for the public good and welfare to maintain compliance with the MS4 requirements of the NPDES Storm Water Program as much as practicable;

NOW, THEREFORE BE IT ORDAINED, by the Champaign County Board, Champaign County, Illinois, as follows:

1. The County Board Chair is hereby authorized to sign the attached Annual Update (Annual Facility Inspection Report).
2. The Champaign County Zoning Administrator is hereby directed to forward the signed Annual Update (Annual Facility Inspection Report) to the Illinois Environmental Protection Agency no later than May 31, 2016.

PRESENTED, PASSED, APPROVED, AND RECORDED this 19th day of May, A.D. 2016.

SIGNED:

ATTEST:

Patti Petrie, Chair
Champaign County Board
Champaign, Illinois

Gordy Hulten, County Clerk and *Ex Officio*
Clerk of the Champaign County Board



Illinois Environmental Protection Agency

Bureau of Water • 1021 N. Grand Avenue E. • P.O. Box 19276 • Springfield • Illinois • 62794-9276

Division of Water Pollution Control ANNUAL FACILITY INSPECTION REPORT

for NPDES Permit for Storm Water Discharges from Separate Storm Sewer Systems (MS4)

This fillable form may be completed online, a copy saved locally, printed and signed before it is submitted to the Compliance Assurance Section at the above address. Complete each section of this report.

Report Period: From March, 2015 To March, 2016

Permit No. ILR40 00256

MS4 OPERATOR INFORMATION: (As it appears on the current permit)

Name: County of Champaign, Illinois Mailing Address 1: Brookens Administrative Center

Mailing Address 2: 1776 East Washington Street County: Champaign

City: Urbana State: IL Zip: 61802 Telephone: _____

Contact Person: John Hall, Director of Planning & Zoning Email Address: jhall@co.champaign.il.us
(Person responsible for Annual Report)

Name(s) of governmental entity(ies) in which MS4 is located: (As it appears on the current permit)

Champaign County, Illinois

THE FOLLOWING ITEMS MUST BE ADDRESSED.

A. Changes to best management practices (check appropriate BMP change(s) and attach information regarding change(s) to BMP and measurable goals.)

- | | | | |
|--|-------------------------------------|---|-------------------------------------|
| 1. Public Education and Outreach | <input type="checkbox"/> | 4. Construction Site Runoff Control | <input type="checkbox"/> |
| 2. Public Participation/Involvement | <input type="checkbox"/> | 5. Post-Construction Runoff Control | <input type="checkbox"/> |
| 3. Illicit Discharge Detection & Elimination | <input checked="" type="checkbox"/> | 6. Pollution Prevention/Good Housekeeping | <input checked="" type="checkbox"/> |

B. Attach the status of compliance with permit conditions, an assessment of the appropriateness of your identified best management practices and progress towards achieving the statutory goal of reducing the discharge of pollutants to the MEP, and your identified measurable goals for each of the minimum control measures.

C. Attach results of information collected and analyzed, including monitoring data, if any during the reporting period.

D. Attach a summary of the storm water activities you plan to undertake during the next reporting cycle (including an implementation schedule.)

E. Attach notice that you are relying on another government entity to satisfy some of your permit obligations (if applicable).

F. Attach a list of construction projects that your entity has paid for during the reporting period.

Any person who knowingly makes a false, fictitious, or fraudulent material statement, orally or in writing, to the Illinois EPA commits a Class 4 felony. A second or subsequent offense after conviction is a Class 3 felony. (415 ILCS 5/44(h))

Owner Signature: _____

Pattsi Petrie

Printed Name: _____

Date: _____

County Board Chair

Title: _____

EMAIL COMPLETED FORM TO: epa.ms4annualinsp@illinois.gov

or Mail to: ILLINOIS ENVIRONMENTAL PROTECTION AGENCY
WATER POLLUTION CONTROL
COMPLIANCE ASSURANCE SECTION #19
1021 NORTH GRAND AVENUE EAST
POST OFFICE BOX 19276
SPRINGFIELD, ILLINOIS 62794-9276

This Agency is authorized to require this information under Section 4 and Title X of the Environmental Protection Act (415 ILCS 5/4, 5/39). Failure to disclose this information may result in: a civil penalty of not to exceed \$50,000 for the violation and an additional civil penalty of not to exceed \$10,000 for each day during which the violation continues (415 ILCS 5/42) and may also prevent this form from being processed and could result in your application being denied. This form has been approved by the Forms Management Center.

**ILLINOIS ENVIRONMENTAL PROTECTION AGENCY
ANNUAL FACILITY INSPECTION REPORT**

April 1, 2016

N.P.D.E.S. PHASE II PERMIT FOR STORMWATER DISCHARGES

from

MUNICIPAL SEPARATE STORM SEWER SYSTEMS

**Champaign County, Illinois
NPDES Permit No. ILR40 00256**

REPORTING PERIOD:

Year 2 is April 1, 2015 to March 31, 2016

MS4 OPERATOR INFORMATION:

County of Champaign, Illinois
Brookens Administrative Center
1776 East Washington Street
Urbana IL 61802
Contact person: John Hall, Director of Planning and Zoning

GOVERNMENTAL ENTITY IN WHICH MS4 IS LOCATED:

Champaign County, Illinois

INTRODUCTION

Champaign County was identified as a small Municipal Separate Storm Sewer System (MS4) in March 2003 as part of the expanded Phase II of the National Pollutant Discharge Elimination System (NPDES) Storm Water Program.

Mandated by Congress under the Clean Water Act, the NPDES Storm Water Program is a comprehensive two-phased national program for addressing the non-agricultural sources of storm water discharges which adversely affect the quality of our nation's waters. The Clean Water Act prohibits anybody from discharging pollutants through a point source into a water of the United States unless they have an NPDES permit. A point source is any discernible, confined and discrete conveyance, such as a pipe, ditch, channel, or container.

Phase II required small MS4s in urbanized areas to obtain NPDES permits and implement six minimum control measures by using selected best management practices (BMPs).

Urbanized areas are delineated by the Census Bureau and are defined as a central place or places and the adjacent densely settled surrounding area, that together have a residential population of

at least 50,000 people and an overall population density of at least 500 people per square mile. Only about 10 square miles (about 1%) of the approximately 1,000 square miles that make up Champaign County are included in the urbanized area (see the attached map).

Champaign County is not a municipality but the regulatory definition of MS4 also includes any County owned roads with a drainage system. County Highway roadside ditches are currently the only point source discharges in the urbanized area maintained by Champaign County.

Champaign County must maintain compliance with the MS4 requirements of the NPDES Storm Water Program. MS4 compliance requires that an updated Notice of Intent (NOI) be on file with the Illinois Environmental Protection Agency (IEPA) at all times. The NOI must explain which best management practices Champaign County will use to implement the six required *minimum control measures*. *The six required minimum control measures are the following:*

- **Public Education and Outreach.** Selected BMPs should educate the public on the various ways to reduce storm water pollution.
- **Public Participation and Involvement.** Selected BMPs should involve the public in developing, implementing, and reviewing MS4 best management practices.
- **Illicit Discharge Detection and Elimination.** Selected BMPs should identify improper discharges and spills to drainage systems and include enforcement mechanisms.
- **Construction Site Runoff Control.** Selected BMPs should enable construction site operators (builders and MS4s) to manage storm water runoff so as to reduce pollution.
- **Post-Construction Runoff Control.** Selected BMPs should enable property owners (developers and MS4s) to manage storm water runoff so as to reduce pollution from a site after construction activities have ended.
- **Pollution Prevention and Good Housekeeping.** Selected BMPs should enable the MS4 entity to minimize pollution from its own property and facilities by reducing pollution from streets, parking lots, open spaces and storage and vehicle maintenance areas and is discharged into local waterways or that results poor maintenance of storm sewer systems.

Champaign County has worked in cooperation with the other MS4s in the Champaign County Urbanized Area to share costs and expertise and common efforts to develop a regional consistency towards fulfilling the NPDES Phase II MS4 requirements.

Champaign County has sought to develop a plan suited to the MS4 requirements but also tailored to the abilities of an Illinois county. The NPDES Phase II MS4 requirements were included as a formal County land use policy in the Champaign County Land Resource Management Plan that was adopted in April 2010.

Champaign County filed a third NOI with IEPA to include the five-year period of April 1, 2014 to March 31, 2019. This document serves as the annual report for Year 2 activities.

SELF ASSESSMENT OF PERMIT COMPLIANCE

Tables 1 through 6 summarize Champaign County MS4 Stormwater Management Program activities from April 1, 2015 through March 31, 2016.

Table 7 identifies BMP's that were started and still in progress and Table 8 identifies BMP's that remain pending.

Attachment A: Changes to Best Management Practices

Attachment A reviews changes that are proposed for Year 3 of the NOI effective April 1, 2016.

Table 1: Public Education and Outreach

BMP ID	Activities
A.1.1. - Flyers and information sheets at permit counter.	A new handout was prepared explaining the erosion control requirements for rural Champaign County based on the Storm Water Management and Erosion Control Ordinance. This handout is available to the public at any time and is included in materials when applicable. Handout displayed and available at Planning and Zoning permit counter.
A.2.1. - Inform business groups about MS4, NPDES, and BMPs upon request.	No requests for presentations about MS4, NPDES and BMPs were made from business groups.
A.2.2. - Inform developer, contractor, engineering, and architecture groups about MS4, NPDES, and BMPs.	A presentation about MS4, NPDES and BMPs was not formally given to developers, contractors, engineers and architecture groups. However, interested parties were kept informed about the Draft Storm Water Management and Erosion Control Ordinance during the Champaign County Board Environment and Land Use Committee (ELUC) meetings and the Champaign County Board meetings that led up to the County Board adoption on June 18, 2015.
A.2.4. - Inform environmental, conservation, and citizen groups about MS4, NPDES, and BMPs upon request.	No requests for presentations about MS4, NPDES and BMPs were made from environmental, conservation, and citizen groups.
A.6.1- Educational and informational material on web page.	Information about the Champaign County MS4 program and storm water management in general was added to the Champaign County website.

Table 2: Public Participation and Involvement

BMP ID	Activities
B.4.1 - Comply with applicable state and local public notice requirements.	The Champaign County Board Environment and Land Use Committee (ELUC) reviewed the Draft Storm Water Management and Erosion Control Ordinance (Cases 769-AT-13 and 773-AT-14) at public meetings on April 9, 2015, and May 7, 2015, and the Champaign County Board considered the Draft Storm Water Management and Erosion Control Ordinance (Cases 769-AT-13 and 773-AT-14) at their public meetings on May 21, 2015, and June 18, 2015.
B.6.1. - Intergovernmental Storm Water Management group meetings.	Staff attended and participated in three meetings over the course of the reporting year.
B.7.1. - Include NPDES MS4 requirements in the County's Land Resource Management Plan.	Annual update and Erosion Control Ordinance work included in RPC Work Plan for FY16.

Table 3: Illicit Discharge Detection and Elimination

BMP ID	Activities
C.3.1. - Establish citizen complaint phone line for illegal dumping and illicit discharges into drainage systems.	The Department of Planning and Zoning phone line is maintained for citizen complaints regarding illegal dumping and illicit discharges. References could be added to relevant directories.
C.3.2. - Establish citizen complaint phone line for non-complying and/or non-functioning private sewage treatment systems	The Department of Planning and Zoning phone line is maintained for citizen complaints regarding non-complying and / or non-functioning private sewage treatment systems. References could be added to relevant directories.
C.6.1. - Annual Report to the Environment and Land Use Committee (of the Champaign County Board) and the Champaign County Board.	Annual Report prepared and presented to the Environment and Land Use Committee (ELUC) and the Champaign County Board.

Table 4: Construction Site Runoff Control

BMP ID	Activities
D.1.1 - Soil erosion and sediment control regulations.	The Champaign County Storm Water Management and Erosion Control Ordinance was adopted by the Champaign County Board on June 18, 2015, and has been enforced since.
D.2.1- Erosion and sediment control BMPs	Land Disturbance Erosion (LDEC) Permits are reviewed for use of appropriate BMP's
D.4.1. - Develop processes and procedures to evaluate proposed construction site runoff mechanisms.	The Storm Water Management and Erosion Control Ordinance identifies specific information that must be submitted for a Land Disturbance Erosion Control (LDEC) Permit application in order to evaluate proposed construction site runoff mechanisms. Procedures will be refined as more experience is gained in the review of LDEC Permits.
D.4.2. - Training class or workshop for evaluating and inspecting construction site runoff control mechanisms.	Senior Planner and a Zoning Technician attended the IL Center for Transportation class "Fundamentals of Storm Water Pollution and Erosion and Sediment Control.
D.6.1 - Develop procedures and processes to inspect construction sites for compliance with construction site runoff control mechanisms.	Inspection Report Forms were included in the Champaign County Storm Water Management and Erosion Control Ordinance and inspections are logged by permit number. Procedures will be refined as more experience is gained in the review of LDEC Permits.

Table 5: Post-Construction Runoff Control

BMP ID	Activities
E.4.1. - Training class or workshop for evaluating and inspecting construction site runoff control mechanisms (post-construction).	Senior Planner and a Zoning Technician attended the IL Center for Transportation class "Fundamentals of Storm Water Pollution and Erosion and Sediment Control.

Table 6: Pollution Prevention / Good Housekeeping

BMP ID	Activities
F.1.2 Spill Response Protocol	Training completed on 5/22/15; 7/30/15; 9/10/15; and 9/11/15. Documentation of complete training is kept in file.
F.1.3. - Pesticide storage, application, and disposal training.	The Champaign County Engineer has determined that pesticides (herbicides) will no longer be used by the Champaign County Highway Department so training is no longer needed. This BMP has been eliminated. See Changes to BMPs.

Table 7: BMPs in Progress

BMP ID	Status
C.2.1. - Prohibit illegal dumping and illicit discharges into drainage system.	Ordinance language has been drafted regarding illegal dumping and illicit discharges into drainage systems and will be adopted in 2016.
C.3.3. - Create a database of existing private sewage treatment systems and develop management plan to bring non-compliant systems into compliance.	Records of private sewage treatment systems obtained from Public Health Department, GIS database is under development.
D.3.1. - Prohibit illegal dumping and illicit discharges into storm drainage system from construction activities.	Ordinance language has been drafted regarding illegal dumping and illicit discharges into drainage systems but has not yet been adopted. The Storm Water Management and Erosion Control Ordinance includes a prohibition of illegal dumping and illicit discharges from construction activities.
E.3.1. - Develop procedures to insure that storm water management facilities are maintained to function as designed (post-construction).	The Storm Water Management and Erosion Control Ordinance requires ongoing maintenance of storm water management facilities.
E.5.1. - Develop procedures and processes to inspect construction sites for compliance with post-construction runoff control mechanisms.	The Storm Water Management and Erosion Control Ordinance requires "as-built" documentation.

Table 8: BMPs Pending

BMP ID	Explanation of Pending Status
A.2.3. - Inform agriculture community, Farm Bureau, and 4H about MS4, NPDES, and BMPs.	Looking for groups that would like a presentation.
C.1.1. - Map drainage system outfalls into streams and rivers.	Develop drainage system map for unincorporated MS4 Area (50% completion) by 3/31/17
E.2.1. - Require annual inspections of publicly owned storm water management facilities (post-construction).	Expected to be included in SWPPP to be developed in 2016.
F.1.1. - Spill prevention protocol.	Undetermined due to lack of coordination within County Departments. Expected to be established with the development of the SWPPP.
F.1.4. - Hazardous material and storage management training.	Investigating the storage, application and disposal of pesticides by grounds maintenance.
F.2.1. - Storm water Pollution Prevention Plan (SWPPP) for County owned facilities.	Planning efforts are expected to begin in 2015.
F.3.1. - Investigate feasibility and effectiveness of integrated, bio-detention and filtering for County campus redesign.	Issue was not discussed by the County Board.

INFORMATION COLLECTED AND ANALYZED IN YEAR 2

Champaign County did not collect stream samples to assess stormwater quality for Year 2 of the permit period. No observations or reports were made or received during the reporting year.

Information related to private sewage treatment systems was collected and is being compiled into a GIS database.

STORMWATER PROGRAM ACTIVITIES PROPOSED FOR YEAR 3 (April 1, 2016– March 31, 2017)

The activities proposed for Year 3 (April 1, 2016– March 31, 2017) are summarized in Attachment D.

RELIANCE ON OTHER GOVERNMENTAL ENTITY

Champaign County does, and will continue to participate in and share resources with the Cooperative MS4 Group; however, it does not rely on another governmental entity to satisfy its permit obligations.

YEAR 2 CONSTRUCTION PROJECTS

Champaign County construction projects may be authorized under the Facilities Department or the Highway Department. Projects and details are provided in Table 9.

Table 9: Construction Projects¹ from April 1, 2015 through March 31, 2016

Section Number	Road District	Project Type	Area of Disturbance	Status
15-12017-00-BR	Hensley Twp.	Bridge Replacement	< 1 acre	See Note 2
15-29018-00-BR	Village of Tolono	Bridge Replacement	< 1 acre	See Note 2
15-00019-00-BR	Champaign County	Bridge Replacement	< 1 acre	See Note 2
15-07020-00-BR	Condit Twp.	Bridge Replacement	< 1 acre	See Note 2
15-06021-00-BR	Compromise Twp.	Culvert Replacement	< 1 acre	See Note 2
15-17022-00-BR	Ogden Twp.	Culvert Replacement	< 1 acre	See Note 2
15-00023-00-BR	Champaign County	Bridge Replacement	< 1 acre	2017 completion anticipated
15-03025-00-BR	Champaign Twp.	Bridge Repair	< 1 acre	2017 completion anticipated
15-07026-00-BR	Condit Twp.	Bridge Replacement	< 1 acre	2017 completion anticipated
15-05027-00-BR	Colfax Twp.	Bridge Replacement	< 1 acre	2017 completion anticipated
15-00028-00-BR	Champaign County	Bridge Replacement	< 1 acre	2017 completion anticipated
15-21024-00-BR	Raymond Twp.	Culvert Replacement	< 1 acre	Completion expected by 9/30/2016
16-00029-00-BR	Champaign County	Culvert Replacement	< 1 acre	Completion expected by 9/30/2016
16-06030-00-BR	Compromise Twp.	Culvert Replacement	< 1 acre	Completion expected by 9/30/2016
16-00031-00-BR	Champaign County	Bridge Repair	< 1 acre	Completion expected by 9/30/2016
16-00033-00-BR	Champaign County	Bridge Replacement	< 1 acre	2018 completion anticipated
16-05034-00-BR	Crittenden Twp.	Culvert Replacement	< 1 acre	Completion expected by 9/30/2016
16-00035-00-BR	Champaign County	Bridge Replacement	< 1 acre	2017 completion anticipated
16-15036-00-BR	Mahomet Twp.	Culvert Replacement	< 1 acre	Completion expected by 9/30/2016
16-12037-00-BR	Hensley Twp.	Bridge Repair	< 1 acre	Completion expected by 9/30/2016
16-24038-00-BR	Sidney Twp.	Culvert	< 1 acre	Completion expected by 9/30/2016

Table 9: Construction Projects¹ from April 1, 2015 through March 31, 2016

Section Number	Road District	Project Type	Area of Disturbance	Status
		Replacement		
16-15032-00-BR	Mahomet Twp.	Bridge Deck Replacement	< 1 acre	2017 completion anticipated
13-00432-00-RS	Champaign County	(Dewey-Fisher Road) CH 1 re-surface and widening plus safety	> 1 acre	In progress with completion expected in late August 2016
14-00438-00-RS	Champaign County	CH 23 Widening & resurfacing	> 1 acre	Will begin in 2017
15-03439-00-RS	Champaign Twp.	Rising & Cardinal Roads Realignment	> 1 acre	Will begin in 2017
15-21440-00-SP	Raymond Twp. & Champaign County	Railroad Crossing Realignment	< 1 acre	2017 completion dependent on Illinois Commerce Commission schedule
15-00441-00-SP	Tolono Twp. & Champaign County	Railroad Crossing Realignment	< 1 acre	2017 completion dependent on Illinois Commerce Commission schedule
15-00442-00-SP	Somer Twp. & Champaign County	Railroad Crossing Realignment	< 1 acre	2017 completion dependent on Illinois Commerce Commission schedule
NOTES				
1. All construction projects during this period were roadway projects.				
2. Project completed by 3/31/16.				

ATTACHMENTS

- A Changes to Best Management Practices
- B Status of Compliance with N.P.D.E.S. Permit Conditions for Year 2 (April 1, 2015 - March 31, 2016)
- C Information Collected for Year 2 (April 1, 2015 - March 31, 2016)
- D Proposed NPDES Permit Activities for Year 3 of the reissued MS4 permit (April 1, 2016 - March 31, 2017)
- E Champaign County Construction Projects for Year 2 (April 1, 2015- March 31, 2016)

**Attachment A. Changes to Best Management Practices
FOR MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4)**

Champaign County Permit No. ILR40 00256
P. 1 of 1

April 1, 2016

1. Revised Milestones for Completion of Storm Sewer System Map

BMP No. C.1.1.

Brief Description of BMP: Map drainage system outfalls into streams and rivers.

Measurable Goals, including frequencies: Update as information is available and complete a system wide update every 3 years.

Milestones:

Year 1: NONE

Year 2: NONE

Year 3: Develop drainage system map for unincorporated MS4 Area (50% completion)

Year 4: (1) Develop drainage system map for unincorporated MS4 Area (100% completion) by 12/31/17.

(2) Maintain drainage system map for unincorporated MS4 Area.

(3) Develop drainage system map for County Highway system outside of MS4 Area (20% completion).

Year 5: (1) Develop drainage system map for County Highways outside of MS4 Area (100% completion) by 3/31/19.

(2) Maintain drainage system map for unincorporated MS4 Area.

2. Delete BMP Number F.1.3 Pesticide storage, application, and disposal training.

Jeff Blue, the County Engineer, has determined in an email dated 4/5/16 to no longer use herbicides for control of weeds at County Highway bridges and instead will use string trimmers to cut the weeds.

Dana Brenner, Facilities Director, also confirms that there are no pesticides (or herbicides) used for buildings and grounds.

Therefore, pesticides are no longer used by Champaign County and there is no need for pesticide storage, application, or disposal training and BMP Number F.1.3. is no longer needed as part of Champaign County's MS4 Program.

Attachment B. Status Of Compliance With N.P.D.E.S. Permit Conditions for Year 2 (April 1, 2015 – March 31, 2016)

FOR MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4)

Champaign County Permit No. ILR40 00256

April 1, 2016

Attachment B. Status Of Compliance With N.P.D.E.S. Permit Conditions for Year 2 (April 1, 2015 – March 31, 2016)

FOR MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4)

Champaign County Permit No. ILR40 00256

April 1, 2016

	BMP No.	Brief Description of Best Management Practice (BMP)	Status	Measurable Goal	Year 2 Milestone	Description of Activities
1	A.1.1	Flyers and information sheets at permit counter.	<i>COMPLETE</i>	Develop and distribute one new educational material handout.	Distribute handout.	A new handout was prepared explaining the erosion control requirements for rural Champaign County based on the Storm Water Management and Erosion Control Ordinance. This handout is available to the public at any time and is included in materials when applicable. Handout displayed and available at Planning and Zoning permit counter.
2	A.2.1	Inform business groups about MS4, NPDES, and BMPs upon request.	<i>COMPLETE</i>	Conduct one presentation per year upon request.	Conduct one presentation upon request.	No requests for presentations about MS4, NPDES and BMPs were made from business groups.
3	A.2.2	Inform developer, contractor, engineering, and architecture groups about MS4, NPDES, and BMPs.	<i>COMPLETE</i>	Conduct one presentation per year.	Conduct one presentation.	A presentation about MS4, NPDES and BMPs was not formally given to developers, contractors, engineers and architecture groups. However, interested parties were kept informed about the Draft Storm Water Management and Erosion Control Ordinance during the Champaign County Board Environment and Land Use Committee (ELUC) meetings and the Champaign County Board meetings that led up to the County Board adoption on June 18, 2015.
4	A.2.3	Inform agriculture community, Farm Bureau, and 4H about MS4, NPDES, and BMPs.	<i>INCOMPLETE</i>	Conduct one presentation per year.	Conduct one presentation.	NONE

Attachment B. Status Of Compliance With N.P.D.E.S. Permit Conditions for Year 2 (April 1, 2015 – March 31, 2016)

FOR MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4)

Champaign County Permit No. ILR40 00256

April 1, 2016

<p align="center">Attachment B. Status Of Compliance With N.P.D.E.S. Permit Conditions for Year 2 (April 1, 2015 – March 31, 2016)</p> <p align="center">FOR MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4)</p> <p>Champaign County Permit No. ILR40 00256 April 1, 2016</p>						
BMP No.	Brief Description of Best Management Practice (BMP)	Status	Measurable Goal	Year 2 Milestone	Description of Activities	
5	A.2.4	Inform environmental, conservation, and citizen groups about MS4, NPDES, and BMPs upon request.	<i>COMPLETE</i>	Conduct one presentation per year.	Conduct one presentation upon request.	No requests for presentations about MS4, NPDES and BMPs were made from environmental, conservation, and citizen groups.
6	A.6.1	Educational and informational material on web page.	<i>COMPLETE</i>	Develop web page with annual updates on informational and educational materials.	Develop web page.	Information about the Champaign County MS4 program and storm water management in general was added to the Champaign County website.
7	B.4.1	Comply with applicable state and local public notice requirements.	<i>COMPLETE</i>	Annual number of meetings with MS4 related topics	Provide notice of pending storm water regulatory changes and provide opportunity for public comment.	The Champaign County Board Environment and Land Use Committee (ELUC) reviewed the Draft Storm Water Management and Erosion Control Ordinance (Cases 769-AT-13 and 773-AT-14) at public meetings on April 9, 2015, and May 7, 2015, and the Champaign County Board considered the Draft Storm Water Management and Erosion Control Ordinance (Cases 769-AT-13 and 773-AT-14) at their public meetings on May 21, 2015, and June 18, 2015.
8	B.6.1	Intergovernmental Storm Water Management group meetings	<i>COMPLETE</i>	Hold at least four MS4 coordination meetings year	Attend meetings	Staff attended and participated in three meetings over the course of the reporting year.
9	B.7.1	Include NPDES MS4 requirements in the County's Land Resource Management Plan	<i>COMPLETE</i>	Include NPDES MS4 requirements in the County's Land Resource Management Plan and include in annual long range work plan as required.	Include MS4 in work plan for FY16.	Annual update and adoption and implementation of erosion control ordinance work included in RPC Work Plan for FY16.

Attachment B. Status Of Compliance With N.P.D.E.S. Permit Conditions for Year 2 (April 1, 2015 – March 31, 2016)

FOR MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4)

Champaign County Permit No. ILR40 00256

April 1, 2016

<p align="center">Attachment B. Status Of Compliance With N.P.D.E.S. Permit Conditions for Year 2 (April 1, 2015 – March 31, 2016)</p> <p align="center">FOR MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4)</p> <p>Champaign County Permit No. ILR40 00256 April 1, 2016</p>						
BMP No.	Brief Description of Best Management Practice (BMP)	Status	Measurable Goal	Year 2 Milestone	Description of Activities	
10	C.1.1 Map drainage system outfalls into streams and rivers.	<i>INCOMPLETE</i>	Update as information is available and complete a system wide updated every three years.	Maintain drainage system map.	NONE	
11	C.2.1 Prohibit illegal dumping and illicit discharges into drainage system.	<i>IN PROGRESS</i>	Review existing Nuisance Ordinance and revise Ordinance language to include illegal dumping and illicit discharges into drainage systems. Adopt a new ordinance or amend existing ordinance.	Amend ordinance with new language.	Ordinance language has been drafted regarding illegal dumping and illicit discharges into drainage systems but has not yet been adopted.	
12	C.3.1 Establish citizen complaint phone line for illegal dumping and illicit discharges into drainage systems.	<i>COMPLETE</i>	Develop and maintain complaint phone line.	Maintain complaint phone line and record of complaints.	The Department of Planning and Zoning phone line is maintained for citizen complaints regarding illegal dumping and illicit discharges. References could be added to relevant directories.	
13	C.3.2 Establish citizen complaint phone line for non-complying and/or non-functioning private sewage treatment systems	<i>COMPLETE</i>	Develop and maintain complaint phone line.	Maintain complaint phone line and record of complaints.	The Department of Planning and Zoning phone line is maintained for citizen complaints regarding non-complying and / or non-functioning private sewage treatment systems. References could be added to relevant directories.	
14	C.3.3 Create a database of existing private sewage treatment systems and develop management plan to bring non-compliant systems into compliance.	<i>IN PROGRESS</i>	Create database and develop management plan. Implement plan.	Create database and develop management plan.	Records of private sewage treatment systems obtained from Public Health Department, GIS database is under development.	

Attachment B. Status Of Compliance With N.P.D.E.S. Permit Conditions for Year 2 (April 1, 2015 – March 31, 2016)
FOR MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4)

Champaign County Permit No. ILR40 00256

April 1, 2016

<p align="center">Attachment B. Status Of Compliance With N.P.D.E.S. Permit Conditions for Year 2 (April 1, 2015 – March 31, 2016) FOR MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4)</p> <p>Champaign County Permit No. ILR40 00256 April 1, 2016</p>						
BMP No.	Brief Description of Best Management Practice (BMP)	Status	Measurable Goal	Year 2 Milestone	Description of Activities	
15	C.6.1 Annual Report to the Environment and Land Use Committee (of the Champaign County Board) and the Champaign County Board.	<i>COMPLETE</i>	Present Annual Report and place on file.	Annual Report completed.	Annual Report prepared and presented to the Environment and Land Use Committee (ELUC).	
16	D.1.1 Soil erosion and sediment control regulations.	<i>COMPLETE</i>	Review existing soil erosion and sediment control regulations. Prepare draft regulations for County Board adoption. Approve revised regulations.	Enforce soil erosion and sediment control ordinance.	The Champaign County Storm Water Management and Erosion Control Ordinance was adopted by the Champaign County Board on June 18, 2015, and has been enforced since.	
17	D.2.1 Erosion and sediment control BMPs.	<i>COMPLETE</i>	Review and evaluate existing BMPs to determine which should be included in the erosion and sediment control ordinance. Review existing regulations and develop new regulations for ordinance.	Review plans and development for appropriate use of BMP's as required by adopted ordinance.	Land Disturbance Erosion (LDEC) Permits are reviewed for use of appropriate BMP's	
18	D.3.1 Prohibit illegal dumping and illicit discharges into storm drainage system from construction activities.	<i>IN PROGRESS</i>	Review existing Nuisance Ordinance and revise Ordinance language to include illegal dumping and illicit discharges into drainage systems from construction activities. Implement either a new ordinance language or amend existing Ordinance.	Review existing Nuisance Ordinance and draft new Nuisance Ordinance language.	Ordinance language has been drafted regarding illegal dumping and illicit discharges into drainage systems but has not yet been adopted. The Storm Water Management and Erosion Control Ordinance includes a prohibition of illegal dumping and illicit discharges from construction activities.	

Attachment B. Status Of Compliance With N.P.D.E.S. Permit Conditions for Year 2 (April 1, 2015 – March 31, 2016)

FOR MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4)

Champaign County Permit No. ILR40 00256

April 1, 2016

Attachment B. Status Of Compliance With N.P.D.E.S. Permit Conditions for Year 2 (April 1, 2015 – March 31, 2016)

FOR MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4)

Champaign County Permit No. ILR40 00256

April 1, 2016

BMP No.	Brief Description of Best Management Practice (BMP)	Status	Measurable Goal	Year 2 Milestone	Description of Activities
19	D.4.1 Develop processes and procedures to evaluate proposed construction site runoff mechanisms.	<i>COMPLETE</i>	Develop procedures and processes to evaluate proposed construction site runoff control mechanisms.	Implement and refine review procedures	The Storm Water Management and Erosion Control Ordinance identifies specific information that must be submitted for a Land Disturbance Erosion Control (LDEC) Permit application in order to evaluate proposed construction site runoff mechanisms. Procedures will be refined as more experience is gained in the review of LDEC Permits.
20	D.4.2 Training class or workshop for evaluating and inspecting construction site runoff control mechanisms.	<i>COMPLETE</i>	Zoning Officer (or Director's designee) attendance at training class or workshop for evaluating and inspecting construction site runoff control mechanisms.	Director's designee attends training.	Senior Planner and a Zoning Technician attended the IL Center for Transportation class "Fundamentals of Storm Water Pollution and Erosion and Sediment Control.
21	D.6.1 Develop procedures and processes to inspect construction sites for compliance with construction site runoff control mechanisms.	<i>COMPLETE</i>	Develop procedures and processes to inspect construction sites for compliance with construction site runoff control mechanisms.	Implement and refine review procedures.	Inspection Report Forms were included in the Champaign County Storm Water Management and Erosion Control Ordinance and inspections are logged by permit number.
22	E.2.1 Require annual inspections of publicly owned storm water management facilities (post-construction).	<i>INCOMPLETE</i>	Establish and implement procedures for annual inspections of publicly-owned storm water management facilities to insure they function as designed (post-construction) in the County SWPPP.	NONE	NONE

Attachment B. Status Of Compliance With N.P.D.E.S. Permit Conditions for Year 2 (April 1, 2015 – March 31, 2016)

FOR MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4)

Champaign County Permit No. ILR40 00256

April 1, 2016

Attachment B. Status Of Compliance With N.P.D.E.S. Permit Conditions for Year 2 (April 1, 2015 – March 31, 2016)

FOR MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4)

Champaign County Permit No. ILR40 00256

April 1, 2016

BMP No.	Brief Description of Best Management Practice (BMP)	Status	Measurable Goal	Year 2 Milestone	Description of Activities
23	E.3.1 Develop procedures to insure that storm water management facilities are maintained to function as designed (post-construction).	<i>IN PROGRESS</i>	Procedures identified for storm water facility maintenance (post-construction) in the County SWPPP.	NONE	NONE
24	E.4.1 Training class or workshop for evaluating and inspecting construction site runoff control mechanisms (post-construction).	<i>INCOMPLETE</i>	Zoning Officer (or Director's designee) attendance at training class or workshop for evaluating and inspecting site runoff control mechanisms (post-construction).	Director's designee attends training.	NONE
25	E.5.1 Develop procedures and processes to inspect construction sites for compliance with post-construction runoff control mechanisms.	<i>INCOMPLETE</i>	Develop procedures and processes to inspect construction sites for compliance with approved post-construction site runoff control mechanisms.	Develop and implement procedures.	NONE
26	F.1.1 Spill prevention protocol.	<i>INCOMPLETE</i>	Conduct annual spill prevention training with appropriate staff. Track meeting agenda, materials, and attendee sign-in sheet.	Training session completed.	NONE
27	F.1.2 Spill response protocol.	<i>COMPLETE</i>	Conduct annual spill response training with appropriate staff. Track meeting agenda, materials, and attendee sign-in sheet.	Training session completed.	Training completed on 5/22/15; 7/30/15; 9/10/15; and 9/11/15. Documentation of complete training is kept in file.
28	F.1.3 Pesticide storage, application, and disposal training.	<i>NO LONGER APPLICABLE- SEE BMP CHANGE</i>	Conduct annual pesticide storage, application, and disposal training with appropriate staff. Track meeting agenda, materials, and attendee sign-in sheet. Review licensing annually.	Review license and complete training.	The Champaign County Engineer has determined that pesticides (herbicides) will no longer be used by the Champaign County Highway Department so training is no longer needed.

Attachment B. Status Of Compliance With N.P.D.E.S. Permit Conditions for Year 2 (April 1, 2015 – March 31, 2016)

FOR MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4)

Champaign County Permit No. ILR40 00256

April 1, 2016

<p align="center">Attachment B. Status Of Compliance With N.P.D.E.S. Permit Conditions for Year 2 (April 1, 2015 – March 31, 2016)</p> <p align="center">FOR MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4)</p> <p>Champaign County Permit No. ILR40 00256 April 1, 2016</p>						
BMP No.	Brief Description of Best Management Practice (BMP)	Status	Measurable Goal	Year 2 Milestone	Description of Activities	
29	F.1.4 Hazardous material and storage management training.	<i>COMPLETE</i>	Conduct annual hazardous material and storage management training with appropriate staff. Track meeting agenda, materials, and attendee sign-in sheet. Review licensing annually.	License review and training session completed.	All relevant hazardous materials storage and handling reviewed with Facilities Director. No licensing required.	
30	F.2.1 Storm water Pollution Prevention Plan (SWPPP) for County owned facilities.	<i>INCOMPLETE</i>	Prepare SWPPP for all County owned facilities.	Develop the Plan.	NONE	
31	F.3.1 Investigate feasibility and effectiveness of integrated, bio-detention and filtering for County campus redesign.	<i>INCOMPLETE</i>	Review and develop a feasibility plan. Update feasibility plan each year, if necessary.	None identified.	NONE	

Attachment C. Information Collected for Year 2 (April 1, 2015- March 31, 2016)

FOR MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4)

Champaign County Permit No. ILR40 0025

April 1, 2016

There was no information collected from April 1, 2015, through March 31, 2016.

Attachment D. Proposed N.P.D.E.S. Permit Activities for Reporting Year 3 (April 1, 2016 – March 31, 2017)

FOR MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4)

Champaign County Permit No. ILR40 00256

April 1, 2016

P. 1 of 5

BMP No.	Brief Description of Best Management Practice (BMP)	Measurable Goal	Year 3 Milestone	Proposed Activity (4/1/16-3/31/17)
A.1.1	Flyers and information sheets at permit counter.	Develop and distribute one new educational material handout.	Distribute handout.	Update if necessary & distribute handout.
A.2.1	Inform business groups about MS4, NPDES, and BMPs.	Conduct one presentation per year, upon request.	Conduct one presentation, upon request.	Conduct one presentation if requested.
A.2.2	Inform developer, contractor, engineering, and architecture groups about MS4, NPDES, and BMPs.	Conduct one presentation each year.	Conduct one presentation.	Conduct one presentation.
A.2.3	Inform agriculture community, Farm Bureau, and 4H about MS4, NPDES, and BMPs.	Conduct one presentation each year.	Conduct one presentation.	Conduct one presentation.
A.2.4	Inform environmental, conservation, and citizen groups about MS4, NPDES, and BMPs.	Conduct one presentation each year, upon request.	Conduct one presentation, upon request.	Conduct one presentation if requested.
A.6.1	Educational and informational material on web page.	Develop web page with annual updates on informational and educational materials.	Develop web page.	Develop webpage and post materials to County website.
B.4.1	Comply with applicable State and local public notice requirements.	Annual number of meetings with MS4 related topics. Maintain electronic records of notices, agendas, and public participation.	Provide notice of pending stormwater regulatory changes and provide opportunity for public comment.	Post meeting announcements as required by law.
B.6.1	Intergovernmental Storm Water Management group meetings (coordination meetings for all Champaign County MS4 jurisdictions)	Hold at least four MS4 coordination meetings each year.	Attend meetings.	Attend cooperative MS4 meetings.
B.7.1	Fund aspects of NPDES MS4 implementation in the County's Land Resource Management Plan implementation budget including public involvement when appropriate.	Include NPDES MS4 requirements in the County's Land Resource Management Plan and include in annual long range work plan as required.	Include MS4 in work plan for FY17	Identify and establish budget for NPDES related tasks. Include tasks in the Champaign County Planning Contract.

Attachment D. Proposed N.P.D.E.S. Permit Activities for Reporting Year 3 (April 1, 2016 – March 31, 2017)

FOR MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4)

Champaign County Permit No. ILR40 00256

April 1, 2016

P. 2 of 5

BMP No.	Brief Description of Best Management Practice (BMP)	Measurable Goal	Year 3 Milestone	Proposed Activity (4/1/16-3/31/17)
C.1.1	Map drainage system out falls into streams and rivers.	Update as information is available and complete a system wide update every 3 years.	Develop drainage system map for unincorporated MS4 Area (50% completion)	Develop drainage system map for unincorporated MS4 Area (50% completion)
C.2.1	Prohibit illegal dumping and illicit discharges into drainage systems through nuisance ordinance.	Review existing Nuisance Ordinance and revise Ordinance to include illegal dumping and illicit discharges into drainage systems. Adopt a new Ordinance or amend existing Ordinance.	Enforce Nuisance Ordinance	Continue reviewing ordinances and drafting new language for future adoption.
C.3.1	Establish citizen complaint phone line for illegal dumping and illicit discharges into drainage systems.	Develop and maintain phone line.	Maintain complaint phone line and record of complaints.	Maintain complaint phone line and record of complaints.
C.3.2	Establish citizen complaint phone line for non-complying and/or non-functioning private sewage treatment systems	Develop and maintain complaint phone line.	Identify phone line in both online and published materials (phone book, local government reference book).	Maintain complaint phone line and record of complaints.
C.3.3	Create a database of existing private sewage treatments systems and develop management plan to bring non-compliant systems into compliance.	Create database and develop and adopt management plan. Implement management plan.	Create database and develop management plan.	Continue building the GIS database. Distribute database to relevant users and develop management plan.
C.6.1	Annual report to the Environment and Land Use Committee of the Champaign County Board.	Present Annual Report and place on file.	Annual report completed	Complete annual report.
D.1.1	Soil Erosion and Sediment Control regulations.	Review existing erosion and sediment control regulations. Prepare draft regulations for County Board adoption. Approve revised regulations.	Enforce Soil Erosion and Sediment Control regulations.	Enforce the requirements of the Storm Water Management and Erosion Control Ordinance.

Attachment D. Proposed N.P.D.E.S. Permit Activities for Reporting Year 3 (April 1, 2016 – March 31, 2017)
FOR MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4)

Champaign County Permit No. ILR40 00256

April 1, 2016

P. 3 of 5

BMP No.	Brief Description of Best Management Practice (BMP)	Measurable Goal	Year 3 Milestone	Proposed Activity (4/1/16-3/31/17)
D.2.1	Erosion and Sediment Control BMPs.	Review and evaluate existing BMPs to determine which should be included in the erosion and sediment control ordinance. Review existing regulations and develop new regulations for the ordinance.	Review plans and development for appropriate use of BMPs as required by adopted ordinance and/or policy	Review Land Disturbance Erosion (LDEC) Permits for use of appropriate BMP's
D.3.1	Prohibit illegal dumping and illicit discharges into storm drainage system from construction activities.	Review existing Nuisance Ordinance and revise Ordinance language to include illegal dumping and illicit discharges into drainage systems from construction activities. Implement either a new Ordinance or amend existing Ordinance.	Amend or adopt Nuisance Ordinance with updates.	Amend Nuisance Ordinance to include illegal dumping and illicit discharges into drainage systems from construction activities.
D.4.1	Develop procedures and processes to evaluate proposed construction site runoff mechanisms.	Develop procedures and processes to evaluate proposed construction site runoff mechanisms.	Implement and refine review procedures.	Develop, implement, and refine procedures.
D.4.2	Training class/ workshop for evaluating and inspecting construction site runoff control mechanism.	Zoning Officer (or Director's designee) attendance at training class or workshop for evaluating and inspecting construction site runoff control mechanisms.	Director's designee attends training.	Director's designee attends training.
D.6.1	Develop procedures and processes to inspect construction sites for compliance with construction site runoff control mechanisms.	Develop procedures and processes to inspect construction sites for compliance with construction site runoff control mechanisms.	Implement and refine review procedures.	Develop, implement, and refine procedures.
E.2.1	Require annual inspection of publicly-owned storm water management facilities (post- construction).	Establish and implement procedures for annual inspections of publicly-owned storm water management facilities to ensure facilities function as designed (post-construction) in the County SWPPP.	Develop and implement procedures in the County SWPPP.	Develop and implement procedures in the County SWPPP.

Attachment D. Proposed N.P.D.E.S. Permit Activities for Reporting Year 3 (April 1, 2016 – March 31, 2017)

FOR MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4)

Champaign County Permit No. ILR40 00256

April 1, 2016

P. 4 of 5

BMP No.	Brief Description of Best Management Practice (BMP)	Measurable Goal	Year 3 Milestone	Proposed Activity (4/1/16-3/31/17)
E.3.1	Develop procedures to ensure that storm water facilities are maintained to function as designed (post- construction).	Procedures identified for storm water facility maintenance (post-construction) in the County SWPPP.	Develop and implement procedures in the County SWPPP.	Develop and implement procedures in the County SWPPP.
E.4.1	Training class or workshop for evaluating and inspecting site runoff control mechanisms (post-construction).	Zoning Officer (or Director's designee) attendance at training class or workshop for evaluating and inspecting site runoff control mechanisms (post-construction).	Director's designee attends training.	Director's designee attends training.
E.5.1	Develop procedures and processes to inspect construction sites for compliance with runoff control mechanisms.	Develop procedures and processes to inspect construction sites for compliance with approved post-construction site runoff control mechanisms.	Develop and implement procedures.	Develop and implement procedures
F.1.1	Spill prevention protocol	Conduct annual spill prevention training with appropriate County staff. Track with meeting agenda, materials, and attendee sign-in sheet.	Training session completed.	Complete a training session with appropriate staff.
F.1.2	Spill response protocol	Conduct annual spill response training with appropriate County staff. Track with meeting agenda, materials and attendee sign-in sheet.	Training session completed.	Complete a training session with appropriate staff.
F.1.4	Hazardous material and storage management training.	Conduct annual hazardous material and storage management training with appropriate County staff. Track with meeting agenda, materials and attendee sign-in sheet. Review licensing annually.	License review and training session completed.	Complete a training session with appropriate staff and review relevant licenses.
F.2.1	Prepare a Stormwater Pollution Prevention Plan (SWPPP) for County owned facilities.	Prepare SWPPP for all County owned facilities.	Develop the plan.	Begin development of SWPPP for all County owned facilities including a timeline for proposed implementation.

Attachment D. Proposed N.P.D.E.S. Permit Activities for Reporting Year 3 (April 1, 2016 – March 31, 2017)

FOR MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4)

Champaign County Permit No. ILR40 00256

April 1, 2016

P. 5 of 5

BMP No.	Brief Description of Best Management Practice (BMP)	Measurable Goal	Year 3 Milestone	Proposed Activity (4/1/16-3/31/17)
F.3.1	Investigate feasibility and effectiveness of integrated bio-detention and filtering for County campus redesign.	Review and develop a feasibility plan. Update feasibility plan each year, if necessary.	None identified.	No activity for Year 3.

Attachment E. List of Construction Projects for Year 2 (April 1, 2015 – March 31, 2016)

FOR MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4)

Champaign County Permit No. ILR40 00256
P. 1 of 2

April 1, 2016

ROADWAY CONSTRUCTION PROJECTS

Section Number	Project Name	Project Location/ Road District	Project Statistics	Project Notes
	15-12017-00-BR	Hensley Twp.	<1 acre	Bridge Replacement
	15-29018-00-BR	Village of Tolono	<1 acre	Bridge Replacement
	15-00019-00-BR	Champaign County	<1 acre	Bridge Replacement
	15-07020-00-BR	Condit Twp.	<1 acre	Bridge Replacement
	15-06021-00-BR	Compromise Twp.	<1 acre	Culvert Replacement
	15-17022-00-BR	Ogden Twp.	<1 acre	Culvert Replacement
	15-00023-00-BR	Champaign County	<1 acre	Bridge Replacement
	15-03025-00-BR	Champaign Twp.	<1 acre	Bridge Repair
	15-07026-00-BR	Condit Twp.	<1 acre	Bridge Replacement
	15-05027-00-BR	Colfax Twp.	<1 acre	Bridge Replacement
	15-00028-00-BR	Champaign County	<1 acre	Bridge Replacement
	15-21024-00-BR	Raymond Twp.	<1 acre	Culvert Replacement
	16-00029-00-BR	Champaign County	<1 acre	Culvert Replacement
	16-06030-00-BR	Compromise Twp.	<1 acre	Culvert Replacement
	16-00031-00-BR	Champaign County	<1 acre	Bridge Repair
	16-00033-00-BR	Champaign County	<1 acre	Bridge Replacement
	16-05034-00-BR	Crittenden Twp.	<1 acre	Culvert Replacement
	16-00035-00-BR	Champaign County	<1 acre	Bridge Replacement
	16-15036-00-BR	Mahomet Twp.	<1 acre	Culvert Replacement
	16-12037-00-BR	Hensley Twp.	<1 acre	Bridge Repair
	16-24038-00-BR	Sidney Twp.	<1 acre	Culvert Replacement
	16-15032-00-BR	Mahomet Twp.	<1 acre	Bridge Deck Replacement
	13-00432-00-RS	Champaign County	>1 acre	(Dewey-Fisher Road)

Attachment E. List of Construction Projects for Year 2 (April 1, 2015 – March 31, 2016)

FOR MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4)

Champaign County Permit No. ILR40 00256
P. 2 of 2

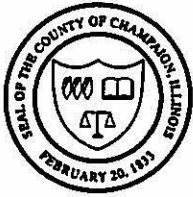
April 1, 2016

				CH 1 re-surface and widening plus safety
	15-03439-00-RS	Champaign Twp.	>1 acre	Rising & Cardinal Roads Realignment
	15-21440-00-SP	Raymond Twp. & Champaign County	<1 acre	Railroad Crossing Realignment
	15-00441-00-SP	Tolono Twp. & Champaign County	<1 acre	Railroad Crossing Realignment
	15-00442-00-SP	Somer Twp. & Champaign County	<1 acre	Railroad Crossing Realignment

OTHER CONSTRUCTION PROJECTS n/a

Project Name	Project Location	Project Statistics	Project Notes

NOTES



**CHAMPAIGN COUNTY BOARD
HIGHWAY & TRANSPORTATION COMMITTEE
Summary of Action Taken at the May 6, 2016 Meeting**

MEMBERS PRESENT: Lorraine Cowart (Chair), Lloyd Carter, Shana Harrison, John Jay, Jim McGuire, Diane Michaels, Max Mitchell
MEMBERS ABSENT: Chris Alix

<u>Agenda Item</u>	<u>Action Taken</u>
I. Call to Order	9:02 a.m.
II. Roll Call	7 Committee members present, 1 Committee member absent
III. Approval of Agenda/Addenda	Approved
IV. Approval of Minutes Highway & Transportation Committee meeting – April 8, 2016	Approved
V. Public Participation	None
VI. Communications	None
VII. County & Township Motor Fuel Tax Claims – April 2016	Approved
VIII. Resolution Awarding of Contract for the Furnish and Mix of Bituminous Material for Various Township Roads Mahomet Road District #16-15000-00-GM	*RECOMMEND COUNTY BOARD APPROVAL of Resolution Awarding of Contract for the Furnish and Mix of Bituminous Material for Various Township Roads Mahomet Road District #16-15000-00-GM
IX. Resolution Awarding of Contract for the 2016 Pavement Striping of Various County Highways Section #16-00000-01-GM	*RECOMMEND COUNTY BOARD APPROVAL of Resolution Awarding of Contract for the 2016 Pavement Striping of Various County Highways Section #16-00000-01-GM
X. Petition & Resolution for Champaign & Tolono Townships #15-03025-00-BR	*RECOMMEND COUNTY BOARD APPROVAL of Petition & Resolution for Champaign & Tolono Townships #15- 03025-00-BR
XI. Petition & Resolution for Hensley Township #16- 12037-00-BR	*RECOMMEND COUNTY BOARD APPROVAL of Petition & Resolution for Hensley Township #16-12037-00-BR
XII. Petition & Resolution for Mahomet Township #16-15036-00-BR	*RECOMMEND COUNTY BOARD APPROVAL of Petition & Resolution for Mahomet Township #16-15036-00-BR
XIII. Petition & Resolution for Sidney Township #16- 24038-00-BR	*RECOMMEND COUNTY BOARD APPROVAL of Petition & Resolution for Sidney Township #16-24038-00-BR

<u>Agenda Item</u>	<u>Action Taken</u>
XIV. Award of Contract for the Purchase of Four Tandem Axle Trucks	RECOMMEND COUNTY BOARD APPROVAL Awarding of Contract for the Purchase of Four 2017 Tandem Axle Trucks
XV. Other Business	Information on Lincoln Avenue Right-of-Way, Update on Maplewood
XVI. Chair's Report	Next meeting is June 3, 2016 (changed from June 10, 2016)
XVII. Designation of Items to be Placed on the Consent Agenda	VIII, IX, X, XI, XII & XIII
XVIII. Adjournment	10:10 a.m.

*Denotes Inclusion on the Consent Agenda

RESOLUTION NO. 9607

RESOLUTION AWARDING OF CONTRACT
FOR THE PURCHASE OF FOUR
2017 TANDEM AXLE TRUCKS
BY THE CHAMPAIGN COUNTY HIGHWAY DEPARTMENT

WHEREAS, A Public Letting was held on May 19, 2015, in Urbana, Illinois, for a new Tandem Axle Truck; and

WHEREAS, Mack of Decatur, Decatur, Illinois was awarded the low bid and Champaign County purchased one new tandem axle truck; and

WHEREAS, Champaign County is desirous to purchase four more trucks at the price bid by Mack of Decatur; and

WHEREAS, Mack of Decatur has agreed to supply four more new trucks at the same price as the bid from 2015; and

WHEREAS, the price to purchase four new tandem trucks, based on the previous bid, and have the dealer re-install existing equipment from current county vehicles, is \$486,791.00; and

WHEREAS, The Highway and Transportation Committee recommends to the County Board that the above contract be awarded, and

WHEREAS, The County Board of Champaign County concurs in the action recommended by the Highway and Transportation Committee.

NOW, THEREFORE, BE IT RESOLVED, That the County Board of Champaign County does hereby award the above listed contract to Mack of Decatur, Decatur, Illinois.

PRESENTED, ADOPTED, APPROVED and RECORDED this 19th day of May A.D., 2016.

Pattsi Petrie, Chair
County Board of the County of Champaign,
Illinois

ATTEST: _____
Gordy Hulten, County Clerk and
ex-Officio Clerk of the County Board

Prepared by: Jeff Blue
County Engineer

COMMITTEE OF THE WHOLE
Finance/ Policy, Personnel, & Appointments/Justice & Social Services
 County of Champaign, Urbana, Illinois
 Action Taken Tuesday, May 10, 2016 – 6:30 p.m.

<u>Agenda Item</u>	<u>Action</u>
I. <u>Call To Order</u>	6:30 p.m.
II. <u>Roll Call</u>	17 members present
III. <u>Approval of Agenda/Addenda</u>	Approved
IV. <u>Approval of Minutes</u>	
A. March 8, 2016 – Revised	Approved
B. April 12, 2016	Approved
V. <u>Public Participation</u>	None
VI. <u>Communications</u>	Rector discussed the marathon. Rosales announced the Countywide Electronics Collection on May 21.
VII. <u>Justice & Social Services</u>	
A. <u>Monthly Reports –</u>	All reports were received and placed on file.
1. Animal Control – March 2016	
2. Emergency Management Agency – April 2016	
3. Head Start – April 2016	
4. Probation & Court Services – March 2016 & 1 st Quarter Statistical Report	
5. Public Defender – April 2016	
6. Veterans’ Assistance Commission – March 2016	
B. <u>Other Business</u>	
C. <u>Chair’s Report</u>	
VIII. <u>Policy, Personnel, & Appointments</u>	
A. <u>Appointments/Reappointments</u>	
* <i>Italicized Name Denotes Incumbent</i>	
1. <u>Board of Review – Term June 1, 2016-May 31, 2018 (2Vacancies) 1D, 1R</u>	
Applicants:	
• Elizabeth Burgenor-Patton (D)	*RECOMMEND COUNTY BOARD APPROVAL of a Resolution Appointing Elizabeth Burgenor-Patton to the Board of Review, Term June 1, 2016-May 31, 2018
• Jason Rogers (R) (withdrew)	
2. <u>Farmland Assessment Review Committee – Term June 1, 2016-May 31, 2020 (2 Vacancies)</u>	
Applicants:	*RECOMMEND COUNTY BOARD APPROVAL of a Resolutions Appointing Kent Krukewitt and Richard Rayburn to the Farmland Assessment Review Committee, Term June 1, 2016-May 31, 2020
• Kent Krukewitt	
• Richard Rayburn	
3. <u>Sangamon Valley Public Water District – Term June 1, 2016-May 31, 2021 (2 Vacancies)</u>	
Applicants:	*RECOMMEND COUNTY BOARD APPROVAL of a Resolutions Appointing Meghan Hennesy and Olen Parkhill Jr. to the Sangamon Valley Public Water District Board, Term June 1, 2016-May 31, 2021
• Meghan Hennesy	

*Committee of the Whole
Finance; Policy, Personnel, & Appointments; Justice & Social Services
Action Taken May 10, 2016
Page 2*

<u>Agenda Item</u>	<u>Action</u>
<ul style="list-style-type: none"> • <i>Olen Parkhill Jr.</i> 	
4. <u>Penfield Water District – Term June 1, 2016-May 31, 2021 (1 Vacancy)</u> Applicant: <ul style="list-style-type: none"> • <i>Steve Parrish</i> 	<i>*RECOMMEND COUNTY BOARD APPROVAL of a Resolution Appointing Steve Parrish to the Penfield Water District Board, Term June 1, 2016-May 31, 2021</i>
5. <u>Dewey Community Public Water District – Term June 1, 2016-May 31, 2021 (1 Vacancy)</u> Applicant: <ul style="list-style-type: none"> • <i>Josh Birt</i> 	<i>*RECOMMEND COUNTY BOARD APPROVAL of a Resolution Appointing Josh Birt to the Dewey Community Public Water District</i>
6. <u>UC Sanitary District – Term June 1, 2016-May 31, 2019 (1 Vacancy – D)</u> Applicants: <ul style="list-style-type: none"> • <i>Jennifer Putman (D)</i> • <i>Larry Martin (D)</i> • <i>Joyce Marlene Hedrick (D)</i> 	<i>*RECOMMEND COUNTY BOARD APPROVAL of a Resolution Appointing Jennifer Putman to the Urbana-Champaign Sanitary District, Term June 1, 2016-May 31, 2019</i>
7. <u>Somer #1 Drainage District – 1 Unexpired Term Ending 8/31/2017</u> Applicant: <ul style="list-style-type: none"> • <i>Chris Conerty</i> 	<i>*RECOMMEND COUNTY BOARD APPROVAL of a Resolution Appointing Chris Conerty to the Somer #1 Drainage District, Unexpired Term Ending 8/31/2017</i>
8. <u>St. Joseph Drainage District #6 – 1 Unexpired Term Ending 8/31/2017</u> Applicant: <ul style="list-style-type: none"> • <i>Cody Fisher</i> 	<i>*RECOMMEND COUNTY BOARD APPROVAL of a Resolution Appointing Cody Fisher, Unexpired Term Ending 8/31/2017</i>
B. <u>County Clerk</u>	
1. April 2016 Report	Received and placed on file
C. <u>County Administrator</u>	
1. Administrative Services Monthly Report – April 2016	Received and placed on file
2. Revised Nursing Home Personnel Policy	Action Deferred to County Board meeting
3. Job Content Evaluation Committee Recommendation for Animal Control Warden, Senior Position	Approved
D. <u>Other Business</u>	None
E. <u>Chair’s Report</u>	Quisenberry discussed future changes to the Purchasing Policy
F. <u>Designation of Items to be Placed on the Consent Agenda</u>	A1-8
IX. <u>Finance</u>	
A. <u>Treasurer</u>	
1. Monthly Report – April 2016	Report received and placed on file
B. <u>Auditor</u>	
1. Monthly Report – April 2016	Report received and placed on file

*Committee of the Whole
Finance; Policy, Personnel, & Appointments; Justice & Social Services
Action Taken May 10, 2016
Page 3*

<u>Agenda Item</u>	<u>Action</u>
2. Resolution Authorizing Inter-Fund Loans from Fund Reserves to Other Funds	*RECOMMEND COUNTY BOARD APPROVAL of a Resolution Authorizing Inter-Fund Loans from Fund Reserves to Other Funds
C. <u>Nursing Home Monthly Report</u>	Received and placed on file
D. <u>Emergency Management Agency</u>	
1. Request Approval of Application for, & If Awarded, Acceptance of Hazardous Materials Emergency Planning Grant	*RECOMMEND COUNTY BOARD APPROVAL of a Resolution Approving the Application for, & If Awarded, Acceptance of Hazardous Materials Emergency Planning Grant
E. <u>State's Attorney</u>	
1. Request Approval of Intergovernmental Agreement Between the Illinois Department of Healthcare and Family Services and the Champaign County State's Attorney, Term July 1, 2016 – June 30, 2017	*RECOMMEND COUNTY BOARD APPROVAL of a Resolution Approving an Intergovernmental Agreement Between the Illinois Department of Healthcare and Family Services and the Champaign County State's Attorney, Term July 1, 2016 – June 30, 2017
F. <u>County Administrator</u>	
1. FY2016 General Corporate Fund Projection Report	Reports received and placed on file
2. FY2016 General Corporate Fund Budget Change Report	
3. Resolution Adopting the Champaign County Financial Policies	*RECOMMEND COUNTY BOARD APPROVAL of a Resolution Adopting the Champaign County Financial Policies
4. FY2017 Budget Process Resolution	*RECOMMEND COUNTY BOARD APPROVAL of a Resolution Authorizing the FY2017 Budget Process
5. Job Content Evaluation Committee Recommendation for Animal Control Warden, Senior Position	RECOMMEND COUNTY BOARD APPROVAL of a Resolution Authorizing An Amendment to the Animal Control Department's Schedule of Authorized Positions
G. <u>Other Business - Addendum</u>	
1. Budget Amendment 16-00026 Fund/Dept. 101 MHB/DDB CILA Facilities-054 CILA Project Increased Appropriations: \$151,881 Increased Revenue: From Mental Health Fund 090 Reason: to Allocate Budgeted Funds from the Mental Health Board (090) to New Fund MHB/DDB CILA Facilities (101)	*RECOMMEND COUNTY BOARD APPROVAL of a Resolution Authorizing Budget Amendment 16-00026
H. <u>Chair's Report</u>	None
I. <u>Designation of Items to be Placed on the Consent Agenda</u>	B2, D1, E1, F3-4
X. <u>Other Business</u>	None
XI. <u>Adjournment</u>	7:32 p.m.

RESOLUTION NO. 9610

PAYMENT OF CLAIMS AUTHORIZATION

MAY 2016

FY 2016

WHEREAS, The County Auditor has examined the Expenditure Approval List of Claims against the County of Champaign totaling \$6,515,739.31 including warrants 540473 through 541901; and

WHEREAS, The claims included on the list were paid in accordance with Resolution No. 1743; and

WHEREAS, Claims against the Mental Health Fund do not require County Board approval and are presented for information only; and

WHEREAS, The County Auditor has recommended the payment of all claims on the Expenditure Approval List; and

WHEREAS, The County Board finds all claims on the Expenditure Approval List to be due and payable;

NOW, THEREFORE, BE IT RESOLVED by the Champaign County Board that payment of the claims totaling \$6,515,739.31 including warrants 540473 through 541901 is approved.

PRESENTED, ADOPTED, APPROVED, AND RECORDED this 19th day of May, A.D. 2016.

**Pattsi Petrie, Chair
Champaign County Board**

ATTEST: _____
**Gordy Hulten, County Clerk
and ex-officio Clerk of the
Champaign County Board**

RESOLUTION NO. 9611

PURCHASES NOT FOLLOWING PURCHASING POLICY

May 2016

FY2016

WHEREAS, Purchases by Champaign County offices and departments sometimes occur that are not in compliance with the Champaign County Purchasing Policy; and

WHEREAS, The Champaign County Auditor must present those purchases to the Champaign County Board for approval of payment;

NOW, THEREFORE, BE IT RESOLVED By the Champaign County Board that the purchases not following purchasing policy as presented by the Champaign County Auditor on May 19th, 2016 are hereby approved for payment.

PRESENTED, ADOPTED, APPROVED, AND RECORDED this 19th day of May A.D. 2016.

Patsi Petrie, Chair
Champaign County Board

ATTEST: _____
Gordy Hulten, County Clerk
and ex-officio Clerk of the
Champaign County Board

FOR COUNTY BOARD APPROVAL
5/19/16

PURCHASES NOT FOLLOWING THE PURCHASING POLICY, AND EMERGENCY PURCHASES

DEPARTMENT	APPROPRIATION #	VR#/PO#	VR/PO DATE	DESCRIPTION	VENDOR	AMOUNT
FY2015 PURCHASE PAID IN FY 2016						
** Regional Planning	075-739-533.92	VR#029-523	04/06/16	C-Cart expenses Oct-Dec	CU Mass Transit District	\$ 65,647.64
** Circuit Court	080-031-533.03	VR#031-125	04/06/16	Attorney service 9/18-12/18	Edwin Piraino	\$ 330.00
** Circuit Court	080-031-533.03	VR#031-135	04/21/16	Attorney service 8/25-10/29	Alexander Ruggieri	\$ 320.00
** Circuit Court	080-031-533.03	VR#031-150	04/28/16	Attorney service 12/3	Andrea Bergstrom	\$ 120.00
** Nursing Home	081-410-533.07	VR#044-063	01/18/16	Background checks Dec'15	Illinois State Police- Bureau of ID	\$ 240.00
** Nursing Home	081-415-533.34	VR#044-269	02/18/16	Pest control 12/17	McCloud Services	\$ 511.35
** Nursing Home	081-410-533.29	VR#044-299	02/25/16	Software support Dec'15	Provinet Solutions	\$ 3,300.98
** Nursing Home	081-410-533.07	VR#044-300	02/25/16	Skip trace & asset search 12/23	Target Research Inc.	\$ 50.00
** Nursing Home	081-410-533.07	VR#044-354	03/08/16	MDS contract service 9/14-20	Tobin & Associates Inc.	\$ 600.00
** Nursing Home	081-various	VR#044-357	03/08/16	Furniture & boot 10/9	Direct Supply Equipment	\$ 7,388.38
** Nursing Home	081-430-522.93	VR#044-361	03/08/16	Slings 10/19	Direct Supply Equipment	\$ 480.23
** Nursing Home	081-430-522.93	VR#044-366	03/08/16	Boot 10/16	Direct Supply Equipment	\$ 297.34
** Nursing Home	081-430-522.93	VR#044-367	03/08/16	Headrest 10/21	Direct Supply Equipment	\$ 208.51
** Nursing Home	081-430-522.93	VR#044-373	03/08/16	Body support 10/26	Direct Supply Equipment	\$ 146.42
** Nursing Home	081-425-522.22	VR#044-401	03/08/16	Maintenance supplies 10/16	Direct Supply Equipment	\$ 88.38
** Nursing Home	081-447-533.07	VR#044-423	03/08/16	Respiratory therapy Dec'15	Pel/Vip Medical Staffing	\$ 926.76
** Nursing Home	081-415-522.93	VR#044-446	03/08/16	Cleaning supplies 12/4	Supplyworks	\$ 1,731.81
** Nursing Home	081-415-522.93	VR#044-447	03/08/16	Cleaning supplies 12/9	Supplyworks	\$ 99.04
** Nursing Home	081-415-522.93	VR#044-448	03/08/16	Maintenance supplies 12/11	Supplyworks	\$ 1,073.29
** Nursing Home	081-various	VR#044-466	03/08/16	Food supply 12/10	Healthcare Services Group Inc.	\$ 2,863.02
** Nursing Home	081-425-533.86	VR#044-469	03/08/16	Vac breaker kit 12/9	Mark's Plumbing Parts	\$ 156.35
** Nursing Home	081-425-various	VR#044-470	03/08/16	Maintenance supplies 12/17	Mark's Plumbing Parts	\$ 385.84
** Nursing Home	081-415-522.93	VR#044-479	03/08/16	Janitorial supplies 12/18	Supplyworks	\$ 926.58
** Nursing Home	081-420-522.28	VR#044-489	03/08/16	Laundry detergent 12/18	Horning's Inc.	\$ 2,020.00
** Nursing Home	081-415-522.93	VR#044-499	03/08/16	Janitorial supplies 12/23	Supplyworks	\$ 1,316.63
** Nursing Home	081-var-533.07	VR#044-523	03/08/16	Activity & social consult Dec'15	Health Services Consultants Inc.	\$ 259.40
** Nursing Home	081-various	VR#044-524	03/08/16	Food supply Dec'15	Healthcare Services Group Inc.	\$ 1,349.35
** Nursing Home	081-425-533.86	VR#044-530	03/08/16	Paint supply 11/19	Sherwin Williams Co	\$ (2.05)
** County Highway	083-060-533.49	VR#083-222	04/12/16	Vehicle parts & credits 12/16-17	JX Enterprises	\$ (507.48)
** County Bridge	084-060-544.10	VR#084-006	04/05/16	Bridge project FY15	State of Illinois	\$ 13,900.00
** Early Childhood Fund	104-647-533.07	VR#104-818	04/26/16	ADA services Dec'15	Balley Edward Design Inc.	\$ 535.00
** Early Childhood Fund	104-647-533.07	VR#104-830	04/27/16	Consult 11/19-12/31	Tess Bennett	\$ 1,050.00
** Correctional Center	080-140-533.06	VR#140-176	04/07/16	Medical service 8/12-10/19	Carle Foundation Hospital	\$ 96.19
** Correctional Center	080-140-533.06	VR#140-201	04/21/16	Medical service 10/19	Carle Foundation Hospital	\$ 15.74
** Recorder's Automation	614-023-522.02	VR#614-015	04/29/16	Office supplies 11/6-12/9	Rogards	\$ 59.28
** Child Advocacy Center	679-179-533.85	VR#679-032	04/01/16	December copier service	Xerox Corporation	\$ 66.15

***According to Illinois Attorney General and Champaign County State's Attorney,
the Purchasing Policy does not apply to the office of elected officials***

Paid-For information only

RESOLUTION NO. 9575

**RESOLUTION AUTHORIZING AWARD OF CONTRACT TO BAKER TILLY
PURSUANT TO RFP 2016-001 FOR FINANCIAL AUDITING SERVICES**

WHEREAS, Champaign County released RFP 2016-001 for Financial Auditing Services on February 10, 2016; and

WHEREAS, an Audit Services Evaluation Team consisting of Chris Alix, County Board Deputy Chair, Finance; Diane Michaels, County Board Assistant Deputy Chair, Finance; John Farney, Auditor; Barbara Ramsay, Chief Deputy Auditor; Dan Welch, Treasurer; Betty Murphy, Acting CEO Regional Planning Commission; and Tami Ogden, Deputy County Administrator of Finance reviewed all proposals and selected Baker Tilly as the top-ranked firm pursuant to RFP 2016-001 and recommended selection of said firm to the Finance Committee of the Whole; and

WHEREAS, the Finance Committee of the Whole recommends to the County Board the award of contract for Financial Audit Services for FY2016 through FY2020 to Baker Tilly;

NOW, THEREFORE BE IT RESOLVED that the Champaign County Board authorizes award of contract to Baker Tilly for financial auditing services for the County's FY2016 through FY2020 audits, and further authorizes the County Board Chair to execute said Contract on behalf of the County Board.

PRESENTED, ADOPTED, APPROVED, AND RECORDED this 19th day of May A.D. 2016.

Patsi Petrie, Chair
Champaign County Board

ATTEST: _____
Gordy Hulten, County Clerk
and ex-officio Clerk of the
Champaign County Board



Baker Tilly Virchow Krause, LLP
1301 W 22nd St, Ste 400
Oak Brook, IL 60523-3389
tel 630 990 3131
fax 630 990 0039
bakertilly.com

May 10, 2016

County Board Members
Champaign County
1776 E. Washington St.
Urbana, IL 60182

Dear Members of the Board:

Thank you for using Baker Tilly Virchow Krause, LLP ("Baker Tilly" or "we" or "our") as your auditors.

The purpose of this letter (the "Engagement Letter") is to confirm our understanding of the terms and objectives of our engagement and the nature of the services we will provide as independent accountants of Champaign County ("you" or "your").

Services and Related Report

We will audit the basic financial statements of Champaign County as of and for the years ended December 31, 2016 through 2020, and the related notes to the financial statements. Upon completion of our audit, we will provide Champaign County with our audit report on the financial statements and supplemental information referred to below. If, for justifiable reasons caused by or relating to the affairs or management of Champaign County, we are unable to complete the audit or are unable to or have not formed an opinion, or if we determine in our professional judgment the circumstances necessitate, we may withdraw and decline to issue a report as a result of this engagement and we agree to notify Champaign County of our withdrawal on or before November 30th of the year preceding the audit. Should Baker provide such notice of withdrawal, it shall be entitled to compensation, on a pro rata basis based upon hours worked, for work performed prior to the notice of withdrawal.

In order to perform the professional services outlined in this Engagement Letter, Baker Tilly requires access to information subject to Title II of the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"). Federal law requires Baker Tilly to execute a Business Associate Agreement ("BA Agreement") prior to being granted this information. For your convenience, we have attached our firm standard BA Agreement for your review and signature as Addendum A. Please execute and return a copy with this Engagement Letter, keeping the original BA Agreement on file with your HIPAA compliance records.

The following supplementary information accompanying the financial statements will also be subjected to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and our auditor's report will provide an opinion on it in relation to the financial statements as a whole.

Combining and Individual Fund Financial Statements
Schedules of Capital Assets Related to Governmental Funds
Schedule of Expenditures of Federal Awards

Accounting standards generally accepted in the United States of America provide for certain required supplementary information ("RSI"), such as management's discussion and analysis, to supplement Champaign County's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Champaign County's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's response to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

Management's Discussion and Analysis
Budget Comparison Schedules
OPEB - related schedules
Pension - related schedules

We will read the following other information accompanying the financial statements to identify any material inconsistencies with the audited financial statements; however, the other information will not be subjected to the auditing procedures applied in our audit of the financial statements and our auditor's report will not provide an opinion or any assurance on that other information:

Introductory Section
Statistical Section

Champaign County Geographic Information System Consortium

We will also audit the basic financial statements of the Champaign County Geographic Information System Consortium as of and for the years ending December 31, 2016 through 2020. Upon completion of our audit, we will provide the Champaign County Geographic Information System Consortium with our audit report on the financial statements referred to above.

Circuit Clerk

We will also audit the basic financial statements of the Champaign County Circuit Clerk as of and for the years ending December 31, 2016 through 2020. Upon completion of our audit, we will provide the Champaign County Circuit Clerk with our audit report on the financial statements referred to above.

The Circuit Clerk's audit will:

1. Include an opinion on the internal controls of the circuit clerk, and a letter report on the circuit clerk's compliance with applicable statutes, rules, and procedures relating to the assessment, collection, and distribution of funds. See 705 ILCS 105/27.8(a).
2. Include the professional opinion of a licensed public accountant with respect to financial statements, or, if an opinion cannot be expressed, a declaration that he is unable to express such an opinion and an explanation of the reasons he cannot do so. 50 ILCS 310/5.
3. Include financial information, findings and conclusions supported by the evidence in the auditor's working papers to demonstrate or prove, when called upon, the basis for the matters reported and their correctness and reasonableness. See 55 ILCS 5/6-31003.

Our Responsibilities and Limitations

Notwithstanding any limitations stated herein, or anything in this Agreement to the contrary, Baker Tilly will ensure that the audit meets the minimum requirements of OMB Uniform Guidance; the Governmental Account Audit Act (50 ILCS 310/0.01, et seq.); the County Auditing Law (55 ILCS 5/3-13001, et seq.); and regulations applicable to County offices by virtue of the Illinois State Auditing Act (30 ILCS 5/1-1, et seq.; and 74 Ill. Admin. Code 420.320(b)). With respect to the Circuit Clerk, the audit will meet the minimum standards of 705 ILCS 105/27.8, and any regulations promulgated pursuant thereto.

If this audit is to serve as a "Single Audit" under OMB Uniform Guidance, due to County expenditure of Federal funds, the audit is to include testing of internal control over major programs to support a low assessed level of control risk and determine whether the County has complied with laws, regulations, and provisions of contracts or grant agreements that may have a direct and material effect on each of its major programs.

The objective of a financial statement audit is the expression of an opinion on the financial statements. The objective also includes reporting on:

- > Internal control related to the financial statements and compliance with laws, regulations, and the provisions of contracts or grant agreements, noncompliance with which could have a direct and material effect on the financial statements in accordance with *Government Auditing Standards*.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

We will be responsible for performing the audit in accordance with auditing standards generally accepted in the United States of America ("GAAS") and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States and will include tests of accounting records and other procedures we consider necessary to enable us to express such an opinion and to render the required reports.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with laws, regulations, and the provisions of grant agreements, noncompliance with which could have a material effect on the financial statements, as required by *Government Auditing Standards*.

These standards require that we plan and perform our audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to Champaign County or to acts by management or employees acting on behalf of Champaign County. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse. Our audit will include examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements, assessing accounting principles used and significant estimates made by management, and evaluating the overall financial statement presentation. Our audit does not relieve management and the audit committee or equivalent group charged with governance of their responsibilities.

The audit will include obtaining an understanding of Champaign County and its environment, including internal controls, sufficient to assess the risks of material misstatement of the financial statements and to determine the

nature, timing and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. However, during the audit, we will communicate to management and the audit committee or equivalent group charged with governance internal control matters that are required to be communicated under professional standards. We will also inform you of any other matters involving internal control, if any, as required by *Government Auditing Standards*.

Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control over compliance issued pursuant to the Uniform Guidance.

We will design our audit to obtain reasonable, but not absolute, assurance of detecting errors or fraud that would have a material effect on the financial statements as well as other illegal acts having a direct and material effect on financial statement amounts. An audit is not designed to detect error or fraud that is immaterial to the financial statements. Our audit will not include a detailed audit of transactions, such as would be necessary to disclose errors or fraud that did not cause a material misstatement of the financial statements. It is important to recognize that there are inherent limitations in the auditing process. Audits are based on the concept of selective testing of the data underlying the financial statements, which involves judgment regarding the areas to be tested and the nature, timing, extent and results of the tests to be performed. Our audit is not a guarantee of the accuracy of the financial statements and, therefore, is subject to the limitation that material errors or fraud or other illegal acts having a direct and material financial statement impact or a direct and material effect on major federal programs, if they exist, may not be detected. Because of the characteristics of fraud, particularly those involving concealment through collusion, falsified documentation and management's ability to override controls, an audit designed and executed in accordance with GAAS and *Government Auditing Standards*, may not detect a material fraud. Further, while effective internal control reduces the likelihood that errors, fraud or other illegal acts will occur and remain undetected, it does not eliminate that possibility. For these reasons, we cannot ensure that errors, fraud or other illegal acts or noncompliance, if present, will be detected. However, we will communicate to you, as appropriate, any such matters that we identify during our audit. Also, if required by *Government Auditing Standards*, we will report known or likely fraud, illegal acts, violations of provisions of contracts or grant agreements, or abuse directly to parties outside of Champaign County.

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Champaign County's compliance with the provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance require that we also plan and perform the audit to obtain reasonable assurance about whether you have complied with applicable laws and regulations and the provisions of contracts and grant agreements applicable to major programs. Our procedures will consist of test of transactions and other applicable procedures described in the OMB Compliance Supplement for the types of compliance requirements that could have a direct and material effect on each of Champaign County's major programs. The purpose of those procedures will be to express an opinion on your compliance with requirements applicable to each of your major programs in our report on compliance issued pursuant to the Uniform Guidance.

We are also responsible for determining that the audit committee or equivalent group charged with governance is informed about certain other matters related to the conduct of the audit, including (i) our responsibility under GAAS, (ii) an overview of the planned scope and timing of the audit, and (iii) significant findings from the audit, which include (a) our views about the qualitative aspects of your significant accounting practices, accounting estimates, and financial statement disclosures; (b) difficulties encountered in performing the audit; (c) uncorrected misstatements and material corrected misstatements that were brought to the attention of management as a result of auditing procedures; and (d) other significant and relevant findings or issues (e.g., any disagreements with management about matters that could be significant to your financial statements or our report thereon, consultations with other independent accountants, issues discussed prior to our retention as independent auditors, fraud and illegal acts, and all significant deficiencies and material weaknesses identified during the audit). Lastly, we are responsible for ensuring that the audit committee or equivalent group charged with governance receives copies of certain written communications between us and management including written communications on accounting, auditing, internal controls or operational matters and representations that we are requesting from management.

The audit will not be planned or conducted in contemplation of reliance of any specific third party or with respect to any specific transaction. Therefore, items of possible interest to a third party will not be specifically addressed and matters may exist that would be addressed differently by a third party, possibly in connection with a specific transaction.

Management's Responsibilities

Champaign County's management is responsible for the financial statements referred to above. Management is also responsible for identifying government award programs and understanding and complying with the compliance requirements, and for preparation of the schedule of expenditures of federal awards in accordance with the requirements of the Uniform Guidance. In this regard, management is responsible for establishing policies and procedures that pertain to the maintenance of adequate accounting records and effective internal controls, and for evaluating and monitoring ongoing activities; to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management is reliable and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. Your responsibilities also include identifying significant vendor relationships in which the vendor has responsibility for program compliance and for the accuracy and completeness of that information. You are also responsible for the selection and application of accounting principles, the authorization of receipts and disbursements, the safeguarding of assets, the proper recording of transactions in the accounting records, for reporting financial information in conformity with accounting principles generally accepted in the United States of America ("GAAP"), and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us in the management representation letter (i) about all known or suspected fraud affecting Champaign County involving: (a) management, (b) employees who have significant roles in internal control over financial reporting, and (c) others where the fraud or illegal acts could have a material effect on the financial statements; and (ii) of its knowledge of any allegations of fraud or suspected fraud affecting Champaign County received in communications from employees, former employees, analysts, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to follow up and take corrective action on reported audit findings and to prepare a summary schedule of prior audit findings and a corrective action plan. The summary schedule of prior audit findings should be available for our review before we begin fieldwork.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying for us previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed above. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations as well as your planned corrective actions for the report, and for the timing and format for providing that information.

You are responsible for the preparation of the supplementary information in conformity with GAAP. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the representation letter that (a) you are responsible for presentation of the supplementary information in accordance with GAAP; (b) that you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (c) that the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (d) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

You are responsible for preparation of the schedule of federal awards (including notes and noncash assistance received) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon. Your responsibilities include acknowledging to us in a written representation letter that (a) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (b) that you believe the schedule of expenditures of federal awards including its form and content, is fairly presented in accordance with the Uniform Guidance; (c) that the methods of measurement or presentation have not changed from those used in the prior year (or, if they have changed, the reasons for such changes); and (d) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of federal awards.

Management is responsible for (i) adjusting the basic financial statements to correct material misstatements and for affirming to us in a management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period under audit are immaterial, both individually and in the aggregate, to the basic financial statements taken as a whole, and (ii) notifying us of all material weaknesses, including other significant deficiencies, in the design or operation of your internal control over financial reporting that are reasonably likely to adversely affect your ability to record, process, summarize and report external financial data reliably in accordance with GAAP. Management is also responsible for identifying and ensuring that Champaign County complies with the laws and regulations applicable to its activities.

As part of management's responsibility for the financial statements and the effectiveness of its system of internal control over financial reporting, management is responsible for making available to us, on a timely basis, all of your original accounting records and related information and for the completeness and accuracy of that information and your personnel to whom we may direct inquiries. As required by GAAS, we will make specific inquiries of management and others about the representations embodied in the financial statements and the effectiveness of internal control over financial reporting. GAAS also requires that we obtain written representations covering audited schedule of expenditures of federal awards, federal award programs, and compliance with laws, regulations, contracts and grant agreements from certain members of management. The results of our audit tests, the responses to our inquiries, and the written representations, comprise the evidential matter we intend to rely upon in forming our opinion on the financial statements.

Champaign County

May 10, 2016

Page 7

Baker Tilly is not a municipal advisor as defined in Section 975 of the Dodd-Frank Wall Street Reform and Consumer Protection Act or under Section 15B of the Securities Exchange Act of 1934 (the "Act"). Baker Tilly is not recommending an action to Champaign County; is not acting as an advisor to you and does not owe a fiduciary duty pursuant to Section 15B of the Act to you with respect to the information and material contained in the deliverables issued under this engagement. You should discuss any information and material contained in the deliverables with any and all internal and external advisors and experts that you deem appropriate before acting on this information or material.

Non-Attest Services

Prior to or as part of our audit engagement, it may be necessary for us to perform certain non-attest services. For purposes of this letter, non-attest services include services that *Government Auditing Standards* refers to as non-audit services.

Non-attest services that we will be providing are as follows:

- > Compilation of financial statements for Circuit Clerk and GIS Consortium

None of these non-attest services constitute an audit under generally accepted auditing standards including *Government Auditing Standards*.

We will not perform any management functions or make management decisions on your behalf with respect to any non-attest services we provide.

In connection with our performance of any non-attest services, you agree that you will:

- > Continue to make all management decisions and perform all management functions, including approving all journal entries and general ledger classifications when they are submitted to you.
- > Designate an employee with suitable skill, knowledge, and/or experience, preferably within senior management, to oversee the services we perform.
- > Evaluate the adequacy and results of the non-attest services we perform.
- > Accept responsibility for the results of our non-attest services.
- > Establish and maintain internal controls, including monitoring ongoing activities related to the non-attest function.

On a periodic basis, as needed, we will meet with you to discuss your accounting records and the management implications of your financial statements. We will notify you, in writing, of any matters that we believe you should be aware of and will meet with you upon request.

Other Documents

GAAS requires that we read any annual report that contains our audit report. The purpose of this procedure is to consider whether other information in the annual report, including the manner of its presentation, is materially inconsistent with information appearing in the financial statements. We assume no obligation to perform procedures to corroborate such other information as part of our audit.

Champaign County

May 10, 2016

Page 8

If you intend to reproduce or publish the financial statements, and make reference to our firm name in connection therewith, you agree to publish the financial statements in their entirety. In addition, you agree to provide us, for our approval and consent, proofs before printing and final materials before distribution.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your Internet website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

At the conclusion of our engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior year audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. If applicable, we will provide copies of our report for you to include within the reporting package you will submit to pass-through entities. The Data Collection Form and the reporting package must be submitted within the earlier of thirty (30) days after receipt of the auditors' reports or nine (9) months after the end of the audit period.

We will provide copies of our reports to Champaign County; however, management is responsible for distribution of the reports and the financial statements. Copies of our reports are to be made available for public inspection unless restricted by law or regulation or if they contain privileged and confidential information.

The "audit report" is defined to be the written report of the accountant or accountants and all appended statements and schedules relation thereto, presenting or recording the findings of an examination or audit of the financial transactions, affairs and condition of a county, 55 ILCS 5/6-31002(4). The audit reports and financial statements are public records and shall be open to public inspection, 55 ILCS 5/6-31009. Audit information in the possession of Champaign County, including, but not limited to, audit documentation, audit reports, and documentation for the engagement, must be available for disclosure as required by law, including, but not limited to, the Freedom of Information Act (FOIA).

The documentation for this engagement, including the workpapers, is the property of Baker Tilly and constitutes confidential information. However, pursuant to authority given by law or regulation, we may be requested to make certain audit documentation available to federal or state agencies for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. Examples of such agencies include the County's federal oversight agency for audit, the U.S. Government Accountability Office, auditors of agencies providing grant funding to the County and other parties designated by the federal or state governments as part of an audit quality review process. By State law, the County has the right to retain inspection of the auditor's working papers. 50 ILCS 310/5; 55 ILCS 5/6-31003. We will make audit documentation available to Champaign County officials as required by law; however, if we believe disclosure undermines the effectiveness and integrity of the audit process, we will notify you. If requested, access to such audit documentation will be provided under the supervision of Baker Tilly personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies. In addition, the firm shall respond to the reasonable inquiries of successor auditors and allow successor auditors to review working papers relating to matters of continuing accounting significance. Successor auditors will be required agree to the provisions of SAS 84.

We may have a responsibility to retain the documentation for a period of time sufficient to satisfy any applicable legal or regulatory requirements for records retention. If we are required by law, regulation or professional standards to make certain documentation available to regulators, Champaign County hereby authorizes us to do so. We will retain all working papers and reports for a minimum of three years.

Champaign County

May 10, 2016

Page 9

Government Auditing Standards require that we provide you with a copy of our most recent external peer review report and any subsequent peer review reports received during the period of the contract. Our most recent peer review report accompanies this letter.

Resolution of Disagreements

In the unlikely event that differences concerning services or fees should arise that are not resolved by mutual agreement, both parties agree to attempt in good faith to settle the dispute by mediation administered by the American Arbitration Association ("AAA") under its mediation rules for professional accounting and related services disputes before resorting to litigation or any other dispute-resolution procedure. Each party shall bear their own expenses from mediation.

If mediation does not settle the dispute or claim, then the parties agree that the dispute or claim shall be settled by binding arbitration. The arbitration proceeding shall take place in Champaign County, unless the parties mutually agree to a different location. The proceeding shall be governed by the provisions of the Federal Arbitration Act (FAA) and will proceed in accordance with the then current Arbitration Rules for Professional Accounting and Related Disputes of the AAA, except that no pre-hearing discovery shall be permitted unless specifically authorized by the arbitrator.

The arbitrator will be selected from AAA, Judicial Arbitration & Mediation Services (JAMS), the Center for Public Resources or any other internationally or nationally-recognized organization mutually agreed upon by the parties. Potential arbitrator names will be exchanged within fifteen (15) days of the parties' agreement to settle the dispute or claim by binding arbitration, and arbitration will thereafter proceed expeditiously. The arbitration will be conducted before a single arbitrator, experienced in accounting and auditing matters. The arbitrator shall have no authority to award non-monetary or equitable relief and will not have the right to award punitive damages. The award of the arbitration shall be in writing and shall be accompanied by a well-reasoned opinion. The award issued by the arbitrator may be confirmed in a judgment by any federal or state court of competent jurisdiction. Each party shall be responsible for their own costs associated with the arbitration, except that the costs of the arbitrator shall be equally divided by the parties. The arbitration proceeding and all information disclosed during the arbitration shall be maintained as confidential, except as may be required by law or for disclosure to professional or regulatory bodies or in a related confidential arbitration. In no event shall a demand for arbitration be made after the date when institution of legal or equitable proceedings based on such claim would be barred under the applicable statute of limitations.

Our services shall be evaluated solely on our substantial conformance with the terms expressly set forth herein, including all applicable professional standards.

Limitation on Damages and Indemnification

As Baker Tilly is performing the services solely for your benefit, you will indemnify Baker Tilly, its subsidiaries and their present or former partners, principals, employees, officers and agents against all costs, fees, expenses, damages and liabilities (including attorneys' fees and all defense costs) associated with any third-party claim, relating to or arising as a result of the services, or this Engagement Letter.

Because of the importance of the information that you provide to Baker Tilly with respect to Baker Tilly's ability to perform the services, you hereby release Baker Tilly and its present and former partners, principals, agents and employees from any liability, damages, fees, expenses and costs, including attorney's fees, relating to the services, that are directly and proximately caused by information, including representations by management, provided by you, Champaign County personnel or agents, that is not complete, accurate or current.

Each party recognizes and agrees that the warranty disclaimers and liability and remedy limitations in this Engagement Letter are material bargained for bases of this Engagement Letter and that they have been taken into account and reflected in determining the consideration to be given by each party under this Engagement Letter and in the decision by each party to enter into this Engagement Letter.

Champaign County

May 10, 2016

Page 10

The terms of this section shall apply regardless of the nature of any claim asserted (including, but not limited to, contract, tort or any form of negligence, whether of you, Baker Tilly or others), but these terms shall not apply to the extent finally determined to be contrary to the applicable law or regulation. These terms shall also continue to apply after any termination of this Engagement Letter.

You accept and acknowledge that any legal proceedings arising from or in conjunction with the services provided under this Engagement Letter must be commenced within thirty-six (36) months after the performance of the services for which the action is brought, without consideration as to the time of discovery of any claim.

Timing and Fees

You agree to authorize CliftonLarsonAllen LLP to allow a review of their audit documentation and respond to additional inquiries we consider relevant to our planning and performing of this engagement. Any fees charged by CliftonLarsonAllen LLP in connection with the preceding paragraphs are your responsibility.

Completion of our work is subject to, among other things, (i) appropriate cooperation from Champaign County's personnel, including timely preparation of necessary schedules, (ii) timely responses to our inquiries, and (iii) timely communication of all significant accounting and financial reporting matters. When and if for any reason Champaign County is unable to provide such schedules, information, and assistance, Baker Tilly and you will mutually revise the fee to reflect additional services, if any, required of us to complete the audit. Delays in the issuance of our audit report beyond the date that was originally contemplated may require us to perform additional auditing procedures which will likely result in additional fees.

Revisions to the scope of our work will be set forth in the form of an "Amendment to Existing Engagement Letter." In addition, if we discover compliance issues that require us to perform additional procedures and/or provide assistance with these matters, fees at our standard hourly rates, as reflected in our audit proposal for RFP 2016-001, apply.

Service	2016	2017	2018	2019	2020
Head Start Fund	\$3,060	\$3,120	\$3,180	\$3,240	\$3,330
RPC Funds	4,030	4,110	4,190	4,270	4,360
Nursing Home Fund	4,790	4,890	4,990	5,090	5,190
Non-centralized agency funds	3,320	3,390	3,460	3,530	3,600
All other funds	35,360	36,070	36,790	37,530	38,280
Circuit Clerk Audit	8,120	8,280	8,450	8,620	8,790
GIS Consortium Audit	7,200	7,340	7,490	7,640	7,790
Single Audit (3 major programs)	10,620	10,830	11,050	11,270	11,500
Total	\$76,500	\$78,030	\$79,600	\$81,190	\$82,810

The allocation of fees for the audit segments will be evaluated as the audit progresses and adjusted in accordance with the actual time necessary by segment.

Invoices for these fees will be rendered each month as work progresses and are payable on presentation. Late payment penalties will be imposed in accordance with the Local Government Prompt Payment Act (50 ILCS 505/1, et seq.). In accordance with our firm policies, work may be suspended if your account becomes thirty (30) days or more overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notice of

Champaign County

May 10, 2016

Page 11

termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination.

This contract is approved and funded contingent upon annual appropriations being established by the local governing body of Champaign County to provide funding necessary to meet the requirements of the contract. Such funding is approved on a fiscal year basis with the fiscal year commencing January 1st and terminating December 31st of each year. In order for the contract to remain in effect, such appropriation must be approved on an annual basis throughout the term of the contract scheme. In addition, the County may terminate this agreement with or without cause, by providing written notice by December 31st of each year. In the event that an annual appropriation is not approved, or the contract is so terminated, the County shall not be held responsible for any liabilities beyond the remaining annual term prior to the new budget year.

Additionally, we may from time to time, and depending on the circumstances, use service providers (e.g., to act as a specialist or audit an element of the financial statements) in serving your account. We may share confidential information about you with these service providers after entering into confidentiality agreements with such third party service providers. We are committed to maintaining the confidentiality and security of your information.

Any additional services that may be requested and we agree to provide will be the subject of a separate engagement letter.

We may be required to disclose confidential information to federal, state and international regulatory bodies or a court in criminal or other civil litigation. In the event that we receive a request from a third party (including a subpoena, summons or discovery demand in litigation) calling for the production of information, we will promptly notify Champaign County, unless otherwise prohibited. In the event we are requested by Champaign County or required by government regulation, subpoena or other legal process to produce our engagement working papers or our personnel as witnesses with respect to services rendered to Champaign County, so long as we are not a party to the proceeding in which the information is sought, we may seek reimbursement for our professional time and expenses, as well as the fees and legal expenses, incurred in responding to such a request.

Our fees are based on known circumstances at the time of this Engagement Letter, and as reflected in our audit proposal for RFP 2016-001. , Should there be significant changes in the hours or personnel required, prompted by the County or unforeseen external sources, we will discuss with you these circumstances and negotiate an increase in hours or personnel rates, respectively. This can result from changes at Champaign County, such as the turnover of key accounting staff, the addition of new funds or significant federal or state programs or changes that affect the amount of audit effort from external sources, such as unforeseen new accounting and auditing standards that become effective that increase the scope of our audit procedures. This Engagement Letter currently includes all auditing standards through Statement on Auditing Standards ("SAS") No. 129 – *Letters for Underwriters and Certain Other Requesting Parties*, all accounting standards through Governmental Accounting Standards Board ("GASB") No. 71, – *Pension Transition for Contributions Made Subsequent to the Measurement Date - an amendment of GASB Statement No. 68*, and the current federal single audit guidance.

We would expect to continue to perform our services under the arrangements discussed above from year to year, unless for some reason you or we find that some change is necessary. We will, of course be happy to provide Champaign County with any other services you may find necessary or desirable.

Other Matters

Neither this Engagement Letter, any claim, nor any rights or licenses granted hereunder may be assigned, delegated, or subcontracted by either party without the written consent of the other party. Either party may assign and transfer this Engagement Letter to any successor that acquires all or substantially all of the business or assets of such party by way of merger, consolidation, other business reorganization, or the sale of

Champaign County

May 10, 2016

Page 12

interest or assets, provided that the party notifies the other party in writing of such assignment and the successor agrees in writing to be bound by the terms and conditions of this Engagement Letter. Our dedication to client service is carried out through our employees who are integral in meeting this objective. In recognition of the importance of our employees, it is hereby agreed that Champaign County will not solicit our employees for employment or enter into an independent contractor arrangement with any individual who is or was an employee of Baker Tilly for a period of twelve months following the date of the conclusion of this engagement. If Champaign County violates this non-solicitation clause, Champaign County agrees to pay to Baker Tilly a fee equal to the hired person's annual salary at the time of the violation so as to reimburse Baker Tilly for the costs of hiring and training a replacement.

Baker Tilly Virchow Krause, LLP is a member of Baker Tilly International Limited. Each member firm of Baker Tilly International Limited is a separate and independent legal entity. Baker Tilly International Limited and its other members are not responsible or liable for any acts or omissions of Baker Tilly Virchow Krause, LLP. Baker Tilly Virchow Krause, LLP and its subsidiaries are not responsible for or liable for any acts or omissions of any other member of Baker Tilly International Limited. Baker Tilly International Limited does not render any professional services and does not have an ownership or partnership interest in Baker Tilly Virchow Krause, LLP.

Baker Tilly International Limited is English Company. Neither Baker Tilly International Limited nor any other member firm has a right to exercise management control over any other member firm. Baker Tilly Virchow Krause, LLP is not Baker Tilly International Limited's agent and does not have authority to bind Baker Tilly International Limited or act on Baker Tilly International Limited's behalf.

The following documents comprise this agreement, and to the extent of any inconsistency, are to be resolved in the order of priority listed below:

- a. This Engagement Letter.
- b. Champaign County Request for Proposal 2016-001 (RFP)
- c. Audit Proposal for Champaign County submitted by Baker Tilly on March 9, 2016 (Response)

Together, these documents constitute the entire agreement between Champaign County and Baker Tilly regarding the services described therein, and supersede and incorporate all prior or contemporaneous representations, understandings, or agreements. This agreement may not be modified or amended except by an agreement in writing signed between the parties thereto. A party's failure to strictly enforce the terms of the agreement on one or more occasions shall not constitute waiver of the right to insist on strict performance of the agreement on other occasions.

The provisions of this Engagement Letter, which expressly or by implication are intended to survive its termination or expiration, will survive and continue to bind both parties. If any provision of this Engagement Letter is declared or found to be illegal, unenforceable or void, then both parties shall be relieved of all obligations arising under such provision, but if the remainder of this Engagement Letter shall not be affected by such declaration or finding and is capable of substantial performance, then each provision not so affected shall be enforced to the extent permitted by law or applicable professional standards.

If because of a change in the Champaign County's status or due to any other reason, any provision in this Engagement Letter would be prohibited by, or would impair our independence under laws, regulations or published interpretations by governmental bodies, commissions or other regulatory agencies, such provision shall, to that extent, be of no further force and effect and this agreement shall consist of the remaining portions.

This agreement shall be governed by and construed in accordance with the laws of the state of Illinois, without giving effect to the provisions relating to conflict of laws.

Champaign County

May 10, 2016
Page 13

We appreciate the opportunity to be of service to you.

If there are any questions regarding the Engagement Letter, please contact Jason Coyle, the engagement partner on this engagement who is responsible for the overall supervision and review of the engagement and for determining that the engagement has been completed in accordance with professional standards. Jason Coyle is available at 630 645 6205, or at jason.coyle@bakertilly.com.

Sincerely,

BAKER TILLY VIRCHOW KRAUSE, LLP


Enclosures

The services and terms as set forth in the Engagement Letter are agreed to by:

Official's Name

Official's Signature

Title

Date

**ADDENDUM A
BUSINESS ASSOCIATE AGREEMENT
BETWEEN CHAMPAIGN COUNTY
and
BAKER TILLY VIRCHOW KRAUSE, LLP**

THIS BUSINESS ASSOCIATE AGREEMENT (BA Agreement) replaces previous business associate agreements between Baker Tilly Virchow Krause, LLP (Business Associate) and Champaign County (Covered Entity) (each a "Party" and collectively the "Parties") and is effective on May 10, 2016 ("Effective Date").

1. PREAMBLE

Covered Entity and Business Associate enter into this BA Agreement to comply with the requirements of: (i) the implementing regulations at 45 C.F.R Parts 160, 162 and 164 for the Administrative Simplification provisions of Title II, Subtitle F of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) (i.e., the HIPAA Privacy, Security, Electronic Transaction, Breach Notification and Enforcement Rules the (Implementing Regulations)), (ii) the requirements of the Health Information Technology for Economic and Clinical Health Act, as incorporated in the American Recovery and Reinvestment Act of 2009 the (HITECH Act) that are applicable to business associates and (iii) the requirements of the final modifications to the HIPAA Privacy, Security, Enforcement and Breach Notification Rules as issued on January 25, 2013, and effective March 26, 2013, (75 Fed. Reg. 5566 (Jan. 25, 2013)) the (Final Regulations). The Implementing Regulations, the HITECH Act and the Final Regulations are collectively referred to in this BA Agreement as the "HIPAA Requirements".

Covered Entity and Business Associate agree to incorporate into this BA Agreement any regulations issued by the U.S. Department of Health and Human Services (DHHS) with respect to the HIPAA Requirements that relate to the obligations of business associates and that are required to be (or should be) reflected in a business associate agreement. Business Associate recognizes and agrees that it is obligated by law to meet the applicable provisions of the HIPAA Requirements and that it has direct liability for any violations of the HIPAA Requirements.

2. DEFINITIONS

- (a) "Breach" shall mean, as defined in 45 C.F.R. § 164.402, the acquisition, access, use or disclosure of Unsecured Protected Health Information in a manner not permitted by the HIPAA Requirements that compromises the security or privacy of that Protected Health Information.
- (b) "Business Associate Subcontractor" shall mean, as defined in 45 C.F.R. § 160.103, any entity (including an agent) that creates, receives, maintains or transmits Protected Health Information on behalf of Business Associate.
- (c) "Electronic PHI" shall mean, as defined in 45 C.F.R. § 160.103, Protected Health Information that is transmitted or maintained in any Electronic Media.
- (d) "Limited Data Set" shall mean, as defined in 45 C.F.R. § 164.514(e), Protected Health Information that excludes the following direct identifiers of the individual or of relatives, employers or household members of the individual:
- (i) Names;
 - (ii) Postal address information, other than town or city, State and zip code;
 - (iii) Telephone numbers;
 - (iv) Fax numbers;
 - (v) Electronic mail addresses;
 - (vi) Social security numbers;

- (vii) Medical record numbers;
- (viii) Health plan beneficiary numbers;
- (ix) Account numbers;
- (x) Certificate/license numbers;
- (xi) Vehicle identifiers and serial numbers, including license plate numbers;
- (xii) Device identifiers and serial numbers;
- (xiii) Web Universal Resource Locators (URLs);
- (xiv) Internet Protocol (IP) address numbers;
- (xv) Biometric identifiers, including finger and voice prints; and
- (xvi) Full face photographic images and any comparable images.

(e) "Protected Health Information" or "PHI" shall mean, as defined in 45 C.F.R. § 160.103, information created or received by a Health Care Provider, Health Plan, employer or Health Care Clearinghouse, that (i) relates to the past, present or future physical or mental health or condition of an individual, provision of health care to the individual or the past, present or future payment for provision of health care to the individual, (ii) identifies the individual, or with respect to which there is a reasonable basis to believe the information can be used to identify the individual and (iii) is transmitted or maintained in an electronic medium, or in any other form or medium. The use of the term "Protected Health Information" or "PHI" in this BA Agreement shall mean both Electronic PHI and non-Electronic PHI, unless another meaning is clearly specified.

(f) "Security Incident" shall mean, as defined in 45 C.F.R. § 164.304, the attempted or successful unauthorized access, use, disclosure, modification or destruction of information or interference with system operations in an information system.

(g) "Unsecured Protected Health Information" shall mean, as defined in 45 C.F.R. § 164.402, Protected Health Information that is not rendered unusable, unreadable or indecipherable to unauthorized persons through the use of a technology or methodology specified by DHHS.

(h) All other capitalized terms used in this BA Agreement shall have the meanings set forth in the applicable definitions under the HIPAA Requirements.

3. GENERAL TERMS

(a) In the event of an inconsistency between the provisions of this BA Agreement and a mandatory term of the HIPAA Requirements (as these terms may be expressly amended from time to time by the DHHS or as a result of interpretations by DHHS, a court or another regulatory agency with authority over the Parties), the interpretation of DHHS, such court or regulatory agency shall prevail. In the event of a conflict among the interpretations of these entities, the conflict shall be resolved in accordance with rules of precedence.

(b) Where provisions of this BA Agreement are different from those mandated by the HIPAA Requirements, but are nonetheless permitted by the HIPAA Requirements, the provisions of this BA Agreement shall control.

(c) Except as expressly provided in the HIPAA Requirements or this BA Agreement, this BA Agreement does not create any rights in third parties.

4. SPECIFIC REQUIREMENTS

(a) **Flow-Down of Obligations to Business Associate Subcontractors.** Business Associate agrees that as required by the HIPAA Requirements, Business Associate will enter into a written agreement with all Business Associate Subcontractors that: (i) requires them to comply with the Privacy and Security Rule provisions of this BA Agreement in the same manner as required of Business Associate and (ii) notifies such Business Associate Subcontractors that they will incur liability under the HIPAA Requirements for non-compliance with such provisions. Accordingly, Business Associate shall ensure that all Business Associate Subcontractors agree in writing to the same privacy and security restrictions, conditions and requirements that apply to Business Associate with respect to PHI.

(b) **Privacy of Protected Health Information**

(i) **Permitted Uses and Disclosures of PHI.** Business Associate agrees to create, receive, use, disclose, maintain or transmit PHI only in a manner that is consistent with this BA Agreement or the HIPAA Requirements and only in connection with providing the services to Covered Entity identified in the Engagement Letter and this BA Agreement. Accordingly, in providing services to or for the Covered Entity, Business Associate, for example, will be permitted to use and disclose PHI for "Treatment, Payment, and Health Care Operations," as those terms are defined in the HIPAA Requirements. Business Associate further agrees that to the extent it is carrying out one or more of the Covered Entity's obligations under the Privacy Rule (Subpart E of 45 C.F.R. Part 164), it shall comply with the requirements of the Privacy Rule that apply to the Covered Entity in the performance of such obligations.

(1) Business Associate shall report to Covered Entity any use or disclosure of PHI that is not provided for in this BA Agreement, including reporting Breaches of Unsecured Protected Health Information as required by 45 C.F.R. § 164.410 and required by Section 4(d)(ii) below.

(2) Business Associate shall establish, implement and maintain appropriate safeguards and comply with the Security Standards (Subpart C of 45 C.F.R. Part 164) with respect to Electronic PHI, as necessary to prevent any use or disclosure of PHI other than as provided for by this BA Agreement.

(ii) **Business Associate Obligations.** As permitted by the HIPAA Requirements, Business Associate also may use or disclose PHI received by the Business Associate in its capacity as a Business Associate to the Covered Entity for Business Associate's own operations if:

(1) the use relates to: (1) the proper management and administration of the Business Associate or to carry out legal responsibilities of the Business Associate or (2) data aggregation services relating to the health care operations of the Covered Entity or

(2) the disclosure of information received in such capacity will be made in connection with a function, responsibility or services to be performed by the Business Associate, and such disclosure is required by law or the Business Associate obtains reasonable assurances from the person to whom the information is disclosed that it will be held confidential and the person agrees to notify the Business Associate of any Breaches of confidentiality.

(iii) **Minimum Necessary Standard and Creation of Limited Data Set.** Business Associate's use, disclosure or request of PHI shall utilize a Limited Data Set if practicable. Otherwise, in performing the functions and activities as specified in the Engagement Letter and this BA Agreement, Business Associate agrees to use, disclose or request only the minimum necessary PHI to accomplish the intended purpose of the use, disclosure or request.

(iv) Access. In accordance with 45 C.F.R. § 164.524 of the HIPAA Requirements, Business Associate will make available to the Covered Entity (or as directed by the Covered Entity, to those individuals who are the subject of the PHI (or their designees)), their PHI in the Designated Record Set. Business Associate shall make such information available in an electronic format where directed by the Covered Entity.

(v) Disclosure Accounting. Business Associate shall make available the information necessary to provide an accounting of disclosures of PHI as provided for in 45 C.F.R. § 164.528 of the HIPAA Requirements by making such information available to the Covered Entity or (at the direction of the Covered Entity) making such information available directly to the individual.

(vi) Amendment. Business Associate shall make PHI in a Designated Record Set available for amendment and, as directed by the Covered Entity, incorporate any amendment to PHI in accordance with 45 C.F.R. § 164.526 of the HIPAA Requirements.

(vii) Right to Request Restrictions on the Disclosure of PHI and Confidential Communications. If an individual submits a Request for Restriction or Request for Confidential Communications to the Business Associate, Business Associate and Covered Entity agree that Business Associate, on behalf of Covered Entity, will evaluate and respond to these requests according to Business Associate's own procedures for such requests.

(viii) Return or Destruction of PHI. Upon the termination or expiration of the Engagement Letter or this BA Agreement, Business Associate agrees to return the PHI to Covered Entity, destroy the PHI (and retain no copies) or if Business Associate determines that return or destruction of the PHI is not feasible, (a) continue to extend the protections of this BA Agreement and of the HIPAA Requirements to the PHI and (b) limit any further uses and disclosures of the PHI to the purpose making return or destruction infeasible.

(ix) Availability of Books and Records. Business Associate shall make available to DHHS or its agents the Business Associate's internal practices, books and records relating to the use and disclosure of PHI in connection with this BA Agreement.

(x) Termination for Breach.

(1) Business Associate agrees that Covered Entity shall have the right to terminate this BA Agreement or seek other remedies if Business Associate violates a material term of this BA Agreement.

(2) Covered Entity agrees that Business Associate shall have the right to terminate this BA Agreement or seek other remedies if Covered Entity violates a material term of this BA Agreement.

(c) Information and Security Standards

(i) Business Associate will develop, document, implement, maintain and use appropriate Administrative, Technical and Physical Safeguards to preserve the Integrity, Confidentiality and Availability of, and to prevent non-permitted use or disclosure of, Electronic PHI created or received for or from the Covered Entity.

(ii) Business Associate agrees that with respect to Electronic PHI, these Safeguards, at a minimum, shall meet the requirements of the HIPAA Security Standards applicable to Business Associate.

(iii) More specifically, to comply with the HIPAA Security Standards for Electronic PHI, Business Associate agrees that it shall:

(1) Implement Administrative, Physical and Technical Safeguards consistent with (and as required by) the HIPAA Security Standards that reasonably protect the Confidentiality, Integrity and Availability of Electronic PHI that Business Associate creates, receives, maintains or transmits on behalf of Covered Entity. Business Associate shall develop and implement policies and procedures that meet the documentation requirements as required by the HIPAA Requirements;

(2) As also provided for in Section 4(a) above, ensure that any Business Associate Subcontractor agrees to implement reasonable and appropriate safeguards to protect the Electronic PHI;

(3) Report to Covered Entity any unauthorized access, use, disclosure, modification or destruction of PHI (including Electronic PHI) not permitted by this BA Agreement, applicable law or permitted by Covered Entity in writing ("Successful Security Incidents" or Breaches) of which Business Associate becomes aware. Business Associate shall report such Successful Security Incidents or Breaches to Covered Entity as specified in Section 4(d)(iii)(1);

(4) For Security Incidents that do not result in unauthorized access, use, disclosure, modification or destruction of PHI (including, for purposes of example and not for purposes of limitation, pings on Business Associate's firewall, port scans, attempts to log onto a system or enter a database with an invalid password or username, denial-of-service attacks that do not result in the system being taken off-line or malware such as worms or viruses) ("Unsuccessful Security Incidents"), aggregate the data and, upon the Covered Entity's written request, report to the Covered Entity in accordance with the reporting requirements identified in Section 4(d)(iii)(2);

(5) Take all commercially reasonable steps to mitigate, to the extent practicable, any harmful effect that is known to Business Associate resulting from any unauthorized access, use, disclosure, modification or destruction of PHI;

(6) Permit termination of this BA Agreement if the Covered Entity determines that Business Associate has violated a material term of this BA Agreement with respect to Business Associate's security obligations and Business Associate is unable to cure the violation; and

(7) Upon Covered Entity's request, provide Covered Entity with access to and copies of documentation regarding Business Associate's safeguards for PHI and Electronic PHI.

(d) Notice and Reporting Obligations of Business Associate

(i) Notice of Non-Compliance with the BA Agreement. Business Associate will notify Covered Entity within 30 calendar days after discovery, any unauthorized access, use, disclosure, modification or destruction of PHI (including any successful Security Incident) that is not permitted by this BA Agreement, by applicable law or permitted in writing by Covered Entity, whether such non-compliance is by (or at) Business Associate or by (or at) a Business Associate Subcontractor.

(ii) Notice of Breach. Business Associate will notify Covered Entity following discovery and without unreasonable delay but in no event later than 30 calendar days following discovery, any Breach of Unsecured Protected Health Information, whether such Breach is by Business Associate or by Business Associate Subcontractor.

(1) As provided for in 45 C.F.R. § 164.402, Business Associate recognizes and agrees that any acquisition, access, use or disclosure of PHI in a manner not permitted under the HIPAA Privacy Rule (Subpart E of 45 C.F.R. Part 164) is presumed to be a Breach. As such, Business Associate shall (i) notify Covered Entity of any non-permitted acquisition, access, use or disclosure of PHI and (ii) assist Covered Entity in performing (or at Covered Entity's direction, perform) a risk assessment to determine if there is a low probability that the PHI has been compromised.

(2) Business Associate shall cooperate with Covered Entity in meeting the Covered Entity's obligations under the HIPAA Requirements and any other security breach notification laws. Business Associate shall follow its notification to the Covered Entity with a report that meets the requirements outlined immediately below.

(iii) Reporting Obligations.

(1) For Successful Security Incidents and Breaches, Business Associate – without unreasonable delay and in no event later than 30 calendar days after Business Associate learns of such non-permitted use or disclosure (whether at Business Associate or at Business Associate Subcontractor) – shall provide Covered Entity a report that will:

- a. Identify (if known) each individual whose Unsecured Protected Health Information has been or is reasonably believed by Business Associate to have been accessed, acquired or disclosed;
- b. Identify the nature of the non-permitted access, use or disclosure including the date of the incident and the date of discovery;
- c. Identify the PHI accessed, used or disclosed (e.g., name; social security number; date of birth);
- d. Identify what corrective action Business Associate (or Business Associate Subcontractor) took or will take to prevent further non-permitted accesses, uses or disclosures;
- e. Identify what Business Associate (or Business Associate Subcontractor) did or will do to mitigate any deleterious effect of the non-permitted access, use or disclosure; and
- f. Provide such other information, including a written report, as the Covered Entity may reasonably request.

(2) For Unsuccessful Security Incidents, Business Associate shall provide Covered Entity, upon its written request, a report that:

- a. identifies the categories of Unsuccessful Security Incidents as described in Section 4(c)(iii)(4),
- b. indicates whether Business Associate believes its (or its Business Associate Subcontractor's) current defensive security measures are adequate to address all Unsuccessful Security Incidents, given the scope and nature of such attempts and
- c. if the security measures are not adequate, the measures Business Associate (or Business Associate Subcontractor) will implement to address the security inadequacies.

(iv) Termination.

(1) Covered Entity and Business Associate each will have the right to terminate this BA Agreement if the other Party has engaged in a pattern of activity or practice that constitutes a material breach or violation of Business Associate's or the Covered Entity's respective obligations regarding PHI under this BA Agreement and, on notice of such material breach or violation from the Covered Entity or Business Associate, fails to take reasonable steps to cure the material breach or end the violation.

(2) If Business Associate or Covered Entity fail to cure the material breach or end the violation after the other Party's notice, Covered Entity or Business Associate (as applicable) may terminate this BA Agreement by providing Business Associate or Covered Entity written notice of termination, stating the uncured material breach or violation that provides the basis for the termination and specifying the effective date of the termination. Such termination shall be effective 60 days from this termination notice.

(v) Continuing Privacy and Security Obligations. Business Associate's and Covered Entity's obligation to protect the privacy and security of the PHI it created, received, maintained or transmitted in connection with services to be provided under the Engagement Letter and this BA Agreement will be continuous and survive termination, cancellation, expiration or other conclusion of this BA Agreement or the Engagement Letter. Business Associate's other obligations and rights, and Covered Entity's obligations and rights upon termination, cancellation, expiration or other conclusion of this BA Agreement, are those set forth in this BA Agreement and/or the Engagement Letter.

IN WITNESS WHEREOF, the Parties have signed this BA Agreement on the dates indicated below.

BAKER TILLY VIRCHOW KRAUSE, LLP

CHAMPAIGN COUNTY

By Jason Coyle
Signature

By _____
Signature

Jason Coyle, CPA
Print Name

Print Name

Title Partner

Title _____

Date Signed 5/10/16

Date Signed _____

SYSTEM REVIEW REPORT

To the Partners of Baker Tilly Virchow Krause, LLP
and the AICPA National Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of Baker Tilly Virchow Krause, LLP (the firm) applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended March 31, 2015. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. As a part of our peer review, we considered reviews by regulatory entities, if applicable, in determining the nature and extent of our procedures. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at www.aicpa.org/prsummary.

As required by the standards, engagements selected for review included engagements performed under *Government Auditing Standards*, audits of employee benefit plans, audits performed under FDICIA, and examinations of service organizations [Service Organization Control (SOC) 1 and SOC 2 engagements].

In our opinion, the system of quality control for the accounting and auditing practice of Baker Tilly Virchow Krause, LLP applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended March 31, 2015, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)*, or *fail*. Baker Tilly Virchow Krause, LLP has received a peer review rating of *pass*.

Moss Adams LLP

November 3, 2015

RESOLUTION NO. 9612

RESOLUTION AMENDING THE SCHEDULE OF AUTHORIZED POSITIONS for the ANIMAL CONTROL DEPARTMENT of CHAMPAIGN COUNTY

WHEREAS, the County Board has approved the Champaign County Personnel Policy, which documents the process for the creation of new positions and re-evaluation of existing positions within Champaign County government; and

WHEREAS, pursuant to the Champaign County Personnel Policy, the Animal Control Director has presented a request for the elimination of one Animal Control Warden position and the creation of a new position titled Senior Animal Control Warden; and

WHEREAS, the Job Content Evaluation Committee, at the direction of the Policy, Personnel and Appointments Committee, reviewed the request for the elimination of one Animal Control Warden position classified in Grade Range F, and the creation of a new position titled Senior Animal Control Warden and recommends the new position be classified in Grade Range G; and

WHEREAS, the Finance Committee of the Whole has recommended to the County Board approval of the elimination of one Animal Control Warden position classified in Grade Range F, and the creation of a new position titled Senior Animal Control Warden and recommends the new position be classified in Grade Range G; and

NOW, THEREFORE, BE IT RESOLVED that the Champaign County Board approves the amendment to the Animal Control Department Schedule of Authorized Positions by eliminating one Animal Control Warden Position, classified in Grade Range F, and the creating a new position titled Senior Animal Control Warden, classified in Grade Range G.

PRESENTED, ADOPTED, APPROVED, AND RECORDED this 19th day of May, A.D. 2016.

Patsi Petrie, Chair
Champaign County Board

ATTEST: _____
Gordy Hulten, County Clerk
and ex-officio Clerk of the
Champaign County Board

ORDINANCE NO. 980

ORDINANCE APPROVING REVISIONS TO THE
CHAMPAIGN COUNTY NURSING HOME PERSONNEL POLICY

WHEREAS, the County Board of the County of Champaign, Illinois, is vested with the power to appropriate funds for salaries, provide fringe benefits, and provide conditions of employment, of many County employees; and

WHEREAS, the County Board of the County of Champaign, Illinois, establishes the budget, including personnel expenditures, of all County departments and offices; and

WHEREAS, the principles of due process and efficient operation of County operation require that uniform a personnel policy be applicable to County employees; and

WHEREAS, THE Nursing Home Board of Directors recommends to the County Board adoption of the revised Champaign County Nursing Home Personnel Policy (Attachment A); and

WHEREAS, The Champaign County Nursing Home Personnel Policy' will serve the interests of Champaign County government, the people of the County of Champaign, and Champaign County Nursing Home employees;

NOW, THEREFORE, BE IT ORDAINED by the County Board of Champaign County, Illinois, as follows:

1. All prior County Board ordinances, resolutions, and motions prescribing the personnel policies or regulations as pertaining to the Champaign County Nursing Home Personnel Policy are revoked and repealed, effective immediately. This shall include, but not be limited to Ordinance Nos. 529, 779, and 877 and all ordinances amending those ordinances pertaining to the Nursing Home Personnel Policy.
2. The attached "Champaign County Home Personnel Policy shall be the official personnel policy for all Champaign County Nursing Home Employees.

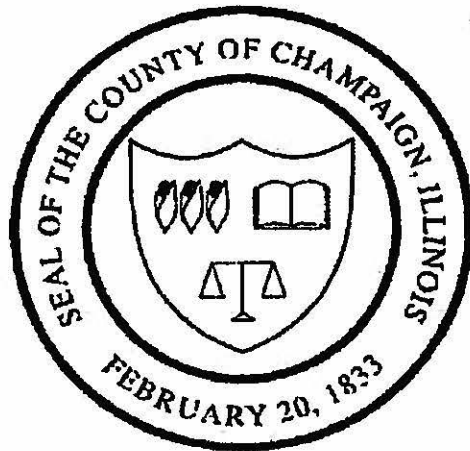
PRESENTED, PASSED, APPROVED, AND RECORDED this 19th day of May, A.D. 2016.

Pattsi Petrie, Chair
Champaign County Board

ATTEST:

Gordy Hulten, County Clerk and
Ex-officio Clerk of the County Board

ATTACHMENT A



CHAMPAIGN COUNTY NURSING HOME
PERSONNEL POLICY

Revised May 2016

TABLE OF CONTENTS

STATEMENT OF APPLICABILITY5

RESPONSIBILITY FOR POLICY INTEGRITY5

DISCLAIMER5

CHAPTER 1 - DEFINITIONS.....6

CHAPTER 2 - EMPLOYMENT, HIRING, AND PROBATION7

2-1 EQUAL EMPLOYMENT OPPORTUNITY and AFFIRMATIVE ACTION PROGRAM7

2-2 RECRUITMENT and HIRING8

2-3 ADA REASONABLE ACCOMMODATION POLICY10

2-4 PROBATIONARY PERIOD.....12

CHAPTER 3 - PERSONNEL RECORDS13

3-1 MAINTENANCE.....13

3-2 CONTENTS OF EMPLOYEE RECORDS.....13

3-3 RECORDS OF UNSUCCESSFUL APPLICANTS.....14

3-4 EMPLOYEE ACCESS TO RECORDS14

CHAPTER 4 - PERFORMANCE APPRAISAL.....15

4-1 EMPLOYEE APPRAISALS15

CHAPTER 5 - RESIGNATION, REDUCTION IN FORCE AND TERMINATION BENEFITS15

5-1 RESIGNATION.....15

5-2 REDUCTION IN FORCE.....15

5-3 NAME-CLEARING HEARING.....16

CHAPTER 6 - GRIEVANCES, DISMISSAL AND DISCIPLINE16

6-1 GRIEVANCES.....16

6-2 DISCIPLINARY ACTION17

6-3 INVOLUNTARY TERMINATION.....19

CHAPTER 7 - WORKING HOURS AND COMPENSATION	20
7-1 WORKING HOURS.....	20
7-2 HAZARDOUS WEATHER DAYS	21
7-3 PAYCHECKS, PAYCHECK ERRORS AND DEDUCTIONS.....	21
7-4 FINAL PAYCHECK	22
CHAPTER 8 - BENEFITS.....	22
8-1 HOLIDAYS.....	22
8-3 BEREAVEMENT LEAVE	24
8-4 JURY/WITNESS DUTY	24
8-5 FAMILY AND MEDICAL LEAVE OF ABSENCE	25
8-6 MILITARY LEAVE	27
8-7 SCHOOL VISITATION LEAVE.....	29
8-8 BLOOD DONATION LEAVE.....	29
8-9 VOTING LEAVE	30
8-10 HEALTH AND TERM LIFE INSURANCE.....	30
8-11 ILLINOIS MUNICIPAL RETIREMENT FUND (IMRF).....	30
8-12 WORKER'S COMPENSATION AND RETURN TO WORK FOLLOWING INJURY POLICY ..	31
8-13 VESSA (VICTIM'S ECONOMIC SECURITY AND SAFETY ACT, P.A. 93-0591)	34
CHAPTER 9 - SALARY ADMINISTRATION GUIDELINES	36
9-1 DEFINITIONS.....	36
9-2 SCHEDULE OF AUTHORIZED POSITIONS & SALARY GRID	37
9-3 ADMINISTRATION	38
CHAPTER 10 - DRUG- AND ALCOHOL-FREE WORKPLACE.....	39
CHAPTER 11 - WORKPLACE VIOLENCE POLICY	40
CHAPTER 12 - ANTI-HARASSMENT POLICY.....	41
12-1 ANTI- HARASSMENT	41
12-2 COMPLAINT PROCEDURE.....	42

CHAPTER 13 – PROHIBITED POLITICAL ACTIVITIES AND GIFT BAN	42
<u>13-1 PROHIBITED POLITICAL ACTIVITIES</u>	<u>42</u>
<u>13-2 GIFT BAN</u>	<u>43</u>
<u>13-3 DEFINITIONS</u>	<u>45</u>
<u>13-4 ENFORCEMENT</u>	<u>47</u>
CHAPTER 14 – GENERAL RULES AND PROCEDURES	48
<u>14-1 REPORTING UNSAFE WORKING CONDITIONS</u>	<u>48</u>
<u>14-2 REGISTRATION OF A DOMESTIC PARTNERSHIP.....</u>	<u>48</u>
<u>14-3 SUGGESTIONS</u>	<u>49</u>
CHAPTER 15 – ADMINISTRATION.....	49
<u>15-1 ADMINISTRATION</u>	<u>49</u>
<u>This policy may be revised at any time with the approval of the Champaign County Board based upon the recommendation of the Champaign County Nursing Home Board of Directors.....</u>	<u>49</u>
<u>16-1 DEFINITIONS:.....</u>	<u>49</u>
<u>16-2 APPLICABILITY.....</u>	<u>50</u>
<u>16-3 Privacy and Monitoring</u>	<u>51</u>
<u>16-4 Discipline.....</u>	<u>51</u>
<u>16-5 Disclaimers of Liability</u>	<u>51</u>
<u>16-6 Computer Access.....</u>	<u>52</u>
<u>16-7 Passwords.....</u>	<u>52</u>
<u>16-8 Software</u>	<u>52</u>
<u>16-9 Prohibited usage</u>	<u>52</u>
<u>16-10 Exceptions to Prohibited Usage</u>	<u>53</u>
<u>16-11 Virus Reporting</u>	<u>53</u>
<u>16-11.1 Internet Mailing Lists, Usenet Groups, News List Subscriptions.....</u>	<u>53</u>
<u>16-12 Web Site Development and Authorization.....</u>	<u>53</u>
<u>16-13 Ownership.....</u>	<u>54</u>
<u>16-14 Response to Policy Violations</u>	<u>54</u>

16-15 Software	54
16-16 Release of Information	54
16-17 Department Manager Responsibility	54
16-18 Prohibited Computer Usage	54
16-19 Attachments to E-Mails	56
16-20 Purchases, Conditions, and Fines	56
16-21 Social Media (see also Chapter 18 on Social Networking and Other Web-Based Communications)	56
CHAPTER 17 - CONFIDENTIALITY AND HIPAA	57
17-1 Confidentiality Policy	57
17-2 Confidentiality Agreement Procedure	58
17-3 Procedure for an Alleged Breach	58
CHAPTER 18 - SOCIAL NETWORKING & OTHER WEB-BASED COMMUNICATIONS POLICY	59
CHAPTER 19 COMPLIANCE	60

Statement of Applicability

This policy shall not apply to employees covered by a collective bargaining agreement between the Champaign Nursing Home Board of Directors or a Champaign County Elected Official and a labor union. Nor shall this Policy apply if doing so would violate a collective bargaining agreement.

Responsibility for Policy Integrity

The CCNH Administrator, the Department Managers and the CCNH Board of Directors shall be responsible for the enforcement of these Personnel Policies.

Disclaimer

This Policy provides a guide for employees, the Nursing Home Board of Directors, Administrative Staff, and Department Managers. It is also intended to acquaint new employees with Champaign County Nursing Home procedures. However, the employer reserves the right to take whatever action it deems appropriate given the circumstances. Failure to follow the Policy shall not invalidate any action taken. Employees should not read this Policy as creating an employment contract, express or implied, or a promise that it will be followed in all cases. Except as otherwise stated in its collective bargaining and employment agreements, employees of Champaign County Nursing Home are employed at-will. Nothing in this Policy is intended to alter this employment-at-will relationship. The Nursing Home Board of Directors may recommend to the Champaign County Board at any time revision, revoke, suspend, or amend this Policy at any time. Interpretation and implementation of this Policy is vested solely in the Nursing Home Board of Directors.

CHAPTER 1 - DEFINITIONS

- 1-1 FULL-TIME EMPLOYEE** - An employee who works in a position which is approved by the Nursing Home Board of Directors, and which is generally budgeted based on a 40.0 hour work week, but must be budgeted for at least 30 hours per week. Full-time employees are eligible for County paid-time-off benefits, health/life insurance benefits, and retirement benefits. Full-time appointed and elected Department Managers are also eligible for these benefits.
- 1-2 PART-TIME EMPLOYEE** - An employee who works in an approved position, which is budgeted at less than 6.0 hours per day or 30 hours per week. Part-time employees are not eligible for health/life insurance benefits, but generally receive proportionate or paid-time-off benefits, and do participate in the retirement plan if they work more than 1,000 hours/year.
- 1-3 TEMPORARY EMPLOYEE** - A person who is hired for a specific period of time or to complete a specific task. Temporary employees fill no specific position. Hours worked and hourly rate are set by the department manager within the constraints of a temporary salary budget approved by the Nursing Home Board of Directors. Temporary employees are not eligible for health/life insurance benefits or for paid-time-off benefits. Temporary employees participate in the retirement plan if they work, or are expected to work, 1,000 hours annually.
- 1-4 PER DIEM EMPLOYEE** - An individual, including Department Managers, who receives a standard sum of remuneration for each day worked is considered a per diem employee and is not eligible for County benefits, unless otherwise stated.
- 1-5 BOARD** - The Nursing Home Board of Directors of the County of Champaign, Illinois, which serves as the representative of the Champaign County Board. Champaign County is the employer of record.
- 1-6 CCNH ADMINISTRATOR** - The CCNH Administrator is responsible for human resource management.
- 1-7 UNDERUTILIZATION OF MINORITIES** - The employment of fewer minority workers in a particular job classification than would reasonably be expected by the minority workers' availability in the workforce.
- 1-8 JOB SHARING** - The sharing of one full-time Champaign County non-supervisory position by two individuals.
- 1-9 DAYS** - All references to number of days in this policy shall be understood to be working days.
- 1-10 DOMESTIC PARTNER** - Domestic Partners are persons who:
- a. Are at least 18 years of age.
 - b. Are competent to contract at the time the domestic partnership statement is completed.
 - c. Are not legally married to any person and not related in any way that would prohibit marriage in our state of operation.
 - d. Are each other's sole domestic partner.
 - e. Share permanent residence.

Domestic partners must have at least three of the following:

- a. Joint lease, mortgage, or deed on which both the employee and his/her partner are identified as owners or tenants.
- b. Joint ownership of vehicle.
- c. Joint ownership of a checking account or credit account.
- d. Designation of the domestic partner as beneficiary for the employee's life insurance or retirement benefits.
- e. Shared household expenses.

CHAPTER 2 - EMPLOYMENT, HIRING, AND PROBATION

2-1 EQUAL EMPLOYMENT OPPORTUNITY and AFFIRMATIVE ACTION PROGRAM

2-1.1 Equal Employment Opportunity (EEO) Statement - Employees and applicants for employment at Champaign County Nursing Home can be assured fair and equitable treatment with the provisions of EEO. Under the laws enforced by EEOC, it is illegal to discriminate against someone (applicant or employee) because of that person's race, color, religion, sex (including pregnancy), national origin, age, disability or genetic information. It is also illegal to retaliate against a person because he or she complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit.

Additionally, in accordance with the Illinois Human Rights Act, it is illegal to discriminate against someone because of sexual orientation, ancestry, citizenship status, marital status, military service, unfavorable military discharge, order of protection status, or arrest record.

These laws apply to all aspects of employment including benefits, discharge, discipline, firing, harassment, hiring, promotion, recruitment, renewal of employment, selection for training or apprenticeship, tenure, terms and conditions of employment, training, transfer, and wages.

2-1.2 Affirmative Action Program (AAP)

- a. **Administration and Scope** - The Champaign County Affirmative Action Program shall be administered by the CCNH Administrator, under the direction of the Nursing Home Board of Directors. The Department of Labor's regulations prohibit discrimination in such employment practices as recruitment, rates of pay, upgrading, layoff, promotion, and selection for training. Employers may not make distinctions based on race, color, religion, sex, or national origin in recruitment or advertising efforts, employment opportunities, wages, hours, job classifications, seniority, retirement ages, or job fringe benefits such as employer contributions to company pension or insurance plans. The Affirmative Action Program shall be implemented in all cases, including, but not limited to employment, promotion, demotion, discipline, grievances, transfers, testing, advertising, lay off, termination, rates of pay or other forms of compensation, and selection for training.
- a. **Program Development** - In order to develop and carry out the Affirmative Action Program, the CCNH Administrator shall be responsible for the following functions:
 - (1) Preparing a brief analysis of sex and race of current personnel by job classification;

- (ii) Preparing a brief statement for internal or external dissemination of the Personnel Policy and commitment to affirmative action;
- (iii) Identifying problems, e.g., the underutilization of minorities by job classification and by salary range;
- (iv) Suggesting the execution of programs or procedures designed to address underutilization of minorities;
- (v) Reviewing promotion practices within each department to determine whether employees are being promoted in accordance with established, reasonable goals and timetables;
- (vi) Comparing job duties and rates of compensation to ensure that the rates of compensation for jobs which require equal skill, effort, and responsibility, and which are performed under similar working conditions, are equal;
- (vii) Disseminating this Policy and reminding all Department Managers of the purpose of this Policy;
- (viii) Suggesting the execution of policy and procedures designed to eliminate discrimination against the protected classes specified in the Equal Employment Opportunities Statement (2-1.1); and
- (ix) Other procedures deemed necessary by the Nursing Home Board of Directors.

The Affirmative Action Program, administered by the CCNH Administrator, shall comply with all applicable state and federal laws and be developed in consultation with legal counsel.

c. Reporting and Enforcement

- (i) All CCNH departments shall provide the affirmative action information requested by the CCNH Administrator in order to enable the CCNH Administrator to carry out the functions listed in Section 2-1.2(b).
- (ii) All applicants for employment will be encouraged to complete a voluntary EEO/AAP self identification form upon applying for employment with the County. The race, gender, age and disability information gathered as pre-employment information will be treated as confidential and secured in the EEO files of the CCNH Administrator's Office or designated area. The EEO/AAP self identification form will be used to track applicant flow and utilized as a reference with the County's Affirmative Action Plan initiative. The EEO/AAP self identification form will include a statement of the County's EEO/AAP policy.

2-2 RECRUITMENT and HIRING

2-2.1 Recruitment Procedure - Recruitment efforts for position vacancies shall be conducted in the following manner:

- a. Recruitment efforts and publicity for available positions will be directed to all appropriate sources of applicants in a geographic area wide enough to attract qualified candidates and to assure equal opportunity for the public to apply. Professional positions should be listed in appropriate professional journals. Referral agencies, such as the the University of Illinois, Parkland Community College, City of Champaign Community Relations Department, City of Urbana Human Relations Commission staff, Illinois Department of Employment Security, Office of Equal Opportunity and Access, PACE, Champaign Schools, News-Gazette, etc., should be utilized where appropriate. The CCNH Administrator's Office shall be notified of position openings.

- b. All position openings shall be listed with the Illinois State Employment Service and shall be advertised in local newspapers, except:
 - (i) Openings filled by the promotion of a County employee;
 - (ii) Temporary vacancies of fewer than twenty (20) working days; or
 - (iii) Positions filled by a Department Manager who has advertised for a vacancy in the same job description within the previous four (4) months.
- c. A position shall not be considered vacant if an employee appointed for a specified term is reappointed to continue to fulfill those job responsibilities for a new term.

2-2.2 Advertisement

- a. All solicitations or advertisements for employment will state that the County is an Equal Opportunity Employer and no advertisement for employment shall make reference to gender, except when gender is a bona fide occupational qualification.
- b. Position advertisement shall include the following:
 - (i) Position title and classification;
 - (ii) A brief description of the job duties;
 - (iii) A brief summary of training, experience, knowledge and skills required for the position; and
 - (iv) Statement that Champaign County is an Equal Opportunity Employer.
- c. Advertisements about new or vacant positions shall be posted for the benefit of current employees who wish to apply for the position.
- d. Each advertisement will include a date after which no applications or resumes will be accepted. If there are usually continual openings for that job classification, a deadline date does not need to be included in the advertisement.
- e. Each advertisement announcing a vacant position shall be filed with the Office of the CCNH Administrator or designee.

2-2.3 Application Process - Each applicant shall complete an application which shall be signed to certify the truth of all statements contained therein. Deliberately false or misleading statements shall be grounds for rejection of an application or immediate termination if discovered after employment begins. References shall be checked.

2-2.4 Interviewing and Hiring Procedure - Qualified applicants shall be notified of the time and place of the interview. Interviews shall be conducted by the Department Manager or designee. The Department Manager may request the assistance of the CCNH Administrator's Office in conducting the interview. Job applicants shall not be asked about the existence, nature, or severity of a disability. However, job applicants may be asked about their ability to perform specific job functions. Medical examinations or inquiries may be made but only after a conditional offer of employment has been made and only if required of all applicants for the position. In making employment decisions, the Department Manager shall individually assess whether a qualified person with a disability meets the selection criteria. The selection criteria used to disqualify any individual must be job-related and consistent with

business necessity. All applicants who have either submitted an application or undergone an interview shall be notified when they are no longer being considered for a position. The Office of the CCNH Administrator shall be notified as to the person hired, job title and salary, and the effective date of employment. All applicants meeting the minimum requirements of the position for which they apply shall complete the Predictive Index prior to being interviewed.

2-2.5 Employee Promotion – CCNH Administrator may, without open advertising, promote an employee from one position to another position within the Nursing Home, as defined in Section 9-1.5 Transfer.

2-2.6 Orientation and Terms of Employment - Following the final selection of a candidate, the Department Manager or designee shall meet with the new employee to discuss the compensation for the position and criteria for job performance during the probation period. Upon hire of a new employee, the Department Manager or designee shall schedule the new employee for an orientation meeting at the Office of the CCNH Administrator during which the new employee shall register for payroll, IMRF, parking and County-issued identification badge. During orientation, the employee shall receive an overview of County benefits and programs and a copy of the Personnel Policy, or the Policy will be made available by computer access.

The new employee will be asked to sign a receipt for the material presented during orientation. The employee will also be asked to sign an acknowledgement of receipt of an agreement to abide by the Champaign County Drug and Alcohol Policy.

Approximately 30 days prior to the employee's effective date for health and life insurance coverage, the employee will receive information outlining available benefits. A mandatory benefit orientation meeting for the employee will be scheduled by the Office of the Insurance Specialist, with notice of the meeting date and time provided to both the employee and Department Manager.

2-2.7 Anti-Nepotism Policy - A Department Manager, or person with authority to hire or promote or effectively recommend hiring or promoting employees within a department, shall not hire or reclassify or effectively recommend hiring or reclassifying within the department any persons living in his/her household or any of the following persons whether related by blood, adoption or marriage: parent, grandparent, child, grandchild, sibling, spouse, or domestic partner. Persons hired in violation of this Policy shall be terminated, and persons reclassified in violation of this Policy shall be returned to their previous position, if vacant, otherwise they shall be terminated.

2-3 ADA REASONABLE ACCOMMODATION POLICY

2-3.1 Champaign County Nursing Home is committed to the fair and equal employment of individuals with disabilities under the Americans with Disabilities Act (ADA). It is Champaign County's policy to provide reasonable accommodation to qualified individuals with disabilities unless the accommodation would impose an undue hardship on the organization. Champaign County Nursing Home prohibits any harassment of, or discriminatory treatment of, employees on the basis of a disability or because an employee has requested a reasonable accommodation.

In accordance with the ADA as amended, reasonable accommodations will be provided to qualified individuals with disabilities to enable them to perform the essential functions of their jobs or to enjoy the equal benefits and privileges of employment. This policy applies to all applicants for employment and all employees.

2-3.2 Disability. "Disability" refers to a physical or mental impairment that substantially limits one or more of the major life activities of an individual. A "qualified person with a disability" means an individual with a disability who, with or without reasonable accommodation, can perform the essential functions of the job.

2-3.3 Reasonable Accommodation. Champaign County Nursing Home will seek to provide reasonable accommodation for a known disability or at the request of an individual with a disability. Many individuals with disabilities can apply for jobs and perform the essential functions of their jobs without any reasonable accommodations. However, there are situations in which a workplace barrier may interfere. A "reasonable accommodation" is any change or adjustment to the job application process, work environment, or work processes that would make it possible for the individual with a disability to perform the essential functions of the job.

There are three types of reasonable accommodation that may be considered:

- Changes to the job application process so that a qualified applicant with a disability will receive equal consideration for the job opportunity;
- Modifications to the work environment so that the qualified individual with a disability can perform the essential functions of the job; or
- Adjustments that will allow a qualified individual with a disability to enjoy the same benefits and privileges of employment as other similarly situated employees without disabilities.

2-3.4 Essential Job Functions. For each position, the job description typically will identify essential job functions. The Champaign County Job Content Evaluation Committee will review job descriptions on a periodic basis to evaluate job functions designated as essential. An employee's questions about a job's requirements should be directed to the employee's supervisor or Administrative Services.

2-3.5 Requesting a Reasonable Accommodation. An employee with a disability is responsible for requesting an accommodation from his or her supervisor or Administrative Services using the "Request for Reasonable Accommodation Form" and engaging in an informal process to clarify what the employee needs and to identify possible accommodations. If requested, the employee is responsible for providing medical documentation regarding the disability.

The employee should describe the problem created by a workplace barrier so that an appropriate accommodation may be considered. Typically, the supervisor and/or Administrative Services will work with the employee to identify possible reasonable accommodations and to assess the effectiveness of each in allowing the employee to perform the essential functions of the job.

Based on this interactive process, a reasonable accommodation will be selected that is appropriate for both the responsible department and the individual employee. While an individual's preference will be considered, the responsible department is free to choose between equally effective accommodations with consideration toward expense and impact on the rest of the organization.

A request for reasonable accommodation may be denied if it would create an undue hardship for the responsible department. Factors to be considered when determining whether an undue hardship exists include the cost of the accommodation, the organization's overall financial resources, the financial resources of the particular facility at which the accommodation is to be made, the number of employees at the facility, the total number of employees of the County, and the type of operation.

2-3.6 Safety. All employees are expected to comply with all safety procedures. Champaign County will not place qualified individuals with disabilities in positions in which they will pose a direct threat to the health or safety of others or themselves. A "direct threat" means a significant risk to the health or safety of one's self or others that cannot be eliminated by reasonable accommodation. The determination that an individual with a disability poses a direct threat typically will be made by the responsible department and/or Administrative Services and will be based on factual, objective evidence. A written copy of the determination will be given to the employee so that he or she may submit additional information and/or challenge the determination that he or she poses a direct threat.

2-3.7 Confidentiality. All information obtained concerning the medical condition or history of an applicant or employee will be treated as confidential information, maintained in separate medical files, and disclosed only as permitted by law.

2-3.8 Complaint Procedure. It is the policy of Champaign County to prohibit any harassment of, or discriminatory treatment of, employees on the basis of a disability or because an employee has requested a reasonable accommodation. If an employee feels he or she has been subject to such treatment or has witnessed such treatment, the situation should be reported using the harassment complaint procedure. Champaign County's policy prohibits retaliation against an employee for exercising his or her rights under the ADA or applicable state civil rights laws. Any employee found to have engaged in retaliation against an employee for exercising his or her rights or for making a request for reasonable accommodation under this policy will be subject to immediate disciplinary action up to and including discharge. If an employee feels he or she has been retaliated against, the situation should be reported to their unit ADA Coordinator.

2-4 PROBATIONARY PERIOD

2-4.1 Duration

- a. **New Hire** - Each employee hired to fill an authorized full or regular part-time position must successfully complete a probationary period of six (6) months. Immediate supervisors shall conduct several informal meetings to orient the new employee to the position. At the close of the probationary period, the employee's employment will be changed to non-probationary status if the work is satisfactory as determined by the Department Manager; however, employment may be terminated at this time, or earlier, if the employee's performance has not been satisfactory. The CCNH Administrator may extend the probation period up to an additional thirty (30) days.
- b. **Promotions** - Each employee who has been promoted to fill an authorized full or regular part-time position must successfully complete a probationary period in the position to which they have been promoted of three (3) months. At the close of the probationary period, the employee's status in the promotional position will change to non-probationary if the work is satisfactory, as determined by the Department Manager. However if the employee's work is not deemed satisfactory, every effort will be made to return the promoted employee to the position previously held, or a position of similar classification within the department. In addition, the Department Manager may also recommend to the CCNH Administrator termination of employment at the unsuccessful completion of the probationary period. The CCNH Administrator may extend the probation period up to an additional three months.

2-4.2 Evaluation - Employees serving a probationary period shall receive a written evaluation once during the six-month (6-month) period. The evaluation should be completed no later than the end of the fifth month. The supervisor shall discuss the evaluation and progress toward satisfactory performance with the employee.

CHAPTER 3 – PERSONNEL RECORDS

3-1 MAINTENANCE

Employee personnel records shall be maintained for all employees at the Office of the CCNH Administrator and/or at the department. The CCNH Administrator or designee, Department Manager or designee, and employee shall have the right to examine the employee's record. Personnel records shall be retained for a period of five (5) years after termination of employment.

3-2 CONTENTS OF EMPLOYEE RECORDS

3-2.1 Personnel records should contain the following information:

- a. A receipt for information received during orientation;
- b. All evaluations;
- c. Letters of reference, commendation or complaint;
- d. Applications;
- e. Memos of oral warnings and written employee warning records;
- f. Training records;
- g. Requests for leaves of absence;
- h.. A record of persons seeking to examine documents in the employee's file and dates these documents were examined, with the exception of the CCNH Administrator, Department Manager, or HR representative;
- i.. Resignation letters; and
- j. All other job-related information used to determine the employee's qualification for employment, promotion, transfer, additional compensation, discharge, or other disciplinary action.

3-2.2 Any information obtained relating to an employee's eligibility to work in the United States (I-9) shall be collected and maintained in a separate file; information collected regarding criminal history, individual's physical or mental condition, medical history or medical treatment shall be collected and maintained on a separate form, in a separate confidential file and will be treated as a confidential record, except that:

- a. Supervisor and managers may be informed regarding necessary restrictions on the work or duties of the employee and necessary accommodations;
- b. First aid and safety personnel may be informed, when appropriate, if the disability might require emergency treatment; and
- c. Government officials investigating compliance with federal or state regulations may review an employee's confidential medical record.

3-2.3 The Department Manager shall not gather or keep a record of an employee's associations, political activities, publications, communications or non-employment activities, unless the employee submits the information in writing or authorizes the Department Manager to keep or gather the information. This prohibition shall not apply to the activities that occur on County premises or during the employee's working hours with the County which interfere with the performance of the employee's duties or the duties of other employees or activities, regardless of when and where occurring, which constitute criminal conduct or may reasonably be expected to harm the County's property, operations or business, or could by the employee's action cause the County financial liability. A record which is kept by the

Department Manager as permitted under this Subsection shall be part of the personnel record.

3-3 RECORDS OF UNSUCCESSFUL APPLICANTS

A record of each unsuccessful applicant will be retained by the CCNH HR Department in accordance with the requirements of the Local Records Act. The record shall contain the following information:

- a. Sources of recruitment;
- b. Advertisements for the position;
- c. Letters of non-acceptance sent to candidates; and,
- d. Copies of any rating sheets used in selection and rejection of candidates.

3-4 EMPLOYEE ACCESS TO RECORDS

3-4.1 Employee Access - All current employees, and all employees who have left the employ of Champaign County within one year of the date of their request, shall have access to their personnel file, as required by the Personnel Records Review Act. The request to inspect records shall be in writing and the inspection shall be during regular business hours. The employee may request access to records a reasonable number of times per year but in any case shall have access, if requested, at least twice per year. The employer shall grant access within seven (7) business days of receiving the written request. The employee may designate in writing a representative to inspect the personnel record. The employee may obtain copies of any open documents in the file upon payment of the County's cost of duplication.

If the employee disagrees with any information in the file, and the employer does not remove or amend it, the employee may submit a written statement explaining his/her position which shall be attached to the disputed portion of the record.

3-4.2 Designated Representative Access – Notwithstanding Section 3-4.1, the right of the employee's designated representative to inspect his or her personnel records does not apply to the following, except as otherwise required by law:

- a. Letters of reference for that employee;
- b. Any portion of a test document, except that the employee may see a cumulative total test score for either a section of or the entire test document;
- c. Materials relating to the County or Department Manager's staff planning, where the materials relate to or affect more than one employee, provided, however, that this exception does not apply if such materials are, have been, or are intended to be used by the employer in determining an individual employee's qualifications for employment, promotion, transfer, or additional compensation, or in determining an individual employee's discharge or discipline;
- d. Information of a personal nature about a person other than the employee if disclosure of the information would constitute a clearly unwarranted invasion of the other person's privacy;
- e. Records relevant to any other pending claim between the County or Department Manager and the employee which may be discovered in a judicial proceeding;
- f. Investigatory or security records maintained by the County to investigate criminal conduct by an employee or other activity by the employee which could reasonably be expected to harm the County's property, operations, or business or could by the employee's activity cause the County financial

liability, unless and until the County takes adverse personnel action based on information in such records.

3-4.3 Disclosure of Disciplinary Information – Except when disclosure is ordered to a party in a legal action or arbitration, or is otherwise required by law, the County shall not disclose any disciplinary information which is more than four years old to a third party. The County shall not disclose any disciplinary information without written notice except if disclosure is ordered to a party in a legal action or arbitration; information is requested by a government agency as a result of a criminal investigation by such agency; or disclosure is otherwise required by law. Notice shall be delivered by first class mail to the employee's last known address and shall be postmarked on or before the day the information is disclosed. Disciplinary information less than four years old may be disclosed without written notice if the employee has specifically waived written notice as part of a signed employment application with another employer.

CHAPTER 4 - PERFORMANCE APPRAISAL

4-1 EMPLOYEE APPRAISALS

Department Managers will be responsible for the completion of one appraisal during the probation period and an annual evaluation thereafter for each employee. Annual evaluation forms and instructions on their use will be provided by the Office of the CCNH Administrator. Each completed appraisal will be maintained in the employee's departmental personnel file. Appraisals will be based upon performance of job duties and other criteria. It is the responsibility of each Department Manager to maintain a file of individual employee appraisals. The CCNH Administrator shall be responsible for the annual performance appraisals of the CCNH Department Managers.

CHAPTER 5 - RESIGNATION, REDUCTION IN FORCE AND TERMINATION BENEFITS

5-1 RESIGNATION

5-1.1 A letter of resignation shall be given to the Department Manager at least two (2) weeks before the employee's last working day. The letter should state the reason for resignation and the last working day.

5-1.2 The Department Manager shall notify the CCNH Administrator of all resignations.

5-1.3 Prior to the last working day, the employee may schedule an exit interview with the CCNH Administrator's Office, may complete an IMRF separation form or application for retirement at the CCNH Administrator's Office and may contact the Insurance Specialist to continue health insurance through Federal COBRA provisions.

5-2 REDUCTION IN FORCE

5-2.1 Partial Reduction - Elimination of a portion of a department(s) through layoff. The CCNH Administrator will recommend a Partial Reduction in force to the Nursing Home Board of Directors. Upon approval by the Nursing Home Board of Directors, the Administrator will provide affected employees written notice of the intended reduction in force.

5-2.2 Full Reduction - Total elimination of a department would take place upon the recommendations Nursing Home Board of Directors, with final approval of the Champaign County Board.

5-2.3 Involuntary Termination Appeal - An employee may appeal the termination pursuant to the provisions of Section 6-4.

5-3 NAME-CLEARING HEARING

5-3.1 Purpose - The purpose of the name-clearing hearing is to enable an employee to publicly rebut any public charges made against him or her in the course of that employee's termination or resignation. A name-clearing hearing is available to any such terminated or resigned Nursing Home employee. It is not intended that any adjudication will be made as to the truth or falsity of the charges.

5-3.2 Appeal - A name-clearing hearing must be requested in writing directed to the Nursing Home Administrator within ten (10) days of termination or after the employee learns of the public statement. The letter must contain the statement or statements at issue, who made them, and where and when they were publicly made.

5-3.3 Scheduling/Composition of Committee - A hearing shall be scheduled within fifteen (15) days of the request unless it is continued with the consent of the interested persons or by the Hearing Committee for good cause. The Hearing Committee is the Nursing Home Board of Directors.

CHAPTER 6 - GRIEVANCES, DISMISSAL AND DISCIPLINE

6-1 GRIEVANCES

6-1.1 Definition - Any claim by a non-probationary employee, unless the probationary employee has been employed by the Nursing Home for a period of at least twelve months and is in probationary status only because of a recent promotion, that there has been a violation, misinterpretation, or misapplication of the terms of these policies shall be termed a grievance. Grievances may involve issues of wages, hours, or working conditions and are initiated by an employee following an administrative action with which the employee disagrees.

6-1.2 Purpose - The purpose of the grievance procedure shall be to settle employee grievances on as low an administrative level as possible so as to ensure efficiency and employee morale. No employee making good-faith use of this procedure shall be subjected to any reprisals.

6-1.3 Procedure - Grievances will be processed in the following manner and within the stated time limits. Time extensions beyond those outlined below may be arranged by mutual agreement of the parties concerned.

Step 1 - The aggrieved employee or group of employees will present the grievance in writing to the immediate supervisor. The grievance must be so presented within ten (10) working days of occurrence, not including the date of occurrence. The grievance shall be prepared in detail, including identification by section number of the policy alleged to have been violated, a brief statement of the conduct or act which is alleged to have violated the policy, and the remedy the grievant is seeking and dated. The supervisor will give a written answer within three (3) working days of the date of presentation of the grievance, not including the date of presentation. If the

supervisor is a Department Manager, appeal from Step 1 would be directly to Step 3.

Step 2 - If the grievance is not settled in Step 1, it shall be signed by the aggrieved employee or group of employees, and the immediate supervisor, and be presented to the Department Manager within five (5) working days after the supervisor's written answer is given, or should have been given, not including the day the answer is given. The Department Manager will reply to the grievance in writing within five (5) working days of the presentation of the written grievance, not including the day of presentation.

Step 3 - If the grievance is not settled in Step 2, it shall be signed by the aggrieved employee or group of employees, and the Department Manager, and be presented to the CCNH Administrator within five (5) working days after the Department Manager's answer is given, or should have been given, not including the day the answer is given. The grievance shall be presented along with the pertinent correspondence to date. The CCNH Administrator shall reply within five (5) working days of the date of presentation of the written grievance, not including the day of presentation..

Step 4 - If the grievance is not settled in Step 3, it shall be signed by the aggrieved employee or group of employees, and the CCNH Administrator and be submitted to the Nursing Home Board of Directors within five (5) working days after the CCNH Administrator's written answer is given, or should have been given, not including the day the answer is given. The grievance shall be heard by the Nursing Home Board of Directors at the next regularly scheduled meeting. The Nursing Home Board of Directors shall make such recommendations as it may deem advisable.

6-2 DISCIPLINARY ACTION

6-2.1 Policy - No employee shall be disciplined wholly or partially based on, or the perception of, an individual's sexual orientation; age; sex; race; color; religious belief or practice; national origin; ancestry; marital status; citizenship status; a physical or mental disability unrelated to an individual's ability to perform the essential functions of his or her job with or without reasonable accommodation; or an unfavorable discharge from the military as defined in the Illinois Human Rights Act. The CCNH Administrator shall take necessary action against a Department Manager or Supervisor who is found not following the intent of this policy.

6-2.2 Recommended Disciplinary Procedures - Sections 6-3.2(a) through 6-3.2(d) (listed as Exhibit A in Appendix to this Policy) are a recommended procedure for employee discipline consistent with legal guidelines and good personnel management.

- a. **Oral Warning** - The immediate supervisor will give an oral reprimand and point out the area(s) in which an employee is having difficulties and assist in making the necessary corrections. A short memo will be made of the conversation. The supervisor and the employee will initial the record. The employee's initial shall document receipt of the warning, and shall not constitute agreement with the oral warning. An employee's refusal to initial an oral warning shall not preclude it from having effect. The original copy will be maintained in the employee's personnel file and a copy will be furnished to the employee.

- b. **Written Warning** - If the employee continues to have difficulties in the same area(s), or if the violation or infraction is more serious, the immediate supervisor will prepare a Written Warning which contains the 1) employee's name, 2) statement as to the date and the nature of the infraction, 3) the supervisor's performance expectation following the Written Warning, and 4) signature of the employee and immediate supervisor or signature of the employee and immediate supervisor or Department Manager. The original copy shall be placed in the employee's personnel file and a copy will be furnished to the immediate supervisor and employee.
- c. **Suspension** - The Department Manager or designee may use suspension as an optional disciplinary action. Upon evidence or reasonable suspicion of a serious offense against the County or another employee and after consultation with the employee, the Department Manager or designee may order an employee absent from duties without pay for a period not to exceed five (5) working days. The Department Manager or designee shall, within twenty-four (24) hours of such action, prepare a written memorandum stating the grounds for such action and submit it to the CCNH Administrator and to the suspended employee. Such a memorandum shall be held confidential.
- c. **Dismissal** - For severe violation or repeated violations, the Department Manager or designee may dismiss the employee. Before a Department Manager concludes discharge is appropriate, the employee must be given adequate notice of the reasons for dismissal and a fair opportunity to present his or her version of events. The employee and CCNH Administrator will be given a written report stating the reasons for dismissal.

6-2.3 Department Managers may consider the following factors in deciding whether discipline is appropriate in any particular case, and, if so, what level of discipline is appropriate. Regardless of whether an employee is covered by contract, bargaining agreement, or statute, or is an at-will employee, the following are offered as guidance to decision-makers who may apply them with fair consideration of the specifics of the particular case:

- a. **Notice:** Did the employer give to the employee forewarning or foreknowledge of the possible or probable disciplinary consequences of the employee's conduct?
- b. **Reasonable Rule:** Was the employer's rule or managerial order reasonably related to the orderly, efficient, and safe operation of the business?
- c. **Investigation:** Did the employer make an effort to discover, fairly and objectively, whether the employee did in fact violate a rule or order?
- d. **Fairness:** Was the investigation conducted fairly and objectively?
- e. **Proof:** Did the investigator obtain substantial evidence or proof that the employee was guilty of violating the rule or order?
- f. **Equal Treatment:** Has the employer applied its rules, orders and penalties even-handedly and without discrimination to all similarly-situated employees?
- g. **Penalty:** Was the degree of discipline administered by the employer reasonably related to the seriousness of the offense and the employee's record of service?

6-2.4 Department Managers – Recommended disciplinary procedures as outlined in Chapter 6-2.2 of this Policy shall apply to Department Managers, with said discipline to be determined by the CCHH Administrator.

6-3 INVOLUNTARY TERMINATION

6-3.1 Purpose - A non-probationary individual who believes their employment was terminated (including dismissal or reduction in force) in violation of these policies has ten (10) days from the date of the written notice of termination to request a termination hearing. A dismissal or termination in violation of these policies by a Department Manager or Nursing Home Administrator is improper.

6-3.2 Department Manager/Administrator Action - Prior to every involuntary termination by a Department Manager or Nursing Home Administrator there shall be an investigation by the Department Manager or Nursing Home Administrator. Prior to the conclusion of the investigation, the employee shall be informed, orally or in writing, of the reason for termination. The employee shall have an explanation of the evidence supporting the charges and the employee shall be allowed to respond orally or, upon consent of the Department Manager or Nursing Home Administrator, in writing.

An employee may be suspended with pay until a final decision is made by the Department Manager or Nursing Home Administrator. The investigation shall be concluded within a reasonable length of time after the basis for the charges comes to the attention of the Department Manager or Nursing Home Administrator.

6-3.3 Hearing Procedures

- a. All Termination Hearings shall be heard and decided by a Hearing Officer. The Policy, Personnel, & Appointments Committee of the Champaign County Board shall designate three (3) individuals biannually, in January after County Board district representation elections, as potential Hearing Officers. When a hearing is requested, the County Administrator shall choose one of that group to hear the evidence and decide the issues relating to each case in which a hearing is requested.
- b. All requests for hearings shall be in writing and directed to the County Administrator. All requests must be received by the County Administrator within ten (10) days from the date of written notice of termination in accordance with Sections 6-3.1 and 6-3.4 of this Policy. The request shall specify the specific violation as stated in 6-3.1, the remedy sought, and give an address where correspondence regarding the hearing may be mailed. A Termination Hearing must be held within fifteen (15) days of the request, unless the same is continued by agreement of the employee and Department Manager/Nursing Home Administrator or by the Hearing Officer for good cause shown. Availability of the Hearing Officer may be considered good cause.

Should such continuance be granted by the Hearing Officer, the aggrieved employee shall make himself, or herself, available for a Termination Hearing within an additional fifteen (15) days' time period by offering three (3) times that he or she can be available for said hearing. If this is not done, the right to a termination hearing is waived by the aggrieved employee.

- c. The County Administrator shall inform the employee and the concerned Department Head of the date, time and place of the Termination Hearing by providing e-mail notification to the parties at least seven (7) days before the

hearing is scheduled. The personal attendance of the Department Manager or immediate supervisor, and the employee is required.

- d. The employee may be accompanied by counsel or other personal representative, but the County will not pay for, or provide, counsel. The Department Manager/Nursing Home Administrator shall be accompanied by counsel provided by the County (usually the State's Attorney as legal counsel of the County). If the State's Attorney is unavailable, counsel may be employed by the Department Manager/Nursing Home Administrator with the approval of the County Administrator and the State's Attorney.
- e. All Termination Hearings shall be informal and rules of evidence shall NOT apply. Both the employee and the Department Manager/Nursing Home Administrator may present relevant testimony, documentary and physical evidence. All testimony shall be given under oath. Both the employee and the Department Manager/Nursing Home Administrator, personally or through their representative, shall have the right to cross-examine the other party and all witnesses who testify on behalf of the other party.
- f. A tape recording, or other verbatim record, of hearing shall be made. A transcript shall be prepared upon request and provided to any party requesting the same and paying the costs of producing a transcript to the County Administrator.
- g. The employee has the burden of proving, by a preponderance of evidence, that his/her termination was in violation of these policies.
- h. All appeal proceedings and evidence taken therein shall be confidential, and the public shall not be permitted to attend hearings, unless both the employee and Department Manager/Nursing Home Administrator shall otherwise agree.
- i. The Hearing Officer must decide an appeal within ten (10) days of the hearing. If, after hearing the facts of the termination, the Hearing Officer believes the individual has not been improperly terminated, the Department Manager/Nursing Home Administrator action will be upheld. If, however, the Hearing Officer determines the employment of the individual has been improperly terminated, according to the guidelines in Section 6-3.1, the employee will be reinstated and compensated any back pay resulting from the termination. The Hearing Officer shall not have the authority to reduce the discipline imposed, but may recommend to the Department Manager/Nursing Home Administrator appropriate discipline to be imposed, short of termination. A written decision containing findings of fact shall be made by the Hearing Officer and mailed to the employee, Department Manager, Nursing Home Administrator, County Administrator, and Chair of the Policy, Personnel, & Appointments Committee within ten (10) days of the hearing.
- j. If an employee does not request a termination hearing within ten (10) days of the written notice of the termination, the termination will be deemed proper.

CHAPTER 7 – WORKING HOURS AND COMPENSATION

7-1 WORKING HOURS

7-1.1 Hours of work will vary based upon the needs of the facility and responsibilities of each job class. Department Managers will set the hours of work for each job class.

7-1.2 Employees who work for at least 6 consecutive hours will be permitted at least 30 minutes for a meal period.

7-1.3 Work breaks may be scheduled by the Department Head or Supervisor.

7-2 HAZARDOUS WEATHER DAYS

7-2.1 If a hazardous weather situation arises before the start of an employee's working hours the following procedures will be used:

- a. Based on reports from the Emergency Services and Disaster Agency (ESDA), and other factors determined by the Administrator and/or designee to be relevant, the Administrator and/or designee may declare a Hazardous Weather Day.
- b. Employees are to work their assigned schedule on a Hazardous Weather Day. TOPS leave is to be used only after all efforts have been made to arrive at the assigned time and after proper notification has been made. Employees who live in the geographic area for which Hazardous Weather Day has been declared and who must use TOPS leave because of the Hazardous Weather Day need not comply with TOPS request requirements. Absences will not be considered unscheduled if they result from a Hazardous Weather Day.

7-2.2 If a hazardous weather situation arises after the start of an employee's working hours, the employee's Department Manager may allow the employee to leave work early if consistent with staffing requirements, and the employee may utilize TOPS or compensatory time, or make arrangement with his/her Department Manager to work additional hours, to compensate for those hours missed.

7-2.3

7-3 PAYCHECKS, PAYCHECK ERRORS AND DEDUCTIONS

7-3.1 Paychecks - Payroll periods end every other Saturday night at 12:00 P.M. and pay periods begin at 12:01 A.M. on Sunday morning. Payroll checks are issued the first Friday following the end of a pay period. Paychecks which have not been picked up by the employee will be mailed four days after distribution. All deductions from an employee's gross pay are printed on the stub of each paycheck.

7-3.2 Paycheck Errors - Any paycheck errors should be referred to the employee within the department who regularly prepares the payroll. Corrections will be made no later than the following pay period with the approval of the Department Manager.

7-3.3 Deductions - The following deductions may be made from an employee's pay in accordance with established benefits, legal requirements and/or employee option:

- a. Federal and State Income Tax;
- b. FICA (Social Security);
- c. IMRF (Illinois Municipal Retirement Fund);
- d. Benefit deductions as requested, including but not limited to health insurance, life insurance, and dental insurance;
- e. Deferred Compensation;
- f. Voluntary Charitable Contribution;
- g. Credit Union;

- h. Others as requested and/or approved.

7-4 FINAL PAYCHECK

Terminating employees will receive payment for accrued TOPS in a lump sum with the regular biweekly paycheck for the final pay period worked. Reserve TOPS shall not be paid.

CHAPTER 8 – BENEFITS

8-1 HOLIDAYS

8-1.1 Official Holidays - Except as otherwise provided by statute, the annual holiday schedule for Champaign County Nursing Home will be as follows:

New Year's Day	January 1st
Memorial Day	Last Monday in May
Independence Day	July 4th
Labor Day	First Monday in September
Thanksgiving	Fourth Thursday of November
Christmas Day	December 25th

8-1.2 Holiday Observance - Where an employee is scheduled and required to work on a holiday, equivalent time off will be granted within a reasonable period at a time convenient to the employee and consistent with the department's operating needs.

8-2 TIME OFF PAID SYSTEM (TOPS)

8-2.1 Purpose . The purpose of the Time Off Paid System (TOPS) is to provide flexibility for employees to utilize paid time off to their best advantage and at the same time provide the Nursing Home with the necessary staff to maintain its function at an effective level.

8-2.2 Definition . TOPS is a single collection of paid time off for vacations, holidays, short-term illnesses, and personal and bereavement leave.

8-2.3 Eligibility . To be eligible for this benefit you must be employed as a full-time employee working a minimum of 30 hours per week on a regularly scheduled basis. All other employee classifications are ineligible.

8-2.4 Regulations

- a. Supervisory personnel have the responsibility to maintain a staff adequate to provide the services expected of their respective areas. Therefore, they have the authority to determine employee schedules and to limit the granting of requests for TOPS, as necessary to fulfill that responsibility.
- b. Employees accrue TOPS and Reserve Hours based on the number of hours worked per pay period. During the probationary period, new employees cannot use TOPS and Reserve.
- c. TOPS (other than illnesses) must be scheduled through your supervisor.
- d. After the probationary period, all time off taken by an employee will be charged to the employee's TOPS hours. All TOPS hours taken must be available at the time that the hours are taken.

- e. Employees whose status changes from less than thirty (30) hours per week to thirty (30) or more hours per week will be eligible to use TOPS hours after serving initial six (6) months probation and three (3) months at 30 or more hours.

8-2.5 Rate of Accrual of TOPS Hours

Years Employed	Factor Applied to Hours Worked	Hours Accumulated Each Pay Period*	Actual Hours Earned Yearly*	Maximum Annual Accumulation
0 - 1	.07308	5.85	152	228
1 - 5	.07688	6.15	160	240
5 - 10	.10000	8.00	208	312
10+	.11925	9.54	248	372

*For full-time employees working 80 hours per pay period.

- a. Employees earn TOPS on eligible hours worked up to 80 hours per pay period. TOPS is earned on scheduled hours worked and on hours taken as TOPS.
- b. No employee shall accumulate more than the maximum accrual for his/her years of service as stated above. Hours gained above the maximum will not be credited to the employee's TOPS time balance, but will be forfeited. This Section shall apply to all current employees effective December 1, 2003. Any unused TOPS time accrued prior to the effective date shall be kept in a separate record for future use or to be paid upon termination or retirement of employment with the Nursing Home.

8-2.6 Reserve Account

8-2.61 Definition - An accrued paid time off account reserved for short-term disability or hospitalization.

8-2.62 Rate of Accrual of Reserve Account Hours

Factor Applied to Hours Worked	Reserve Account Hours* Per Pay Period	Actual Hours Yearly*
.023077	1.84	48

*For full-time employees working 80 hours per pay period.

8-2.63 (b.4) amended 2/17/98 ORDINANCE # 556

8-2.64 Reserve Account Regulations

- a. Reserve Accounts (effective December 1, 1993) may accumulate a maximum of **480 hours** (prior to December 1, 1993, maximum accrual was 360 hours) at which point, if needed, the long-term disability benefit under IMRF will provide protection.
- b. Eligible uses:
 - 1. Immediately when hospitalized and for post-hospitalization and convalescent care resulting there from and authorized by a physician and the Champaign County Nursing Home Administrator and/or Medical Director.

2. Following an illness/injury absence of work of five (5) consecutive work days with a physician's verification and approval of the Champaign County Nursing Home Administrator and/or Medical Director.
3. For long-term, "serious" medical problems which may not require hospitalization but which re-occur within a sixty (60) day period, the five (5) consecutive work day requirement will be waived when authorized by the Champaign County Nursing Home Administrator who is the final authority on all disputes, definitions, eligibility, and interpretations of this benefit.
4. Immediately when having scheduled out-patient surgery or a complex diagnostic procedure as verified by a licensed physician.
5. Up to six (6) weeks immediately following the legal adoption of a minor child.

8-3 BEREAVEMENT LEAVE

Full-time and part-time employees shall be granted bereavement leave for the scheduled working hours on five (5) consecutive workdays following the death of a spouse, child, parent, or domestic partner; and for the scheduled working hours on three (3) consecutive workdays following the death of a brother, sister, grandparent, mother-in-law, father-in-law, daughter-in-law, son-in-law or grandchild. Employees may use TOPS time during Bereavement Leave.

8-4 JURY/WITNESS DUTY

- 8-4.1** Any employee who is called for jury duty shall be excused from work for the days served. The employee shall receive his/her normal rate of pay for each day of jury duty for which he or she would have worked. The employee shall give the supervisor reasonable notice of the needed leave for jury service, which requires the employee to deliver to the supervisor a copy of the summons within ten (10) days of the date of issuance of the summons to the employee. During this time, if the employee is not actually performing jury duty, the employee shall return to work for the remainder of the work day. The payment received for jury duty shall be returned to the County; however, the mileage reimbursement shall be retained by the employee.
- 8-4.2** If an employee is served a subpoena to appear for witness duty in a job-related capacity, or if requested to testify at a termination hearing, the individual will be paid his/her normal salary during the time the employee is required to be away from his/her place of work. If the testifying employee is not scheduled for a work shift during the time of a termination hearing, the employee will still be paid his/her normal wage for the time the employee has been requested to attend the hearing.
- 8-4.3** If an employee is served a subpoena to appear in court for a matter that is not related to his/her employment, the employee shall be granted unpaid time off in order to comply with the subpoena. The employee may choose to utilize accrued paid leave time instead.
- 8-4.4** Department Managers shall maintain records of the days on which jury and witness duty is served by employee.

8-5 FAMILY AND MEDICAL LEAVE OF ABSENCE

Under the Family and Medical Leave Act of 1993 ("FMLA"), as amended, (FMLA, 29 CFR Part 825) eligible employees are allowed to take unpaid leaves of absence for certain specified purposes.

8-5.1 Eligible Employees – An employee is eligible for FMLA leave if the employee has worked for at least twelve (12) months and has performed 1,250 hours of service for the County during the previous twelve (12) month period.

8-5.2 Leave Requirements - The County will extend up to twelve (12) weeks of FMLA leave during any twelve-month period to eligible employees (the twelve month period shall be a "rolling" 12-month period measured backward from the date an Employee uses any FMLA leave):

- a. To care for a newborn child during the first twelve months after birth;
- b. Because of the placement of a child for adoption or foster care within twelve months after the placement;
- c. To care for the employee's spouse, son, daughter, or parent (or certain other persons in a "parent" capacity) with a serious health condition;
- d. To attend to the employee's own serious health condition involving inpatient care or continuing treatment which causes inability to perform his/her job
- e. For any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a military member on active duty or call to covered active duty status (or has been notified of an impending call or order to covered active duty status).

The County will extend up to twenty-six workweeks of FMLA leave during any twelve month period to eligible employees (the twelve month period shall be a "rolling" 12-month period measured backward from the date an Employee uses any FMLA leave) to care for a covered servicemember with a serious injury or illness if the eligible employee is the servicemember's spouse, son, daughter, parent, or next of kin (military caregiver leave).

8-5.3 Substitution of Paid Leave - Paid leave will run concurrent with FMLA leave under certain circumstances:

- a. The County will require an employee to substitute any accrued TOPS leave for unpaid FMLA leave taken because of the birth or adoption of a son or daughter of the employee in order to care for the son or daughter, because of the placement of a son or daughter with the employee for adoption or foster care, or in order to care for the spouse, son, daughter, or parent of the employee if the spouse, son, daughter or parent has a serious health condition.
- b. The County will require an employee to substitute any accrued TOPS for unpaid FMLA leave taken in order to care for the spouse, son, daughter, or parent of the employee if the spouse, son, daughter or parent has a serious health condition or because of the employee's own serious health condition that makes the employee unable to perform the functions of the employee's position.

8-5.4 Length of Leave - If medically necessary, a leave relating to a serious health condition may be taken intermittently or by reducing the usual number of hours worked per week or per day. However, an employee who requests leave due to birth or adoption may not take leave intermittently, exceptions to be made by the CCNH Administrator.

An employee is entitled to no more than a total of twelve work weeks of FMLA leave, during any twelve month period, except that an eligible employee is entitled to 26 workweeks of leave to care for a covered servicemember with a serious injury or illness during a single 12-month period. The eligible employee is entitled to a combined total of 26 workweeks of leave for any FMLA-qualifying reason during the single 12-month period described in Leave Requirements (a-e) above, provided that the employee is entitled to no more than 12 workweeks of leave for one or more of the following: because of the birth of a son or daughter of the employee and in order to care for such son or daughter; because of the placement of a son or daughter with the employee for adoption or foster care; in order to care for the spouse, son, daughter, or parent with a serious health condition; because of the employee's own serious health condition; or because of a qualifying exigency. If an eligible employee does not take all of his or her 26 workweeks of leave entitlement to care for a covered servicemember during this single 12-month period, the remaining part of his or her 26 workweeks of leave entitlement to care for the covered servicemember is forfeited.

When both spouses are employed by the County, the total number of workweeks of leave utilized by both spouses will be limited to 12 workweeks if the leave is taken because of the birth of a son or daughter and in order to care for the son or daughter, the placement of a son or daughter with the employee for adoption or foster care, or to care for a sick parent of one of the employees if the parent has a serious health condition.

8-5.5 Notice and Certification - When leave is reasonably foreseeable, the employee must provide 30 days' advance notice of the leave to his/her department head.

When substituting paid TOPS leave for unpaid FMLA leave, the Employer may require a certificate from the appropriate physician. For unpaid leave, a medical certification of illness and its seriousness, both as to the employee and/or a family member, will be required. It must also state the expected duration of the leave. Forms for such certification are available from the CCNH Administrator.

If there is reason to doubt the validity of the certification, the County may, at its own expense, require the employee or family member to obtain from a doctor of the County's choice. If a conflict arises, the County may require a third opinion. The third opinion shall be final and binding.

The County may also require that an employee obtain subsequent re-certifications on a monthly basis.

8-5.6 Compensation/Benefits During Unpaid Leave – During unpaid leave time, employees' wages and other benefits are not paid or accrued except for health and County paid life insurance, which will be continued on the same basis as if the employee continued in active status. The employee's portion of health insurance must be paid either through payroll deduction, or by direct payment by the employee to the County. The employee will receive a bill from the County for payment of health, life and/or dental premiums. If the premium is not paid by the stated due date, coverage will be canceled.

8-5.7 Return to Work - At the conclusion of leave, an employee will be restored to the position he/she held at the time the leave began or to an equivalent position with equivalent benefits, pay and other terms and conditions of employment, unless the employee's position would have been otherwise eliminated during the leave. Fringe benefits accrued prior to the leave will not be lost as a result of the leave. However, employees do not accrue additional seniority or employee benefits during the period of leave.

The County may deny reinstatement after leave to a salaried employee who is among the highest paid ten percent of its employees when denial is necessary to prevent substantial and grievous economic injury to the County. The County will provide prompt notification to the employee that reinstatement will be denied for that reason.

An employee who fails to return to work after the leave expires (other than due to the continuation, recurrence, or onset of a serious health condition or other circumstances beyond the employee's control) will be liable to the County for its share of health plan premiums paid by the County during the period of leave. The County will recover the initial sums through deductions from any sums due to the employee (e.g. unpaid wages, TOPS pay, etc.) Any balance will be recovered through legal action.

8-6 MILITARY LEAVE

Employees performing military duties are entitled to numerous protections under federal and Illinois law. When addressing issues of military leave and its impact on County employment, supervisors are advised to consult with the Civil Division of the State's Attorney's Office or the Human Resources Director in the CCNH Administrator's Office.

8-6.1 Leave will be granted from County employment for any period actively spent in military service, whether voluntary or involuntary, including –

- a. A period for which the employee is absent from employment for the purpose of an examination to determine the fitness of the employee to perform military duty;
- b. Active duty, active duty for training, initial active duty for training, inactive duty training, full-time National Guard duty;
- c. Basic training, special or advanced training, and annual training;
- d. Training or education under the supervision of the United States preliminary to induction or enlistment into military service;
- e. Active military duty as a result of an order of the President of the United States or the Governor of Illinois;
- f. The performance of funeral honors duty pursuant to military orders in preparation for or to perform funeral honors functions at the funeral of a veteran.

8-6.2 Pay

- a. For periods of annual training, the employee shall continue to receive his or her regular compensation as a County employee.
- b. For periods of basic training, up to sixty (60) days of special or advanced training, or mobilization as a result of an order of the President of the United States, the employee shall receive his or her regular compensation as a County employee minus the amount of his or her base pay for military service.

8-6.3 Insurance – Insurance coverage and its automatic continuation upon the employee's return to County employment shall be made available to the employee.

8-6.4 Other Benefits

- a. Seniority shall continue to accrue during periods of military leave.
- b. Pay raises, promotions or other benefits dependent on the passage of time accrue to the employee's benefit as if the employee were present for work during the entire period of military duty.
- c. Pay raises, promotions or other benefits based on merit or otherwise related to demonstrated skill or efficiency shall not accrue during the employee's absence due to military duty.
- d. Pension rights and benefits shall be protected and preserved for the duration of the employee's military service as if the employee were a County employee for the entire period of military duty.

8-6.5 Reinstatement

- a. **Notice** – Any County employee seeking to return to CCNH employment following the completion of military duty must notify the County within ninety (90) days of completion of that military duty, or from any hospitalization continuing after discharge for a period of not more than one (1) year in order to be eligible for reinstatement under this Section. If the employee does not notify the County of his or her request for reinstatement within that time frame, the employee shall be considered absent from work and subject to discipline or discharge.
- b. **Reinstatement**
 - (i) If the employee seeking reinstatement is still qualified to perform the duties of the position which he or she left, the employee shall be promptly restored to the position which he or she left for military duty, with the same increase in status, seniority and wages that were earned during the period of military service by employees who were in similar positions during the employee's military duty, or to a position of similar seniority, status and pay, unless the County's circumstances have so changed as to make it impossible or unreasonable to do so.
 - (ii) If the employee seeking reinstatement is not qualified to perform the duties of the position which he or she left due to reasons other than disability, such as a lapse in necessary licensure or similar documentary or training requirement, the County shall make reasonable efforts to qualify the employee in an attempt to restore the employee to the position which he or she left for military duty, with the same increases in status, seniority and wages that were earned during the period of military service by employees who were in similar positions during the employee's military duty, or to a position of similar seniority, status or pay, unless the County's circumstances have so changed as to make it impossible or unreasonable to do so. If the employee cannot become qualified with reasonable efforts by the County, the employee shall be reemployed in a position which is the nearest approximation of position which the employee left to perform military duty.

- (iii) If the employee seeking reinstatement is not qualified to perform the duties of the position which he or she left by reason of disability suffered during military duty but qualified to perform the duties of any other position within the County, the employee shall be promptly reemployed to another position the duties of which he or she is qualified to perform and as will provide the employee with like seniority, status and pay, or the nearest approximation, consistent with the circumstances of the employee's particular case.
- c. Any employee restored to County employment following military duty shall not be discharged from County employment without cause within one (1) year of restoration to employment.

8-7 SCHOOL VISITATION LEAVE

Under the School Visitation Leave Act, eligible employees are allowed to take unpaid leave for certain school-related functions concerning their children.

8-7.1 Eligible Employees – An employee is eligible for School Visitation Leave if the employee has worked for the County for at least six (6) months preceding the request and worked an average number of hours per week which is at least half of the full-time hours for that job classification during those six (6) months. Furthermore, no leave may be taken by an employee under this Section unless the employee has exhausted all accrued TOPS and any other leave that may be granted to the employee except disability leave.

8-7.2 Leave Requirements – The County will grant an employee unpaid leave of up to a total of eight (8) hours during any school year, and no more than four (4) hours of which may be taken on any given day, to attend school conferences or classroom activities related to the employee's biological, adopted, foster, or stepchild, or legal ward of the employee, who is enrolled in a public or private primary or secondary school, if the conference or classroom activities cannot be scheduled during non-work hours.

8-7.3 Notice and Certification – Before arranging attendance at the conference or activity, the employee shall provide the supervisor with a written request for leave at least seven (7) days in advance of the time the employee is required to utilize the visitation right. In emergency situations, no more than 24 hours notice shall be required. The employee must consult with the employer to schedule the leave so as not to disrupt unduly the operations of the employer. Upon completion of the school visitation, the employee shall submit verification of the exact time and date the visitation occurred.

8-7.4 Alternate Work – An employee who utilizes or seeks to utilize the rights afforded by this Section may choose the opportunity to make up the time so taken on a different day or shift as directed by the supervisor. An employee may not be required to make up the time taken, but if the employee does not make up the time taken, the employee shall not be compensated for the time taken. An employee who does make up the time taken shall be paid at the same rate as paid for normal working time. The County shall make a good faith effort to permit an employee to make up the time taken for the purposes of this Section. If no reasonable opportunity exists for the employee to make up the time taken, the employee shall not be paid for the time. A reasonable opportunity to make up the time taken does not include the scheduling of make-up time in a manner that would require the payment of wages on an overtime basis. If unpaid leave under this Section conflicts with the unreduced compensation requirement for exempt employees under the federal Fair Labor Standards Act, the County may require the employee to make up the leave hours within the same pay period.

8-8 BLOOD DONATION LEAVE

8-8.1 Employees who are employed full-time by the County and who have worked for the County for at least six (6) months may be granted one (1) paid hour every fifty-six (56) days in order to donate blood.

8-8.2 Employees may take leave pursuant to this Section only after obtaining approval from their respective Department Heads.

8-9 VOTING LEAVE

8-9.1 Any employee entitled to vote at a general or special election or at any election at which propositions are submitted to a popular vote shall be entitled to take leave from work for a period of two (2) hours between the time of opening and closing the polls on the day of the election for the purpose of voting. Employees may use TOPS during Voting Leave.

8-9.2 The employee must request leave prior to the day of election.

8-9.3 The employer may specify the hours during which the employee may leave to vote, except that the employer must permit a 2-hour absence during working hours if the employee's working hours begin less than 2 hours after the opening of the polls and end less than 2 hours before the closing of the polls.

8-10 HEALTH AND TERM LIFE INSURANCE

8-10.1 An employee (including per diem employees) must work at least thirty (30) hours per week and have completed two (2) months of employment to be eligible for the County insurance benefit program. The County provides group health and life insurance coverage. The County Board shall offer such group health and life insurance programs as it determines. The County Board shall determine annually the amount which it will contribute toward group health and life insurance coverage on behalf of each employee. Employee choice of group health insurance program shall not interfere with the employee's group life benefits. If the cost of a particular group health insurance program is more than the County contribution, the employee shall pay the additional amount through payroll deduction. If the employee wishes to have dependent coverage, the employee must assume the responsibility for dependent premiums through payroll deduction.

An employee in a full-time, temporary employment status with the County may be eligible for Health Insurance benefits upon employment as a regular full-time employee under the following condition: That the employee has had two months continuous unbroken employment with the County for a two-month period immediately prior to the employment by the County as a regular full-time employee.

8-10.2 If an employee retires from the County on an IMRF pension or qualifies for IMRF permanent disability, the individual may retain health insurance coverage and reimburse the County for the premiums. Arrangements may be made through the CCNH Administrator's Office.

8-11 ILLINOIS MUNICIPAL RETIREMENT FUND (IMRF)

The benefits of the Illinois Municipal Retirement Fund and eligibility for IMRF are determined by the state law and not by the County. The benefits are subject to change without notice from the County. Included are temporary and permanent disability payments, pension and death benefits. See the most recent edition of the pamphlet distributed by IMRF or visit www.imrf.org for a detailed description of benefits.

8-12 WORKER'S COMPENSATION AND RETURN TO WORK FOLLOWING INJURY POLICY

It is the policy of Champaign County to promote a safe work place for its employees. When an employee is off work due to a work-related illness or injury, the County will monitor the status of such an employee, and when available will assist the employee in obtaining rehabilitation services in order for the employee to return to work. An employee who is off work due to a work-related illness or injury is expected to cooperate with any county programs or policies designed to help the employee return to work and to assume their full job responsibilities. The County shall oversee the management of its workers compensation program, and shall investigate all workers compensation claims as necessary to ensure uniform reporting procedures. It is the policy of the County to make every reasonable effort to accommodate an injured employee, unless such accommodation poses undue hardship on the County.

8-12.1 Procedure – Any employee injured on the job or who acquired a job-related illness is required to report the incident to their supervisor as soon as practicable after it is known that such injury or illness is job-related. The report shall contain the approximate date and place of the accident, if known, and may be given to the supervisor either orally or in writing.

- a. When an employee sustains what he/she believes to be a work-related injury or illness, and has reported the said work-related injury or illness to his/her supervisor, the employee shall then report to his/her immediate supervisor for the coordination of his/her initial care and treatment. The employee is encouraged to seek treatment from Carle Clinic Occupational Medicine. The employee also has the option of seeking treatment through the medical care provider from whom they have insurance coverage. If the employee needs urgent medical attention, the employee's immediate supervisor shall call 9-1-1 to have the employee transported to the closest hospital for treatment.
- b. After coordinating the employee's initial care and treatment as described in 8-16.1(a), the employee's immediate supervisor shall complete the State of Illinois Employer's First Report of Injury or Illness (known as Form 45) within twenty-four hours of the employee's report, and obtain the signature of the Department Manager or Department Manager's designee on the said report. If the Department Manager or designee is not available to sign the report within the twenty-four hour period, the immediate supervisor shall fax the said report to the Insurance Specialist in Administrative Services. The Supervisor's Incident Investigation Report should also be prepared within twenty-four hours of the incident, unless the said forms cannot be completed during the immediate supervisor's regular working hours, in which case the immediate supervisor shall advise the Department Manager or Department Manager's designee which forms are incomplete, and what further information is necessary to complete the said forms.
- c. The immediate supervisor is responsible for the initial investigation of the employee's reported work-related injury or illness. Supplemental and/or conflicting information, including any written statements by the injured employee, should be noted by the immediate supervisor on the appropriate form, or in a separate memo to the Department Manager or the Department Manager's designee. The immediate supervisor shall also include within the initial investigation report a list of any witnesses to the injury or illness claimed by the employee.
- d. In order to determine whether the injury or illness reported by the employee is a compensable injury and to determine the nature, extent, and probable

duration of the injury, the employer may require the employee to undergo a medical evaluation by a duly qualified medical practitioner or surgeon of the employer's choice, with the said evaluation to be paid for by the employer, for the purpose of determining the nature, extent and probable duration of the injury received by the employee, and for the purpose of ascertaining the amount of compensation which may be due the employee from time to time for disability according to the provisions of the Workers Compensation Act.

- e. An employee must provide whatever medical releases of information are necessary to his/her immediate supervisor, and the Insurance Specialist, for all physicians, surgeons, therapists, or other medical providers as to any evaluation, treatment, testing, prescribed medications or other medical information relevant to the evaluation and treatment of the employee's work-related illness or injury, as well as any recommendations made by any medical providers as to the employee's ability to return to the employee's job, or transitional work. It shall be the responsibility of the immediate supervisor to work with the employee to obtain the said releases. The employee shall not be allowed to return to work or transitional return to work duty assignments unless and until the said medical releases have been executed, and the return to work has been authorized by the employee's medical providers in conjunction with the employer.
- f. All employee injury reports will be logged by the HR Director. If the employee misses work time or is required to undergo medical evaluation and/or treatment for the employee's work-related injury or illness, the HR Director shall forward all reports for that employee to the designated Third Party Administrator (TPA). All employees and their supervisors are required to cooperate fully with the HR Director and the TPA in the investigation of all reported injuries.
- g. If the employee receives any medical bills for the treatment of his/her work-related injury or illness, the employee shall send such bills to the Insurance Specialist.
- h. The Insurance Specialist shall serve as the administrator of the County's Workers Compensation Program, and shall be responsible for working with employees, their supervisors, and Department Managers to answer any questions about benefits, rights, or obligations pursuant to the County's Workers Compensation Program.

8-12.2 External Case Management - Any employee claims for work-related injuries or illnesses which are expected to cause the employee to miss work for more than thirty days, or which require specialized services for the employee not available within the County, will be referred by the Insurance Specialist to a TPA for professional case management, and/or for medical and/or vocational services. The Insurance Specialist shall require the TPA to provide written reports on the employee's progress on a monthly basis.

- a. The employee who has suffered a work-related injury or illness shall be required to participate in the development and implementation of his/her return to work, which shall include:
 - (i) Cooperating with and implementing any recommended treatment, evaluations or therapies from physicians, therapists, and surgeons;
 - (ii) Sharing all information pertinent to the employee's work-related injury or illness with all physicians, therapists, and surgeons;
 - (iii) Signing any and all releases of information necessary for the employer to monitor the employee's progress in returning to work;

- (iv) Abiding by all recommended medical restrictions while at work, or off work;
 - (v) Requesting assistance for medical or vocational services designed to return the employee to work;
 - (vi) Scheduling and attending medical appointments which will cause the least work disruption, and communicate information about medical appointments to the immediate supervisor as soon as such medical appointments are scheduled;
 - (vii) Maintaining regular contact with the immediate supervisor;
 - (viii) Contacting the immediate supervisor about any accommodations the employee feels are necessary to assist the employee to return to work;
 - (ix) Participating in a functional capacity evaluation as directed by the employer;
 - (x) Complying with all safety rules and regulations of the employer.
- b. The immediate supervisor shall work with the employee in developing and implementing the employee's return to work after a job-related illness or injury. The immediate supervisor shall:
- (i) Contact the Insurance Specialist and the Department Manager about any accommodations requested by the employee in the return of the employee to work.
 - (ii) Contact the Insurance Specialist and the Department Manager about any changes in the employee's medical condition.
 - (iii) Contact the Insurance Specialist and the Department Manager if the employee does not cooperate with the requirements of 8-16.2.
- c. The TPA, together with the employee's immediate supervisor and the Insurance Specialist, will investigate all workers compensation claims and make compensability determinations in accordance with the Illinois Workers Compensation Act. The TPA will determine what benefits are due to the employee and pay such benefits as are required by statute. The Insurance Specialist or the TPA may contact employees to obtain information necessary to process the employee's claim. The TPA shall answer any employee questions concerning the claims process.
- d. If after a comprehensive investigation of a workers compensation claim, it is determined by the TPA, Insurance Specialist, and Department Manager that an employee has knowingly submitted a fraudulent claim, said employee will be subject to discipline, up to and including discharge.
- e. The Insurance Specialist shall serve as the Administrator of the County's Workers Compensation program. The Insurance Specialist shall provide advice and information to all immediate supervisors and Department Managers concerning the program, and shall assist immediate supervisors and Department Managers in meeting their responsibilities pursuant to the program.
- f. The Department Manager or the Department Manager's designee shall identify and select a management representative to serve as the coordinator of any and all claims pursuant to the County's Workers Compensation program within that Department.

8-12.3 CCNH Work Transition Policy – The Champaign County Nursing Home shall, when appropriate and available, provide the opportunity for transitional work to any employees suffering from a job-related injury or illness in order to allow the

employee to return to work safely by accommodating the employee's inability to meet all of the demands of the employee's regular work position. Work transition may include the following:

- a. Modification of the current job prioritized as follows:
 - (i) Current job—same work location
 - (ii) Modified job—same work location; modifications of work tasks or job demands which meet the employee's functional capacity; modification of work tasks to be completed by the employee which meets the employee's functional capacity
 - (iii) Current job—different work location
 - (iv) Modified job—different work location; modifications of work tasks or job demands which meet the employee's functional capacity; modifications of work tasks to be completed by the employee which meet the employee's functional capacity
 - (v) Limited special assignments
 - (vi) Participate in rehabilitation programs to allow the employee to work and also participate in services to reduce the impairment, facilitate the employee's medical progress, and prevent long term disability.

- b. The length of the work transition period should not exceed thirty work days unless an extension is approved by the employee's Department Manager. An extension may be granted based on the employee's medical needs or inability of the employee to fully perform former job demands, but if extended shall not exceed ninety work days in length. Any extension of the work transition period beyond ninety work days must be approved in advance by the CCNH Administrator.

8-13 VESSA (VICTIM'S ECONOMIC SECURITY AND SAFETY ACT, P.A. 93-0591)

8-13.1 In order to ensure the economic security and safety of Champaign County employees, an eligible employee will be granted unpaid leave for situations when the employee has been subject to domestic or sexual violence, or in order to help a family or household member who is a victim of domestic or sexual violence, not caused by the employee. In addition, victims of domestic or sexual violence will be eligible for insurance and protection from employment and insurance discrimination. Eligibility for such protections is dependent upon the employee's ability to perform the essential functions of their position but for being a victim of domestic or sexual violence, and any requested accommodation must not pose an undue hardship on the County's operations.

8-13.2 Eligible employees will be granted job-protected unpaid leave to conduct the following activities related to the domestic or sexual violence during work hours:

- a. To seek medical attention for, or recovering from, physical or psychological injuries caused by domestic or sexual violence;
- b. To obtain services from a victim services organization;
- c. To obtain psychological or other counseling;
- d. To participate in safety planning, to temporarily or permanently relocate, or

to take other actions to increase the safety of the employee from future domestic or sexual violence or to ensure economic security;

- e. To seek legal assistance or remedies to ensure the health and safety of the employee, including preparing for or participating in any civil or criminal legal proceeding related to or derived from domestic or sexual violence.

8-13.3 Employees are entitled to 12 workweeks of VESSA leave during any 12-month period and are entitled to take leave upon at least 48 hours notice (where practicable). VESSA does not create a right for an employee to take unpaid leave that exceeds the unpaid leave allowed under, or in addition to, the Family and Medical Leave Act. Sick, vacation, personal, FMLA leave or compensatory time may be substituted for the unpaid leave provided under this Act.

8-13.4 The Department Manager shall require certification from the employee that VESSA leave is for a qualifying reason. Certification consists of:

- a. A sworn statement of the employee, and
- b. One of the following:
 - (i) Documentation from an employee, agent or volunteer of a victim services organization, an attorney, a member of the clergy, or other professional from whom the employee or the employee's family or household member has sought assistance in addressing domestic or sexual violence and the effects of violence;
 - (ii) A police or court record; or
 - (iii) Other corroborating evidence. The Department Manager shall keep such documentation in the strictest of confidence.

8-13.5 An employee who takes such leave is entitled to be restored to the same or an equivalent position with equivalent benefits, pay and other terms and conditions of employment. The employee shall retain all benefits accrued prior to the date leave commences (including life and health insurance, sick and vacation leave, educational benefits and pensions) but the employee is not entitled to accrue seniority or additional employment benefits during the leave. The employee is also entitled to continued health insurance during any period of leave on the same terms and conditions as if the employee remained continuously employed. If an employee fails to return from leave, the County can recover the premium the employer paid for health insurance, provided the reasons the employee has not returned do not include the continuation, recurrence, or onset of domestic or sexual violence or other circumstances beyond the employee's control. The County may also require certification of such reasons.

8-13.6 It is unlawful to interfere with an employee's exercise of right under the Act or to discriminate in employment against an individual because:

- a. The individual:
 - (i) Is, or is perceived to be, a victim of domestic or sexual violence;
 - (ii) Has attended, participated in, prepared for, or requested leave to attend, participated in, or prepare for a criminal or civil court proceeding relating to an incident of domestic or sexual violence of which the individual or a family or household member was a victim; or
 - (iii) Requested an adjustment to a job, structure, workplace facility, or work requirement, including a transfer, reassignment, or modified schedule, leave, a changed telephone number or seating assignment,

installation of a lock, or implementation of a safety procedure in response to actual or threatened domestic or sexual violence; or

- b. The workplace is disrupted or threatened by the action of a person whom the individual states has committed or threatened to commit domestic or sexual violence against the individual or the individual's family or household member.

CHAPTER 9 – SALARY ADMINISTRATION GUIDELINES

9-1 DEFINITIONS

9-1.0 Program Administrator – The term Program Administrator refers to the CCNH Administrator. To improve the effectiveness of this salary administration program, other management officials may be delegated specific responsibilities. The Nursing Home Board of Directors remains responsible for policy determination and for oversight; routine operating authority for implementing this salary administration program rests with the CCNH Administrator.

9-1.1 Position Description – A written set of criteria regarding the essential duties and responsibilities performed in a position and the minimum knowledge, skills, abilities, education, training, and experience required to perform the job. Position descriptions will be coordinated and maintained by the Program Administrator, in consultation with the appropriate department managers.

Position descriptions may be modified to reflect changing job requirements. Positions undergoing such modification may be reevaluated and graded to account for changes in responsibilities.

9-1.2 Authorized Position – A single job slot allocated to the Nursing Home and authorized by the Nursing Home Board of Directors as full-time or part-time. Part-time positions are stated as a percentage of full-time or average hours worked. All authorized positions shall be identified by a CCNH position description.

9-1.3 New Position - Creation of a new authorized position which has been approved by the Nursing Home Board of Directors. No hiring into a new position can occur until the new position had been described, point-rated, graded, and authorized.

9-1.4 Reclassification/Position Re-Evaluation – The process of deleting an existing authorized position and creating a new authorized position based upon an existing or new position description.

9-1.5 Midpoint – The midpoint, as a control point, represents the dollar value that the Nursing Home is willing to pay an experienced employee for performing consistently competent work that fully meets all position requirements in a job of a given level of difficulty and responsibility. It also should reflect favorable competitive rates paid in the employment market for experienced employees in similar jobs.

9-1.6 Maximum – The maximum salary is the highest salary paid for a particular position. The maximum is expressed as 120% of the midpoint.

9-1.7 Minimum – The minimum salary is the lowest beginning salary for a particular position. The minimum is expressed as 75% of the midpoint.

- 9-1.8 Salary Range** – A salary range is established based on the midpoint and represents the dollar value of an experienced employee for performing consistently competent work that fully meets all position requirements. The salary range represents the normally expected range an individual can expect as compensation for good, consistent performance. Structurally, the salary minimum is 75% of the midpoint, and the maximum is 120% of the midpoint.
- 9-1.9 Experienced** – A candidate whose Knowledge, Skills, Abilities; and Education and Experience substantially exceed the minimum requirements as stated in the position description.
- 9-1.10 Inexperienced** – A candidate whose Knowledge, Skills, Abilities; and Education and Experience meet the minimum requirements as stated in the position description.
- 9-1.11 Exempt/Non-Exempt Pay Practice Status** – Determination made by the State's Attorney's Office, or other delegated legal counsel, according to the Fair Labor Standards Act (FLSA) Guidelines of the salary grid applicable to a position.
- 9-1.12 Promotion** – A promotion exists when an employee is proposed to be hired to an open position or when a re-evaluation of a current position has resulted in the position being placed in a higher salary grade.
- 9-1.13 Transfer to a Lower Salary Range** – Transfer to a lower salary range is defined as a permanent change from a position in one salary range to a position where the job is placed in a lower salary range, as expressed by job content evaluation points.
- 9-1.14 Lateral Transfer** – A lateral transfer occurs when an employee moves to a new position, which is assigned to the same grade as the employee's previous position. An employee who makes a lateral transfer to a position in the same grade will not receive a salary adjustment, and shall keep full credit for time served with the employer (Champaign County).

9-2 SCHEDULE OF AUTHORIZED POSITIONS & SALARY GRID

- 9-2.1** The Schedule of Authorized Positions reflects the quantity and position title of all permanent positions in the Nursing Home as approved by the Nursing Home Board of Directors. The Nursing Home Board of Directors' appropriations for salaries in the Nursing Home's budget will only be made to positions approved in the Schedule of Authorized Positions. No full-time, part-time, or per diem employee may be paid except through service in a position authorized on the Schedule of Authorized Positions. Additions or deletions to the Schedule of Authorized Positions will be made via the annual budget process or on an exception basis by Nursing Home Board of Directors. The CCNH Administrator will be responsible for maintaining the Schedule of Authorized Positions.
- 9-2.2** The Salary Grids reflect every position title in the Nursing Home personnel system, with the exception of positions represented by bargaining units, with a minimum, midpoint, and maximum salary for each position. Per diem employees are reflected in the salary grids with a single daily per diem figure.

The Nursing Home maintains two salary grids, one determining a pay practice for Exempt positions and one determining a pay practice for Non-Exempt positions. An employee's salary will be between the minimum and maximum, but may not exceed the maximum. Per Diem employees are reflected in the salary grids with a single per diem figure.

A position analysis is conducted to assign a point rating to each position. Point ratings correspond to the facility salary grid. Positions are assigned a salary using the position analysis score and with consideration for salary equity. The CCNH Administrator is responsible for maintaining equitable salaries within the Home.

9-3 ADMINISTRATION

The effective planning and control of salary costs requires a systematic procedure which includes:

- Review and adjustment of the midpoint salary policy consistent with competitive and economic conditions.
- Determination of funds required for policy implementation.
- Distribution of allocated funds among departments via the budget process.
- Efficient control of fund utilization throughout the budget period.

No change or addition to the Schedule of Authorized Positions or to the Salary Grid will be made except in accordance with the following procedures:

9-3.1 Hiring Procedures – Employees meeting the definition of “Inexperienced” should be hired at the minimum salary. There may be extenuating market circumstances that, on occasion, may require the approval of the CCNH Administrator to hire above the minimum. Inexperienced candidates should not be hired above the mid-point salary.

Employees meeting the definition of “Experienced” may be hired at any point up to the mid-point commensurate with experience, credentials, and market conditions. Where extenuating conditions make hiring past the mid-point a necessity, the approval of the CCNH Administrator is required.

9-3.2 Salary Midpoint Adjustment – Related Adjustments to Salary Ranges

1. The Nursing Home Board of Directors will review the salary midpoint policy annually during the budget review process.
2. The CCNH Administrator will recommend appropriate adjustments to the Nursing Home Board of Directors based upon data regarding employment and competitive market trends, inflation forecasts, projected salary movement, pertinent economic factors, and other relevant information.
3. The CCNH Administrator shall cause the midpoint for each position to be established for each fiscal year; the midpoint should reflect the current market wage for comparable positions.
4. Unless otherwise specified, any midpoint salary adjustment – and any related adjustments to the salary ranges – shall take effect on the first day of the fiscal year immediately following approval by the Nursing Home Board of Directors.

9-3.3 Merit Adjustments – Determination of individual merit increases will be made by the Administrator based on employee performance as recorded on the employee’s annual performance appraisal or on any interim performance appraisal.

9-3.4 Eliminated Positions – Positions that have been eliminated from CCNH may be dropped from the salary grid.

9-3.5 New Positions – New positions may be created from time to time to further the mission of CCNH. No position may be added without having a written position description evaluated, point-ranked, graded, and **reviewed** for internal equity. The number of FTE in a particular position is controlled by the nursing home budget and its current operating performance.

9-3.6 Above Max Increases – There will be no increases granted above any salary grade's maximum.

9-3.7 Market Inequities – Occasionally, a position will be point-rated and graded properly. But, due to market aberrations, the salary assigned to the grade may not be sufficient to attract personnel. In such cases, the position shall remain in the correct grade, but the employee may be paid out of a higher grade. The approval of the CCNH Administrator is required.

CHAPTER 10 – DRUG- AND ALCOHOL-FREE WORKPLACE

10-1 DRUG- AND ALCOHOL-FREE WORKPLACE

Champaign County is committed to programs that promote safety in the workplace, employee health and well-being and citizens' confidence. Employee involvement with drugs and alcohol can adversely affect job performance and employee morale, jeopardize employee safety, and undermine citizens' confidence. The County's goal, therefore, and the purpose of this policy, is to establish and maintain a healthy and efficient workforce free from the effects of drug and alcohol abuse. Consistent with this goal and commitment, and in response to the requirements of the Drug-Free Workplace Act (30 ILCS 580/1-11), the Champaign County Board has developed this policy statement regarding the use, sale, possession, and distribution of controlled substances, including cannabis and alcohol, by its employees, or on its premises.

10-1.1 Use, Possession, Transportation, Sale, Distribution – The use, possession, sale, transportation, or distribution of controlled substances, including cannabis or alcohol by anyone while on County property or on County business may be cause for discharge. Controlled substances or alcohol shall be taken into custody, and the appropriate law enforcement agencies will be notified.

10-1.2 Over-The-Counter or Prescribed Medications – Employees who take over-the-counter or prescribed medications are responsible for being aware of any effect the medication may have on the performance of their duties and must promptly report to their supervisors the use of medication likely to impair their ability to do their jobs. An employee who fails to do so shall be subject to disciplinary action, up to and including discharge. Moreover, employees who take over-the-counter or prescribed medication contrary to doctor's instructions may be subject to disciplinary action, up to and including discharge.

10-1.3 County Property Defined – For purpose of this policy, the term "County property" shall include all land, buildings, structures, parking lots, and means of transportation owned by or leased to the County.

10-1.4 Employee Assistance Program – The County encourages any employee who feels they may have a drug or alcohol problem to contact his or her immediate supervisor

or the Insurance Specialist for assistance. The County will, at the employee's request, refer him or her to the employee's designated healthcare provider for information or professional assistance, which will be at the employee's expense over and above any covered benefit amount. All communications will be strictly confidential. Employees will not be subject to discipline for seeking such assistance prior to detection. However, this will not thereafter excuse violations of this drug and alcohol policy for which the employee is subject to discipline.

10-1.5 Discipline – Any employee who violates this policy will be discharged.

10-1.6 Progressive Discipline Not Applicable – Any other disciplinary methods previously used by the County do not apply to violations of this drug and alcohol policy. Discipline for violations of this drug and alcohol policy shall be governed solely by the policy itself.

10-1.7 Satisfactory Completion of Program – Any employee who is required by this policy to satisfactorily participate in a drug or alcohol assistance or rehabilitation program shall furnish his or her Department Manager written proof of the satisfactory completion of the program.

10-1.8 Condition of Employment – As a condition of employment,

- a. The County requires that all employees acknowledge that they will:
 - (i) Abide by the terms of this policy;
 - (ii) Notify the Department Manager of his/her department of any conviction for a violation of a criminal drug statute no later than five days after conviction; and
 - (iii) If convicted of a violation of a criminal drug statute, satisfactorily participate in a drug or alcohol abuse assistance or rehabilitation program.
- b. If Champaign County receives notice from an employee of a conviction of a violation of a criminal drug statute, Champaign County will:
 - (i) Take appropriate action against such employee up to and including termination of employment; and/or
 - (ii) Provide employee assistance as stated in subsection 10-1.5 above.

CHAPTER 11 – WORKPLACE VIOLENCE POLICY

11-1 WORKPLACE VIOLENCE POLICY

The County of Champaign values its employees and citizens and the Champaign County Board affirms its commitment to providing workplaces and facilities that minimize the potential for violence. It is the intent of this policy to ensure that everyone associated with Champaign County, including employees and the public, never feel threatened by any form of violence. Champaign County has a zero tolerance policy for violence, whether by or toward employees. "Violence" shall include physically harming another, shoving, pushing, harassing, intimidating, coercing, brandishing weapons, and threatening or talking of engaging in those activities. It shall also include acts, threats, intentions of harm, destruction towards self, others or property, and may be psychological as well as physical, and the perception thereof.

11-1.1 Disciplinary Action – If it has been determined that an employee is engaging in any form of violence in the workplace or threatening violence in the workplace, the employee shall be terminated immediately. No talk of or joking about violence will be tolerated. In cases of acts or threats of violence by employees, the County endorses immediate and definitive use of the disciplinary process outlined in this document, resulting in termination of said employees. Criminal prosecution will be pursued as appropriate, as well.

11-1.2 Responsibility

- a. The CCNH Administrator's Office has overall responsibility for maintaining this policy, administering workplace violence prevention measures, and coordinating post-incident activities. The CCNH Administrator's Office will also identify resources that departments may use in developing their training plans and workplace violence measures.
- b. Managers and supervisors shall make safety one of their highest concerns. When made aware of a real or perceived threat of violence, management shall conduct a thorough investigation, provide support for employees, and take specific actions to help prevent all acts of violence. Management is also responsible for documenting and reporting such incidences to the respective Department Managers.
- c. Employees shall report all acts and/or threats of violence to their supervisors or Department Managers. Employees should learn to recognize and respond to behaviors by potential perpetrators that may indicate a risk of violence.

11-1.3 Continual Review – The CCNH Administrator's Office shall develop a method for receiving and reviewing reports of violence and threats of violence. Information and data from such reports shall be utilized to establish a continual improvement process for reducing the potential for adverse outcomes associated with acts or threats of workplace violence.

CHAPTER 12 – ANTI-HARASSMENT POLICY

12-1 ANTI- HARASSMENT

12-1.1 It is the policy of Champaign County Government to provide to all officials and employees a work environment free of harassment based upon gender, ethnicity, race, sexual orientation, religious affiliation, age, physical and mental disability, and marital status, as well as sexual harassment. It is the right of all employees to work in an environment free from harassment and the responsibility of all employees to refrain from harassment. Champaign County prohibits sexual harassment and harassment based upon gender, ethnicity, race, sexual orientation, religious affiliation, age and physical and mental disability of and by its employees. Harassment is inappropriate, offensive, and, in specific cases, may be illegal and will not be tolerated by Champaign County.

Harassment refers to physical or verbal actions that have the purpose or effect of unreasonably interfering with a person's work performance, which create a hostile, intimidating, or offensive environment and which is based on the sexual orientation, race, color, religious belief or practice, national origin, ancestry, gender, age, citizenship status, marital status, or disability of the person that feels harassed or discriminated against. Such actions, intentional or not, can annoy or disturb

members of one sex, ethnicity, race, sexual orientation, religion, age, marital status and disability. Examples include but are not limited to:

- a. Unwelcome sexual advances, requests for sexual favors, or physical conduct of a sexual nature;
- b. Any sexual, ethnic, racial, gender or religious-related jokes, comments, insults, cartoons, innuendoes, or personal conduct or mannerisms that could be construed as offensive, intimidating, or hostile as measured from the point of view of a reasonable person of the same protected group;
- c. Demeaning comments or ridicule of an employee based on the employee's status as a member of a protected group;
- d. Repeated unwanted, unwarranted, or unsolicited off-duty telephone calls, contact, or conduct that violates this policy;
- e. Submission to or rejection of such conduct is used as the basis for employment decisions;
- f. Displaying or permitting the display of pictures, drawings, or graffiti that could be considered a violation of this policy.

Champaign County directs all employees and supervisory personnel within Champaign County to ensure that their workplaces are free of harassment. Department Managers and supervisory personnel shall be responsible for supporting training on sexual, ethnic, racial, sexual orientation, religious, age, and disability-related harassment prevention and this harassment policy. Department Managers and supervisory personnel shall post and distribute this policy, encourage employees to report harassment incidents, and assure employees they do not have to endure a hostile or negative work environment. Behavior or acts that employees find offensive or harassing, if not based on protected class as set forth in this Policy, while rude or offensive, are not a violation of this Policy. Employees are advised to present their complaints to their supervisors or personnel identified in the "Complaint Procedure" as set forth in this Chapter.

12-2 COMPLAINT PROCEDURE

12-2.1 Employees who wish to register a complaint of sexual harassment (or any form of harassment based on their race, national origin, gender, age, sexual orientation, marital status, religion or disability) may do so through their Department Manager, the CCNH Administrator, or the Human Resources Director.

12-2.2 All allegations of harassment will be investigated thoroughly. The facts will determine the response of the County to each allegation. Substantiated acts of harassment will be met with appropriate disciplinary action by the County up to and including termination. All information regarding any specific incident will be kept confidential within the necessary boundaries of the fact-finding process. No reprisal or retaliation against the employee reporting the allegation of harassment will be tolerated.

CHAPTER 13 – PROHIBITED POLITICAL ACTIVITIES AND GIFT BAN

13-1 PROHIBITED POLITICAL ACTIVITIES

13-1.1 No employee shall intentionally perform any prohibited political activity during any compensated time, as defined herein. No employee shall intentionally use any property or resources of the employer in connection with any prohibited political activity.

13-1.2 At no time shall any employee intentionally require any other employee to perform any prohibited political activity:

- a. As part of that employee's duties;
- b. As a condition of employment; or
- c. During any compensated time off (such as holidays, vacation or personal time off.)

13-1.3 No employee shall be required at any time to participate in any prohibited political activity in consideration for that officer or employee being awarded additional compensation or any benefit, whether in the form of a salary adjustment, bonus, , continued employment or otherwise, nor shall any officer or employee be awarded additional compensation or any benefit in consideration for his or her participation in any prohibited political activity.

13-1.4 Nothing in this Section prohibits activities that are permissible for an employee to engage in as part of his or her official duties, or activities that are undertaken by an employee on a voluntary basis which are not prohibited by this policy.

13-1.5 No person either:

- a. In a position that is subject to recognized merit principles of public employment; or
- b. In a position the salary for which is paid in whole or in part by federal funds and that is subject to the Federal Standards for a Merit System of Personnel Administration applicable to grant-in-aid programs,

shall be denied or deprived of employment or tenure solely because he or she is a member or an officer of a political committee, of a political party, or of a political organization or club.

13-2 GIFT BAN

13-2.1 Except as permitted by this policy, no employee, and no spouse of or immediate family member living with any officer or employee (collectively referred to herein as "recipients"), shall intentionally solicit or accept any gift from any prohibited source, as defined herein, or which is otherwise prohibited by law or ordinance. No prohibited source shall intentionally offer or make a gift that violates this policy.

13-2.2 Exceptions - Section 13-2.1 is not applicable to the following:

- a. Opportunities, benefits, and services that are available on the same conditions as for the general public;
- b. Anything for which the employee, or his or her spouse or immediate family member, pays the fair market value;
- c. Any:
 - (i) Contribution that is lawfully made under the Election Code; or
 - (ii) Activities associated with a fundraising event in support of a political organization or candidate;
- d. Educational materials and missions;

- e. Travel expenses for a meeting to discuss business;
- f. A gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, half sister, and including the father, mother, grandfather, or grandmother of the individual's spouse and the individual's fiancé or fiancée;
- g. Anything provided by an individual on the basis of a personal friendship unless the recipient has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of the recipient or his or her spouse or immediate family member and not because of the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the recipient shall consider the circumstances under which the gift was offered, such as:
 - (i) The history of the relationship between the individual giving the gift and the recipient of the gift, including any previous exchange of gifts between those individuals;
 - (ii) Whether to the actual knowledge of the recipient the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift; and
 - (iii) Whether to the actual knowledge of the recipient the individual who gave the gift also at the same time gave the same or similar gifts to other Department Managers or employees, or their spouses or immediate family members.
- h. Food or refreshments not exceeding \$75 per person in value on a single calendar day; provided that the food or refreshments are (i) consumed on the premises from which they were purchased or prepared or (ii) catered. For the purposes of this Section "catered" means food or refreshments that are purchased ready to consume which are delivered by any means.
- i. Food, refreshments, lodging, transportation, and other benefits resulting from outside business or employment activities (or outside activities that are not connected to the official duties of an officer or employee), if the benefits have not been offered or enhanced because of the official position or employment of the officer or employee, and are customarily provided to others in similar circumstances.
- j. Intra-governmental and inter-governmental gifts. For the purpose of this policy, "intra-governmental gift" means any gift given to an officer or employee from another officer or employee, and "inter-governmental gift" means any gift given to an officer or employee by an officer, or employee of another governmental entity.
- k. Bequests, inheritances, and other transfers at death.
- l. Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than \$100.
- m. Each of the exceptions listed in this section is mutually exclusive and independent of every other.

13-2.3 Disposition of gifts - An employee, his or her spouse, or an immediate family member living with the employee, does not violate this Policy if the recipient promptly takes reasonable action to return a gift from a prohibited source to its source or gives the gift or an amount equal to its value to an appropriate charity that is exempt from income taxation under Section 501(c)(3) of the Internal Revenue Code of 1986, as now or hereafter amended, renumbered, or succeeded.

13-3 DEFINITIONS

For purposes of this Section, the following terms shall be given these definitions:

13-3.1 "Campaign for elective office" means any activity in furtherance of an effort to influence the selection, nomination, election, or appointment of any individual to any federal, State, or local public office or office in a political organization, or the selection, nomination, or election of Presidential or Vice-presidential electors, but does not include activities:

- a. Relating to the support or opposition of any executive, legislative, or administrative action;
- b. Relating to collective bargaining; or
- c. That are otherwise in furtherance of the person's official duties.

13-3.2 "Candidate" means a person who has filed nominating papers or petitions for nomination or election to an elected office, or who has been appointed to fill a vacancy in nomination, and who remains eligible for placement on the ballot at a regular election.

13-3.3 "Collective bargaining" has the same meaning as that term is defined in Section 3 of the Illinois Public Labor Relations Act (5 ILCS 31513).

13-3.4 "Compensated time" means, with respect to an employee, any time worked by or credited to the employee that counts toward any minimum work time requirement imposed as a condition of his or her employment, but for purposes of this Ordinance, does not include any designated holidays, vacation periods, personal time, compensatory time off or any period when the employee is on a leave of absence.

13-3.5 "Compensatory time off" means authorized time off earned by or awarded to an employee to compensate in whole or in part for time worked in excess of the minimum work time required of that employee as a condition of his or her employment.

13-3.6 "Contribution" has the same meaning as that term is defined in Section 9-1.4 of the Election Code (10 ILCS 5/9-1.4).

13-3.7 "Employee" means a person employed by the Employer, whether on a full-time or part-time basis or pursuant to a contract, whose duties are subject to the direction and control of an employer with regard to the material details of how the work is to be performed, but does not include an independent contractor.

13-3.8 "Employer" means the Champaign County Board operating through the Champaign County Nursing Home Board of Directors.

13-3.9 "Gift" means any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including, but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to government employment or the official position of an officer or employee.

13-3.10 "Leave of absence" means any period during which an employee does not receive:

- a. Compensation for employment,
- b. Service credit towards pension benefits, and
- c. Health insurance benefits paid for by the employer.

13-3.11 "Officer" means a person who holds, by election or appointment, an office created by the Illinois Constitution, Illinois statute or County ordinance, regardless of whether the officer is compensated for service in his or her official capacity.

13-3.12 "Political activity" means any activity in support of or in connection with any campaign for elective office or any political organization, but does not include activities:

- a. Relating to the support or opposition of any executive, legislative, or administrative action;
- b. Relating to collective bargaining; or
- c. That are otherwise in furtherance of the person's official duties.

13-3.13 "Political organization" means a party, committee, association, fund, or other organization (whether or not incorporated) that is required to file a statement of organization with the State Board of Elections or a county clerk under Section 9-3 of the Election Code (10 ILCS 5/9-3), but only with regard to those activities that require filing with the State Board of Elections or a county clerk.

13-3.14 "Prohibited political activity" means:

- a. Preparing for, organizing, or participating in any political meeting, political rally, political demonstration, or other political event;
- b. Soliciting contributions, including but not limited to the purchase of, selling, distributing, or receiving payment for tickets for any political fundraiser, political meeting, or other political event;
- c. Soliciting, planning the solicitation of, or preparing any document or report regarding anything of value intended as a campaign contribution;
- d. Planning, conducting, or participating in a public opinion poll in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question;
- e. Surveying or gathering information from potential or actual voters in an election to determine probable vote outcome in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question;
- f. Assisting at the polls on election day on behalf of any political organization or candidate for elective office or for or against any referendum question;
- g. Soliciting votes on behalf of a candidate for elective office or a political organization or for or against any referendum question or helping in an effort to get voters to the polls;
- h. Initiating for circulation, preparing, circulating, reviewing, or filing any petition on behalf of a candidate for elective office or for or against any referendum question;
- i. Making contributions on behalf of any candidate for elective office in that capacity or in connection with a campaign for elective office;
- j. Preparing or reviewing responses to candidate questionnaires;

- k. Distributing, preparing for distribution, or mailing campaign literature, campaign signs, or other campaign material on behalf of any candidate for elective office or for or against any referendum question;
- l. Campaigning for any elective office or for or against any referendum question.
- m. Managing or working on a campaign for elective office or for against any referendum question;
- n. Serving as a delegate, alternate, or proxy to a political party convention.
- o. Participating in any recount or challenge to the outcome of any election; or
- p. All other political activity on behalf of a candidate for public office, a referendum question, a political campaign, or a political organization.

13-3.15 "Prohibited source" means any person or entity who:

- a. Is seeking official action:
 - (i) By an officer or
 - (ii) By an employee, or by the officer or another employee directing that employee;
- b. Does business or seeks to do business:
 - (i) With the officer or
 - (ii) With an employee, or with the officer or another employee directing that employee;
- c. Conducts activities regulated:
 - (i) By the officer or
 - (ii) By an employee, or by the officer or another employee directing that employee; or
- d. Has interests that may be substantially affected by the performance or non-performance of the official duties of the officer or employee.

13-4 ENFORCEMENT

No County employee may use his or her official position of employment to coerce or inhibit others (whether County employees or members of the public) in the free exercise of their political rights, including, without limitation, the right to petition, make public speeches, campaign for or against political candidates, speak out on questions of public policy, distribute political literature, make contributions, or seek public office.

13-4.1 Except as specifically stated herein, no Department Manager may make or enforce any rule that in any way inhibits or prohibits any of its employees from exercising any political rights, including, but not limited to, those described in Section 13-5.1.

13-4.2 Nothing in this Section 13-5 shall apply to:

- a. Efforts to enforce Chapter 13 of this Policy, the Champaign County Ethics Ordinance, State law, or any comparable provision of a Collective Bargaining Agreement.
- b. Efforts to limit non-work-related activity on County time, even if such efforts have the incidental effect of limiting political activity on the same basis as other non-work-related activity.

CHAPTER 14 – GENERAL RULES AND PROCEDURES

14-1 REPORTING UNSAFE WORKING CONDITIONS

Employees who become aware of unsafe working conditions must report those conditions to the Department Manager or CCNH Administrator.

14-2 REGISTRATION OF A DOMESTIC PARTNERSHIP

Registration of a domestic partnership will be required for coverage under the group health, dental, vision and dependent life insurance.

14-2.1 An employee who wishes to register a domestic partnership needs to contact the Insurance Specialist for information and the registration form. Upon receipt of a properly completed form, the county will consider the Partnership registered as of the date of the signature on the form.

14-2.2 Children of domestic partners are eligible for benefits under the same conditions as are the children of employees' legal spouses.

14-2.3 Enrollment of domestic partners and eligible dependent children is subject to the same rules as enrollment of other dependents.

14-2.4 Domestic partners and their enrolled dependents receive the same or equivalent benefits as spouses and their enrolled dependents receive for group continuation health coverage through COBRA and/or individual conversion.

14-2.5 An employee may terminate a domestic partnership by notifying the Insurance Specialist in writing of the termination of the domestic partnership within thirty days of its termination. (The same guideline exists for married couples that divorce.) The employee must then wait six months from the date of the notice before registering another domestic partnership, except in either of the following cases:

- a. The employee is registering the same domestic partnership within thirty days notification of the termination of that domestic partnership, or
- b. The employee's former domestic partnership was dissolved through the death of the employee's domestic partner.

14-2.6 The tax consequences of a domestic partnership are the responsibility of the employee, not the County. Under the Internal Revenue Code, an employee is not taxed on the value of benefits provided by an employer to an employee's spouse or dependent. However, the IRS has ruled that a domestic partner does not qualify as a spouse.

The value of benefits provided to an employee's domestic partner (and the domestic partner's eligible children, if any) is considered part of the employee's taxable income, unless the employee's domestic partner qualifies as a dependent under Section 152 of the Internal Revenue Code. This company (the County) will treat the value of the benefits provided to the employee's domestic partner (and the domestic partner's eligible children, if any) as part of the employee's income and will withhold the taxes on the value of those benefits from employee's paychecks. If the employee's domestic partner qualifies as a dependent under Section 125 of the Internal Revenue Code, the employee may file the proper documentation with the IRS and seek a refund for taxes withheld.

Some courts have recognized non-marriage relationships as the equivalent of marriage for the purpose of establishing and dividing community property. A declaration of common welfare, such as the registration of a domestic partnership, may therefore have legal implications.

Questions regarding this policy should be directed to the Insurance Specialist.

14-3 SUGGESTIONS

Employees who have suggestions for the improvement of County services, reduction of costs, improvement of safety, training, or other related plans or programs are encouraged to submit new and original ideas to their Department Manager. In all cases, the Department Manager should notify the employee in writing of the disposition of the suggestions; and a copy shall be sent to the CCNH Administrator for retention in the individual's personnel file.

CHAPTER 15 – ADMINISTRATION

15-1 ADMINISTRATION

15-1.1 The CCNH Administrator, the Department Managers and the CCNH Board of Directors shall be responsible for the enforcement of the Personnel Policies.

This policy may be revised at any time with the approval of the Champaign County Board based upon the recommendation of the Champaign County Nursing Home Board of Directors.

CHAPTER 16 - INFORMATION TECHNOLOGY

16-1 DEFINITIONS:

1. **Champaign County Information Network (CCIN):** An in-house intranet that serves the employees of Champaign County. An Intranet is not a site that is accessed by the general public.
2. **Copyright:** A form of legal protection that grants certain exclusive rights to the author of a program or the owner of the copyright.
3. **Data:** the words, numbers, and graphics that describe people, events, things and ideas.
4. **Downloading:** The process of transferring a copy of a file from a remote computer to another computer's disk drive.
5. **Elected official / Office:** Includes the Champaign County Auditor, Sheriff, State's Attorney, Coroner, Recorder, Treasurer, County Clerk, and Circuit Clerk. Unless context requires otherwise, it includes the Presiding Judge (with respect to his authority over the Courts and Court Services) and any other department or office given statutory control over its own operations.
6. **Electronic Mail (E-Mail):** A typed message or image sent electronically from one user to another.
7. **E-Mail Attachment:** A file such as a document, worksheet, or graphic that travels through the e-mail system along with e-mail messages.

8. **Encryption:** To put into code or cipher or to scramble access codes to computerized information so as to prevent unauthorized access.
9. **Information Technology Resources (ITR):** Includes, but is not limited to computers, databases, software, servers, and the Champaign County Information Network (CCIN); files, folders, and documents; Internet access and web pages; and electronic mail including both Intranet and Internet.
10. **Internet:** A collection of local, regional, national, and international computer networks that are linked together to exchange data and distribute processing tasks.
11. **Intranet:** An infrastructure using Web technology that businesses use for internal communication.
12. **Network:** A group of connected computers that allow users to share information.
13. **Patent:** A grant made by a government that confers upon the creator of an invention the sole right to make, use, and sell that invention for a set period of time.
14. **Server:** A computer and software that make data available to other computers.
15. **Software License:** A legal contract that defines the ways in which you may use a computer program.
16. **Trademark:** A name, symbol, or other device identifying a product, officially registered and legally restricted to the use of the owner or manufacturer.
17. **Virus:** A program designed to attach itself to a file, reproduce, and spread from one file to another, destroying data, displaying an irritating message, or otherwise disrupting or rendering a computer system useless.
18. **Use:** Includes, but is not limited to transmitting; uploading; downloading; cutting, pasting and copying; forwarding or retransmitting; attaching to e-mail messages; attaching to chat messages; posting in a public access area; printing; saving to disk or other storage medium; and sending by FAX.

16-2 APPLICABILITY

16-2.1. The conditions of this Article are applicable to all who use Information Technology Resources (ITR) and the Champaign County Information Network (CCIN)

16-2.2 County IT shall perform functions including the following:

- a) Permitting Champaign County Nursing Home employee's access to the mainframe computer menus, intranet, and Internet with passwords pursuant to Department Manager approval.
- b) Programming for Champaign County's mainframe computer.
- c) Establishing criteria for hardware and software vendors.
- d) Consultation with the Champaign County Nursing Home Administrator and Department Managers.

- e) Installation and removal of software upon request by the Nursing Home Administrator.
- f) Backing up all information stored on Servers and AS/400s on a regular basis.
- g) Ensuring data storage practices comply with the Local Records Act (50 ILCS 50/205).

16-3 Privacy and Monitoring

1. Champaign County respects the privacy of its employees. However, employee privacy does not extend to work related conduct or to use of ITR.
2. Employees are advised that Champaign County reserves the right to access, monitor, and disclose all Intranet and Internet e-mail, Internet usage and web sites visited, and any information stored on Champaign County computer systems at any time with or without notice to employees. Employees should recognize that Web Sites visited and the amount of time the Web Site was visited, will be logged and monitored for appropriate use.
3. Employees should recognize that electronic information might be used in disciplinary proceedings, may be referred to the Sheriff's Office or other government agencies for criminal investigation, may be subpoenaed for legal proceedings, and may be subject to Freedom of Information Act requests.
4. Employees should assume that any e-mail or Internet communication, whether business-related or personal, created, sent, received, or stored on the CCIN might be read or heard by someone other than the intended recipient, including but not limited to the Department Manager or Nursing Home Administrator.
5. Employees should recognize that e-mail messages deleted from the system might be retrieved from the computer's back-up system. Messages that were previously deleted can be recreated, printed out, or forwarded to someone else without the employee's knowledge.
6. Champaign County reserves the right to modify, delete, and disclose any information on their ITR with or without employees consent.

16-4 Discipline

1. Violations of the ITR Policy and Procedures may result in disciplinary action, up to, and including, dismissal from employment and, if applicable, possible criminal or civil penalties or other legal action.

16-5 Disclaimers of Liability

The Internet and Internet e-mail provide access to significant amounts of information, some of which contains offensive, sexually explicit materials or materials that are otherwise inappropriate or offensive. It is difficult to avoid contact with this material. Therefore, employees who access the Internet and Internet e-mail do so at their own risk. Champaign County will not be responsible for material viewed, downloaded, or received in e-mails by employees accessing the Internet.

Nothing in this policy is intended or should be construed as an agreement and or contract, express or implied.

16-6 Computer Access

1. Department Managers will authorize which employees have access to the Champaign County computers, mainframe computer menus, CCIN, e-mail, and Internet access.
2. Department Managers will determine the level of access to the CCIN, e-mail, internet, intranet, and mainframe menus to which employees will have access.
3. Department Managers will determine which employees have Telnet access to Champaign County Computer systems.

16-7 Passwords

1. Department Managers will forward new employee requests for passwords for mainframe computer menus, CCIN, Internet access, and level of access permissions to Administrative Services.
2. Screensavers shall not be password protected, unless the Department Manager has been given the password.
3. Employees may be required to give their password to a County IT Representative or Department Manager. Otherwise, employees should never share or reveal their password for access to CCIN, mainframe computer menus, e-mail, or Internet. Employees are advised that they are solely responsible for actions conducted under their password or with their user name. Do not let unauthorized individuals have access to or use Champaign County's e-mail, or access to the Internet through Champaign County's ITR.
4. Employees will sign off or log off the CCIN, the Internet, and county mainframe menu when not using them. Employees should sign off or log off when not in the physical presence of the computer to which they have access. Employees should recognize that signing off Champaign County mainframe menus does not sign them off of the e-mail network or Internet Access.
5. Assignment or use of passwords for access does not create any right or expectation of privacy.

16-8 Software

1. Computer software applications used on Champaign County computers that are connected to the CCIN must be properly licensed in accordance with the vendor's specific requirements.
2. County IT shall provide computer virus protection software on all ITR equipment on the CCIN. Nothing shall be done to disable this software.

16-9 Prohibited usage

1. Never intentionally use a Champaign County computer in any way that violates:
 - a. State, federal, or international law. This includes, but is not limited to:
 - i. laws governing copyrights, patents, trademarks, service marks, confidential and proprietary information or trade secrets;
 - ii. the Electronic Communications Privacy Act (18 U.S.C.A. §2701, et seq.);
 - iii. the Local Records Act, (50 ILCS 205/1, et seq.);

- iv. the Vital Records Act (410 ILCS 535/1, et seq.);
- v. the Illinois Freedom of Information Act (5 ILCS 140/1, et seq.);
- vi. the Human Rights Act (775 ILCS 5/1-101, et seq.);
- vii. Title VII of the Civil Rights Act of 1964 (42 U.S.C.A. §2000e, et seq.);
- viii. Any regulations promulgated pursuant to the above statutes.

b. Any vendor agreement, software license agreements, or Internet Service Provider conditions.

2. Never initiate any activity that is damaging in any way to the computer mainframe, the CCIN, the e-mail, internet and intranet systems, or the World Wide Web. Never intentionally damage, destruct, deface or compromise any equipment or software belonging to Champaign County. Never intentionally damage, destruct, deface or compromise any data in CCIN without proper authorization.

16-10 Exceptions to Prohibited Usage

Notwithstanding any other part of this policy, any otherwise prohibited use of a computer, the ITR, or CCIN (including e-mail, internet and intranet usage) is allowed to the extent reasonably necessary to:

- 1. Perform any lawful task which, in the opinion of the relevant Department Head or Elected Official, is reasonably necessary to the functions of the Office or Department.
- 2. Comply with and enforce this and other policies of Champaign County, and all applicable state and federal laws;
- 3. Comply with or create a judicial subpoena, court file, official record, court order, or FOIA request; or
- 4. Preserve or assert any claim of privilege.

16-11 Virus Reporting

If an employee suspects a virus has been introduced to a computer they should notify the Nursing Home Administrator immediately. County IT may install software to scan incoming e-mails for viruses. If this is done, all e-mails shall be so scanned before they are opened.

16-11.1 Internet Mailing Lists, Usenet Groups, News List Subscriptions

County IT reserves the right to unsubscribe employees from subscription lists if the amount of mail becomes too burdensome for the server. This action will not be taken without prior notice to the users, and prior notice and approval of affected Department Managers.

16-12 Web Site Development and Authorization

- 1. All Departmental or Official Web Sites and links thereto must be approved by the Department Manager.
- 2. Links to Champaign County's World Wide Web Site must be approved by County IT.
- 3. Links from Champaign County's World Wide Web Site must contain a link back to Champaign County's World Wide Web Site.

16-13 Ownership

All computers connected to the CCIN, servers, encryption keys, files, equipment, software, information, and passwords for networks, e-mail, Internet, and mainframe menus whether personal or private, belong to Champaign County. All information created by Champaign County ITR belongs to and is controlled by Champaign County.

16-14 Response to Policy Violations

1. Employees observing violations of this policy should report the violations to the Department Manager or Nursing Home Administrator.
2. Alleged violations of ITR policy will be investigated.
3. Employees shall cooperate with any investigations concerning violations of this policy.

16-15 Software

1. Computer software applications used on Champaign County computers that are connected to the CCIN must be authorized by County IT.
2. Only County IT will install software on Champaign County computers connected to the CCIN. Software vendors should communicate with County IT.
3. Installation of encryption or authentication (digital signature) software, other than that contained within standard software applications is prohibited on computers. Department Managers who have need for encryption software will work with County IT to set up encryption keys upon receiving approval from the Nursing Home Administrator.

16-16 Release of Information

1. Unless specifically authorized by Nursing Home Administrator, internet or e-mail Freedom of Information Act requests will not be accepted. If an e-mail or internet FOIA request is received, it will be forwarded to the Nursing Home Administrator.
2. Unless specifically authorized by Nursing Home Administrator, confidential information as defined by the Illinois Freedom of Information Act shall not be released or divulged.

16-17 Department Manager Responsibility

Department Managers are to ensure employees of their Departments read, understand, and sign a consent form holding them responsible for abiding by the policies and procedures outlined in this document.

16-18 Prohibited Computer Usage

1. Never use an e-mail account at work (or elsewhere for County business) other than the one assigned by County IT. Never attempt to gain access to any files, folders, e-mail accounts, or documents without proper authorization. Employees may not intentionally intercept, eavesdrop, record, or alter another person's e-mail. Nor may employees use the internet to intentionally intercept, eavesdrop, record, or alter another person's information. Never attempt to use the Internet to gain unauthorized access to remote computers or other systems.
2. Employees will not use or attempt to use alternate methods of connecting to the Internet other than what is provided by County IT.

3. Never use your computer in violation of any Champaign County Ordinance or Policy. This may include, but is not limited to, the Champaign County Harassment Policy or the Champaign County Political Activity Policy.
4. Occasional and reasonable personal use of ITR is permitted. However, Champaign County ITR will not be used for non-work related activities excessively, or in a manner which disrupts or interferes with work performance or the operations of any Office or Department.
 - a. If such use results in any costs to Champaign County, the employee responsible shall reimburse Champaign County. However, acceptance of such reimbursement does not constitute a waiver of any other disciplinary action.
 - b. Champaign County's Web Site and Internet Access is for official or department use only. Employees may not create, maintain or post an unauthorized web site or similar web site using Champaign County's ITR. All information disseminated and received through Champaign County's Web Site must be related to the official duties and responsibilities of the Nursing Home.
 - c. Any and all personal use must be consistent with professional conduct and the terms of this policy, and not for personal gain.
5. Computers may not be used to receive, transmit, create, or do any of the following intentionally:
 - a. obscenity, sexually explicit messages, pornography, or child pornography;
 - b. threats, fighting words, or intimidation;
 - c. libel, defamation, and slander;
 - d. harassment of any kind, including harassment on the basis of race, sex, religion, ethnic origin, or other protected status;
 - e. humor or jokes that are intended to offend, harass, or intimidate, or are likely to offend, harass or intimidate a reasonable person;
 - f. software piracy;
 - g. chain letters; unsolicited e-mail and "spamming"; anonymous e-mails or e-mails with altered or incorrect return addresses;
 - h. multilevel marketing opportunities, pyramid schemes, franchises, business opportunity ventures, investments;
 - i. violate the privacy of any individual;
6. Computers may not intentionally be used for the unauthorized copying or transmission of:
 - a. text;
 - b. other communications;
 - c. computer software;
 - d. photographs;
 - e. video images;
 - f. graphics;
 - g. music; or
 - h. sound recordings.
7. Never download, delete, or install any software or program onto a computer connected to CCIN; and never disable any firewall or virus protection.
8. Any communications, including e-mails, made in or from the CCIN may be attributable to Champaign County and the Nursing Home. All such communications must be professional and comply with this policy.
9. All County employees and representatives are prohibited from accessing any streaming media programs, feeds, material and content unless the subject matter being streamed is

directly required for fulfilling job responsibilities. No streaming media sites are to be accessed nor are any streaming media programs or applications to be downloaded, installed and/or operated by end users for entertainment purposes using organization-provided computers, servers, systems and/or networks.

Websites that provide streaming media services that are prohibited (unless used for expressly permitted activities) include, but are not limited to:

- Google Video
- iFilm
- YouTube
- Fancast
- Hulu
- Sirius/XM
- Dizzler
- Sports sites such as ESPN360.com and MLB-TV
- Any radio or television station that offer audio or video streaming

Streaming media programs and devices prohibited from operation within the organization or on any organization equipment or network (unless used for expressly permitted activities) include, but are not limited to:

- Apple Computer, Inc.'s QuickTime
- DivXNetworks, Inc.'s DivX Player
- Listen.com, Inc.'s Rhapsody
- Microsoft Corp.'s Windows Media Player
- Nullsoft, Inc.'s SHOUTcast and Winamp
- Orb Networks, Inc.'s Orb Audio or Orb TV
- RealNetworks, Inc.'s RealOne Player
- Sling Media's Slingbox
- Yahoo, Inc.'s LAUNCHcastBearShare

The organization's computer systems and network are to be used only for fulfilling business activities. Legitimate streaming media use, such as might be required for conducting research, investigation or training, constitutes acceptable use.

16-19 Attachments to E-Mails

Unless and until County IT installs software to scan all e-mails for viruses, Employees who receive e-mails from unknown sources on the Internet that have attachments will delete those messages from their in-box folder without opening them, and then delete those messages from the deleted items folder.

16-20 Purchases, Conditions, and Fines

An Employee is responsible for understanding and complying with conditions specified in any public domain or shareware software that is downloaded, and for arranging approval and payment through normal procedures for any fines or fees associated with such use.

Employees may only make credit card purchases on the Internet from Champaign County ITR when authorized to do so by the relevant Department Manager. Employees will verify the web site is a secure site before making such a purchase.

16-21 Social Media (see also Chapter 18 on Social Networking and Other Web-Based Communications)

16-22.1 Unless specifically authorized by the Nursing Home Administrator, employees are not to access social media sites using a Champaign County computer or its network. Examples of social media sites include, but are not limited to, Facebook, Twitter, and MySpace.

16-22.2 Employees are expected to protect the privacy of Champaign County Nursing Home, its employees and residents, and are strictly prohibited from disclosing non-public confidential information to which employees may have access. Employees are also expected to avoid making defamatory statements or threats regarding vendors, clients, and or personnel of Champaign County.

Chapter 17 - Confidentiality and HIPAA

Purpose: To ensure that personal health information is protected so that individuals are not afraid to seek health care or to disclose sensitive health information to health professionals. Additionally, to ensure that health information is protected during its collection, use, disclosure, storage and destruction at CCNH, in accordance with the provisions of state and federal law.

Transmission of information about a resident may include information in many forms: verbal, electronic media, or paper records.

Protected health information (PHI) about a resident may include: name, geographic location, dates (birth date, date of death, admission/discharge dates, telephone number, fax number, email addresses, social security numbers, medical records numbers (Illinois Medicaid numbers, Medicare numbers, our chart I.D. numbers) other account numbers, license plate numbers, device identification, Web Universal Resource Locators, Internet Protocol address numbers, biometric identifiers (finger & voice prints), photographs, or other identifiers.

Personal Health Information applies to all current information, as well as past and future information. Genetic information about a person or one's family is also included. Personal information about finances, home conditions, or other domestic difficulties are also considered confidential information.

Confidentiality of resident information is mandated for all employees of DeKalb County Government, volunteers, students, researchers, medical staff, teachers, educators, all contracted individuals, and members of the Operating Board.

17-1 Confidentiality Policy

1. All CCNH employees and persons associated with CCNH are responsible for protecting the security of all personal health information (oral or recorded in any form) this is obtained, handled, learned or viewed in the course of his or her work or association with CCNH.
2. Personal Health Information shall be protected during its collection, use, storage and destruction within CCNH.
3. Use or disclosure of PHI is acceptable ONLY in the discharge of one's responsibilities and duties and based on the **need to know**. Discussion regarding personal health information shall **not** take place in the presence of persons not entitled to such information or in public places (lobby, hallways, break rooms).
4. The execution of a Confidentiality Agreement (attached) is required as a condition of employment, contract, association or appointment with CCNH. All CCNH employees and persons associated with CCNH shall sign the Confidentiality Agreement at the commencement of their relationship with CCNH. The Confidentiality Agreement shall also be signed each time

there is a substantial change in an individual's position, as determined by their department head. Discretion is also available to require a resigning of the Confidentiality Agreement for one or more individuals for reasons and at intervals for reasons as deemed appropriate by the department supervisor.

5. Unauthorized use or disclosure of confidential information shall result in a disciplinary response up to and including termination of employment/contract/association/appointment. A person convicted of an offense under Federal or State law may be required to pay a fine up to \$250,000.00. A confirmed breach of confidentiality may be reported to the individual's professional regulatory body.

17-2 Confidentiality Agreement Procedure

1. All employees of CCNH as a condition of employment, shall sign a Confidentiality Agreement. This Agreement will be explained and signed on the first day of orientation. The signed Agreement will be placed in the employee's personnel folder.
2. If the employee starts employment prior to going through orientation, the department head will be responsible for explaining confidentiality, and having the employee sign the Agreement. The signed Agreement will then be placed in the employee's personnel folder.
3. All students registered in an educational program, as a condition of utilizing the CCNH resources to learn, will sign a CCNH Volunteer Confidentiality Agreement. This Agreement will be signed at the student's orientation to CCNH. All instructors/educators, as a condition of utilizing CCNH facilities and resources to teach, shall sign a Volunteer Confidentiality Agreement. The administration of this agreement shall be done at the time of orientation to the facility, by the education director.
4. All volunteers shall sign a Confidentiality Agreement. The administration of the pledge will be handled through the Activities Department/Volunteer Coordinator.
5. All researchers who are not members of the CCNH staff must sign a Confidentiality Agreement. The Agreement shall be administered by the Director of Education prior to the beginning of research.
6. All contractors engaged in providing a service for CCNH, where the service provided would expose them to confidential information, shall sign a Confidentiality Agreement, unless the contractor has already signed a business associate agreement. The Confidentiality Agreement would be secured by the department securing the contractor.
7. All persons contracted under a Purchase Service Agreement, as a condition of acceptance of the contract, shall sign a Purchase Service Agreement that provides for protection of confidential information including PHI. The administration of this Agreement shall be handled by the department responsible for the agreement, and the original signed agreement shall be kept in the office of the Privacy Officer.
8. All Board of Directors members shall sign a Confidentiality Agreement. The administration of this pledge shall be handled by the Privacy Officer.
9. All employees of other agencies who regularly associate with CCNH shall sign a Confidentiality Agreement. The administration of this Agreement shall be handled by the Nursing Department.
10. All information managers shall sign an agreement that provides for the protection of PHI. The administration of this Agreement will be handled by the business office manager.

17-3 Procedure for an Alleged Breach

1. An allegation of a breach of confidentiality of personal health information may be made to any staff member of CCNH. Any individual receiving an allegation of a breach of confidentiality or having knowledge or a reasonable belief that a breach of confidentiality of personal health information (PHI) may have occurred shall immediately notify his or her supervisor or where this is not possible, shall notify the CCNH Privacy Officer, or designate. The person so notified shall in turn, notify the supervisor of the alleged violator of this policy.

2. The Supervisor, in consultation with the Privacy Officer, or designate, shall decide whether to proceed with an investigation. It may be decided that a complaint does not require investigation if, after consultation, the consultees are of the opinion that:
 - a. the length of time that has elapsed since the date that the subject matter of the complaint arose makes an investigation no longer practicable or desirable
 - b. the subject matter of the complaint is trivial or the complaint is not made in good faith or is frivolous; or
 - c. the circumstances of the complaint do not require investigation.
3. If the decision is made to proceed with an investigation, it shall be the responsibility of the supervisor, in consultation with a Privacy Officer, or designate, to investigate the allegation, consult with the appropriate resources, document findings and make a determination as to whether there has been a breach of confidentiality of personal health information.
4. If it is determined that a breach of confidentiality of personal health information has occurred, disciplinary action shall be taken. Such action may include termination of employment/contract/association/appointment with the CCNH or the Facility where the breach occurred. The supervisor shall consult with the CCNH Privacy Officer to establish the appropriate level of disciplinary action to be applied.
5. The CCNH Privacy Officer shall be informed in writing of all allegations that have been made and their outcome and shall maintain a database of this information.

Chapter 18 - Social Networking & Other Web-Based Communications Policy

The purpose of this policy is to provide Champaign County Nursing Home employees with requirements for participation in social media including but not limited to, postings in online forums, blogs, wikis or video logs (vlogs). Examples include Facebook, LinkedIn, MySpace, YouTube, Twitter, blogs, media sites or similar types of online forums. Communications produced by Champaign County Nursing Home employees, vendors, physicians, volunteers or associates on behalf of Champaign County Nursing Home must be consistent with Champaign County Nursing Homes' personnel policies and applicable laws, including laws concerning protected health information, privacy, confidentiality, copyright and trademarks.

General Provisions

Unless specifically authorized by the company to do so as part of employee's position, employees are not use any form of social media or technology on the Internet during working hours or at any time on company computers, other company-supplied devices or with personnel communication devices (cell phones, smartphones, etc.).

Unless specifically instructed, employees are not authorized and therefore restricted to speak on behalf of the company. Employees may not publicly discuss residents, family members, employees, vendors, volunteers or any work-related matters, whether confidential or not, outside company-authorized communications. Employees are expected to protect the privacy of the company and its employees and residents and are prohibited from disclosing personal employee and non-employee information and any other proprietary and nonpublic information to which employees have access.

Employer Monitoring

Employees are cautioned that they should have no expectation of privacy while using the Internet.

Your postings can be reviewed by anyone, including Champaign County Nursing Home.

Champaign County Nursing Home reserves the right to monitor comments or discussions about Champaign County Nursing Home, its employees and residents, posted by anyone, including employees and non-employees, on the Internet.

Employees are cautioned that they should have no expectation of privacy while using company equipment or facilities for any purpose. Champaign County Nursing Home reserves the right to use content management tools to monitor, review or block content on company blogs that violate Champaign County Nursing Home blogging rules and guidelines.

Reporting Violations

Champaign County Nursing Home requests and strongly urges employees to report any violations or possible or perceived violations to supervisors or managers. Violations include discussions of Champaign County Nursing Home and its employees and residents, any discussion of proprietary information and any unlawful activity related to social media.

Discipline for Violations

Champaign County Nursing Home investigates and responds to all reports of violations of the social media rules and guidelines and other related policies. Violation of Champaign County Nursing Home's social media policy will result in disciplinary action up to and including immediate termination. Discipline or termination will be determined based on the nature and factors of any social media post. Champaign County Nursing Home reserves the right to take legal action where necessary against employees who engage in prohibited or unlawful conduct.

Chapter 19 Compliance

Purpose

The purpose of this policy is to set forth standards regarding compliance-related violations committed in the course of employment or engagement by Champaign County Nursing Home for which discipline may be imposed.

Adherence to the Compliance Program

All employees receive education and training about Champaign County Nursing Home's compliance plan. The following items are covered in the training sessions and are reinforced in continuing education sessions:

- a. Champaign County Nursing Home's Compliance Program,
- b. Champaign County Nursing Home's Code of Conduct,
- c. Champaign County Nursing Home's compliance-related policies and/or procedures,
- d. state or federal statute or regulation.

All employees are expected to adhere to the requirements of all compliance program elements. Compliance is complicated! There may be situations when employees have questions about what the standards mean or about a specific procedure that Champaign County Nursing Home requires. In those cases, employees are expected to seek guidance from their immediate supervisor or from the Compliance Officer. If any employee feels uncomfortable speaking to her supervisor or to the Compliance Officer, she should use the compliance hotline to express her concerns. The organization is committed to a policy of "No Retaliation" for using the hotline or for coming forward with a question.

Failure to adhere to items a, b, c, and d, above may result in disciplinary action.

Also, failure to report may also lead to disciplinary action. This situation is just like Resident Abuse. For example, you see a co-worker doing something that you know violates the compliance program. You have an obligation to report that situation to the Compliance Officer, either directly or via the hotline. You are not betraying your co-worker. Rather, you are helping Champaign County Nursing Home improve its procedures. The co-worker may have done something wrong; or, the co-worker may need more training; or, Champaign County Nursing Home's procedure may be wrong and need fixing.

What follows is a list of actions or conduct that are prohibited. These are examples and you should be guided by your own judgment. If you see something that does not look right to you, check with your supervisor or the Compliance Officer – or use the compliance hotline.

Failure to follow:

- a. Champaign County Nursing Home's Compliance Program,
- b. Champaign County Nursing Home's Code of Conduct,
- c. Champaign County Nursing Home's compliance-related policies or procedures,
- d. state or federal statute or regulation.

Failure to report:

- a. violation of any duties under Champaign County Nursing Home's compliance program standards or policies.
- b. employment-related conduct that is a crime.

Falsifying any document or medical record or any record required to obtain reimbursement for services provided by Champaign County Nursing Home, or its employees or agents.

Failure to detect conduct by an employee or agent of Champaign County Nursing Home which you should know from your compliance training:

- a. is criminal, or
- b. is a violation of Champaign County Nursing Home's compliance standards and policies.

Disregard or encouragement (by a director, manager or other supervisor) of conduct by an employee or agent of employer which a reasonable person should know is:

- a. criminal;
- b. a violation of Champaign County Nursing Home's compliance standards and/or policies; or
- c. a violation of laws or regulations.

Failure of a manager, director, or other supervisor to properly supervise employees where that failure results in a violation of law, regulations, or Champaign County Nursing Home's compliance standards or policies.

Impeding or obstructing an investigation regarding a suspected violation of law or of Champaign County Nursing Home's compliance standards or policies.

Providing incorrect information to Champaign County Nursing Home or to a government agency, resident, third party payer, vendor or similar person or entity.

Destruction of records or of any evidence relevant to an investigation of a suspected violation of law or of Champaign County Nursing Home's compliance standards or policies.

Failure to comply with Champaign County Nursing Home's record retention policies.

Retaliation against any employee or agent who has made a bona fide report to Champaign County Nursing Home or to any regulatory or government agency with respect to violations of applicable laws, regulations or compliance standards or policies.

Engaging in any other conduct or wrongdoing which has the potential to impair Champaign County Nursing Home's status as a reliable, honest and trustworthy health care provider.

Policy: Compliance with Applicable Federal and State False Claims Laws

Policy: Champaign County Nursing Home is committed to complying with the requirements of Section 6032 of the Deficit Reduction Act of 2005, entitled "Employee Education About False Claims Recovery" (42 U.S.C. Section 1396a(a)(68)) and to preventing and detecting fraud, waste and abuse in Federal health care programs.

The purpose of this policy is to provide all Champaign County Nursing Home employees (including officers and other management), and all of Champaign County Nursing Home's contractors and agents, information about the role of the Federal and State false claims acts in detecting and preventing fraud and abuse in Federal Health Care programs. In addition to this Policy, Champaign County Nursing Home's Compliance Program includes procedures designed to detect and prevent false claims and other forms of fraud, waste and abuse. Those policies and procedures include the following, which are incorporated as if fully set forth herein:

- Quality of care
- Resident rights
- Billing
- Cost reporting
- Employee screening
- Kickbacks, self-referrals and inducements
- Records
- Safety
- HIPAA Privacy, Security, Notification
- Staffing
- Anti-supplementation
- Medicare Part D
- Transfer and Discharge
- Eligibility
- Adherence
- Compliance Program
- Compliance Code of Conduct
- Conflicts of Interest
- Auditing and Monitoring Handbook
- Physician Certification

CMS defines "fraud" as the intentional deception or misrepresentation that an individual knows to be false (or does not believe to be true) and makes, knowing that the deception could result in an unauthorized benefit to himself or another person. CMS defines "abuse" as incidents or practices of providers that are inconsistent with sound medical practice and may result in unnecessary costs, improper payment, or the payment for services that either fail to meet professionally recognized standards of care or are medically unnecessary. The Federal Government and the State of Illinois have enacted laws to combat fraud and abuse. These laws, and their penalties, are described below.

Federal False Claims Laws:

The Federal False Claims Act (31 U.S.C. Sections 3729 - 3733) as modified by the Fraud

Enforcement and Recovery Act of 2009:

Prohibited Conduct. The Federal False Claims Act serves to combat fraud perpetrated against the Federal Government, including Medicare and Medicaid fraud. Actions that violate the False Claims Act include knowingly:

- 1) Presenting or causing to be presented a false or fraudulent claim for payment or approval;
- 2) Making, using, or causing to be made or used, a false record or statement material to a false or fraudulent claim;
- 3) conspiring to get a false claim allowed or paid; or
- 4) Making, using, or causing to be made or used, a false record or statement material to an obligation to pay or transmit money or property to the Government, or concealing or improperly avoiding or decreasing an obligation to pay or transmit money or property to the Government.

In addition, under the Affordable Care Act, the Federal False Claims Act is implicated by the knowing failure to report and return an overpayment within 60 days of identifying the overpayment or by the date a corresponding cost report is due, whichever is later.

While the Federal False Claims Act imposes liability only when the claimant acts "knowingly," it does not require the person submitting the claim to have actual knowledge that the claim is false. A person who acts in reckless disregard or deliberate ignorance of the truth or falsity of the information can also be found liable under the Federal False Claims Act.

Examples of false claims. The Federal False Claims Act imposes liability on any person who submits a claim that he or she knows (or should know) is false. Examples of false claims include:

- Billing for goods and services that were never delivered or rendered, or for medical procedures or tests not performed
- Performing inappropriate or unnecessary medical procedures in order to increase reimbursement
- Automatically running a lab test whenever the results of some other test fall within a certain range, even though the second test was not requested
- Unbundling (using multiple billing codes instead of one billing code for a drug panel test in order to increase reimbursement)
- Bundling (billing more for a panel of tests when a single test was requested)
- Double billing (charging more than once for the same good or service)
- Upcoding (inflating bills by using diagnosis billing codes that suggest a more expensive illness or treatment)
- Billing for brand named drugs when generic drugs were actually provided
- Charging for employees who were not actually on the job, or billing for made-up hours in order to maximize reimbursement
- Billing at doctor rates for work that was conducted by a nurse or resident intern
- Failing to report an overpayment made by the government
- Submitting claims for services or items that violate the Anti-Kickback Statute
- Forging physician signatures when such signatures are required for reimbursement
- Billing for medical care that is considered so inadequate that it is worthless

Penalties. The Federal False Claims Act imposes a civil penalty of no less than \$5,500 and no more than \$11,000 per claim, plus three times the amount of damages the Government sustains because of the false claim, plus the cost of the civil action brought to recover any such penalty or damages.

Qui tam actions under the Federal False Claims Act. The Federal False Claims Act allows private parties to bring actions on behalf of the United States to sue entities that engaged in fraud. These private parties, known as "qui tam relators," may share in a percentage of the proceeds from a Federal False Claims Act action or settlement. With some exceptions, when the Government

intervenes in the lawsuit, the qui tam relator shall receive at least 15% but no more than 25% of the proceeds of the action depending on the extent to which the relator substantially contributed to the prosecution of the action. When the Government does not intervene, the relator shall receive an amount that the court decides is reasonable, which shall not be less than 25% or more than 30% of the proceeds.

The Program Fraud Civil Remedies Act (Chapter 38 of Title 31 U.S.C.)

The Program Fraud Civil Remedies Act imposes administrative remedies for false claims and statements. This Act imposes liability on any person who makes or causes to be made a claim the person knows or has reason to know: 1) is false, fictitious, or fraudulent; 2) includes or is supported by any written statement which asserts a material fact which is false, fictitious, or fraudulent; 3) includes or is supported by any written statement that omits a material fact; is false, fictitious or fraudulent as a result of such omission; and the person making the statement has a duty to include such material fact; or 4) is for payment for the provision of property or services the person has not provided or claimed.

Liability is also imposed under this Act when a person makes or causes to be made a written statement that they know or should know: 1) asserts a material fact which is false, fictitious, or fraudulent; or 2) omits a material fact they had a duty to include; is false, fictitious or fraudulent as a result of the omission; and the statement contained a certificate of authority.

Violations of the Program Fraud Civil Remedies Act are subject to civil penalties of at least \$5,000 per each false claim plus twice the amount of the fraudulent claim.

Additional Federal Penalties

Certain violations of the Federal False Claims Act and the Program Fraud Civil Remedies Act may subject an individual to additional criminal penalties for conspiracy under 18 U.S.C. Section 371. This statute makes it a criminal offense for two or more persons to conspire to commit an offense against the United States or to defraud the United States or a United States agency.

Illinois False Claim Laws:

Prohibited conduct under the Illinois False Claims Act. The Illinois False Claims Act (740 ILCS 175/1 – 175/8) is similar to the Federal False Claims Act, in that it prohibits and punishes the same conduct regarding submission of false claims. The Illinois False Claims Act also imposes a civil penalty of no less than \$5,500 and no more than \$11,000, plus three times the amount of damages the State sustains because of the false claim, plus the State's costs of the civil action brought to recover any such penalty or damages.

Qui tam actions under the Illinois False Claims Act. Under the Illinois False Claims Act, private parties may bring actions for false claims violations on behalf of the State of Illinois. Just like under the Federal False Claims Act, with some exceptions, a qui tam relator will receive between 15% and 25% of the proceeds if the State intervenes in the lawsuit, and between 25% and 30% of the proceeds if the State does not intervene.

Penalties under other Illinois laws. In addition, the Illinois Public Assistance Fraud Act (305 ILCS 5/8A-1 et seq.) makes it a Class A misdemeanor to make false statements relating to health care delivery, and requires the repayment of any excess payments, plus interest and other penalties. The Illinois Insurance Claims Fraud Prevention Act (740 ILCS 92/1 et seq.) prohibits offering remuneration to induce a person to obtain services or benefits under a contract of insurance. A private individual may bring an action to enforce this provision; and, if successful, will receive up to 50% of the amount recovered from the perpetrator. Finally, the Illinois Criminal Code (720 ILCS 5/46-1 et seq.) makes insurance fraud a criminal act, making parties that commit insurance fraud liable for up to three times the amount of the fraudulent claim.

Qui tam Protections

Both the Federal and Illinois False Claims Acts contain protections for qui tam relators. Under both laws, if a relator is discharged, demoted, suspended, threatened, harassed, or in any other way discriminated against in the terms and conditions of employment for his or her participation in a False Claims Act action, the relator will be entitled to all relief necessary to make him or her whole, including: reinstatement with the same seniority status the relator would have had but for the discrimination; double the amount of back pay plus interest; and compensation for any special damages sustained as a result of the discrimination, including litigation costs and reasonable attorneys' fees. In addition, under the Illinois Whistleblower Act, an employee who experiences retaliation after disclosing information in a court or other proceeding or to a government or law enforcement agency is entitled to reinstatement, back pay with interest, and damages such as litigation costs, expert witness fees, and reasonable attorneys' fees.

Champaign County Nursing Home's False Claims Procedures:

Reporting false claims. Any employee, contractor or agent who reasonably suspects or has knowledge of the preparation or submission of a false claim or of any other fraud, waste or abuse related to a Federal or State health care program must immediately report this information to Champaign County Nursing Home's Compliance Officer and/or to his or her supervisor.

An employee is not required to report a possible false claim to Champaign County Nursing Home first. A report may be made directly to others, including the Office of the Inspector General of the Department of Health and Human Services, the Medicare intermediary or carrier that has jurisdiction over the suspected fraudulent provider or supplier, the Department of Justice, the Illinois Attorney General or the Illinois Department of State Police. However, Champaign County Nursing Home believes that, in many cases, its internal reporting process allows Champaign County Nursing Home to resolve a potential issue as soon as possible. Champaign County Nursing Home encourages employees to consider first reporting suspected false claims to Champaign County Nursing Home Compliance Officer, employee's supervisor or to the Administrator; however the choice is up to the employee.

Failure to report knowledge of suspected fraud, waste or abuse may result in disciplinary action up to and including termination. Reports may be made anonymously. All reports will be kept confidential to the fullest extent reasonably possible, and Champaign County Nursing Home will make every effort to keep the reporter's identity confidential from both fellow employees and outside parties. However, Champaign County Nursing Home retains the right to take appropriate action against an individual who has participated in a violation of the law or Champaign County Nursing Home policy or maliciously makes a false report. Employees who ask a compliance question or report potential compliance issues will not be subject to retaliation or harassment as a result of the report. Concerns about potential retaliation or harassment should be reported to the Compliance Officer or the Administrator. Champaign County Nursing Home welcomes reports of false claims or other fraud, waste or abuse, and views these reports as essential to improving Champaign County Nursing Home's operations. Harassment and retaliation in response to reporting will therefore not be tolerated.

Investigations. All reports of suspected fraud, waste, or abuse will be promptly investigated by Champaign County Nursing Home. All pertinent employees, contractors, and/or agents are required to assist in such investigations. Failure to assist in an investigation may result in disciplinary action up to and including termination.

Distribution of this Policy: This Policy for Compliance with Applicable Federal and State False Claims Laws will be provided to all existing Champaign County Nursing Home employees and Directors (including officers and other management) will be given to all employees hired after implementation; and will be distributed to all Champaign County Nursing Home contractors and agents for their adoption. "Contractors and agents" means Champaign County Nursing Home's contractors, subcontractors and agents who furnish or authorize furnishing of Medicaid items or

services; perform billing or coding functions; or are involved in the monitoring of health care provided by Champaign County Nursing Home. "Contractors and agents" do not include individuals, businesses or organizations that perform functions not associated with the provision of Medicaid items or services, such as copying or shredding services, grounds maintenance, or cafeteria or gift shop services. All employees, contractors and agents will sign an Acknowledgment documenting their receipt of this Policy.

Employee Handbooks. All Champaign County Nursing Home employee handbooks shall include the following:

- A specific discussion of the Federal False Claims Act, the Federal Program Fraud Civil Remedies Act, and the Illinois False Claims Act;
- The rights of employees to be protected as reporters and qui tam relators; and
- Champaign County Nursing Home's policies and procedures for detecting and preventing fraud, waste, and abuse in Federal health care programs.

Acknowledgment

Employees are required to sign written acknowledgement that employees received, read, understood and agreed to comply with Champaign County Nursing Home's social media policy and guidelines and any other related policy, including electronic policies, on and off duty conduct, discrimination and harassment, ethical conduct, non-competition and whistleblowing.

RESOLUTION NO. 9613

**RESOLUTION APPOINTING STEPHEN LEMKE TO THE
EASTERN-PRAIRIE FIRE PROTECTION DISTRICT TO REPLACE EDDIE COOK**

WHEREAS, Eddie Cook was appointed to the Eastern Prairie Fire Protection District Board on April 21, 2016; and

WHEREAS, It has since been determined that Eddie Cook is not an elector within the Eastern Prairie Fire Protection District and therefore does not meet the qualifications for appointment to the Eastern Prairie Fire Protection District under 70 ILCS 705/4; and

WHEREAS, Patsi Petrie has submitted to the County Board her appointment of Stephen Lemke to the Eastern-Prairie Fire Protection District replacing Eddie Cook; and

WHEREAS, Such appointment requires the advice and consent of the County Board under 70 ILCS 705/4;

NOW, THEREFORE, BE IT RESOLVED By the Champaign County Board that the County Board does hereby advise and consent to the appointment of Stephen Lemke to the Eastern-Prairie Fire Protection District replacing Eddie Cook for an unexpired term ending April 30, 2018; and

BE IT FURTHER RESOLVED That the County Clerk transmit a certified copy of this resolution to: Stephen Lemke 318 Paul Ave., Champaign IL 61822.

PRESENTED, ADOPTED, APPROVED, AND RECORDED this 19th day of May A.D. 2016.

Patsi Petrie, Chair
Champaign County Board

ATTEST: _____
Gordy Hulten, County Clerk
and ex-officio Clerk of the
Champaign County Board

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM
Fire, Cemetery, Water, & Farmland Assessment

PLEASE TYPE OR PRINT IN BLACK INK

NAME: Stephen Lemke

ADDRESS: 318 Paul Ave Champaign IL 61822
Street City State Zip Code

EMAIL: PHONE: 217-202-5972

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: Eastern Prairie FPD

BEGINNING DATE OF TERM: 6/1/16 ENDING DATE: 5/31/17

The Champaign County Board appreciates your interest in serving your community. A clear understanding of your background and philosophies will assist the County Board in establishing your qualifications. Please complete the following questions by typing or legibly printing your response. IN ORDER TO BE CONSIDERED FOR APPOINTMENT, OR REAPPOINTMENT, CANDIDATE MUST COMPLETE AND SIGN THIS APPLICATION.

1. What experience and background do you have which you believe qualifies you for this appointment?
I am currently a trustee for the I.A.T.S.E Local 482 union in Champaign so I am familiar with the responsibilities of a trustee. I am currently on my second term with this organization. My dad was also a trustee for a couple of terms until his health forced him to resign so I would like to continue what my dad had started in the best interest of the body and to make sure tax payer dollars are being spent for the interest of everyone in the district.

2. What is your knowledge of the appointed body's operations, property holdings, staff, taxes, and fees?
I have a lot of knowledge about all aspects of this body because I have been in its district for all my life and it is like a big neighborhood family. My dad was also on the fire department for many years he also served as a trustee for a couple of terms until his health forced him to resign. I feel because I have been involved with this body for so long that I would be beneficial and a valuable asset if I was appointed as a trustee.

3. Can you think of any relationship or other reason that might possibly constitute a conflict of interest if you are selected to serve on the appointed body for which you are applying? (This question is not meant to disqualify you; it is only intended to provide information.) Yes No If yes, please explain:



Signature

01/04/2016

Date