

**CHAMPAIGN COUNTY BOARD  
COMMITTEE OF THE WHOLE – Finance/Policy/Justice Agenda**  
*County of Champaign, Urbana, Illinois*  
*Tuesday, May 11, 2010 – 6:30 p.m.*

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

*Please note the regular Committee of the Whole meeting will commence at 6:30 p.m. or directly following the adjournment of a County Board Study Session.*

**Page Number**

- I. Call To Order**
- II. Roll Call**
- III. Approval of County Board Resolution to Meet as Committee of the Whole**
- IV. Approval of Minutes**
  - A. Public Hearing on County Board Size & Districts Minutes – March 9, 2010 \*1-4
  - B. Committee of the Whole Minutes – April 13, 2010 \*5-15
- V. Approval of Agenda/Addenda**
- VI. Public Participation**
- VII. Communications**
- VIII. Justice & Social Services:**
  - A. Monthly Reports - Reports are available on each department's webpage at:  
<http://www.co.champaign.il.us/COUNTYBD/deptrpts.htm>
    - 1. Animal Control – March 2010
    - 2. Head Start – April 2010
    - 3. Probation & Court Services – March 2010
    - 4. Public Defender – January 2010 & February 2010
  - B. Emergency Management Agency
    - 1. Request Approval of Application for and, if Awarded, Acceptance of  
Emergency Operation Center Technology Grant from Illinois Emergency  
Management Association \*16-20
  - C. Other Business
    - 1. Semi-Annual Review of Closed Session Minutes \*21-24
  - D. Chair's Report
  - E. Designation of Items to be Placed on County Board Consent Agenda

**IX. Policy, Personnel, & Appointments:**

**A. Appointments/Reappointments**

1. Board of Review – Terms from 6/1/2010 to 5/31/2012  
**Please Select Two Candidates to Fill the Two Appointments**
  - Steve Bantz \*25-26
  - Laura Davis Sandefur \*27-28
  - Phillip N. Trautman \*29-30
  - Phillip N. Trautman II \*31-32
  - Wayne Williams \*33-34
  
2. Scott Fire Protection District – Term from 5/21/2010 to 4/30/2013  
**Please Select One Candidate to Fill the Single Appointment**
  - Joel Jessup \*35
  - Bernie Magsamen \*36
  
3. Urbana-Champaign Sanitary District – Term from 6/1/2010 to 5/31/2013
  - Christopher Alix \*37-38
  
4. Dewey Community Public Water District – Term from 6/1/2010 to 5/31/2015
  - Edwin Holzhauer \*39
  
5. Penfield Water District – Term from 6/1/2010 to 5/31/2015
  - Michael Trione \*40
  
6. Sangamon Valley Public Water District
  - David Chestnut – Term from 6/1/2010 to 5/31/2015 \*41
  - Michael Larson – To fill unexpired term of Jay Dingee from 5/5/21/2010 to 5/31/2012 \*42-44

**B. Administrator's Report**

1. Vacant Positions Listing (*Provided for Information Only*) \*45
2. Job Content Evaluation Committee Recommendation for Non-Bargaining Positions Classifications \*46-61
3. Recommendation to Participate in NACo Sponsored CGI Communications County Website Enhancement

**C. Other Business**

1. County Board Size and Number of Districts Proposals \*62
2. Semi-Annual Review of Closed Session Minutes \*63-64

**D. Chair's Report**

**E. Designation of Items to be Placed on County Board Consent Agenda**

**X. Finance:**

**A. Budget Amendments & Transfers**

1. Budget Amendment #10-00043 \*65  
Fund/Dept: 476 Self-Funded Insurance – 118 Property/Liability Insurance  
Increased Appropriations: \$68,013  
Increased Revenue: \$68,013  
Reason: To receive insurance reimbursements for auto & property claims in 2010.
  
2. Budget Amendment #10-00047 \*66-67  
Fund/Dept: 075 Regional Planning Commission – 864 ILARC-Energy Efficiency Grant-ARRA  
Increased Appropriations: \$520,000  
Increased Revenue: \$520,000  
Reason: To accommodate the receipt and disbursement of ARRA grant funds to eligible subgrantees for energy efficiency and conservation projects within Champaign, Douglas, Ford, Iroquois, Livingston, Piatt, Vermillion, and DeWitt Counties.

**B. County Administrator**

1. General Corporate Fund FY2010 Revenue/Expenditure Projection Report  
*(To Be Distributed)*
2. General Corporate Fund Budget Change Report *(To Be Distributed)*
3. Harris & Harris Monthly Collections Report *(To Be Distributed)*
4. IMRF Update
5. Elected Officials' Salaries Recommendation \*68-74
6. Job Content Evaluation Committee Recommendation for Non-Bargaining Positions Classifications \*46-61
7. Non-Bargaining Employees FY2011 Salary Recommendation \*46-61
8. Budget Process Resolution \*75-81

**C. Treasurer**

1. Monthly Report \*82-93

**D. Auditor**

1. Purchases Not Following Purchasing Policy *(Provided For Information Only – To Be Distributed)*
2. Monthly Report – April 2010 \*94-101

**E. State's Attorney**

1. Request Approval of Intergovernmental Agreement between the Department of Healthcare & Family Services and the State's Attorney \*102-121

**F. Other Business**

1. Semi-Annual Review of Closed Session Minutes \*122-126

**G. Chair's Report**

H. Designation of Items to be Placed on County Board Consent Agenda

**XI. Approval of Closed Session Minutes**

A. Committee of the Whole – April 13, 2010

**XII. Adjournment**

1 CHAMPAIGN COUNTY BOARD  
2 **PUBLIC HEARING MINUTES**  
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5 **PUBLIC HEARING OF THE CHAMPAIGN COUNTY BOARD**

6 **Tuesday, March 9, 2010**

7 **Lyle Shields Meeting Room, Brookens Administrative Center**

8 **1776 E. Washington St., Urbana**  
9

10 7:00 p.m.  
11

12 **MEMBERS PRESENT:** Carol Ammons, Jan Anderson, Steve Beckett, Ron Bensyl, Thomas Betz,  
13 Lorraine Cowart, Chris Doenitz, Matthew Gladney, Stan James, John  
14 Jay, Brad Jones, Greg Knott, Alan Kurtz, Ralph Langenheim, Brendan  
15 McGinty, Diane Michaels, Alan Nudo, Steve O'Connor, Michael  
16 Richards, Giraldo Rosales, Larry Sapp, Jonathan Schroeder, Samuel  
17 Smucker, C. Pius Weibel, Barbara Wysocki  
18

19 **MEMBERS ABSENT:** Lloyd Carter, Steve Moser  
20

21 **OTHERS PRESENT:** Kat Bork (Administrative Secretary), Deb Busey (County  
22 Administrator), Tony Fabri (Auditor), Dan Welch (Treasurer), Steve  
23 Ziegler (First Assistant State's Attorney)  
24

25 **CALL TO ORDER**  
26

27 Chair Weibel called the public hearing to order at 7:07 p.m.  
28

29 **ROLL CALL**  
30

31 Bork called the roll. Ammons, Anderson, Beckett, Bensyl, Betz, Cowart, Doenitz, Gladney,  
32 James, Jay, Jones, Knott, Kurtz, Langenheim, McGinty, Michaels, Nudo, O'Connor, Richards,  
33 Rosales, Sapp, Schroeder, Smucker, Weibel, and Wysocki were present at the time of roll call,  
34 establishing the presence of a quorum.  
35

36 **READ NOTICE OF MEETING**  
37

38 Bork read the notice of meeting.  
39

40 **MOTION** by Wysocki to approve the notice of meeting; seconded by O'Connor. **Motion**  
41 **carried with all ayes.**  
42

43 **APPROVAL OF AGENDA**  
44

45 **MOTION** by Bensyl to approve the agenda; seconded by Kurtz. **Motion carried with all**  
46 **ayes.**  
47  
48

49 **PRESENTATION OF ISSUE FOR PUBLIC COMMENT**

50 **Size of County Board & Multi-Member vs. Single-Member Districts**

51

52 Betz outlined the work undertaken by the Policy, Personnel, & Appointments Committee over  
53 the last six months in examining County Board reform issues. He reminded the County Board that no  
54 action could be taken tonight and directed their attention to the draft ordinance on the back of the  
55 public hearing agenda to give the discussion a focal point.

56

57 **PUBLIC PARTICIPATION**

58

59 Joan Dykstra spoke about her time on the County Board from 1991-2002 and how the ultimate  
60 goal should be providing better service to voters and improving the Board members' accountability.  
61 She advocated reducing the Board's size. Three-member districts make it easy for some members to  
62 hide behind the others' work and wait until meetings to open their agenda packets. A larger body  
63 lessens accountability. Voters will be more likely know who to speak with about issues if there was a  
64 smaller County Board. Dykstra acknowledged the dual responsibilities of elected officials to work  
65 hard and voters to be aware of candidates. She supported having a redistricting commission with  
66 transparency diminishing political agendas and gerrymandering. She has supported a change to single  
67 member districts before, but realized the rural population was concerned the representative emphasis  
68 would be on urban areas. She recommended the voters elect County Board members who are educated  
69 about the needs of the entire county. She finished by stating that reducing the County Board's size is  
70 good government.

71

72 John Farney supported the idea of single-member districts so voters would be more in touch  
73 with County Board members. A smaller, single-member district would prevent a voter from having to  
74 repeat a concern to three Board members. Farney also felt a smaller County Board would require more  
75 informed Board members and prevent them from putting their heads in the sand on issues like the  
76 Nursing Home.

77

78 Jerry Watson, the Farm Bureau Chairman, believed having multiple-member districts equalized  
79 power and represented minorities. He stated the Farm Bureau was opposed to single-member districts  
80 because it could eliminate some productive County Board members. He encouraged further study of  
81 the variety of proposals.

82

83 Bill Ackermann supported changing the redistricting process and removing it from the hands of  
84 politicians. He advised drawing the map in the most non-political manner possible. He wanted more  
85 districts with fewer members per district.

86

87 Weibel asked if anyone else wished to speak and, hearing none, closed public participation.

88

89 **COUNTY BOARD MEMBER COMMENT**

90

91 James spoke about the land area represented by rural County Board members and how having  
92 three members per district allows them to cover for each other during times of illness. Without a draft  
93 redistricting map in hand he could not say where he would stand on single-member districts. He

94 appreciated the public participation and noted it was sad that some voters do not even know their  
95 representatives' names.

96  
97 Gladney said he was open-minded to considering changing the size and the districts of the  
98 County Board. In response to the argument that there are too many County Board members, Gladney  
99 described the elements of the Champaign and Urbana City Councils that he liked. Those elements  
100 included the elected officials' names appearing on the screen when they are speaking during televised  
101 meetings for the Champaign City Council and how the cities' websites have photographs of council  
102 members and district maps. He suggested the inclusion of Board members' names on television and  
103 pictures on the website would help make them more recognizable to the public. Gladney did not think  
104 one Board member per district would be more accountable than three members. He expressed that  
105 voters have had no problem sending Board members emails and voicemails on highly visible issues,  
106 such as Olympian Drive. He did not think reducing a government's size should be a knee jerk to  
107 people being unhappy with government in general. He knew gerrymandering exists, but voters can  
108 elect a different candidate if they are dissatisfied with the incumbent because gerrymandering only  
109 works if voters go along with it. Gladney addressed how people have to pay attention to local issues  
110 and take responsibility for their votes.

111  
112 Kurtz described how his one and a half years on the County Board has been an exciting  
113 experience of diverse meetings. He felt a large County Board supplied unique perspectives on rural,  
114 urban, and minority interests. He was concerned single-member districts would mean a loss of  
115 representation for certain areas.

116  
117 Ammons opposed single-member districts because they would limit minority representation.  
118 She wondered about potential election costs with a change to single-member districts. She stressed the  
119 importance of citizens being educated about both sides of local issues that impact their lives. Ammons  
120 recommended holding more public hearings to encourage further discussion.

121  
122 Anderson saw the pros and cons of changing to single-members districts. She was concerned  
123 single-member districts would mean candidates would have to work harder on their campaigns. The  
124 Urbana School Board created smaller districts and some districts had no candidates in the first election.

125  
126 Michaels was opposed to single-member districts because District 2 covers a vast expanse of  
127 land. The land might not be as populated as the urban areas, but those voters still pay taxes.

128  
129 Langenheim noted that why and how the County Board does something is a matter of concern.  
130 Every significant interest group is represented on the present Board, except students, and there is a  
131 wide variety of talent amongst various members. He wanted to preserve small districts that enable a  
132 candidate to conduct a campaign by knocking on doors without expensive campaign material.

133  
134 Rosales spoke about the differing philosophies of the two major political parties and how the  
135 current size of the Board is unwieldy. He supported reducing the Board's size and having more  
136 districts with multiple Board members per district. He hoped both parties will do the right thing by  
137 allowing the redistricting to be done by a commission.

138

139 Nudo commented about how essential it is to get the right mix of representation through Board  
140 size and redistricting. He felt it was in the best interest of candidates trying to contact the voters via  
141 inexpensive means to have smaller districts. On the subject of rural representation, Nudo noted  
142 because it was essential to maintain farmland, this meant population growth in rural areas was much  
143 slower than in urban areas. Nudo described the composition of the district he represents. He  
144 acknowledged there may be less rural representation when population grows, but compact districts  
145 could result in truly rural representation on the County Board.

146  
147 O'Connor said he would rather see a rendering of districts before considering a change to  
148 single-member districts.

149  
150 **COUNTY BOARD DISCUSSION REGARDING FUTURE ACTION**

151  
152 The County Board discussed the possibility of holding more public hearings. Busey shared  
153 information about the entities, including the League of Women Voters, Farm Bureau, and NAACP  
154 who were invited to tonight's hearing. The Board discussed whether holding more hearings would  
155 generate more public attendance and comment.

156  
157 **ADJOURNMENT**

158  
159 The public hearing was closed at 8:12 p.m.

160  
161 Respectfully submitted,

162  
163 Kat Bork  
164 Administrative Secretary

165  
166 *Secy's note: The minutes reflect the order of the agenda and may not necessarily reflect the order of business conducted at the meeting.*



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# CHAMPAIGN COUNTY BOARD COMMITTEE OF THE WHOLE MINUTES

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**Tuesday, April 13, 2010**  
**Lyle Shields Meeting Room, Brookens Administrative Center**  
**1776 E. Washington St., Urbana, Illinois**

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**MEMBERS PRESENT:** Carol Ammons, Jan Anderson, Steve Beckett, Ron Bensyl, Thomas Betz, Lorraine Cowart, Chris Doenitz, Stan James, John Jay, Brad Jones, Greg Knott, Alan Kurtz, Ralph Langenheim, Brendan McGinty, Diane Michaels, Steve Moser, Alan Nudo, Steve O'Connor, Giraldo Rosales, Samuel Smucker, C. Pius Weibel, Barbara Wysocki

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**MEMBERS ABSENT:** Lloyd Carter, Matthew Gladney, Michael Richards, Larry Sapp, Jonathan Schroeder

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**OTHERS PRESENT:** Kat Bork (Administrative Secretary), Deb Busey (County Administrator), Tony Fabri (Auditor), Roger Holland (Court Administrator), Bill Keller (EMA Director), Randall Rosenbaum (Public Defender), Mark Shelden (County Clerk), Amanda Tucker (HR Generalist), Dan Welch (Treasurer)

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**CALL TO ORDER**

39  
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43

Betz called the regular meeting of the Committee of the Whole to order at 6:03 p.m.

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47

**ROLL CALL**

Bork called the roll. Anderson, Beckett, Bensyl, Betz, Doenitz, James, Jay, Jones, Knott, Kurtz, Langenheim, McGinty, Michaels, Moser, Nudo, O'Connor, Rosales, Smucker, and Wysocki were present at the time of roll call, establishing the presence of a quorum.

Ammons entered the meeting at 6:04 p.m.

**APPROVAL OF COUNTY BOARD RESOLUTION TO MEET AS COMMITTEE OF THE WHOLE**

**MOTION** by Beckett to approve the County Board Resolution to meet as a Committee of the Whole; seconded by Wysocki. **Motion carried with all ayes.**

**APPROVAL OF MINUTES**

**MOTION** by Rosales to approve the Committee of the Whole minutes of March 9, 2010; seconded by Kurtz.

James requested a correction to line 836.

48 **Motion carried as amended with all ayes.**

49

50 **APPROVAL OF AGENDA/ADDENDA**

51

52 Betz requested to move the Policy items to the end of the agenda because Weibel was not  
53 present to make nominations for the appointments.

54

55 **MOTION** by Jay to approve the agenda as amended; seconded by James.

56

57 McGinty requested a friendly amendment making the closed session the final agenda item.  
58 Jay and James agreed the amendment was friendly.

59

60 **Motion carried as amended with all ayes.**

61

62 **PUBLIC PARTICIPATION**

63

64 There was no public participation.

65

66 **COMMUNICATIONS**

67

68 Wysocki announced the Courthouse Clock & Bell Tower will receive a Heritage Award  
69 from the Preservation and Conservation Association (PACA) for restoring the building to its  
70 original character. She stated the Citizens Clock & Bell Tower Committee should be commended  
71 for their years of dedicated work on the project.

72

73 **JUSTICE & SOCIAL SERVICES**

74 **Monthly Reports**

75

76 **MOTION** by Knott to receive and place on file the Animal Control – January 2010 &  
77 February 2010; Emergency Management Agency March 2010; Head Start March 2010; and  
78 Probation & Court Services – February 2010 monthly reports; seconded by James. **Motion carried**  
79 **with all ayes.**

80

81 **Children's Advocacy Center**

82 **Approval of Continued Grant Funding from the National Children's Alliance**

83

84 **MOTION** by Beckett to approve the application for and, if awarded, acceptance of the  
85 National Children's Alliance Chapter Sub-Awardee Grant for the Children's Advocacy Center;  
86 seconded by Ammons. **Motion carried with all ayes.**

87

88 **Emergency Management Agency**

89 **Approval of Acceptance of Six Portable Generators from Illinois Emergency Management**  
90 **Association**

91

92 **MOTION** by James to accept the six portable generators from the Illinois Emergency  
93 Management Association; seconded by Jay.

94 Anderson commented the generators will be placed at several sites. These generators can be  
95 used locally and would be available for use during state emergencies.

96  
97 **Motion carried with all ayes.**

98  
99 **Other Business**

100  
101 There was no other business.

102  
103 **Chair's Report**

104  
105 There was no Chair's report.

106  
107 **Designation of Items to be Placed on County Board Consent Agenda**

108  
109 Agenda items 8.B.1 and 8.C.1 were designated for the consent agenda.

110  
111 **POLICY, PERSONNEL, & APPOINTMENTS**

112 **Appointments/Reappointments**

113 **Fire Protection Districts**

114  
115 Weibel nominated all the single candidates for a fire protection district.

116  
117 **MOTION** by Weibel for an omnibus motion to appoint Lacy Taylor to the Broadlands-  
118 Longview Fire Protection District, Patricia Chancellor to the Eastern Prairie Fire Protection District,  
119 Mark McDuffy to the Edge-Scott Fire Protection District, Jeff White to the Ivesdale Fire Protection  
120 District, Richard Amsden to the Ludlow Fire Protection District, Rusty Smith to the Ogden-Royal  
121 Fire Protection District, Dennis Butler to the Pesotum Fire Protection District, Clifford Gorman to  
122 the Philo Fire Protection District, Frederick Seibold to the Sadorus Fire Protection District, Norman  
123 Paul to the St. Joseph-Stanton Fire Protection District, Roger Hayden to the Tolono Fire Protection  
124 District, and William Walker to the Windsor Park Fire Protection District for terms from May 1,  
125 2010 to April 30, 2013; seconded by Beckett.

126  
127 Wysocki inquired about the eligibility of Richard Amsden to be a trustee on the Ludlow Fire  
128 Protection District because he lists an address outside of Champaign County on the application  
129 form. Weibel agreed to look into that candidate's qualifications and address before the County  
130 Board meeting. Jay noted the Ludlow Fire Protection District covers parts of Ford County and  
131 Champaign County. Weibel stated the Ludlow Fire Protection District appointment would not be  
132 included on the consent agenda.

133  
134 **Motion carried with all ayes.**

135  
136 Weibel nominated Roger Ponton, Jr. as the trustee to the Sangamon Valley Fire Protection  
137 District.

139           **MOTION** by Weibel to appoint Roger Ponton, Jr. to the Sangamon Valley Fire Protection  
140 District for a term from May 1, 2010 to April 30, 2013; seconded by James. **Motion carried with**  
141 **all ayes.**

142  
143           Weibel nominated Mervin Maier to a full term and Michael Tittle to complete the term left  
144 vacant by the resignation of Ramon Freese on the Thomasboro Fire Protection District.

145  
146           **MOTION** by Weibel to appoint Mervin Maier to the Thomasboro Fire Protection District  
147 for a term from May 1, 2010 to April 30, 2013 and appoint Michael Tittle to the Thomasboro Fire  
148 Protection District for a term from May 1, 2010 to April 30, 2012; seconded by James.

149  
150           Beckett stated he would abstain from voting on these appointments because he has  
151 represented each party. Michaels asked why Weibel selected Maier and Tittle. Weibel remarked  
152 that Maier was a firefighter for 22 years and has been actively involved in fund-raisers for the fire  
153 department. Tittle was a retired police officer who has manned the fire protection district's radio  
154 for a number of years. Weibel believed both individuals would fit in well with the fire protection  
155 district.

156  
157           **Motion carried with one abstention by Beckett.**

158  
159           **Administrator's Report**

160           Resolution Amending Champaign County's Flexible Benefits Plan

161  
162           Busey explained the amendments to the County's Flexible Benefits Plan were required by  
163 recent legislation.

164  
165           **MOTION** by Beckett to approve the Resolution Amending Champaign County's Flexible  
166 Benefits Plan; seconded by Bensyl. **Motion carried with all ayes.**

167  
168           Job Content Evaluation Committee Report on Account Clerk Position

169  
170           Busey explained the Job Content Evaluation Committee reviewed the Account Clerk  
171 position in the Treasurer's Office and recommended there be no change in the classification.

172  
173           Job Content Evaluation Committee Report on Non-Bargaining Positions Review Project

174  
175           Busey distributed the Job Content Evaluation Committee's report on the non-bargaining  
176 positions review project. Similar to the elected officials' salaries recommendations, she did not  
177 expect the County Board to vote on this matter tonight. She encouraged the Board to contact her  
178 with any questions before the Board considers this in May. In the Fall of 2008, the Policy,  
179 Personnel, & Appointments authorized the Job Content Evaluation Committee to initiate a review  
180 of all non-bargaining positions for the purpose of classification, description, and compensation for  
181 those positions. This review was last done in 1999. The majority of work was completed in 2009;  
182 however, Busey did not think August or September 2009 was a good time to present the report  
183 given the state of the County's finances. The information in the report was reviewed and updated  
184 for Spring 2010. Busey detailed the compensation and evaluation process a position undergoes at

185 the behest of the department head. The 2010 report includes 88 employees in the General Corporate  
186 Fund, not including attorneys or command positions in the Sheriff's Office. The new evaluations  
187 resulted in changes to 24 positions. Of those, 14 positions are recommended to receive an upgrade  
188 and 10 positions are recommended for a downgrade. Four title changes were recommended. The  
189 non-bargaining employees' salaries were frozen in 2010, making them the same as in 2009. Busey  
190 explained the goal was to have the non-bargaining salaries within 90%-115% of the salaries in  
191 comparable counties, which was achieved thru this recommendation. The financial impact of the  
192 recommendation is connected to the recommendation for FY2011 non-bargaining salary  
193 administration. Busey is recommending for FY2011 a 1% market adjustment to the salary scales  
194 and compa-ratio adjustments, with any adjustment limited to 10%. There would be 28 positions  
195 receiving a salary adjustment above the 1% market adjustment. There are three incumbents whose  
196 salaries are above the FY2011 maximum for their classification and pursuant to the Personnel  
197 Policy, those salaries would be frozen until the salary range maximum meets for exceeds their  
198 current salary.  
199

200 Busey provided a separate recommendation for attorneys. The State's Attorney and Public  
201 Defender informed the Job Content Evaluation Committee of their frustrations and difficulties in  
202 limiting job responsibilities for attorneys to a job description for either an Assistant State's  
203 Attorney/Public Defender or a Senior Assistant State's Attorney/Public Defender. Both officials  
204 indicated a desire for the ability to assign responsibilities that any attorney should be able to  
205 complete to any attorney in their offices. The committee understood the limitations and  
206 recommended an attorney salary range that spans two salary ranges as outlined on Page 15. It was  
207 also recommended an attorney licensed to practice for 10 years be at the salary range midpoint,  
208 rather than the 7-year standard used for other non-bargaining positions. The Personnel Policy  
209 would require amendment to incorporate the changes for the separate delineation for attorneys'  
210 salaries.  
211

212 The Sheriff's command staff positions have been treated differently from the other non-  
213 bargaining position since 2001. Those positions are not shown in the category of positions. The  
214 Sheriff supports having an incentive for an individual to go from bring a sergeant (where overtime  
215 is received for all hours worked) to accepting additional responsibilities as a lieutenant (which is  
216 exempt under FLSA). The lieutenants are paid 11% above the sergeants, the captains are paid 11%  
217 above the lieutenants, and the Chief Deputy's salary is designated at 5% above a captain's salary.  
218 This is the continuing recommendation for the command staff at the Sheriff's Office in FY2011.  
219

220 Michaels asked about the reasons for the 1950 hours versus 2080 hours listed for employees.  
221 Busey stated most County employees work a 37.5 hour work week, which is 1950 hours annually.  
222 The 24/7 operations (Sheriff, Nursing Home, and Animal Control) are based on 2080 hours.  
223 Michaels questioned who sits on the Job Content Evaluation Committee. Busey stated the  
224 Personnel Policy determines the committee's membership. It is designed to include management  
225 positions from every area of County government and does not usually include elected officials. The  
226 goal is to have management and middle management positions serving on the committee.  
227

228 Ammons asked about the total impact of the recommended changes on the FY2011 budget.  
229 Busey pointed out the information in Page 6 on the document. The total impact of recommended  
230 changes is \$166,094 or 2.42% of the \$6 million in salaries covered in the report.

231 Smucker asked about the recommended 1% adjustment to the scale. Busey confirmed every  
232 non-bargaining employee would receive a 1% as a Cost of Living Adjustment (COLA) if the  
233 recommendation was approved. Those employees receiving compa-ratio adjustments do not  
234 receive a 1% in addition to the compa-ratio. Smucker asked if the 1% would be in addition to any  
235 other wage increases given to non-bargaining employees. Busey stated there would be no other  
236 wage increases for non-bargaining employees.

237  
238 Nudo asked if are non-bargaining employees received the same step salary increases the  
239 union employee receive. Busey said the compa-ratio adjustments are designed to ensure that after 7  
240 years, the employee should be making the salary range's midpoint. This is considered the market  
241 value for that job and is expected to be paid for someone who is fully competent in that position.  
242 The County Board has not funded the compa-ratio adjustments since 2008. The non-bargaining  
243 employees did not receive any kind of compensation increase in FY2010.

244  
245 Betz cut off discussion at 7:00 p.m. for the public hearing. Discussion resumed at 8:22 p.m.  
246 with Weibel now present at the meeting.

247  
248 Ammons asked how the recommended changes to the non-bargaining positions would  
249 impact the anticipated General Corporate Fund shortfall. Busey stated the County would have to  
250 implement budget cuts if the revenue shortfalls prove true over the next 60 days in order to survive.  
251 The problems with state revenues, the County's own fees revenues, and sales tax revenues mean the  
252 funding will be an issue the County Board will have to address. Busey pointed out the non-  
253 bargaining employees were effectively the only County employees who have taken a wage freeze in  
254 FY2010. The County Board has given authority for wage increases for bargaining employees and  
255 the recommendation for non-bargaining employees closely matches that authority. She would not  
256 recommend isolating the non-bargaining employees and freezing their wages again while other  
257 County employees are receiving wage increases. The County may be looking at additional position  
258 eliminations and other cutbacks in the revenues do not recover. Ammons inquired if the Board  
259 would receive projections on how the changes would impact the budget next month. Busey  
260 confirmed the County Board would be asked to approve the budget process resolution establishing  
261 the guidelines for the General Corporate Fund budget preparation for FY2011 at the next meeting.

262  
263 Vacant Positions Listing

264  
265 The vacant positions listing was provided for information only.

266  
267 County Clerk Monthly Fees Report

268  
269 **MOTION** by Ammons to receive and place on file the County Clerk monthly fees reports  
270 for February 2010 and March 2010; seconded by McGinty. **Motion carried with all ayes.**

271  
272 Approval of Voter Registration State Grant Acceptance Agreement

273  
274 **MOTION** by Cowart to approve the Voter Registration State Grant Acceptance Agreement;  
275 seconded by Ammons. **Motion carried with all ayes.**

276

277 **Other Business**

278 Resolution Approving the Proclamation Designating the Week of May 9<sup>th</sup> as National Police Week

279  
280 **MOTION** by Ammons to approve Resolution Approving the Proclamation Designating the  
281 Week of May 9<sup>th</sup> as National Police Week; seconded by Anderson. **Motion carried with all ayes.**

282  
283 Resolution Approving the Proclamation Designating the Week of May 2<sup>nd</sup> as National Correctional  
284 Officer Week

285  
286 **MOTION** by James to approve Resolution Approving the Proclamation Designating the  
287 Week of May 2<sup>nd</sup> as National Correctional Officer Week; seconded by Smucker. **Motion carried**  
288 **with all ayes.**

289  
290 **Chair's Report**

291 Resolution Opposing Senate Bill 3474 Amending Illinois Finance Authority Act

292  
293 **MOTION** by Wysocki to approve a resolution opposing Senate Bill 3474 amending the  
294 Illinois Finance Authority Act; seconded by Kurtz. **Motion carried with all ayes.**

295  
296 **Designation of Items to be Placed on County Board Consent Agenda**

297  
298 Agenda items 9.A.1-4, 6-11, & 13-14, 9.B.1, 9.C.2, and 9.E.1 were designated for the  
299 consent agenda.

300  
301 **FINANCE**

302 **Public Defender**

303 Request Waiver of the Hiring Freeze

304  
305 **MOITION** by Beckett to waive the hiring freeze for an Assistant Public Defender position;  
306 seconded by Kurtz. **Motion carried with all ayes**

307  
308 Budget Transfer #10-00001

309  
310 **MOITION** by Jones to recommend to the County Board approval of Budget Transfer #10-  
311 00001 from Fund 080 General Corporate – Department 036 Public Defender for a transfer of  
312 \$22,500 to the Attorney Fees line from the Regular Full-Time Employees line; seconded by  
313 Beckett. **Motion carried with all ayes.**

314  
315 **County Administrator**

316 General Corporate Fund FY2010 Revenue/Expenditure Projection Report

317  
318 Busey's reports were distributed to the County Board. Busey explained the revenue  
319 projection has dropped. The 1% sales tax revenue has dropped and is now projected to come in at  
320 86%. This is fairly flat compared to the actual amount the General Corporate Fund (GCF) received  
321 last year. The ¼% sales tax is keeping pace with the projection. The state income tax is projecting  
322 a \$155,000 shortfall, but that figure anticipates the County will actually receive ten months of

323 revenue this year and Busey is not sure this will occur. Historically, the County receives twelve  
324 months of income tax revenue and last year it received nine months. This number could change  
325 towards the negative.  
326

327 Cowart entered the meeting at 6:14 p.m.  
328

329 General government (fees and fines) revenue has the biggest deficit with a \$425,000  
330 shortfall even with the inclusion of Harris & Harris collections. There was no explanation at this  
331 time why those revenues are less than they were a year ago. This item will have to be carefully  
332 watched. Busey will follow up with the criminal justice system departments to see if anything can  
333 be done to improve the situation. The total GCF revenue is projected to have \$972,500 shortfall.  
334

335 On the expenditure side, the GCF is doing fairly well managing personnel dollars and should  
336 under spend those budgets by a couple percentage points. The commodities lines are doing fairly  
337 well with the exception of purchase document stamps. This means the Recorder is recording more  
338 real estate transactions, which generates more revenue and offsets that expenditure. Gas and  
339 electric services look to spend 98% and 93% of their budgeted amounts. Busey reported the  
340 medical and professional services lines are potentially under budgeted. Busey projected the GCF  
341 expenditures will come in under budget by about 4% for a savings of \$246,049. The end result is an  
342 \$823,000 shortfall that would drop the fund balance to \$700,000 or 2.2%. This represents a  
343 significant problem the Board will address in the next couple of months.  
344

#### 345 General Corporate Fund Budget Change Report

346  
347 The budget change report was provided.  
348

#### 349 Harris & Harris Monthly Collections Report

350  
351 Busey reported the County collections for the year-to-date is \$108,829. The total collections  
352 are \$292,863.  
353

354 Nudo asked if the \$400,000 shortfall was related to less fines being collected or if fewer fees  
355 and fines were being adjudicated. Busey asked the Circuit Clerk today about the collections and the  
356 Clerk had no explanation why fees collection is less. The State's Attorney indicated caseloads are  
357 moving as usual. Nudo asked for Busey's ideas about a mid-course correction to address the  
358 shortfall. Busey wanted to wait another month to see if anything improved. The sales taxes, which  
359 reflected January activity, were down 5%. The indicators she has seen show sales taxes should  
360 improve from February. Otherwise, the County Board will have to critically look at the budget in  
361 May or June to reduce spending. She noted the report has not appeared this bad in prior months and  
362 there can be a single month anomaly.  
363

364 **MOTION** by Jones to receive and place on file the General Corporate Fund FY2010  
365 Revenue/Expenditure Projection Report, General Corporate Fund Budget Change Report, the Harris  
366 & Harris monthly collections report; seconded by Kurtz. **Motion carried with all ayes.**  
367  
368



369 **Elected Officials' Salaries Recommendation**

370  
371 Busey distributed a memorandum with her recommendation of salary increases for the  
372 County Clerk, Sheriff, and Treasurer for FY2011 thru FY2014 and the County Board Chair for  
373 FY2011 thru FY2012. The County Board is required to adopt the salaries for the elected officials  
374 who will be elected in November. This must be done at least 180 days before those terms of office  
375 begin, meaning action must be taken by the May County Board meeting. She provided information  
376 about salary administration in four other counties: Sangamon, Peoria, McLean, and Rock Island.  
377 Of these counties, Champaign ranks second in size, but fourth in elected officials' salaries. She  
378 described the classifications of elected official positions and their compensation. Given the  
379 County's current financial difficulty, she is recommending a phased approach to implement a 1%  
380 salary increase for FY2011 for the County Clerk, Treasurer, Sheriff, and County Board Chair; a 3%  
381 increase for FY2012 for the same officials; a 4% increase for FY2013 for the County Clerk,  
382 Treasurer, and Sheriff; and a 3% increase for FY2014 for the County Clerk, Treasurer, and Sheriff.

383  
384 **MOTION** by O'Connor to approve the elected officials' salaries increases for FY2011 to  
385 FY2014 as recommended by the County Administrator; seconded by Langenheim.

386  
387 Ammons felt it was premature to adopt salary increases when the Board members just  
388 received the materials and there are so many unknowns with the County's finances.

389  
390 **MOTION** by Beckett to suspend the rules; seconded by Wysocki. **Motion carried.**

391  
392 **MOTION** by Beckett to defer the issue to May; seconded by James.

393  
394 James concurred with Ammons that he would appreciate sufficient time to review the  
395 Administrator's recommendation and ask questions. Kurtz asked about the Board's alternatives.  
396 Busey stated the salaries have to be set by the May County Board meeting. She was presenting the  
397 information at the April so she could explain it and give the Board time to consider it. Kurtz  
398 inquired if the County Board has to increase the elected officials' salaries. Busey said this was her  
399 recommendation and the County Board can adopt anything it wants

400  
401 **Motion carried with all ayes.**

402  
403 **Recommendation for Final Distribution of Nursing Home Construction Fund Monies**

404  
405 Busey said all final construction, arbitration, and litigation bills have been received and paid  
406 from the Nursing Home Construction Fund. She would like to transfer the balance to the General  
407 Corporate Fund, which paid for expenses related to the project.

408  
409 **MOTION** by James to transfer all monies remaining in the Nursing Home Construction  
410 Fund to the General Corporate Fund to reimburse the GCF for expenses previously paid which were  
411 related to the Nursing Home Construction Project; seconded by Wysocki.

412  
413 James thought the County Board discussed moving any excess money in the Nursing Home  
414 Construction Fund to a capitalization program for the buildings. Busey did not believe the County

415 Board ever identified the Nursing Home litigation proceeds going to anything other than repaying  
416 the GCF for what was spent on the construction project. She recalled discussion that new revenue  
417 or one-time revenue would be directed towards the capital fund, but not the litigation proceeds.  
418 Busey stated loans amounting to \$1.5 million given to the Nursing Home from the General  
419 Corporate Fund had been forgiven. The litigation proceeds were earmarked to offset the losses of  
420 those loans to the GCF. James remembered the discussion was about using some proceeds towards  
421 capital projects if a significantly large settlement was received.

422

423 **Motion carried with all ayes.**

424

425 Budget Amendment #10-00042

426

427 **MOITION** by Ammons to recommend to the County Board approval of Budget  
428 Amendment #10-00042 from Fund 070 Nursing Home Construction Fund – Department 010  
429 County Board for increased appropriations of \$6,500 for the To General Corporate Fund 080 line  
430 and no increased revenue; seconded Bensyl. **Motion carried with all ayes.**

431

432 Treasurer

433 Monthly Report

434

435 Welch stated the real estate tax bills will be mailed April 30<sup>th</sup>. The tax cycle is running on  
436 schedule for the 8<sup>th</sup> year in a row. Welch noted Champaign County is one of only 6-8 of the 102  
437 Illinois counties to get tax bills out on time. This benefits both the taxing districts who will start  
438 receiving tax revenue in May and the taxpayers who have the full three-month period to pay their  
439 bills. In the last 11 years, the Treasurer has collected over \$2 billion.

440

441 The GCF is on track to end April with about a \$750,000 cash balance and should receive  
442 \$1.7 million in tax revenue starting in May. Welch predicted the GCF's cash flow will be okay  
443 through the end of the year once the real estate tax revenue is received. The GCF borrowed \$2.1  
444 million this year from other funds. As of today, the GCF cash balance was \$114,000. He reminded  
445 the Board it costs \$1.5 million to cover payroll each month.

446

447 **MOTION** by Jones to receive and place on file the Treasurer's March 2010 report;  
448 seconded by Wysocki. **Motion carried with all ayes.**

449

450 Resolution Authorizing the County Board Chair to Assign a Mobile Home Tax Sale Certificate of  
451 Purchase, Permanent Parcel No. 03-002-0103 and Resolution Authorizing the County Board Chair  
452 to Assign a Mobile Home Tax Sale Certificate of Purchase, Permanent Parcel No. 03-059-0004

453

454 Welch described the process by which mobile homes end up at the tax sale and are  
455 eventually sold to new owners to become tax revenue producing properties again.

456

457 **MOTION** by James to approve Resolution Authorizing the County Board Chair to Assign a  
458 Mobile Home Tax Sale Certificate of Purchase, Permanent Parcel No. 03-002-0103 and Resolution  
459 Authorizing the County Board Chair to Assign a Mobile Home Tax Sale Certificate of Purchase,  
460 Permanent Parcel No. 03-059-0004; seconded by Rosales. **Motion carried with all ayes.**

461 **Auditor**

462 **Purchases Not Following Purchasing Policy**

463  
464 The purchases not following Purchasing Policy list was distributed only for information.

465  
466 **Monthly Report**

467  
468 **MOTION** by Beckett to receive and place on file the Auditor's March 2010 report;  
469 seconded by Kurtz. **Motion carried with all ayes.**

470  
471 **Other Business**

472  
473 There was no other business.

474  
475 **Chair's Report**

476  
477 There was no Chair's report.

478  
479 **Designation of Items to be Placed on County Board Consent Agenda**

480  
481 Agenda items 10.A.2, 10.B.5-6, and 10.C.2-3 were designated for the consent agenda.

482  
483 **Closed Session Pursuant to 5 ILCS 120/2(c)2 to Consider Collective Negotiating Matters**  
484 **Between Champaign County and its Employees or Their Representatives**

485  
486 **MOTION** by Smucker to enter into closed session pursuant to 5 ILCS 120/2(c)2 to consider  
487 collective negotiating matters between Champaign County and its employees or their  
488 representatives. He further moved the following individuals remain present: the County's legal  
489 counsel, County Administrator, County elected officials, HR Generalist, and the Recording  
490 Secretary. The motion was seconded by Ammons. **Motion carried with a vote of 18 to 2.**  
491 Ammons, Anderson, Beckett, Bensyl, Betz, Jay, Jones, Knott, Kurtz, Langenheim, McGinty,  
492 Michaels, Moser, Nudo, Rosales, Smucker, Weibel, and Wysocki voted in favor of the motion.  
493 James and O'Connor voted against the motion. The County Board entered into a closed session at  
494 8:34 p.m. resumed open session at 8:50 p.m.

495  
496 **ADJOURNMENT**

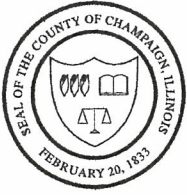
497  
498 Betz adjourned the meeting at 8:50 p.m.

499  
500 Respectfully submitted,

501  
502 Kat Bork

503 Administrative Secretary

504  
505 *Secy's note: The minutes reflect the order of the agenda and may not necessarily reflect the order of business conducted at the meeting.*



## CHAMPAIGN COUNTY EMERGENCY MANAGEMENT AGENCY

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1905 East Main  
URBANA, IL 61802  
(217) 384-3826

Bill Keller, Director  
e-mail: [bkeller@co.champaign.il.us](mailto:bkeller@co.champaign.il.us)

### MEMORANDUM

**TO:** Matt Gladney, Chair – Justice & Social Services Committee and MEMBERS of the CHAMPAIGN COUNTY BOARD

**FROM:** Bill Keller, Director – Emergency Management Agency

**DATE:** May 5, 2010

**RE:** Illinois Emergency Management Association Grant

---

The Champaign County Emergency Management Agency has the opportunity to apply for grant funding from the Illinois Emergency Management Association in the amount of \$200,000. This is an Emergency Operation Center Technology Grant, and would enable the Champaign County EMA to purchase additional computer equipment, wireless connectivity equipment, a radio console, and audio visual equipment.

The opportunity to obtain these equipment upgrades will enable the County to significantly improve the emergency operations center that is and will be used when emergencies occur in the County.

The expansion of the Emergency Operations Center capability will also require some remodel of the current space in the lower level of the building at 1905 E. Main. We will need to remove one wall to open up the large meeting room to appropriately accommodate the equipment that we will receive. The estimated remodel involves the removal of one wall, and is anticipated to have a cost of \$5,000. This will be the only required expense by the County if and when this grant is received.

Please find attached the Grant Application Form, Financial Impact Form, and Grant documentation.

### REQUESTED ACTION:

**The Justice & Social Services Committee recommends to the County Board approval of application for, and if awarded, acceptance of the Emergency Operation Center Technology Grant in the amount of \$200,000 from the Illinois Emergency Management Association.**

Thank you for your consideration of this issue. I will be present at your meeting on May 11<sup>th</sup>, if you have additional questions or concerns.

Attachments

**CHAMPAIGN COUNTY APPLICATION FORM FOR  
GRANT CONSIDERATION, ACCEPTANCE, RENEWAL/EXTENSION**

Department: Champaign County Emergency Management Agency

Grant Funding Agency: Illinois Emergency Management Association

Amount of Grant: \$200,000

Begin/End Dates for Grant Period: June 1, 2010 – December 31, 2010

Additional Staffing to be Provided by Grant: None

Application Deadline: May 20, 2010

Parent Committee Approval of Application: Request: May 11, 2010

Is this a new grant, or renewal or extension of an existing grant? New Grant

If renewal of existing grant, date grant was first obtained: \_\_\_\_\_

Will the implementation of this grant have an effect of increased work loads for other departments? (i.e. increased caseloads, filings, etc.) \_\_\_\_\_ yes  no

If yes, please summarize the anticipated impact: \_\_\_\_\_  
\_\_\_\_\_

Does the implementation of this grant require additional office space for your department that is not provided by the grant?  yes \_\_\_\_\_ no

If yes, please summarize the anticipated space need: The implementation of this grant will require some additional remodeling of space within the current space of the EMA, to accommodate the equipment – total cost of remodel is anticipated not to exceed \$5,000

Please check the following condition which applies to this grant application:

The activity or service provided can be terminated in the event the grant revenues are discontinued.

\_\_\_\_\_ The activity should, or could be, assumed by County (or specific fund) general and recurring operating funds. Departments are encouraged to seek additional sources or revenue to support the services prior to expiration of grant funding.

This Grant Application Form must be accompanied by a Financial Impact Statement. (See back of form)

All staff positions supported by these grant funds will exist only for the term award of grant, unless specific action is taken by the County Board to extend the position.

DATE: May 5, 2010 SIGNED:   
Department Head

\*\*\*\*\*

**Notice of Award of Grant Received on** \_\_\_\_\_  
Approved by Finance Committee: \_\_\_\_\_  
Approved by County Board: \_\_\_\_\_  
Approved by Grant Executive Committee: \_\_\_\_\_

**COUNTY OF CHAMPAIGN**

**FINANCIAL IMPACT STATEMENT**

**2010 Illinois Emergency Management Association Grant**

**Current Year Annual Expenditure Estimate:**

Number of Positions   0   Personnel \$   0  

Commodities: \$   0  

Contractual: \$   0  

Capital: \$ 205,000

**Long Term Expenditure Estimate:**

**Current Year Annual Revenue Estimate:**

**\$200,000**

**Long Term Revenue Estimate:**

Parent Committee Approval/Recommendation to County Board

\_\_\_\_\_  
*Justice & Social Services Committee*

\_\_\_\_\_  
*Date*

--

<b>Lead Agency: Champaign County EMA</b>	<a href="#">Edit This Application</a>
<b>Grant Type: EOC technology – equipment and software</b>	
<b>Amount Requested: \$184,326.00</b>	
<b>Advisories Read and Understood: Yes</b>	
<b>Fax: 217-384-3794</b>	
<b>Last modified on 05/03/10 by Bill Keller 217-384-3826</b>	
<b>Pre-Qualification:</b>	

**Summary:**  
 The upgrade of equipment in our EOC will allow the ability of local responders and elected and appointed officials to better coordinate management of critical situations and planned events. By the installation of several audio video displays, computers, and communicator consoles, additional phones, and wireless access we will be able to share and see the bigger picture of the incident.

**Specifics:**  
 This grant will benefit the local jurisdiction by giving to jurisdictions the equipment It needs to operate in a multi agency coordination environment to see and share resources as well as have a clear and defined look at the situation. This clear look will enhance the capability of the EOC in policy decisions that will affect the affected jurisdictions.  
 The coordination with State and other outside resources will be enhanced and tracked for the more efficient use of the resources and timely response to the residents during response and recovery. This project follows several of the State Homeland security Strategies by 1. Being able to collect and disseminate intelligence information. 2. Insure the JIC has equipment and capabilities for timely and accurate information to the public. 3. Coordinate any medical surge needs, as to assist local health care providers. 4. Enhance the training of local elected and appointed officials by having a dedicated EOC for 5 major jurisdictions.

<b>Items:</b>					
AEL Code	Title	Description	Cost	Qty	Subtotal
04HW-01-INHW	Hardware, Computer, Integrated	Desktop computers	\$1,125.25	12	\$13,503.00
04HW-01-INHW	Hardware, Computer, Integrated	Laptop computers	\$1,485.25	12	\$17,823.00
06CP-05-VCON	Teleconferencing, Video	Audio Video equipment	\$138,000.00	1	\$138,000.00
04MD-02-PROJ	Projector, Video	Smart Board	\$15,000.00	1	\$15,000.00
				<b>Grand Total:</b>	<b>\$184,326.00</b>
<a href="#">Edit Items</a>					



**Closed Meeting Minutes Review – Justice & Social Services Committee  
May 11, 2010**

**Is it necessary to protect the public interest or privacy of an individual?**

<b>Date of Minutes</b>	<b>Yes, Keep Confidential</b>	<b>No, Place in Open Files</b>
January 2, 1990 <i>Performance Appraisal Subcommittee</i>		
January 5, 1990 <i>Performance Appraisal Subcommittee</i>		
February 9, 1990 <i>Performance Appraisal Subcommittee</i>		
September 17, 1990		
December 5, 1990		
January 29, 1991 <i>Performance Appraisal Subcommittee</i>		
January 30, 1991 <i>Performance Appraisal Subcommittee</i>		
February 20, 1991 <i>Performance Appraisal Subcommittee</i>		
May 1, 1991		
October 30, 1991 <i>Performance Appraisal Subcommittee</i>		
November 20, 1991 <i>Performance Appraisal Subcommittee</i>		
November 25, 1991 <i>Deputy Sheriff Merit Commission</i>		
December 3, 1991 <i>Performance Appraisal Subcommittee</i>		
October 1, 1992 <i>Performance Appraisal Subcommittee</i>		
October 9, 1992 <i>Performance Appraisal Subcommittee</i>		
October 29, 1992 <i>Performance Appraisal Subcommittee</i>		
November 17, 1992		
November 17, 1993 <i>Search Subcommittee for CCNH Administrator</i>		
December 13, 1993 <i>Search Subcommittee for CCNH Administrator</i>		
January 28, 1994 <i>Performance Appraisal Subcommittee</i>		
August 19, 1994 <i>Search Subcommittee for ESDA Coord.</i>		

September 6, 1994 <i>Search Subcommittee for ESDA Coord.</i>		
September 8, 1994 <i>Performance Appraisal Subcommittee</i>		
September 16, 1994 <i>Performance Appraisal Subcommittee</i>		
May 3, 1995 <i>Performance Appraisal Subcommittee</i>		
July 27, 1995 <i>Performance Appraisal Subcommittee</i>		
February 7, 1996		
February 29, 1996 – 10:11 a.m. <i>Performance Appraisal Subcommittee</i>		
February 29, 1996 – 3:01 p.m. <i>Performance Appraisal Subcommittee</i>		
December 19, 1996 <i>Performance Appraisal Subcommittee</i>		
April 7, 1997 <i>Performance Appraisal Subcommittee</i>		
May 21, 1997 <i>Performance Appraisal Subcommittee</i>		
April 28, 1999/May 3, 1999 <i>Performance Appraisal Subcommittee</i>		
June 9, 1999		
July 7, 1999 – #1		
July 7, 1999 – #2		
July 5, 2000 <i>Performance Appraisal Subcommittee</i>		
July 12, 2000 <i>Performance Appraisal Subcommittee</i>		
July 21, 2000 <i>Performance Appraisal Subcommittee</i>		
September 14, 2000		
April 17, 2001		
October 3, 2001		
November 7, 2001		
June 5, 2002		
July 9, 2003		

August 25, 2004 <i>Performance Appraisal Subcommittee</i>		
August 26, 2004 <i>Performance Appraisal Subcommittee</i>		
September 23, 2004 <i>Performance Appraisal Subcommittee</i>		
September 28, 2004 <i>Performance Appraisal Subcommittee</i>		
October 6, 2004 – #1		
October 6, 2004 – #2		
November 3, 2004		
February 7, 2005		
May 5, 2005 <i>Nursing Home Administrator Search Subcommittee</i>		
May 13, 2005 <i>Nursing Home Administrator Search Subcommittee</i>		
May 26, 2005 <i>Nursing Home Administrator Search Subcommittee</i>		
June 6, 2005 <i>Nursing Home Administrator Search Subcommittee</i>		
June 8, 2005 <i>Nursing Home Administrator Search Subcommittee</i>		
August 24, 2005 <i>Performance Appraisal Subcommittee</i>		
August 31, 2005 <i>Performance Appraisal Subcommittee</i>		
October 3, 2005		
<b>*August 24, 2006</b> <b><i>Performance Appraisal Subcommittee-Nursing Home Administrator</i></b>		
<b>*August 24, 2006</b> <b><i>Performance Appraisal Subcommittee EMA Director</i></b>		
September 14, 2006 <i>Performance Appraisal Subcommittee-Nursing Home Administrator</i>		
September 14, 2006 <i>Performance Appraisal Subcommittee-EMA Director</i>		

October 2, 2006		
August 17, 2007 <i>Performance Appraisal Subcommittee-Nursing Home Administrator</i>		
August 17, 2007 <i>Performance Appraisal Subcommittee-EMA Director</i>		
September 17, 2007 <i>Performance Appraisal Subcommittee-Nursing Home Administrator</i>		
September 17, 2007 <i>Performance Appraisal Subcommittee-EMA Director</i>		
October 1, 2007		
<b>*August 26, 2008</b> <i>Performance Appraisal Subcommittee</i>		
<b>*September 12, 2008</b> <i>Performance Appraisal Subcommittee</i>		
October 6, 2008		

**\*Minutes not previously approved in semi-annual review.**

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM

PLEASE TYPE OR PRINT IN BLACK INK

NAME: Steve Bantz

ADDRESS: 718 S. Elm Champaign Il. 61820  
Street City State Zip Code

EMAIL: bantzsteve@yahoo.com PHONE: 398-0990

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: Board of Review

BEGINNING DATE OF TERM: June 1, 2010 ENDING DATE: May 31, 2012

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, A CANDIDATE MUST COMPLETE AND SIGN THIS APPLICATION.

1. What experience and background do you have which you believe qualifies you for this appointment/reappointment?  
I have been an Illinois certified residential real estate appraiser for the past 18 years and I have more than 35 years of real estate experience as a broker, appraiser, and as a property manager..
2. What do you believe is the role of a trustee/commissioner/board member and how do you envision carrying out the responsibilities of that role?  
The Board of Review's primary role is that of processing and analyzing real estate assessment complaints, we are the umpire standing between the taxpayer and the township assessor. It is critical that we are in fact experts in the field of local real estate values..
3. What is your knowledge of the appointed body's operations, specifically property holdings and management, staff, taxes, fees?  
The Board of Review is responsible for a number of state mandated functions, including assessment complaints, assessment appeals, exemptions, omitted properties, certificate of errors, etc.

4. 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 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:

5. Would you be available to regularly attend the scheduled meeting of the appointed body?

Yes  No \_\_\_\_\_ If no, please explain:

The facts set forth in my application for appointment are true and complete. I understand this application is a document of public record that will be on file in the County Board Office.

*SV BA*

\_\_\_\_\_  
Signature

*March 17, 2010*

\_\_\_\_\_  
Date

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM

PLEASE PRINT IN BLACK INK

NAME: Laura Davis Sandefur PHONE: 217/721-9833 FAX:

ADDRESS: 304 East Main , PO Box 219 Royal, IL 61871 Street City State Zip

PARTY AFFILIATION: (Please check one) [x] Democrat [ ] Republican [ ] Other, please explain:

NAME OF APPOINTMENT BODY OR BOARD: Board of Review

TITLE OF APPOINTMENT REQUESTED: Member, Board of Review

BEGINNING DATE OF TERM REQUEST: 6/1/2010 ENDING DATE: 5/31/2012

Champaign County 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.

The Champaign County Board

1. What experience and background do you have which you believe qualifies you for this appointment/reappointment?

I am the current Chair of the Board of Review. I've served the County for two 1/2 prior terms (5 years) plus an additional 13 months completing a partial term created by a resignation. I am a licensed Illinois Real Estate Appraiser (IL Appraisal Lic. # 557.004221) as well as a CIAO.

2. What do you believe is the role of a trustee/commissioner/board member and how do you envision carrying out the responsibilities of that role?

The duty of a Board of Review member is to fairly assess any property in Champaign County. A large part of what we do is taxpayer education along with property valuation and value analysis. We are not advocates for any specific value other than the one we believe to be accurate for that parcel. Taxpayers are not always happy with our decisions, but our primary goal is that they at least understand how that value was derived.

3. What is your knowledge of the district/association's operations, specifically property holdings and management, staff, taxes, fees?

As an experienced Board of Review member I have established relationships with the CCAO's office and staff as well as the other county offices that are involved with the Champaign County Tax Cycle. I have worked with County Administrators on the annual budget for my department and I have participated in our tax cycle for several years running. I understand exactly why it is so vital that we do not stray from the established deadlines. Additionally I have established relationships with Township Assessors here in the c

4. 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 board or commission 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:

5. Would you be available to regularly attend the scheduled meeting of the Board district?

Yes  No \_\_\_

If no, please explain:

The facts set forth in my application for appointment are true and complete. I understand this application is a document of public record that will be on file in the County Board Office.

  
Signature

Date: 1/22/10



CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM

PLEASE TYPE OR PRINT IN BLACK INK

NAME: Phillip N. Trautman

ADDRESS: 2108 W. John St. Champaign IL 61821  
Street City State Zip Code

EMAIL: philtccr@aol.com PHONE: 217-202-1234

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: board of review  
Party Affiliation: Republican

BEGINNING DATE OF TERM: 5/2010 ENDING DATE: indefinite

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, A CANDIDATE MUST COMPLETE AND SIGN THIS APPLICATION.

1. What experience and background do you have which you believe qualifies you for this appointment/reappointment?

Real Estate Broker Champaign County 27 years  
Real Estate Appraiser Champaign County 25 years  
Member of Champaign County, Illinois & National Ass  
of Realtors

2. What do you believe is the role of a trustee/commissioner/board member and how do you envision carrying out the responsibilities of that role?

To be an advocate to the tax payers of Champaign Co  
in the Tax Appeal process

3. What is your knowledge of the appointed body's operations, specifically property holdings and management, staff, taxes, fees?

General knowledge of the tax & appeal process  
Passed the Board of Review State wide exam.

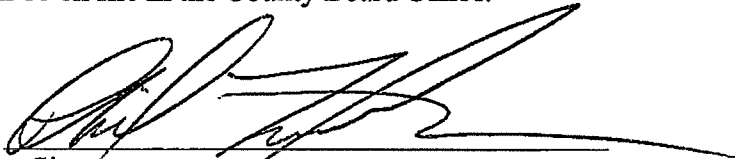
4. Can you think of any relationship or other reason that might possibly constitute a conflict of interest if you are selected to serve on the body for which you are applying? (This question is not meant to disqualify you; it is only intended to provide information.)

Yes  No  If yes, please explain:

5. Would you be available to regularly attend the scheduled meeting of the appointed body?

Yes  No  If no, please explain:

The facts set forth in my application for appointment are true and complete. I understand this application is a document of public record that will be on file in the County Board Office.

  
 \_\_\_\_\_  
 Signature

4/14/2010  
 \_\_\_\_\_  
 Date

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM

PLEASE PRINT IN BLACK INK

NAME: Phillip N. Travtman II PHONE: 217.714.1234 FAX: 217.352.2626

ADDRESS: 2108 W. John St. Champaign IL 61821
Street City State Zip

PARTY AFFILIATION: (Please check one) [X] Democrat [ ] Republican [ ] Other, please explain:

NAME OF APPOINTMENT BODY OR BOARD: Board of Review

TITLE OF APPOINTMENT REQUESTED: Board of Review member.

BEGINNING DATE OF TERM REQUEST: First Avail. ENDING DATE:

Champaign County 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.

The Champaign County Board

1. What experience and background do you have which you believe qualifies you for this appointment/reappointment?

I have been a Real Estate appraiser since 2006, I have completed more than 400 Uniform Appraisal reports I am a Champaign County resident and have assisted others through the protest process. I am familiar & comfortable with the home valuation process.

2. What do you believe is the role of a trustee/commissioner/board member and how do you envision carrying out the responsibilities of that role?

I believe the role of a member of the Board of Review is to help answer tax payers' questions regarding their assessment, review & consider their protests or problems & help come to a determination regarding their home value (tax value) concerns.

3. What is your knowledge of the district/association's operations, specifically property holdings and management, staff, taxes, fees?

I am familiar with the Assessment office procedures, regarding PRCs. I am familiar with all staff members at the Champaign township assessors office, and several staff at the county assessor office + Cunningham office. I am also familiar with Brian Christie, Champaign Assessor, LaDonna Kaiser, Mahomet township assessor, + Stan Jenkins, Supervisor of assessments.

4. 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 board or commission 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:

\_\_\_\_\_  
\_\_\_\_\_


5. Would you be available to regularly attend the scheduled meeting of the Board district?

Yes \_\_\_\_\_ No

If no, please explain:

\_\_\_\_\_  
\_\_\_\_\_

The facts set forth in my application for appointment are true and complete. I understand this application is a document of public record that will be on file in the County Board Office.

  
\_\_\_\_\_  
Signature

Date: 3.4.10

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM

PLEASE PRINT IN BLACK INK

NAME: Wayne Williams PHONE: 903-4381 FAX:

ADDRESS: 303 W. Maple Champaign, IL 61820
Street City State Zip

PARTY AFFILIATION: (Please check one) [X] Democrat [ ] Republican [ ] Other, please explain:

NAME OF APPOINTMENT BODY OR BOARD: Board of Review

TITLE OF APPOINTMENT REQUESTED: Board of Review Member

BEGINNING DATE OF TERM REQUEST: 6-1-2010 ENDING DATE: 5-31-2012

Champaign County 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.

The Champaign County Board

1. What experience and background do you have which you believe qualifies you for this appointment/reappointment?
I earned a B.S. degree in Accountancy at the University of Illinois, a program consistently ranked among the top three programs in the country. I am certified by the Illinois Department of Revenue to serve on the Board of Review (as well as in assessing jurisdictions throughout the State of Illinois). I am also a Certified Illinois Assessing Officer.

2. What do you believe is the role of a trustee/commissioner/board member and how do you envision carrying out the responsibilities of that role?
The primary role of the Board is to hear assessment complaints from taxpayers, and give a fair and equitable ruling as allowed under the law. If a taxpayer disagrees with a ruling of the Board of Review, the Board then represents the County at the Property Tax Appeals Board. The Board of Review is responsible for identifying and assessing taxable property omitted from the tax rolls. As a Board member I would be committed to ensuring full, fair, and impartial, assessments in Champaign County, to keeping the property tax cycle functioning on schedule, and to helping the public understand the property tax system.

- 3. What is your knowledge of the district/association's operations, specifically property holdings and management, staff, taxes, fees?

The Board of Review accepts complaints between July and September and acts on complaints between September and December. The Board of Review is also responsible for issuing township multipliers to equalize assessments between townships. The Board of Review also acts to approve or reject requests for tax exemptions as directed by state law. I am familiar with all aspects of the FY2008-09 budget for the Champaign County Board of Review, and have reviewed past years' budgets.

- 4. 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 board or commission for which you are applying? (This question is not meant to disqualify you; it is only intended to provide information.)

Yes \_\_\_\_\_ No X \_\_\_\_\_

If yes, please explain:

\_\_\_\_\_  
\_\_\_\_\_

- 5. Would you be available to regularly attend the scheduled meeting of the Board district?

Yes X \_\_\_\_\_ No \_\_\_\_\_

If no, please explain:

\_\_\_\_\_  
\_\_\_\_\_

The facts set forth in my application for appointment are true and complete. I understand this application is a document of public record that will be on file in the County Board Office.

Lynne Williams  
Signature

Date: 3-8-2010

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM  
Fire, Drainage, Cemetery, Water, & Farmland Assessment

PLEASE TYPE OR PRINT IN BLACK INK

NAME: Joel L. Jessup

ADDRESS: 210 W. Carper Street Seymour IL 61875  
Street City State Zip Code

EMAIL: jjessup1981@hughes.net PHONE: 217-649-7076

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: Scott Fire Protection

BEGINNING DATE OF TERM: 1 May 2010 ENDING DATE: 30 April 2013

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?

Have served as a volunteer Firefighter/EMT-B for almost 10 consecutive years. Currently employed as an HR manager for an organization that employs more than 900 personnel and am directly responsible for determining evaluation standards and processes and planning organizational functions.

2. What is your knowledge of the appointed body's operations, property holdings, staff, taxes, and fees?

I have very basic knowledge of the body's current and past operations but am more familiar with the operations of the two Fire Departments within the district.

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.)

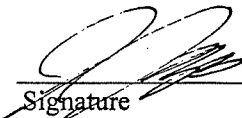
Yes  No  If yes, please explain:

I am a current member of the Seymour Volunteer Fire Department. If appointed to this position and required I would resign from that position. If not required, I would continue to serve my community in this capacity

**RECEIVED**

APR 07 2010

CHAMPAIGN COUNTY  
ADMINISTRATIVE SERVICES

  
Signature

Date: 5 April 2010

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM  
Fire, Drainage, Cemetery, Water, & Farmland Assessment

PLEASE TYPE OR PRINT IN BLACK INK

NAME: Bernie Magsamen

ADDRESS: 1124 County Rd 100 E White Heath IL 61884  
Street City State Zip Code

EMAIL: bmagsamen@yahoo.com PHONE: 217-687-5780

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: Scott Fire Protection District

BEGINNING DATE OF TERM: 5/1/2010 ENDING DATE: 4/30/2013

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 have served as a township trustee for 4 years and am currently serving as Coffay Township Supervisor.*

2. What is your knowledge of the appointed body's operations, property holdings, staff, taxes, and fees?

*I have knowledge of the body's operations and property holdings. I am very aware of how the taxes are collected and how they pertain to the district. I have worked with the levy and budgeting process. I know the staff and the other two trustees of the fire district and feel I could easily work with them.*

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:

Bernie Magsamen  
Signature

Date: 4/2/2010



CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM

PLEASE TYPE OR PRINT IN BLACK INK

NAME: CHRISTOPHER E. ALIX

ADDRESS: 301 E. GEORGE HUFF DR. URBANA IL 61801  
Street City State Zip Code

EMAIL: ALIX @ PRAIRIECITY. COM PHONE: 217-337-6744

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: U&C SANITARY DISTRICT BOARD

BEGINNING DATE OF TERM: 6/1/2010 ENDING DATE: 6/1/2013

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, A CANDIDATE MUST COMPLETE AND SIGN THIS APPLICATION.

1. What experience and background do you have which you believe qualifies you for this appointment/reappointment?

I HAVE SERVED ON THE U&CSD BOARD FOR FIVE  
YEARS AND AM CURRENTLY THE BOARD PRESIDENT.  
I HAVE EXTENSIVE KNOWLEDGE OF & EXPERIENCE  
WITH THE OPERATIONS OF THE U&CSD AND ITS  
INTERACTIONS WITH OTHER LOCAL GOVERNMENTS.

2. What do you believe is the role of a trustee/commissioner/board member and how do you envision carrying out the responsibilities of that role?

TO PROVIDE GUIDANCE & OVERSIGHT FOR DISTRICT  
MANAGEMENT PERSONNEL, IN ORDER TO ENSURE THAT  
THE DISTRICT PERFORMS ITS RESPONSIBILITIES IN THE  
BEST INTERESTS OF ITS CUSTOMERS & NEIGHBORS.

3. What is your knowledge of the appointed body's operations, specifically property holdings and management, staff, taxes, fees?

BASED ON MY EXISTING SERVICE TO THE BOARD, I AM VERY FAMILIAR WITH THE DISTRICT'S OPERATIONS, MISSION, ASSETS AND FINANCIAL CONDITION, AS WELL AS LONG-TERM FINANCIAL & OPERATIONAL GOALS.

4. 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 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:

I AM A CANDIDATE FOR CHAMPAIGN COUNTY BOARD, AND IF SUCCESSFUL WILL TAKE OFFICE IN DECEMBER, 2010. AT THAT TIME I MAY HAVE TO RESIGN FROM THE UECSD BOARD.

5. Would you be available to regularly attend the scheduled meeting of the appointed body?

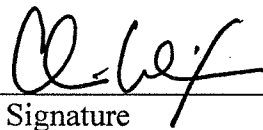
Yes  No  If no, please explain:

The facts set forth in my application for appointment are true and complete. I understand this application is a document of public record that will be on file in the County Board Office.

RECEIVED

APR 06 2010

CHAMPAIGN COUNTY ADMINISTRATIVE SERVICES

  
Signature

4/5/2010  
Date

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM  
Fire, Drainage, Cemetery, Water, & Farmland Assessment

PLEASE TYPE OR PRINT IN BLACK INK

NAME: Edwin C. Holzhauser

ADDRESS: 308 Independence Dewey IL 61840  
Street City State Zip Code

EMAIL: Woodenter @ Aol.com PHONE: 217-897-7217

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: Dewey Water District Board

BEGINNING DATE OF TERM: MAY 31, 2010 ENDING DATE: MAY 31, 2012

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?

*HAVE ALREADY SERVED AS A MEMBER OF THIS BOARD  
FOR MANY YEARS*

2. What is your knowledge of the appointed body's operations, property holdings, staff, taxes, and fees?

*CURRENT MEMBER OF BOARD*

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:

**RECEIVED**

APR 13 2010

CHAMPAIGN COUNTY  
ADMINISTRATIVE SERVICES

Edwin C. Holzhauser  
Signature

Date: 4/9/10

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM  
Fire, Drainage, Cemetery, Water, & Farmland Assessment

PLEASE TYPE OR PRINT IN BLACK INK

NAME: Michael Trione

ADDRESS: 109 East Street Penfield IL 61862  
Street City State Zip Code

EMAIL: \_\_\_\_\_ PHONE: cell: 722-7659

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: Trustee - Penfield Water District

BEGINNING DATE OF TERM: June 1, 2010 ENDING DATE: May 31, 2015

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?

Nine years of experience on the board  
Construction worker & truck driver

2. What is your knowledge of the appointed body's operations, property holdings, staff, taxes, and fees?

Nine years experience on board. Maintaining and repairing system. Read water meters quarterly, attend meetings, assist with future planning and with evaluation of needs of future growth.

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 xx If yes, please explain:

**RECEIVED**

APR 05 2010

CHAMPAIGN COUNTY  
ADMINISTRATIVE SERVICES

Mike Trione  
Signature

Date: 3-27-10

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM  
Fire, Drainage, Cemetery, Water, & Farmland Assessment

PLEASE TYPE OR PRINT IN BLACK INK

NAME: DAVID CHESTNUT

ADDRESS: 109 KARADAN DR. Mt HOMER IL 61853  
Street City State Zip Code

EMAIL: \_\_\_\_\_ PHONE: 586-2159

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: SANGAMON VALLEY PUBLIC WATER DISTRICT

BEGINNING DATE OF TERM: 5/31/10 ENDING DATE: 5/31/15

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?  
FINANCIAL BACKGROUND TO INTERPRET OPERATING STATEMENTS
2. What is your knowledge of the appointed body's operations, property holdings, staff, taxes, and fees?  
MY 40+ YEARS OF EXPERIENCE SERVING ON THE BOARD, WE ARE NOT A TAXING ENTITY; UNDERSTANDING FINANCES ALLOWS US TO OPERATE OFF OF USER FEES.
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 X If yes, please explain:

[Signature]  
Signature

Date: 2/10/10

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM

PLEASE TYPE OR PRINT IN BLACK INK

NAME: MICHAEL J. LARSON

ADDRESS: 1313 WILDWOOD LN MAHOMET IL 61853  
Street City State Zip Code

EMAIL: mjlarsol@yahoo.com PHONE: (217) 590-4116

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: TRUSTEE - SANGAMON VALLEY PUBLIC WATER DISTRICT

BEGINNING DATE OF TERM: \_\_\_\_\_ ENDING DATE: \_\_\_\_\_

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, A CANDIDATE MUST COMPLETE AND SIGN THIS APPLICATION.

1. What experience and background do you have which you believe qualifies you for this appointment/reappointment?

SEE ATTACHMENT

2. What do you believe is the role of a trustee/commissioner/board member and how do you envision carrying out the responsibilities of that role?

SEE ATTACHMENT

3. What is your knowledge of the appointed body's operations, specifically property holdings and management, staff, taxes, fees?

SEE ATTACHMENT

**RECEIVED**

APR 30 2010

CHAMPAIGN COUNTY  
ADMINISTRATIVE SERVICES


4. 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 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:

5. Would you be available to regularly attend the scheduled meeting of the appointed body?

Yes  No \_\_\_\_\_ If no, please explain:

The facts set forth in my application for appointment are true and complete. I understand this application is a document of public record that will be on file in the County Board Office.



\_\_\_\_\_  
Signature

4 / 14 / 10

\_\_\_\_\_  
Date

## Supplement to Champaign County Appointment Request Form

Name: Michael J. Larson

1. What experience and background do you have which you believe qualifies you for this appointment/reappointment?

I am a licensed mechanical engineer in the State of Illinois. For the past 10 years I have worked for the Utilities division at the University of Illinois and have developed experience with utility production systems (electricity, steam, and chilled water) and utility distribution systems (electricity, steam, chilled water, natural gas, domestic water, sanitary sewer, storm sewer and compressed air). While I do not have first hand experience with the operations and management of a sewage treatment facility, I do have direct experience with all other facets of the operations undertaken by the Sangamon Valley Water District, including budgeting, planning, project execution, daily operations, metering and billing. I believe that my background and experiences parallel well with the operations undertaken by the Sangamon Valley Water District, and I am confident that I can add value to the operations as a member of their board. I have also attached a copy of my resume for reference.

2. What do you believe is the role of a trustee/commissioner/board member and how do you envision carrying out the responsibilities of that role?

I believe that a board member has two primary roles.

The first role is to provide support and guidance for the operating staff that it serves. A board member must be willing and able to listen to the questions/concerns voiced by the operating staff, and then utilize their experience to help provide suggestions and solutions to the challenges encountered by the operations.

The second role is to insure that the operating staff is providing service to it's customers that is safe, environmentally compliant, reliable and cost effective. A board member must be able to critically review all aspects of the operations, and be willing to voice pertinent questions when and if necessary.

3. What is your knowledge of the appointed body's operations, specifically property holdings and management, staff, taxes, fees?

I have a high level understanding of the Sangamon Valley Water District's operations, including the infrastructure and staff. As an end user of the services they provide, I am familiar with the billing, taxes and fees. In addition, I have toured the water treatment plant and reviewed maps of their distribution systems and sewage treatment plants with the operations manager.



Prepared By: E. Boatz  
5/04/10

**VACANT POSITIONS LISTED ON DATA BASE  
AS OF MAY 1, 2010**

FUND	DEPT.	POSITION TITLE	HOURLY RATE	REGULAR ANNUAL HOURS	REGULAR ANNUAL SALARY	FY2010 ANNUAL HOURS	FY2010 ANNUAL SALARY
80	36	ASSISTANT PUBLIC DEFENDER	\$23.50	1950	\$45,825.00	1957.5	\$46,001.25
80	40	DEPUTY SHERIFF--PATROL	\$20.82	2080	\$43,305.60	2088	\$43,472.16
80	42	CHIEF DEPUTY CORONER	\$17.66	2080	\$36,732.80	2088	\$36,874.08
80	51	COURT SERVICES OFFICER	\$19.14	1950	\$37,323.00	1957.5	\$37,466.55
80	51	COURT SERVICES OFFICER	\$19.14	1950	\$37,323.00	1957.5	\$37,466.55
80	52	COURT SERVICES OFFICER	\$17.12	1950	\$33,384.00	1957.5	\$33,512.40
80	71	PART-TIME CUSTODIAN	\$10.16	1040	\$10,566.40	1044	\$10,607.04
80	140	CLERK	\$11.51	1950	\$22,444.50	1957.5	\$22,530.83
80	140	DEPUTY SHERIFF--CORRECTIONS	\$18.30	2080	\$38,064.00	2088	\$38,210.40
80	140	P.T. MASTER CONTROL OFFICER	\$11.51	1040	\$11,970.40	1044	\$12,016.44
670	22	DEPUTY COUNTY CLERK	\$11.51	1040	\$11,970.40	1044	\$12,016.44
671	30	LEGAL CLERK	\$11.51	1950	\$22,444.50	1957.5	\$22,530.83
-- TOTAL --			\$191.88		\$351,353.60		\$352,704.97

## **JOB CONTENT EVALUATION COMMITTEE REPORT TO THE COUNTY BOARD 2010 REVIEW and ANALYSIS of ALL NON-BARGAINING POSITIONS**

### **ISSUE:**

In the Fall of 2008, the Policy, Personnel and Appointments Committee authorized the Job Content Evaluation Committee to initiate a project of review and analysis of all non-bargaining positions for the purpose of a comprehensive recommendation for the classification, description and compensation for these positions. The project was anticipated to be completed in 2009, and was recommended because it had been ten years since the last comprehensive review of all positions.

The majority of the work for this report was completed by the Job Content Evaluation Committee in 2009. Because of the financial condition of the County in late 2009, it was determined to delay the delivery of the report until Spring of 2010. The Job Content Evaluation Committee did review and update its work in March 2010, and presents to the County Board its findings at this time.

### **PROCESS:**

The Job Content Evaluation Committee adheres to the following process when evaluating Champaign County positions for classification, description and compensation.

- Step 1:** The incumbent employee of the affected position completes a Position Analysis Questionnaire. The Questionnaire is reviewed by the Department Head or Supervisor, and amended if necessary. The questionnaire is then submitted to the Job Content Evaluation Committee, together with an updated description of the job and its duties.
- Step 2:** The Department Head or Supervisor meets with the Job Content Evaluation Committee to review the Position Analysis Questionnaire, and discuss the operations of the office, and the specific responsibilities and expectations for the affected position.
- Step 3:** After the meeting with the Department Head or Supervisor, the Job Content Evaluation Committee further reviews the Position Analysis Questionnaire for the position, and determines the appropriate weight to be give each of the answers, taking into consideration the information provided by the incumbent who completed the questionnaire, the information provided by the department head or supervisor, and the information relating to how all other positions throughout the organization are evaluated. The position analysis questionnaire analyzes the following criteria for each position:
- **Knowledge & Skill** – this measures the educational and/or training requirements; experience requirements; and analytical requirements of the position – *represents 40% of total points assigned*
  - **Responsibility** – this measures contact of the position with others; the impact of errors and quality of work; the level of confidential data handled; the type of supervision received; the type of supervision managed; the requirements for decision making and impact of those decisions; and the responsibility for the

operating budget and spending authority – *represents 50% of total points assigned*

- **Working Conditions** – this measures the type of environment in which the position operates – *represents 5% of total points assigned*
- **Physical Effort** – this measures the physical activity requirements of the position – *represents 5% of total points assigned.*

**Step 4:** A market comparison with the County's four comparison counties is executed for benchmark positions from each grade range (salary classification) to test the dollar value assigned to the grade ranges. The classifications determined by the Job Content Evaluation Committee in Steps 1-3 are verified and tested with the market comparison information, and re-reviewed if serious discrepancies become evident.

**Step 5:** Job descriptions are updated to reflect changes recommended and made throughout the classification process.

**Step 6:** The final report is presented to the Policy, Personnel & Appointments Committee for approval of the Classification of Positions, and upon approval forwarded to the Finance Committee for approval of the Salary Schedule. The Classification of Positions and Salary Schedule is then forwarded to the County Board for final approval.

### **2010 REPORT:**

The committee completed the review of 75 different positions which cover a total of 88 employees. This portion of the report does not include the Assistant and Senior Assistant Attorney positions or command staff positions at the Sheriff's Office, which will receive separate recommendation for the Board's consideration, later in this report.

Attachment A (page 7) to this report is the Listing of Classifications under the previous evaluation, and the Listing of Classifications under the new evaluation. The new evaluations result in changes to twenty-four positions - fourteen positions receive an upgrade (highlighted in yellow); and ten positions receive a downgrade (highlighted in green). There are also four title changes recommended (highlighted in blue).

Attachment B (page 10) is the Salary Schedule, which reflects the classifications of positions as outlined in the New Evaluations on Attachment A. These salary ranges reflect the current FY2010 minimum, mid-point and maximum for each salary grade, which were frozen at the FY2009 levels.

Attachment C (page 12) is the market survey of benchmark positions. This report compares the salary ranges for at least one position in each salary grade to our comparable counties – Peoria, McLean, Sangamon and Rock Island. Historically, the goal of the Champaign County compensation system is for our salaries to be at a comparable level to the other counties in a range of from 90% to 115%. This goal is achieved with the current recommendation for salary ranges.

**FINANCIAL IMPACT of IMPLEMENTATION:**

Upon approval of the updated evaluations and resulting classifications, the following plan for implementation to take effect on December 1, 2010 for the FY2011 fiscal year is recommended, and is based on Chapter 9 of the Champaign County Personnel Policy.

- **Market Adjustment** – Pursuant to Article 9-4.1, and based upon the County’s current position within the comparable market, it is recommended that the Salary Ranges be adjusted up by 1% effective December 1, 2010, to reflect a market or cost of living adjustment. The total cost of the 1% increase for the non-bargaining employees is \$45,572.41.
- **Movement through Salary Ranges** – Pursuant to Article 9-4.2, and based upon the new placement of positions within salary ranges, it is recommended that all current incumbents be placed at the appropriate compa-ratio position for their years of service in that position, unless that increase is more than 10%, in which case the increase is limited to 10%. A total of 28 positions will receive an additional salary adjustment as a result of this movement. The total cost of the compa-ratio movement is \$67,908.82, equal to an increase of 1.49% for the total group of employees.
- **Salary Above Maximum** – As a result of the re-classifications, there are three incumbents whose salaries are above the FY2011 maximum for that classification. Pursuant to Article 9-2.2, the salaries of those three individuals would be frozen until the salary range maximum meets or exceeds their current salary.

**The FY2011 Salary Schedule, documenting the recommended market adjustment of 1% and the implementation of the new evaluation structure recommended by the Job Content Evaluation Committee with this Report is attached hereto as Attachment D (page 13).**

**2010 REPORT FOR ASSISTANT STATE’S ATTORNEY AND ASSISTANT PUBLIC DEFENDER POSITIONS:**

In Steps 1 and 2 of the process, the State’s Attorney and Public Defender both shared with the Job Content Evaluation Committee the difficulty in limiting job responsibilities for their attorneys by imposing the job titles of Assistant and Senior Assistant to their respective offices. Both officials concurred and requested consideration of one salary classification for attorneys, which would give them the flexibility to compensate attorneys who have more years of legal experience at a higher rate, acknowledging that those attorneys will typically assume case loads that are more complex and demanding; while maintaining the flexibility to assign any legal work within their offices to any of the attorneys. Currently, certain responsibilities are assigned to Assistant Attorneys (misdemeanors, traffic cases, juvenile cases), while other responsibilities are assigned to Senior Assistant Attorneys (felonies, DUI, death penalty, civil, etc.). Both the Public Defender and State’s Attorney have experienced difficulty in maintaining these assignments as defined by the current classifications, and prefer one classification for Assistant Attorneys within their offices, leaving them the flexibility to appropriately assign work loads based upon the experience and capabilities of their staff.

To accommodate this request, the Job Content Evaluation Committee recommends one classification for the attorney positions, that has a minimum salary equal to the current minimum for the Assistant Attorney classification, and a maximum equal to the maximum for the Senior Assistant Attorney classification, and a mid-point that is appropriately adjusted. Because this new grade has a range of 133% instead of the 120% represented by the other grades, the Job Content Evaluation Committee further recommends that the expectation is that an attorney reaches the mid-point at the ten-year point in his career, as opposed to the 7-year mid-point documented in Article 9-4.2 of the Personnel Policy. The recommended Attorney salary range is documented and provided in Attachment E (page 15).

**FINANCIAL IMPACT OF IMPLEMENTATION OF ASSISTANT ATTORNEY CLASSIFICATION PLAN:**

The following is recommended to be implemented on December 1, 2010 for the FY2011 budget year.

- **Market Adjustment** - It is recommended that the Attorney Salary Range, as documented above, be adjusted up by 1% effective December 1, 2010, to reflect a market or cost of living adjustment. The total cost of the 1% increase for the attorneys is \$16,776.05.
- **Movement through Salary Range** - It is recommended that current incumbents with up to ten years of legal experience receive appropriate compa-ratio adjustment to the mid-point, based upon their years as practicing attorneys, or a 10% increase, whichever is less. The total cost of the compa-ratio movement as recommended is \$29,677.69 or an increase of 1.77% for this group of employees. Thirteen of the thirty-one attorneys would receive some form of compa-ratio adjustment under this recommendation.

If the County Board approves the new classification and concept for the attorney positions, the Salary Administrator will present recommendation for amendment to the Personnel Policy which would acknowledge some exceptions for this new attorney classification. The recommended changes are documented in Attachment E (page 15).

**SHERIFF'S COMMAND STAFF POSITIONS:**

The command staff positions in the Sheriff's Office have historically been set under a separate structure since 2001. At that time, the County Board acknowledged concerns of the Sheriff that an appropriate incentive of pay above the bargaining unit employees' pay was essential to recruit good candidates for the positions of Lieutenant and Captain. Since that time, the pay structure for the Sheriff's command staff has been that the Lieutenants shall be compensated at a rate of 11% above the negotiated wage for the Sergeant that year, or shall receive the salary administration recommended market adjustment authorized for the non-bargaining employees – whichever is greater; and that the Captains should be compensated at 11% above the Lieutenant salary, or shall receive the salary administration recommended adjustment authorized for the non-bargaining employees – whichever is greater. The Chief Deputy, when established at a later date, had a salary set at 5% above that of the Captain. Implementing this continuing structure for this group of employees in FY2011, is anticipated to have a total cost of \$4,036 or a 1.67% increase.

**RECOMMENDED ACTION to the POLICY, PERSONNEL & APPOINTMENTS COMMITTEE**

*The Policy, Personnel and Appointments Committee recommends to the Finance Committee approval of the 2010 Job Content Evaluation Committee recommendation of new evaluations for the County's non-bargaining employees, as documented in Attachment A of this Report.*

**RECOMMENDED ACTION to the FINANCE COMMITTEE**

*The Finance Committee recommends to the County Board approval of the new evaluations for the County's non-bargaining employees, as documented in Attachment A of this Report, with applicable salary adjustments to be implemented on December 1, 2010, pursuant to Article 9-4.5(f) of the Champaign County Personnel Policy.*

**RECOMMENDED ACTION to the FINANCE COMMITTEE - FY2011 NON-BARGAINING SALARY ADMINISTRATION RECOMMENDATION**

*The Finance Committee recommends to the County Board approval of the FY2011 Salary Schedule as indicated in Attachment D of this report, which reflects salary ranges that have been adjusted with a 1% increase effective December 1, 2010; and*

*The Finance Committee recommends to the County Board that all current incumbents for positions listed on the Salary Schedule in Attachment D be placed at the appropriate compa-ratio salary for their years of service in that position as defined in Article 9-4.2, unless that increase is more than 10%, in which case the increase is limited to 10%; and*

*The Finance Committee recommends to the County Board approval of the Attorney Salary Range for the County's attorney positions in the State's Attorney and Public Defender's Offices as documented in Attachment E, and further recommends the attorney compa-ratio adjustments shall be based on achieving the mid-point within the first ten years of experience as practicing attorneys, and in FY2011 shall be placed at the appropriate compa-ratio position for their years of experience, unless that increase is more than 10%, in which case the increase is limited to 10%; and*

*The Finance Committee recommends the continuation of the compensation plan for the Sheriff's command staff positions which is based upon the following: Lieutenant compensation at 11% above that of Sergeant; Captain compensation at 11% above that of Lieutenant; Chief Deputy compensation at 5% above that of Captain; unless the application of the non-bargaining cost of living increase would result in greater increases to those positions than the increases based upon the Sergeant's compensation.*

**SUMMARY:**

The salary total for FY2010 represented by all positions covered with this report is \$6,883,879.91. The total recommended increase for FY2011 is \$170,547.22 – which includes the 1% adjustment to the scale and the appropriate compa-ratio adjustments – equaling a total compensation increase of 2.48% for FY2011.

Upon approval by the County Board, all new job descriptions resulting from this process will be posted to the County's web site.

Respectfully submitted,

Job Content Evaluation Committee:

Deb Busey, County Administrator  
Joe Gordon, Director of Probation & Court Services  
Barb Doyle-Little, Chief Deputy Treasurer  
Kris Bolt, Chief Deputy Sheriff  
John Cooper, Assistant County Engineer  
David DeThorne, Assistant State's Attorney  
Amanda Tucker, HR Generalist

**Non-Bargaining Positions Review Analysis Report  
ATTACHMENT A**

OLD EVALUATIONS			NEW EVALUATIONS		
Grade/ Points	Dept	Position Title	Grade/ Points	Dept	Position Title
			N 1011-1100		<b>16</b> County Administrator
M 933 - 999		16 County Administrator 36 Public Defender 41 First Assistant State's Attorney 52 Director-Crt Srv & Probation 60 County Engineer 16 IT Director* 71 Facilities Director	M 933-1010		<b>52</b> Director of Probation & Crt Srv <b>36</b> Public Defender <b>41</b> First Assistant State's Attorney <b>71</b> Facilities Director <b>16</b> IT Director *
L 885 - 932		52 Asst Director-Crt Srvs & Probation 31 Court Administrator 36 First Assistant Public Defender 16 IT Manager* 20 Accounting Manager* 16 Business Applications Manager* 140 Jail Administrator 41 Lead Prosecutor	L 856-932		<b>25</b> Supervisor of Assessments <b>140</b> Jail Administrator <b>31</b> Court Administrator <b>36</b> First Assistant Public Defender <b>16</b> IT Manager * <b>16</b> Business Applications Manager * <b>20</b> Accounting Manager* <b>41</b> Lead Prosecutor
K 795 - 884		77 Director of Planning & Zoning 25 Supervisor of Assessments 22 Chief Deputy County Clerk 43 Director of EMA 52 Superintendent--JDC 16 Senior Mainframe Programmer* 60 Assistant County Engineer* 41 Senior State's Atty Investigator*	K 795-855		<b>22</b> Chief Deputy County Clerk <b>77</b> Director of Planning & Zoning <b>30</b> Chief Deputy Circuit Clerk <b>51</b> Superintendent - JDC <b>52</b> Supervisor - Admin Srv - Crt Svcs <b>47</b> Animal Control Director <b>43</b> Director of EMA <b>60</b> Assistant County Engineer * <b>16</b> Senior Mainframe Programmer *
J 731 - 794		16 Supervisor of Grounds Maintenance 47 Animal Control Director 41 Senior Administrative Assistant 77 Associate Planner - Zoning 16 PC Applications Programmer* 16 Business Applications Analyst* 60 Senior Engineer*	J 731-794		<b>60</b> Highway Maintenance Supv <b>71</b> Building & Grounds Manager <b>52</b> Supervisor - Juvenile Services <b>52</b> Supervisor - Adult Services <b>52</b> Supervisor - Specialized Srv <b>41</b> Exec Asst to State's Attorney <b>16</b> Exec Asst to Co Administrator



**Non-Bargaining Positions Review Analysis Report  
ATTACHMENT A**

OLD EVALUATIONS			NEW EVALUATIONS		
Grade/ Points	Dept	Position Title	Grade/ Points	Dept	Position Title
		52 Supervisor-Juvenile Services*			<b>51</b> Asst Superintendent - JDC
		52 Supervisor-Adult Services*			<b>16</b> Business Applications Analyst *
		52 Supv-Intensive Probation Services*			<b>60</b> Senior Engineer *
		52 Chief Admin Probation Ofcr*			<b>16</b> PC Applications Programmer *
		51 Asst Superintendent - JDC*			
		47 Deputy Admin--Veterinarian*			
<b>I</b>			<b>I</b>		
<b>650 - 730</b>			<b>650-730</b>		
		26 Chief Deputy Treasurer			<b>16</b> HR Generalist
		179 Executive Director-CAC			<b>16</b> Accountant - Payroll
		30 Chief Deputy Circuit Clerk			<b>25</b> Chief Deputy SofA
		16 Insurance Specialist			<b>26</b> Chief Deputy Treasurer
		60 Highway Maintenance Supervisor			<b>42</b> Chief Deputy Coroner
		16 Admin Asst/Salary Administration			<b>41</b> Senior State's Atty Inv
		16 Human Resource Generalist			<b>16</b> Insurance Specialist
		57 Business Unit Comptroller			<b>30</b> Financial Manager
		20 Accountant/Payroll			<b>179</b> Executive Director - CAC
		40 Criminal Records Supervisor			<b>40</b> Senior Executive Secretary
		36 Admin Asst-Public Defender			<b>21</b> Board of Review Member
		25 Chief Deputy Supv of Assessments			<b>36</b> Exec Asst to Public Defender
		71 Building Services Assistant			<b>71</b> Building Services Assistant
		41 Adlt Diversion/Victim-Witness Counselor			<b>140</b> Program Coord Corrections
		40 Program Coordinator-Corrections			<b>20</b> Senior Accountant
		16 Systems Administrator*			<b>16</b> Security Analyst *
		16 Security Analyst*			<b>16</b> Systems Administrator *
<b>H</b>			<b>H</b>		
<b>595 - 649</b>			<b>595-649</b>		
<b>441-480</b>		40 Senior Executive Secretary			<b>25</b> Sales Analyst/Office Manager
		20 Accountant/Accounts Payable			<b>23</b> Chief Deputy Recorder
		42 Chief Deputy Coroner			<b>20</b> Accountant Accts Pay/FA
		41 Paralegal to Domestic Violence			<b>60</b> Accountant - Highway
		41 Victim Witness Coordinator			<b>41</b> Victim Advocacy Program Dir
		41 Victim Advocacy Program Director			<b>47</b> Deputy Admin - Veterinarian *
		41 Domestic Violence Advocate			<b>16</b> Web Programmer Analyst *
		60 Accountant-Highway			<b>77</b> Associate Planner - Zoning
		21 Board of Review Member			
		30 Financial Manager			
		16 Web Programmer Analyst*			
		23 Chief Deputy Recorder			
		77 Zoning Officer			
<b>G</b>			<b>G</b>		
<b>525 - 594</b>			<b>520-594</b>		
<b>401-440</b>		179 Case Manager-CAC	<b>401-440</b>		<b>31</b> Executive Secretary

**Non-Bargaining Positions Review Analysis Report  
ATTACHMENT A**

OLD EVALUATIONS			NEW EVALUATIONS		
Grade/ Points	Dept	Position Title	Grade/ Points	Dept	Position Title
		31 Executive Secretary			140 Criminal Records Supervisor
		25 Appraiser/Analyst			41 Adult Div/Victim Wit Coun
		25 Sales Analyst/Office Manager			41 Paralegal
		16 Desk Top Support Technician			41 Victim Witness Advocate
		77 Zoning Technician			22 *Technology Specialist
		41 Sr Administrative Legal Secretary			16 Desktop Support Technician
		22 Technology Specialist			179 Case Manager - CAC
					25 Appraiser/Analyst
					41 State's Attorney Investigator
					77 Zoning Officer
					41 Sr Administrative Legal Secretary
<b>F</b>			<b>F</b>		
<b>361-400</b>			<b>361-400</b>		
		41 Administrative Legal Secretary			77 Zoning Technician
		41 Investigator			16 Administrative Assistant
		16 Administrative Secretary			
		77 Administrative Secretary			
<b>E</b>			<b>E</b>		
<b>321-360</b>			<b>310-360</b>		
		30 Administrative Secretary			22 Technology Specialist
		22 Secretary			22 Secretary
					30 Administrative Secretary
					41 Administrative Legal Secretary
					140 Administrative Secretary

**Updated FY2010 Salary Schedule -  
ATTACHMENT B**

GRADE		MIN	MID	MAX	POSITION
<b>N</b> <b>1011-1100</b>	Hourly 1950 hrs 2080 hrs	\$40.43 \$78,838.50 \$84,094.40	\$50.54 \$98,548.13 \$105,118.00	\$64.69 \$126,141.60 \$134,551.04	County Administrator
<b>M</b> <b>933-1010</b>	Hourly 1950 hrs 2080 hrs	\$34.27 \$66,826.50 \$71,281.60	\$42.84 \$83,538.00 \$89,107.20	\$51.41 \$100,249.50 \$106,932.80	Director of Probation & Court Services Facilities Director First Asst. State's Attorney Public Defender Lead Prosecutor *IT Director
<b>L</b> <b>856-932</b>	Hourly 1950 hrs 2080 hrs	\$30.34 \$59,163.00 \$63,107.20	\$37.93 \$73,963.50 \$78,894.40	\$45.51 \$88,744.50 \$94,660.80	Court Administrator First Asst. Public Defender Jail Administrator Supervisor of Assessments *Accounting Manager *Business Applications Mgr. *IT Manager
<b>K</b> <b>795-855</b>	Hourly 1950 hrs 2080 hrs	\$26.95 \$52,552.50 \$56,056.00	\$33.69 \$65,695.50 \$70,075.20	\$40.43 \$78,838.50 \$84,094.40	Animal Control Director Chief Deputy Circuit Clerk Chief Deputy County Clerk Director of EMA Director of Planning & Zoning Superintendent - JDC Supv. Adm Svcs - Court Services *Assistant County Engineer *Senior Mainframe Programmer
<b>J</b> <b>731-794</b>	Hourly 1950 hrs 2080 hrs	\$23.50 \$45,825.00 \$48,880.00	\$29.37 \$57,271.50 \$61,089.60	\$35.25 \$68,737.50 \$73,320.00	Asst Superintendent - JDC Building & Grounds Manager Exec Asst to State's Attorney Exec Asst. to County Administrator Highway Maintenance Supv. Supervisor - Adult Services Supervisor - Juvenile Services Supervisor-Specialized Services *Business Applications Analyst *Senior Engineer *PC Applications Programmer
<b>I</b> <b>650-730</b>	Hourly 1950 hrs 2080 hrs	\$20.58 \$40,131.00 \$42,806.40	\$25.72 \$50,154.00 \$53,497.60	\$30.87 \$60,196.50 \$64,209.60	Accountant - Payroll Board of Review Member Building Services Assistant Chief Deputy Coroner Chief Deputy Supv of Assessments Chief Deputy Treasurer Circuit Clerk Financial Manager Exec Asst to Public Defender Executive Director - CAC

**Updated FY2010 Salary Schedule -  
ATTACHMENT B**

					HR Generalist Insurance Specialist Program Coordinator-Corrections Senior Accountant Senior Executive Secretary Senior State's Attorney Investigator *Security Analyst *Systems Administrator
<b>H</b> <b>595-649</b>	Hourly 1950 hrs 2080 hrs	\$17.66 \$34,437.00 \$36,732.80	\$22.08 \$43,056.00 \$45,926.40	\$26.49 \$51,655.50 \$55,099.20	Accountant Accountant Highway Associate Planner Chief Deputy Recorder Deputy Administrator-Veterinarian Sales Analyst/Ofc Mgr (Supv Assmts) Victim Advocacy Program Director *Web Programmer Analyst
<b>G</b> <b>520-594</b> <b>401-440</b>	Hourly 1950 hrs 2080 hrs	\$16.01 \$31,219.50 \$33,300.80	\$20.01 \$39,019.50 \$41,620.80	\$24.02 \$46,839.00 \$49,961.60	Adult Diversion/Victim Witn Counselor Appraiser/Analyst Case Manager - CAC Criminal Records Supervisor Desktop Support Technician Executive Secretary Paralegal Victim Witness Advocate <i>Sr. Administrative Legal Secretary</i> <i>State's Attorney Investigator</i> <i>Zoning Officer</i> <i>*Technology Specialist</i>
<b>F</b> <b>361-400</b>	Hourly 1950 hrs 2080 hrs	\$14.53 \$28,333.50 \$30,222.40	\$18.16 \$35,412.00 \$37,772.80	\$21.80 \$42,510.00 \$45,344.00	<i>Zoning Technician</i> <i>Administrative Assistant (016)</i>
<b>E</b> <b>310-360</b>	1950 hrs 2080 hrs	\$13.54 \$26,403.00 \$28,163.20	\$16.93 \$33,013.50 \$35,214.40	\$20.31 \$39,604.50 \$42,244.80	<i>Secretary (022)</i> <i>Administrative Secretary (030)</i> <i>Administrative Secretary (140)</i> <i>Administrative Legal Secretary (041)</i>

*Positions printed in italicized print are Non-Exempt positions under FLSA.*

\*Positions with an asterisk are compensated in the grade indicated - one grade above points placement, based on market.

**FY2010 market Survey of Benchmark Positions - Non-Bargaining  
ATTACHMENT C**

Position Title	Champaign County		Peoria County		McLean County		Sangamon County		Rock Island County	
	Minimum	Maximum	Minimum	Maximum	Minimum	Maximum	Minimum	Maximum	Minimum	Maximum
IT Director (Grade M)	\$66,826.50	\$100,249.50	\$72,601.00	\$108,902.00	\$67,478.00	\$101,219.00	\$68,014.00	\$95,219.00	\$71,200.00	n/a
Supervisor of Assessments (Grade L)	\$59,163.00	\$88,744.50	\$56,006.00	\$84,010.00	\$58,390.00	\$87,595.00	\$51,233.00	\$71,727.00	\$38,944.00	\$65,295.00
Jail Administrator (Grade L)	\$59,163.00	\$88,744.50	\$58,390.00	\$87,595.00	\$50,395.00	\$75,592.00	\$63,600.00	n/a	\$66,826.00	n/a
Chief Deputy County Clerk (Grade K)	\$52,552.50	\$78,838.50	\$51,382.00	\$77,074.00	\$48,257.00	\$69,984.00	\$44,800.00	\$72,800.00	\$44,040.00	\$57,252.00
Director - Zoning & Enforcement (Grade K)	\$52,552.50	\$78,838.50	\$63,868.00	\$95,802.00	\$58,390.00	\$87,595.00	n/a	\$100,796.00	\$37,101.00	\$62,206.00
Building & Grounds Manager (Grade J)	\$45,825.00	\$68,737.50	\$46,423.00	\$69,635.00	\$48,257.00	\$69,984.00	\$51,233.00	\$71,727.00	\$29,121.00	\$48,826.00
Court Services Supervisor (Grade J)	\$45,825.00	\$68,737.50	\$46,230.00	\$69,345.00	\$48,257.00	\$69,984.00	n/a	n/a	n/a	n/a
Chief Deputy Coroner (Grade I)	\$40,131.00	\$60,196.50	\$39,674.00	\$59,511.00	\$40,215.00	\$58,313.00	\$39,246.00	\$54,944.00	n/a	\$56,000.00
Senior Accountant (Grade I)	\$40,131.00	\$60,196.50	\$42,591.00	\$63,886.00	\$40,215.00	\$58,313.00	n/a	n/a	n/a	n/a
Chief Deputy Treasurer (Grade I)	\$40,131.00	\$60,196.50	\$43,245.00	\$64,867.00	\$40,215.00	\$58,313.00	\$44,040.00	\$61,656.00	n/a	\$56,000.00
Chief Deputy Recorder (Grade H)	\$34,437.00	\$51,655.50	\$38,911.00	\$58,367.00	\$32,529.00	\$47,173.00	\$34,451.00	\$48,231.00	n/a	\$56,000.00
Paralegal (Grade G)	\$31,219.50	\$46,839.00	\$32,302.00	\$48,454.00	\$32,529.00	\$47,173.00	n/a	n/a	\$30,567.00	\$51,249.00
Administrative Assistant (Grade F)	\$28,333.50	\$42,510.00	\$33,082.00	\$49,623.00	\$32,529.00	\$47,173.00	n/a	n/a	\$25,183.00	\$47,684.00
Secretary (Grade E)	\$26,403.00	\$39,604.50	\$26,433.00	\$39,649.00	\$28,139.00	\$40,833.00			\$27,788.80	\$41,683.20

Champaign County Wage as Compared to Position Title	Champaign County as % of Comp Counties Avg		Peoria County		McLean County		Sangamon County		Rock Island County	
	Minimum	Maximum	Minimum	Maximum	Minimum	Maximum	Minimum	Maximum	Minimum	Maximum
IT Director (Grade M)	95.71%	98.50%	92.05%	92.05%	99.03%	99.04%	98.25%	105.28%	93.86%	n/a
Supervisor of Assessments (Grade L)	115.68%	115.02%	105.64%	105.64%	101.32%	101.31%	115.48%	123.73%	151.92%	135.91%
Jail Administrator (Grade L)	98.93%	108.76%	101.32%	101.31%	117.40%	117.40%	93.02%	n/a	88.53%	n/a
Chief Deputy County Clerk (Grade K)	111.53%	113.80%	102.28%	102.29%	108.90%	112.65%	117.30%	108.29%	119.33%	137.70%
Director - Zoning & Enforcement (Grade K)	98.93%	91.04%	82.28%	82.29%	90.00%	90.00%	n/a	n/a	141.65%	126.74%
Building & Grounds Manager (Grade J)	104.72%	105.68%	98.71%	98.71%	94.96%	98.22%	89.44%	95.83%	157.36%	140.78%
Court Services Supervisor (Grade J)	97.00%	98.67%	99.12%	99.12%	94.96%	98.22%	n/a	n/a	n/a	n/a
Chief Deputy Coroner (Grade I)	101.06%	105.25%	101.15%	101.15%	99.79%	103.23%	102.26%	109.56%	n/a	107.49%
Senior Accountant (Grade I)	96.93%	98.52%	94.22%	94.22%	99.79%	103.23%	n/a	n/a	n/a	n/a
Chief Deputy Treasurer (Grade I)	94.43%	99.98%	92.80%	92.80%	99.79%	103.23%	91.12%	97.63%	n/a	107.49%
Chief Deputy Recorder (Grade H)	97.56%	98.50%	88.50%	88.50%	105.87%	109.50%	99.96%	107.10%	n/a	92.24%
Paralegal (Grade G)	98.18%	95.67%	96.65%	96.67%	95.97%	99.29%	n/a	n/a	102.13%	91.39%
Administrative Assistant (Grade F)	93.62%	88.27%	85.65%	85.67%	87.10%	90.12%	n/a	n/a	112.51%	89.15%
Secretary (Grade E)	96.17%	97.26%	99.89%	99.89%	93.83%	96.99%	n/a	n/a	95.01%	95.01%

**FY2011 Non-Bargaining Salary Schedule  
ATTACHMENT D**

GRADE		MIN	MID	MAX	POSITION
<b>N</b> <b>1011-1100</b>	Hourly 1950 hrs 2080 hrs	\$40.43 \$78,838.50 \$84,094.40	\$50.54 \$98,548.13 \$105,118.00	\$64.69 \$126,141.60 \$134,551.04	County Administrator
<b>M</b> <b>933-1010</b>	Hourly 1950 hrs 2080 hrs	\$34.62 \$67,509.00 \$72,009.60	\$43.27 \$84,376.50 \$90,001.60	\$51.93 \$101,263.50 \$108,014.40	Director of Probation & Crt Svcs Facilities Director First Asst. State's Attorney Public Defender Lead Prosecutor *IT Director
<b>L</b> <b>856-932</b>	Hourly 1950 hrs 2080 hrs	\$30.65 \$59,767.50 \$63,752.00	\$38.31 \$74,704.50 \$79,684.80	\$45.98 \$89,661.00 \$95,638.40	Court Administrator First Asst. Public Defender Jail Administrator Supervisor of Assessments *Accounting Manager *Business Applications Mgr. *IT Manager
<b>K</b> <b>795-855</b>	Hourly 1950 hrs 2080 hrs	\$27.22 \$53,079.00 \$56,617.60	\$34.03 \$66,358.50 \$70,782.40	\$40.83 \$79,618.50 \$84,926.40	Animal Control Director Chief Deputy Circuit Clerk Chief Deputy County Clerk Director of EMA Director of Planning & Zoning Superintendent - JDC Supv. Adm Svcs - Court Services *Assistant County Engineer *Senior Mainframe Programmer
<b>J</b> <b>731-794</b>	Hourly 1950 hrs 2080 hrs	\$23.73 \$46,273.50 \$49,358.40	\$29.66 \$57,837.00 \$61,692.80	\$35.60 \$69,420.00 \$74,048.00	Asst Superintendent - JDC Building & Grounds Manager Exec Asst to State's Attorney Exec Asst. to County Administrator Highway Maintenance Supv. Supervisor - Adult Services Supervisor - Juvenile Services Supervisor-Specialized Services *Business Applications Analyst *PC Applications Programmer *Senior Engineer
<b>I</b> <b>650-730</b>	Hourly 1950 hrs 2080 hrs	\$20.78 \$40,521.00 \$43,222.40	\$25.98 \$50,661.00 \$54,038.40	\$31.17 \$60,781.50 \$64,833.60	Accountant - Payroll Board of Review Member Buidling Services Assistant Chief Deputy Coroner Chief Deputy Supv of Assessments Chief Deputy Treasurer Circuit Clerk Financial Manager Exec Asst to Public Defender Executive Director - CAC

**FY2011 Non-Bargaining Salary Schedule  
ATTACHMENT D**

					HR Generalist Insurance Specialist Program Coordinator-Corrections Senior Accountant Senior Executive Secretary Senior State's Attorney Investigator *Security Analyst *Systems Administrator
<b>H</b> <b>595-649</b>	Hourly 1950 hrs 2080 hrs	\$17.84 \$34,788.00 \$37,107.20	\$22.30 \$43,485.00 \$46,384.00	\$26.76 \$52,182.00 \$55,660.80	Accountant Accountant Highway Associate Planner Chief Deputy Recorder Deputy Administrator-Veterinarian Sales Analyst/Ofc Mgr (Supv Assmts) Victim Advocacy Program Director *Web Programmer Analyst
<b>G</b> <b>520-594</b> <b>401-440</b>	Hourly 1950 hrs 2080 hrs	\$16.17 \$31,531.50 \$33,633.60	\$20.21 \$39,409.50 \$42,036.80	\$24.26 \$47,307.00 \$50,460.80	Adult Diversion/Victim Witn Counselor Appraiser/Analyst Case Manager - CAC Criminal Records Supervisor Desktop Support Technician Executive Secretary Paralegal Victim Witness Advocate <i>Sr. Administrative Legal Secretary</i> <i>State's Attorney Investigator</i> <i>Zoning Officer</i> <i>*Technology Specialist</i>
<b>F</b> <b>361-400</b>	Hourly 1950 hrs 2080 hrs	\$14.67 \$28,606.50 \$30,513.60	\$18.34 \$35,763.00 \$38,147.20	\$22.01 \$42,919.50 \$45,780.80	<i>Zoning Technician</i> <i>Administrative Assistant (016)</i>
<b>E</b> <b>310-360</b>	Hourly 1950 hrs 2080 hrs	\$13.68 \$26,676.00 \$28,454.40	\$17.10 \$33,345.00 \$35,568.00	\$20.52 \$40,014.00 \$42,681.60	<i>Administrative Legal Secretary (041)</i> <i>Administrative Secretary (030)</i> <i>Administrative Secretary (140)</i> <i>Secretary (022)</i>

Positions printed in italicized print are Non-Exempt positions under FLSA.

\*Positions with an asterisk are compensated in the grade indicated - one grade above points placement, based on market.

GRADE		MIN	MID	MAX	POSITION
Attorney	Hourly 1950 hrs	\$23.74 \$46,293.00	\$30.70 \$59,865.00	\$40.85 \$79,657.50	Assistant State's Attorney Assistant Public Defender

***Recommendation for Amendment to Personnel Policy:***

9-1.11 **Salary Range** - A salary range is established based on the midpoint, which represents the dollar value the County is willing to pay an experienced employee for performing consistently competent work that fully meets all position requirements. The salary range represents the normally expected variation in individual performance. The salary minimum is 80% of the midpoint, and the maximum is 120% of the midpoint. The range, from minimum to maximum is 150%. **The established salary range for the Attorney grade varies in that the range from minimum to maximum is 172%, with the minimum established at 77.3% of the mid-point; and the maximum established at 133% of the mid-point for this grade.**

9-3.5 **Beginning Salary Above Minimum For Experienced Candidates** - A candidate with previous directly applicable work experience should be carefully evaluated. Candidates with previous experience acquired elsewhere should not normally be considered of any greater value than comparable experience at Champaign County. Starting salaries should reflect experience as it relates to the specific job and staffing requirements for which the candidate is being considered.

- a. In the case of an experienced candidate (a candidate who substantially exceeds the minimum Knowledge, Skills, Abilities; and Education and Experience requirements as stated in the position description) a hiring Department Head may offer a starting salary up to the position's salary range midpoint, after following the provisions of 9-3.3.
- b. Any request by a Department Head to hire an experienced candidate at a salary exceeding the position's midpoint will be referred by the Salary Administrator to the Policy, Personnel & Appointments Committee for approval.
- c. **The Attorney grade positions are not subject to the requirements of 9-3.5 (a) and (b), but shall be managed as follows: a candidate who has been licensed to practice law for less than ten years may be hired at a salary between the minimum and mid-point based on the affected department head's determination and current fiscal year budget limitations; and a candidate who has been licensed to practice law for more than ten years may be hired at a salary above the mid-point based on the affected department head's determination and current fiscal year budget limitations.**



- 9-4.2 **Movement Through Salary Ranges** – In June of each year, Salary Administration will present to the Finance Committee the anticipated cost of implementation of the following compa-ratio schedule for non-bargaining employees (***with the exception of the Attorney Grade***) to be implemented the following December 1st.

<u>Years Completed as of December 1st</u>	<u>Compa-Ratio</u>
0	80%
1	83%
2	86%
3	89%
4	92%
5	95%
6	98%
7	100%

The compa-ratio schedule insures that each employee moves toward compensation at the full market value of their position upon completion of seven years worked in that position or grade.

**The Compa-ratio schedule for the Attorney Grade is established as follows:**

<u>Years Completed as of December 1<sup>st</sup></u>	<u>Compa-Ratio</u>
<b><u>1</u></b>	<b><u>77.31%</u></b>
<b><u>2</u></b>	<b><u>79.56%</u></b>
<b><u>3</u></b>	<b><u>81.86%</u></b>
<b><u>4</u></b>	<b><u>84.24%</u></b>
<b><u>5</u></b>	<b><u>86.68%</u></b>
<b><u>6</u></b>	<b><u>89.19%</u></b>
<b><u>7</u></b>	<b><u>91.78%</u></b>
<b><u>8</u></b>	<b><u>94.44%</u></b>
<b><u>9</u></b>	<b><u>97.18%</u></b>
<b><u>10</u></b>	<b><u>100%</u></b>

ORDINANCE NO. \_\_\_\_\_

ORDINANCE ESTABLISHING THE NUMBER OF COUNTY BOARD MEMBERS and  
ESTABLISHMENT OF SINGLE MEMBER DISTRICTS

WHEREAS, the Champaign County Board recognizes its authority pursuant to 55 ILCS 5/2-3002 to determine, at the time of reapportionment every ten years, the size of the county board to be elected, and to determine whether board members shall be elected from single-member districts, multi-member districts, or at-large by ordinance of the county board; and

WHEREAS, the Champaign County Board has determined that it supports changing the number of county board members from 27 to 18 at the next reapportionment; and

WHEREAS, the Champaign County Board has determined to maintain the election of county board members from multi-member districts with keeping the current nine districts at the next reapportionment; and

WHEREAS, the Champaign County Board will appropriately amend its Rules as documented in Resolution No. 7143, to adjust its structure to accommodate the change in number of county board members;

NOW, THEREFORE, BE IT ORDAINED by the County Board of Champaign County that at the next reapportionment, the size of the county board to be elected shall change from 27 members to 18 members; and

BE IT FURTHER ORDAINED by the County Board of Champaign County that at the next reapportionment, county board members shall be elected from nine multi-member districts; and

BET IF FURTHER ORDAINED by the County Board of Champaign County that at the next reapportionment, the County Board shall amend its Rules as documented in Resolution No. 7143, to adjust its structure to accommodate the change in number of county board members.

PRESENTED, PASSED, APPROVED and RECORDED this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 2010.

ATTEST:

\_\_\_\_\_  
C. Pius Weibel, Chair  
Champaign County Board

\_\_\_\_\_  
Mark Shelden, County Clerk and  
Ex-officio Clerk of the County Board

**Closed Meeting Minutes Review – Policy, Personnel, & Appointments Committee  
May 11, 2010**

**Is it necessary to protect the public interest or privacy of an individual?**

<b>Date of Minutes</b>	<b>Yes, Keep Confidential</b>	<b>No, Place in Open Files</b>
June 4, 1990 <i>Performance Appraisal Subcommittee</i>		
February 8, 1991 <i>Performance Appraisal Subcommittee</i>		
March 7, 1991 <i>Performance Appraisal Subcommittee</i>		
February 20, 1992 <i>Performance Appraisal Subcommittee</i>		
February 24, 1992 <i>Performance Appraisal Subcommittee</i>		
February 26, 1992 <i>Performance Appraisal Subcommittee</i>		
March 10, 1992 <i>Performance Appraisal Subcommittee</i>		
April 14, 1992 <i>Performance Appraisal Subcommittee</i>		
May 12, 1992 <i>Performance Appraisal Subcommittee</i>		
December 9, 1992		
May 4, 1993 <i>Search Subcommittee</i>		
May 14, 1993 <i>Search Subcommittee</i>		
May 21, 1993 <i>Search Subcommittee</i>		
June 24, 1993 <i>Search Subcommittee</i>		
January 7, 1994 <i>Performance Appraisal Subcommittee</i>		
February 17, 1995 <i>Performance Appraisal Subcommittee</i>		
August 7, 1996 <i>Performance Appraisal Subcommittee</i>		
June 10, 1997		
July 14, 1998		
November 8, 1999 <i>Performance Appraisal Subcommittee</i>		

January 13, 2000		
February 16, 2000 <i>Performance Appraisal Subcommittee</i>		
June 12, 2000		
August 21, 2000		
May 9, 2002		
September 16, 2003		
March 30, 2004		
April 27, 2004		
May 18, 2004		
September 21, 2004		
June 8, 2005 – 8:28 p.m.		
June 8, 2005 – 8:40 p.m.		
October 5, 2005		
April 5, 2006		
August 24, 2006		
September 6, 2006		
June 6, 2007		
August 8, 2007		
January 9, 2008		
February 6, 2008		
March 4, 2009		
April 8, 2009		

**\*Minutes not previously approved in semi-annual review.**

FUND 476 SELF-FUNDED INSURANCE

DEPARTMENT 118 PROPERTY/LIABILITY INSUR

**INCREASED APPROPRIATIONS:**

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
476-118-534.80 AUTO DAMAGE/LIAB CLAIMS	56,357	56,357	69,457	13,100
476-118-533.26 PROPERTY LOSS/DMG CLAIMS	15,000	15,000	69,913	54,913
TOTALS	71,357	71,357	139,370	68,013

**INCREASED REVENUE BUDGET:**

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
476-118-369.90 OTHER MISC. REVENUE	0	0	13,100	13,100
476-118-369.80 INSURANCE CLAIMS REIMB	0	0	54,913	54,913
TOTALS	0	0	68,013	68,013

**EXPLANATION:** TO RECEIVE INSURANCE REIMBURSEMENTS FOR AUTO & PROPERTY CLAIMS IN 2010.

DATE SUBMITTED:  4-22-2010	AUTHORIZED SIGNATURE  <i>Demal. Busby</i>	** PLEASE SIGN IN BLUE INK **
----------------------------------	---	-------------------------------

APPROVED BY BUDGET & FINANCE COMMITTEE: \_\_\_\_\_ DATE: \_\_\_\_\_


FUND 075 REGIONAL PLANNING COMM DEPARTMENT 864 ILARC-ENRG EFFIC GRT-ARRA

**INCREASED APPROPRIATIONS:**

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
See attached				
TOTALS	0	0	520,000	520,000

**INCREASED REVENUE BUDGET:**

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
See attached				
TOTALS	0	0	520,000	520,000

**EXPLANATION:** TO ACCOMMODATE THE RECEIPT AND DISBURSEMENT OF ARRA GRANT FUNDS TO ELIGIBLE SUBGRANTEES FOR ENERGY EFFICIENCY AND CONSERVATION PROJECTS WITHIN CHAMPAIGN, DOUGLAS, FORD, IROQUOIS, LIVINGSTON, PIATT, VERMILLION, AND DEWITT COUNTIES.

DATE SUBMITTED: 5-5-10 AUTHORIZED SIGNATURE *Carman Moore* \*\* PLEASE SIGN IN BLUE INK \*\*

APPROVED BY BUDGET & FINANCE COMMITTEE: \_\_\_\_\_ DATE: \_\_\_\_\_






## CHAMPAIGN COUNTY ADMINISTRATIVE SERVICES

1776 EAST WASHINGTON  
 URBANA, IL 61802  
 (217) 384-3776  
 (217) 384-3765 – PHYSICAL PLANT  
 (217) 384-3896 – FAX  
 (217) 384-3864 – TDD  
 Website: www.co.champaign.il.us

ADMINISTRATIVE SUPPORT  
 DATA PROCESSING  
 MICROGRAPHICS  
 PURCHASING  
 PHYSICAL PLANT  
 SALARY ADMINISTRATION

### MEMORANDUM

**TO:** Brendan McGinty, Chair of the Finance Committee and  
 MEMBERS OF THE COUNTY BOARD

**FROM:** Deb Busey, County Administrator

**DATE:** May 3, 2010

**RE:** ELECTED OFFICIAL SALARIES

**ISSUE**

The issue before you is the designation of the salaries to be paid to Champaign County elected officials to be elected in November 2010. By statute, you are required to designate and approve these salaries in May – at least 180 days before the terms of office for these officials begin.

**HISTORY and ANALYSIS**

**Comparison with Other Counties**

In matters of salary administration, Champaign County utilizes comparisons with the four similarly-sized Illinois Counties – Sangamon, Peoria, McLean and Rock Island. Following is a comparison of the 2010 salaries of elected officials in the five counties:

	Champaign County	Peoria County	McLean County	Sangamon County	Rock Island County
Position Title	FY2010	FY2010	FY2010	FY2010	FY2010
County Clerk	\$83,275	\$88,776	\$86,908	\$85,950	\$82,500
Treasurer	\$83,275	\$88,776	\$86,908	\$85,950	\$82,500
Sheriff	\$104,132	\$106,806	\$93,241	\$101,000	\$90,500
Board Chair	\$29,274	\$16,000	\$9,382	\$26,872	\$82,500
Circuit Clerk	\$83,275	\$88,676	\$86,908	\$90,000	
Auditor	\$79,815	\$85,361	\$82,769	\$86,200	
Coroner	\$79,815	\$85,361	\$82,769	\$86,200	
Recorder	\$79,815	\$85,361	\$82,769	\$86,200	



Position Title	Champaign County as % of Comp Counties Average	Champaign Compared to Peoria County	Champaign Compared to McLean County	Champaign Compared to Sangamon County	Champaign Compared to Rock Island County
County Clerk	96.79%	93.80%	95.82%	96.89%	100.94%
Treasurer	96.79%	93.80%	95.82%	96.89%	100.94%
Sheriff	106.38%	97.50%	111.68%	103.10%	115.06%
Board Chair	86.90%	182.96%	312.02%	108.94%	35.48%
Circuit Clerk	94.07%	93.91%	95.82%	96.89%	
Auditor	94.15%	93.50%	96.43%	92.59%	
Coroner	94.15%	93.50%	96.43%	92.59%	
Recorder	94.15%	93.50%	96.43%	92.59%	

As you can see from the information above, Champaign County's compensation for all its officials, with the exception of the Sheriff and Board Chair, ranks behind Sangamon, Peoria and McLean Counties, even though Champaign County in population is larger than Peoria and McLean Counties. (*Note: Rock Island County Board Chair is a full-time position, while all other counties have part-time board chairs.*)

### **Champaign County History**

Over the last two terms of setting elected official salaries, Champaign County has classified the six elected positions, excluding the Sheriff and Board Chair, into two groups or classifications. The first group includes the County Clerk, Treasurer and Circuit Clerk, and the second group includes the Auditor, Coroner and Recorder. The positions in the first group are considered to be larger positions in terms of classification, based upon the responsibilities assigned to the office. As such, the current plan places the compensation of the positions in the second group at 95.85% of the compensation for the positions in the first group. It has just been within the last two years that the designation of these salaries has been brought up to a comparable position with the other counties, and into a comparable position for this internal equity within the County. The long-term goal, now that we have established equity for these salaries, was to continue to adopt reasonable cost of living annual increases, so that the positions would remain competitive in terms of the comparable counties, and so that the positions would remain internally equitable.

### **OPTION 1:**

However, given the current financial difficulty facing the County, it is difficult to recommend a 3-4% increase for the elected officials whose salaries you must set for November 2010. Therefore, I am recommending a phased approach, which impacts the current setting of elected official salaries, and will also provide some guidelines when setting salaries for elected officials in November 2012, at which point the system could be brought back into a position of internal equity. The recommendation is for a 1% increase for FY2011; 3% for FY2012; 4% for FY2013; and 3% for FY2014. Additionally, this would lead to a recommendation that the elected official

salaries which are set for November 2012, be set at 0% for FY2013 – which then brings the internal salary structure back to the same equity that is exhibited today. The following chart documents this recommendation:

	FY2010 - 12/1/2009	FY2011 - 12/1/2010	FY2012 - 12/1/2011	FY2013 - 12/1/2012	FY2014 - 12/1/2013
County Clerk	\$83,275	\$84,107	\$86,631	\$90,070	\$92,772
Treasurer	\$83,275	\$84,107	\$86,631	\$90,070	\$92,772
Sheriff	\$104,132	\$105,173	\$108,328	\$112,629	\$116,008
Board Chair	\$29,274	\$29,567	\$30,454		
Circuit Clerk	\$83,275	\$86,606	\$90,070	\$90,070	\$92,772
Auditor	\$79,815	\$83,007	\$86,328	\$86,328	\$88,918
Coroner	\$79,815	\$83,007	\$86,328	\$86,328	\$88,918
Recorder	\$79,815	\$83,007	\$86,328	\$86,328	\$88,918

<b>Group 2 compared to Group 1</b>	95.85%	98.69%	99.65%	95.85%	95.85%
<b>% Increase per year for Group 1</b>		1%	3%	4%	3%
<b>% Increase per year for Group 2</b>		4%	4%	0%	3%

### Anticipated Impact in Comparison with other Counties

Although not yet formally adopted by the respective County Boards, we are aware of the recommendation that will be presented to McLean and Peoria Counties for setting the elected official salaries for November 2010. The following chart indicates how Champaign County will compare with McLean and Peoria Counties in FY2014 if the above recommendation is adopted for the salaries of elected officials to be set in November 2010:

	Champaign County	Peoria County	McLean County
Position Title	FY2014 - Projected	FY2014 - Projected	FY2014 - Projected
County Clerk	\$92,772	\$101,052	\$94,905
Treasurer	\$92,772	\$101,052	\$94,905
Sheriff	\$116,008	\$120,206	\$101,822
Board Chair	\$29,274	\$16,000	\$10,245
Circuit Clerk	\$92,772	\$101,052	\$94,905
Auditor	\$88,918	\$101,052	\$90,386
Coroner	\$88,918	\$101,052	\$90,386
Recorder	\$88,918	\$101,052	\$90,386

Position Title	Champaign County as % of Comp Counties Average	Champaign Compared to Peoria County	Champaign Compared to McLean County
County Clerk	94.69%	91.81%	97.75%
Treasurer	94.69%	91.81%	97.75%
Sheriff	104.50%	96.51%	113.93%
Board Chair	223.08%	182.96%	285.74%
Circuit Clerk	94.69%	91.81%	97.75%
Auditor	92.89%	87.99%	98.38%
Coroner	92.89%	87.99%	98.38%
Recorder	92.89%	87.99%	98.38%

Based on the assumptions of recommendations going to the Champaign, Peoria and McLean County Boards for setting elected official salaries, Champaign County remains behind the other two counties with the recommendation before you – however, Champaign County moves closer to the salaries for officials in McLean County, while moving farther behind Peoria County.

The salary recommendation for the elected official positions to be elected in 2010 based on Option 1 is as follows:

- 1% Increase for FY2011 – County Clerk, Treasurer, Sheriff & Board Chair
- 3% Increase for FY2012 – County Clerk, Treasurer, Sheriff & Board Chair
- 4% Increase for FY2013 – County Clerk, Treasurer & Sheriff
- 3% Increase for FY2014 – County Clerk, Treasurer & Sheriff

	FY2011 - 12/1/2010	FY2012 - 12/1/2011	FY2013 - 12/1/2012	FY2014 - 12/1/2013
County Clerk	\$84,107	\$86,631	\$90,070	\$92,772
Treasurer	\$84,107	\$86,631	\$90,070	\$92,772
Sheriff	\$105,173	\$108,328	\$112,629	\$116,008
Board Chair	\$29,567	\$30,454		

**OPTION 2:**

With the internal equity that has been achieved for the salaries of elected officials in the current year – FY2010; another approach the County Board could adopt is to determine that all future increases for the county’s elected officials will be tied to the Consumer Price Index (CPI). Starting by applying a 1% increase to the salaries to be set for FY2011 for the Treasurer, County Clerk, Sheriff and County Board Chair (again in recognition of the County’s current financial challenges); the ensuing years of the term could receive salary adjustments under the following language:

On December 1, 2011, the FY2012 salary of the Treasurer, County Clerk, Sheriff and County Board Chair shall be adjusted by the CPI (as documented to Champaign County by the Illinois Department of Revenue in January 2011 to determine the maximum extension under the Property Tax Extension Limitation Law), except that if the CPI is negative, the salary shall be adjusted by 0%, and if the CPI exceeds 5%, the salary increase shall be capped at 5%; and

On December 1, 2012, the FY2013 salary of the Treasurer, County Clerk, and Sheriff shall be adjusted by the CPI (as documented to Champaign County by the Illinois Department of Revenue in January 2012 to determine the maximum extension under the Property Tax Extension Limitation Law), except that if the CPI is negative, the salary shall be adjusted by 0%, and if the CPI exceeds 5%, the salary increase shall be capped at 5% ; and

On December 1, 2013, the FY2014 salary of the Treasurer, County Clerk, and Sheriff shall be adjusted by the CPI (as documented to Champaign County by the Illinois Department of Revenue in January 2013 to determine the maximum extension under the Property Tax Extension Limitation Law), except that if the CPI is negative, the salary shall be adjusted by 0%, and if the CPI exceeds 5%, the salary increase shall be capped at 5%.

Using this approach, in 2012, the County Board could adopt a FY2013 salary recommendation for the Circuit Clerk, Recorder, Auditor and Coroner which brings those salaries back into the same relationship with the Treasurer, County Clerk and Sheriff documented with the FY2010 salaries (which could very well require a wage freeze of at least one year), and moving forward could adopt a recommendation to continue the application of the annual CPI to the salaries of those officials.

This approach would document that you have established what is determined by you as a fair value for each of these positions in FY2010, and that as you set salaries moving forward – these employees will maintain stability in those salaries when the salaries are adjusted by the CPI each year from that point forward.

The State's Attorney has provided an Attorney General's opinion which indicates this approach to setting the elected officials' salaries is allowable under the Statutes. That opinion is provided as an attachment to this Memorandum.

As previously stated, it will be necessary for the County Board to adopt one of these recommendations, or an amended recommendation as determined by the Board, no later than the May 20, 2010 County Board Meeting.

Thank you for your consideration of this recommendation. Please feel free to contact me with regard to any questions or concerns you may have.

xc: Champaign County Elected Officials

attachment

in the main, contain all the essential requirements of the form prescribed but that something less than exact compliance in every detail will be sufficient."

The court held that the grounds for an objection could be stated in general terms. However, the notice of protest must enable the collector to ascertain the amount and origin of the protested tax and the grounds for that protest. See *In re Application of County Collector*, 23 Ill. App. 2d 923.

As indicated by your letter, the payments in question were not accompanied by a protest in the form prescribed by section 195 of the Revenue Act, or anything substantially similar to it. Instead, at the time of payment, a notation was made on the receipt issued by the county treasurer that the taxes were paid under protest. Regardless of what other information may be ascertainable from the receipt, no ground for the protest is found therein. It is, therefore, my opinion that the personal property taxes in question were not paid under protest pursuant to section 195 of the Act, *supra*.

Furthermore, no petition for return of the taxes has been filed. Section 195 of the Revenue Act further provides that "if no such petition is filed \* \* \*, the protest shall be deemed abandoned and the county collector shall distribute the moneys so withheld to the various taxing bodies thereto". Thus, by statute, the protest is deemed abandoned and the county collector must distribute the moneys.

(No. S-1006—December 5, 1975)

**CONSTITUTION: Salaries of County Officers—Cost of Living Adjustments.** A cost of living salary increase occurring during the term of a county officer is violative of section 9(b) of article VII of the Illinois Constitution of 1970 if such salary increase involves discretionary action by the county board.

**CONSTITUTION CONSTRUED:** Illinois Constitution of 1970, article VII, section 9(b).

*Hon. William K. O'Connor, State's Attorney, Henry County, Cambridge, Illinois.*

By your letter you requested clarification of my opinion No. S-777, dated June 18, 1974, in its application to a cost of living formula adopted by the County Board of Henry County with respect to the review and adjustment of salaries of elected officials whose terms of office will begin in the future. In your letter you state:

"In Henry County on October 1, 1974, a resolution was passed authorizing a future increase in salaries for certain elected officers with such increase being established on a cost of living graduated salary schedule. The County Board of Henry County will shortly pass an appropriation ordinance for the ensuing fiscal year commencing December 1st. They have included a cost of living raise for certain elected officials.

My question is—is this ordinance based on a cost of living formula rather than on a graduated pre-set monetary raise proper and in order?"

You enclosed with your letter a copy of a resolution dated October 1, 1974, the pertinent provisions of which read as follows:

"NOW BE IT THEREFORE RESOLVED BY THE COUNTY BOARD OF THE COUNTY OF HENRY, ILLINOIS, as follows: The County Board of Henry County shall at any time during the fiscal year of any year hereafter, have the authority to review the salary of any elected County Officer whose salary is based on a graduated scale, and shall have the further authority to increase said salary in accordance with any increases in the cost of living as disclosed by reference to any objectively determinable standard promulgated by the United States government for the purpose of reflecting increases in the cost of living. Such increases as may be authorized shall take effect immediately upon said authorization and in no event shall such increases exceed the increase of cost of living as set forth in the United States government figures, nor shall such increases cause the total salary of the elected officer to exceed the otherwise applicable maximum salary limitations imposed by law. Salary review and cost of living increases authorized, hereby shall apply prospectively to County Officers elected to Office after the effective date hereof only, and shall not be applied during the current term of office of any existing County Officer."

Section 9(b) of article VII of the Illinois Constitution of 1970 reads as follows:

"(b) An increase or decrease in the salary of an elected officer of any unit of local government shall not take effect during the term for which that officer is elected."

There appeared in the Constitution of 1870 a provision comparable to section 9(b) of article VII of the present Constitution. Section 11 of article IX of the 1870 Constitution read in part as follows:

"\* \* \* The fee, salary, or compensation of no municipal officer who is elected or appointed for a definite term of office, shall be decreased or diminished during such term."

Prior to the adoption of the 1970 Constitution, I had occasion to publish two opinions each of which involved a construction of section 11 of article IX. In opinion No. S-160, dated April 27, 1970, (1970 Ill. Att'y. Gen. Op. 86) I advised the State's Attorney of Peoria County that a graduated salary could be established for the office of county superintendent of highways in advance of the new term and that there was no constitutional requirement that the salary had to be fixed at a flat annual rate for the new term. Similarly, in opinion No. S-311, dated June 23, 1971, (1971 Ill. Att'y. Gen. Op. 61) I advised that the salary of the supervisor of assessments could be increased or diminished during his term pursuant to a change in population as long as the population scale was fixed prior to the start of the term. In both cases the formula providing graduation was fixed and automatically operative.

As you have noted, I dealt with a similar plan in Opinion No. S-777, dated June 18, 1974. There the question considered was whether under section 9(b) of article VII of the Illinois Constitution of 1970 the reasoning followed in my opinions No. S-160 and No. S-311, above referred to, under the prior Constitution remained valid. I stated that the changes brought about by section 9(b) of

article VII of the new Constitution, vis-à-vis section 11 of article IX of the prior Constitution, pertained to coverage and manner of selection of officers. Thus, section 9(b) governed only elected officers while section 11 governed both elected and appointed officers; also section 9(b) encompasses officers of units of local government while old section 11 encompassed only municipal officers.

Stating my continued reliance on *Brissenden v. Howlett*, 30 Ill. 2d 247, and related cases hereinafter discussed, I concluded opinion No. S-777 as follows:

"I am of the opinion that the salary of an elected officer of a unit of local government need not be fixed at a flat annual rate for the entire term; the salary may be established on a graduated basis prior to the beginning of the term for which that officer is elected. If the statutes provide a graduated salary scale based on population, the salary of an elected officer of a unit of local government may be changed during his term if the population of the unit of local government changes during such term. This assumes that the statute in question was adopted prior to the beginning of the officer's term. It is also understood that any determination of a population change would be made by reference to an objectively determinable and extraneous event such as the federal census." (emphasis added.)

While it appears from the resolution adopted October 1, 1974, by the County Board of Henry County that salary reviews and cost of living increases shall apply only prospectively to county officers elected after the effective date of the resolution, the salary increases are not self-operative but in the future depend upon discretionary action of the board. Furthermore, the discretion would extend to allowing or disallowing costs of living adjustments to particular county officers.

In my considered opinion, this discretionary aspect of the ordinance runs counter to the reasoning underlying the prior Attorney General rulings to which I have referred and contravenes the purpose of the constitutional prohibition set forth in section 9(b) of article VII of the Illinois Constitution of 1970.

In *Brissenden v. Howlett*, *supra*, the Supreme Court of Illinois upheld, against attack under section 11 of article IX of the 1870 Constitution, a statute which provided that the compensation of county superintendents of schools was to be based upon a county's population. The court noted that in a majority of jurisdictions considering the question changes in the amount of money received by an elected official brought about by a change of population or a change in the assessed valuation of property of a particular government, would not violate a constitutional prohibition against changing the salary of the elected official during his term of office. Referring to *People ex rel. Holdom v. Sweitzer*, 280 Ill. 432, 442, the Supreme Court quoted from that decision to show the purpose of the constitutional prohibition saying:

"The acts of the officers of each branch, while such officers are in power, should not be made to depend upon or be influenced by the acts of another branch, nor should

there by anything in the conduct of either that would even give rise to a suspicion of such a thing as coercion by reducing salaries or a reciprocal interchange of favors by increasing salaries, hence the reason for the constitutional provision putting it beyond the power of the Legislature to increase or diminish the salaries of state officers in office and in power."

Earlier in *People ex rel. MacDavid v. Barrett*, 370 Ill. 478, 480, the court had said:

"Section 18 of Article VI prohibits the increase of a circuit judge's salary during his incumbency, or his receiving any other compensation, perquisite or benefit in any form. Section 19 of Article IV prohibits the granting of any extra compensation to any public officer, agent, servant or contractor, after service has been rendered or contract made. The purpose of these constitutional provisions is obvious. Temptation of a public official, through pressure or persuasion or because of gratitude, to favor parties or individuals procuring or promoting a legislative increase of his salary, is removed from the incumbent's path." (emphasis added.)

Similarly in their distinguished work, *Illinois Constitution: An Annotated and Comparative Analysis* (1969), prepared for the use of the delegates to the Sixth Illinois Constitutional Convention, Braden and Cohn at page 476 observed as follows:

"There are two simple principles involved in this increase or decrease in salary business, but in the welter of litigation the principles sometimes seem to be forgotten. One principle is that the man who determines the amount of a salary should not be allowed to use that power to influence someone who is not responsible to him. \* \* \*

Where compensation is set by a legislative body for executive and administrative officials, the principle is applicable to any officials who are elected by the voters, for under the theory of separation of powers, the fact of election means that they are supposed to be independent of the legislature.

The second principle is that a man ought not to be able to increase his own salary. Thus it is appropriate to prohibit those people who make appropriations—legislators, supervisors, commissioners, councilmen, aldermen—from increasing their own salaries during the term for which they are elected."

While the cited decisions of the Supreme Court would appear to permit self-executing cost of living increases made by references to objectively determinable and extraneous standards, such as Federal indices, it is equally clear that they render impermissible and unlawful salary increases involving discretionary action by the county board. It will be noted that the resolution of October 1, 1974, does not require automatic cost of living adjustment in the case of all county officers' salaries. Instead, it authorized board review and increases within the constraints of established cost of living changes and overall limits imposed by law, as the county board shall choose to make. An increase may be granted or denied in the board's discretion to one or more county officers. Thus, the standard of change is subjective and not comparable in nature to the fixed adjustment factors upheld in the *Brissenden* case and in my opinions No. S-160, No. S-311, and No. S-777. I, therefore, advise you that the ordinance is invalid and salary increases made pursuant to it would violate section 9(b) of article VII of the Constitution.

## RESOLUTION NO.

### RESOLUTION ESTABLISHING THE BUDGET PROCESS for FY2011

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, the budget process includes documentation of financial policies and development of budget guidelines for the preparation of departmental input to the annual budget; and

WHEREAS, based on the anticipated receipt of revenues for FY2011 and the need for careful study of both revenues and expenditures for FY2011, the Finance Committee recommends guidelines and policies for the process and development of the FY2011 annual budget;

NOW, THEREFORE, BE IT RESOLVED, by the County Board of Champaign County, Illinois, that the following guidelines and policies are hereby adopted and shall be adhered to by Champaign County departments in the submission, review, preparation and implementation of the Fiscal Year 2011 Budget.

#### 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 2/3<sup>rd</sup> majority vote (18) 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 2/3<sup>rd</sup> majority vote (18) 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.

### Budget Development Process

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

The budget process shall include the following basic steps:

- Departments receive annual budget preparation instructions for FY2011 in June;
- Departments submit annual budget request for FY2011 in July;
- The County Administrator conducts initial review of all preliminary budgets in July and August;
- The County Board conducts Budget Hearings regarding the preliminary budget in August;
- The County Administrator reports initial overview of FY2011 funds and any outstanding issues for Finance committee direction in September;
- The County Board conducts Truth in Taxation Public Hearing, if required, and County Board receives Administrator Budget Recommendation in October;
- The County Board adopts final budget and appropriation and tax levy, by a simple majority vote, in November.

### General Corporate Fund Budget Requests

General Corporate Fund Department budgets are to be prepared with analysis and planning documentation for FY2011 in terms of objectives and performance indicator statements, with incorporation of a 4% reduction in operating expenditures over the original FY2010 department budget.

### Non-General Corporate Fund Budget Requests

All non-General Corporate Fund Budgets are to be prepared within the definition of balanced budget; and to include fund balance goal statements; documentation and analysis of operations, expenditures and revenues; and strategic planning information regarding FY2011 objectives and anticipated performance indicators.

### 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 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.

### Debt Management

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.

### 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 (18) of the County Board.

### 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.

### 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. Instances where an ending audited fund balance is below the 45-day minimum requirement, a plan will be developed to increase the fund balance.

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.

### 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.

### 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.

When preparing the Budget for Fiscal Year 2011, the property tax rates shall be calculated in accordance with the Property Tax Extension Limitation Law.

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.

### Fixed Assets

The County maintains a fixed asset inventory of furniture, equipment, buildings, and improvements with a value of greater than \$2,500 and a useful life of one year or more.

### Fiscal Year

The County's fiscal year is December 1<sup>st</sup> through November 30<sup>th</sup>.

### 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 future 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.

### 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.

### 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 \$20,000 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 \$20,000, 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.

### FY2011 Budget Priorities

1. *Champaign County places priority on maintaining and enhancing its own fiscal stability;*
2. *Partner with employees to ensure quality services delivered in a professional manner;*
3. *Develop and maintain long-term plan for County's facilities.*

### FY2011 Budget Goals

#### Priority No. 1: Maintaining and enhancing Champaign County's fiscal stability

- Identification of *mandated* vs. *discretionary* services
- Development and implementation of a multi-year plan – planned quality growth
- Performance evaluation of services
- Establishment of adequate reserves within County's fund balances
- Regular review and evaluation of revenue streams and opportunities

- Interdepartmental cooperation to identify successful strategies to be implemented across departmental lines, e.g.: tax cycle, continuous jury, etc.
- Partner with other local governments to provide collaboration in service delivery
- Develop communication with state legislative officials to ensure the State is a full partner in the funding of mandated services.

**Priority No. 2: Partnership with employees**

- Appropriate, market-rate compensation plans
- Establishment of clear performance expectations to guide behaviors and actions of employees
- Evaluation of work-loads and establishment of appropriate staffing levels
- Communicate what is going on in County Government
- Development of operating efficiencies which could produce potential tax savings
- Quality services delivered in a professional manner
- Delivery of appropriate training opportunities to create a well-informed and efficient workforce.

**Priority No. 3: Develop and maintain long-term plan for County's facilities**

- Maintain an updated condition assessment of all buildings and building systems
- Budget appropriate reserves to maintain buildings as documented in condition assessment plan
- Incorporate green technology in scheduled replacements
- Schedule workforce and budget appropriation to accomplish annual requirements for replacement
- Consistently assess opportunities for grant funding to upgrade/maintain buildings and building systems.

PRESENTED, ADOPTED, APPROVED and RECORDED this 20<sup>th</sup> day of May, A.D. 2010.

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C. Pius Weibel, Chair  
Champaign County Board

ATTEST:

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Mark Shelden, County Clerk and  
Ex-Officio Clerk of the County Board

**Champaign County Treasurer  
Monthly Financial Report  
April 2010**

**Champaign County Committee of the Whole  
May 11, 2010**

Champaign County Treasurer's Fund Balance Report:				
Daniel J. Welch, Champaign County Treasurer				Page 1
April 30, 2010	Fund	Certificate of	Cash	Illinois Funds
Fund Name	Balance	Deposit		Money Mkt.
070-Nursing Home Construction	\$189,249.95	\$0.00	\$189,249.95	\$0.00
071 - Jail Bond Debt Service	\$7,337.80	\$0.00	\$7,337.80	\$0.00
074-Nursing Home Bond Debt Service	\$1,381,473.86	\$0.00	\$1,381,473.86	\$0.00
075 - Regional Planning Commission	\$54,742.96	\$0.00	\$54,742.96	\$0.00
076 - Tort Immunity	(\$660,409.21)	\$0.00	(\$660,409.21)	\$0.00
080 - General Corporate	(\$840,551.75)	\$0.00	(\$840,551.75)	\$0.00
081 - Nursing Home (Enterprise)	\$571,228.28	\$0.00	\$571,228.28	\$168.90
083 - County Highway	(\$488,722.72)	\$0.00	(\$488,722.72)	\$0.00
084 - County Bridge	\$1,115,341.33	\$0.00	\$1,115,341.33	\$0.00
085 - County Motor Fuel	\$7,275,114.79	\$6,000,000.00	\$1,275,114.79	\$0.00
086 - Township Motor Fuel	\$1,296,080.64	\$1,000,000.00	\$296,080.64	\$0.00
087 - Township Bridge	\$170,211.49	\$0.00	\$170,211.49	\$0.00
088 - I.M.R.F.	\$212,723.34	\$0.00	\$212,723.34	\$0.00
089 - Public Health	\$267,787.54	\$0.00	\$267,787.54	\$0.00
090 - Mental Health	\$456,983.24	\$0.00	\$456,983.24	\$0.00
091 - Animal Control	\$68,784.06	\$0.00	\$68,784.06	\$0.00
092 - Law Library	\$121,347.56	\$0.00	\$121,347.56	\$0.00
094 - Payroll	\$0.00	\$0.00	\$0.00	\$0.00
095 - Inheritance	\$352,949.80	\$0.00	\$352,949.80	\$0.00
097 - Estate	\$30,616.40	\$0.00	\$30,616.40	\$0.00
098 - Accounts Payable	\$0.00	\$0.00	\$0.00	\$0.00
103 - Highway Federal Matching	\$334,534.32	\$0.00	\$334,534.32	\$0.00
104 - Head Start	\$452,991.81	\$0.00	\$452,991.81	\$0.00
105 - Capital Equipment Replacement	\$1,200,717.79	\$0.00	\$1,200,717.79	\$0.00
106 - Public Safety Sales Tax	\$1,079,983.50	\$0.00	\$1,079,983.50	\$0.00

Champaign County Treasurer's Fund Balance Report:				
Daniel J. Welch, Champaign County Treasurer				Page 2
April 30, 2010	Fund	Certificate of	Cash	Illinois Funds
Fund Name	Balance	Deposit		Money Mkt.
107 - Geographic Information System	\$322,728.72	\$0.00	\$322,728.72	\$0.00
108 Developmental Disability	\$68,989.10	\$0.00	\$68,989.10	\$0.00
109 Delinquency Prevention Grant	\$46,777.59	\$0.00	\$46,777.59	\$0.00
188 - Social Security	(\$299,864.74)	\$0.00	(\$299,864.74)	\$0.00
303 - Court Complex Construction	\$1,397,130.58	\$0.00	\$1,397,130.58	\$0.00
304 - Highway Facility Construction	\$154,891.93	\$0.00	\$154,891.93	\$0.00
350 - Highway Bond Debt Service	(\$237.70)	\$0.00	(\$237.70)	\$0.00
474 - RPC / USDA Loan	\$250,000.00	\$0.00	\$250,000.00	\$0.00
475 - R.P.C. Economic Development Loans	\$337,349.34	\$0.00	\$337,349.34	\$0.00
476 - Self-Funded Insurance	\$1,017,691.95	\$0.00	\$1,017,691.95	\$0.00
610 - Working Cash	\$378,398.87	\$0.00	\$378,398.87	\$0.00
611 - Co. Clerk Death Certificate Surcharge	\$0.00	\$0.00	\$0.00	\$0.00
612 - Sheriff Drug Forfeitures	\$61,724.88	\$0.00	\$61,724.88	\$0.00
613 - Court's Automation	\$232,506.45	\$0.00	\$232,506.45	\$0.00
614 - Recorder's Automation	\$326,471.34	\$0.00	\$326,471.34	\$0.00
617 - Child Support Service	\$538,535.88	\$382,000.00	\$156,535.88	\$0.00
618 - Probation Services	\$313,371.19	\$0.00	\$313,371.19	\$0.00
619 - Tax Sale Automation	\$38,776.46	\$0.00	\$38,776.46	\$0.00
620 - Health-Hospital Insurance	\$155,525.58	\$0.00	\$155,525.58	\$0.00
621 - State Attorney Drug Forfeiture	\$16,530.94	\$0.00	\$16,530.94	\$0.00
627 - Property Tax Interest Fee	\$113,217.42	\$100,000.00	\$13,217.42	\$0.00
628 - Election Assistance / Accessibility	\$22,890.48	\$0.00	\$22,890.48	\$0.00
629 - Courthouse Museum	\$1,286.17	\$0.00	\$1,286.17	\$0.00
630 - Circuit Clerk Administration	\$49,752.28	\$0.00	\$49,752.28	\$0.00
641 - Access Initiative Grant	\$491,746.56	\$0.00	\$491,746.56	\$0.00
658 - Jail Commissary	\$285,712.41	\$0.00	\$285,712.41	\$0.00
659 - Arrestee's Medical Costs	\$53,090.14	\$0.00	\$53,090.14	\$0.00



Champaign County Treasurer's Fund Balance Report:				
Daniel J. Welch, Champaign County Treasurer				Page 3
April 30, 2010	Fund	Certificate of	Cash	Illinois Funds
Fund Name	Balance	Deposit		Money Mkt.
667 - Property Condemnations	\$44,500.31	\$0.00	\$44,500.31	\$0.00
670 - County Clerk Automation	\$44,120.45	\$0.00	\$44,120.45	\$0.00
671 - Court Document Storage	\$411,038.97	\$0.00	\$411,038.97	\$0.00
675 - Victim Advocacy Grant	(\$3,057.29)	\$0.00	(\$3,057.29)	\$0.00
676 - Solid Waste Management	\$67,330.98	\$0.00	\$67,330.98	\$0.00
677 - Juvenile Intervention Services	\$12,448.41	\$0.00	\$12,448.41	\$0.00
679 - Child Advocacy Center	\$32,407.89	\$0.00	\$32,407.89	\$0.00
681 - Juvenile Information Sharing Grant	\$2,864.00	\$0.00	\$2,864.00	\$0.00
685 - Drug Court Program Grant	\$40,862.25	\$0.00	\$40,862.25	\$0.00
699 - Garnishments	\$924.42	\$0.00	\$924.42	\$0.00
850 - GIS Joint Venture	\$127,399.99	\$0.00	\$127,399.99	\$0.00
General Corporate Combined Fund				\$136,808.08
R.P.C. Combined Fund				\$876,175.99
Highway Combined Fund				\$2,600,583.64
Construction Combined Fund				\$1,716,025.15
Trust & Agency Combined Fund				\$734.07
Grand Totals	\$21,806,350.98	\$7,482,000.00	\$14,324,350.98	\$5,330,495.83



**Monthly Portfolio Management Summary**

April 2010

Daniel J. Welch-Champaign County Treasurer

Investment Type	Number	Amount	% of Portfolio	
Certificates of Deposit	5	\$7,482,000.00	34.31%	
Bank Accounts - Cash	8	\$8,993,855.15	41.24%	
Illinois Funds	6	\$5,330,495.83	24.44%	
<b>Totals</b>		<b>\$21,806,350.98</b>	<b>100.00%</b>	
<b>Certificates of Deposit:</b>	<b>#</b>	<b>Avg. Rate</b>	<b>Amount</b>	<b>Avg. Term</b>
Current Month Purchases	1	1.000%	\$1,000,000.00	98
Portfolio	5	0.562%	\$7,482,000.00	110
Investment Aging Report - Days	Number	Amount	% of Portfolio	
1 - 30	0	\$0.00	0.00%	
31 - 60	0	\$0.00	0.00%	
61 - 90	0	\$0.00	0.00%	
91 - 180	4	\$7,382,000.00	98.66%	
181+	1	\$100,000.00	1.34%	
<b>Totals</b>		<b>\$7,482,000.00</b>	<b>100.00%</b>	

**Illinois Funds Average Daily Yield:**

	April 2010	April 2009
Money Market Fund	0.123%	0.268%



<b>Champaign County Public Safety Sales Tax - Monthly Report</b>			
Daniel J. Welch, County Treasurer			April
January 1, 2010 to December 31, 2010			
Year 12		Total to Date:	\$41,768,612.70
Month/Year		13th Payment	Totals
-----			
Jan.09	\$351,768.22		\$351,768.22
% Change	-3.80%		
Feb.09	\$368,786.69		\$368,786.69
% Change	0.41%		
Mar.09	\$439,563.49		\$439,563.49
% Change	-4.86%		
Apr.09	\$301,469.62		\$301,469.62
% Change	-5.12%		
May.09			\$0.00
% Change	-100.00%		
Jun.09			\$0.00
% Change	-100.00%		
Jul.09			\$0.00
% Change	-100.00%		
Aug.09			\$0.00
% Change	-100.00%		
Sep.09			\$0.00
% Change	-100.00%		
Oct.09			\$0.00
% Change	-100.00%		
Nov.09			\$0.00
% Change	-100.00%		
Dec.09			\$0.00
% Change	-100.00%		
=====			
Totals	\$1,461,588.02	\$0.00	\$1,461,588.02

<b>Champaign County Hotel / Motel Tax Collections</b>			
Daniel J. Welch-Champaign County Treasurer 2010			April
Collection Period	Motel 6	Sweet Dreams Bed & Breakfast	Totals
Jan. 2010	\$1,468.49	\$5.75	\$1,474.24
Feb. 2010	\$1,599.92	\$0.00	\$1,599.92
Mar. 2010	\$2,222.67	\$11.50	\$2,234.17
Apr. 2010	\$1,835.64	\$0.00	\$1,835.64
May. 2010			\$0.00
Jun. 2010			\$0.00
Jul. 2010			\$0.00
Aug. 2010			\$0.00
Sep. 2010			\$0.00
Oct. 2010			\$0.00
Nov. 2010			\$0.00
Dec. 2010			\$0.00
<b>Totals:</b>	<b>\$7,126.72</b>	<b>\$17.25</b>	<b>\$7,143.97</b>

**Outstanding Inter-Fund Loans**

April 2010

Daniel J. Welch, Champaign County Treasurer

Date	FROM: Fund Number	Fund Name	Amount	TO: Fund Number	Fund Name
11/19/2009	080	General Corporate	\$333,142.00	081	Nursing Home
11/19/2009	106	Public Safety Sales Tax	\$1,590,317.00	080	General Corporate
02/26/2010	614	Recorder Automation	\$300,000.00	080	General Corporate
02/26/2010	618	Probation Services	\$200,000.00	080	General Corporate

\$2,423,459.00

**Outstanding Loan Amounts By Fund:**

April 2010

Fund Number	Fund Name	Amount
081	Nursing Home	\$333,142.00
080	General Corporate	\$2,090,317.00
Total Outstanding		<u>\$2,423,459.00</u>

County Collector Fund Balances as of the end of				April 2010
Daniel J. Welch County Treasurer				
Accounts	Balance as of March 2010	Receipts	Distribution	Current Balance
Real Estate	\$0.00	\$1,107.18	\$1,107.18	\$0.00
Mobile Home	\$72,965.51	\$126,473.86	\$73.50	\$199,365.87
Back Taxes	\$809.67	\$995.55	\$0.00	\$1,805.22
Interest/Penalty	\$8,854.87	\$3,054.20	\$8,874.87	\$3,034.20
Advance Payments	\$2,344,902.80	\$0.00	\$0.00	\$2,344,902.80
Transfer	\$0.00	\$7,084.21	\$7,084.21	\$0.00
Collector Interest	\$1,030.66	\$0.00	\$0.00	\$1,030.66
Special Taxes	\$0.00	\$0.00	\$0.00	\$0.00
Due to Taxing District	\$99,512.91	\$6,491.72	\$0.00	\$106,004.63
Pollution Control	\$0.00	\$0.00	\$0.00	\$0.00
Railroads	\$0.00	\$0.00	\$0.00	\$0.00
Cost	\$0.00	\$0.00	\$0.00	\$0.00
Over/Short	\$12,086.74	\$2,559.79	\$0.00	\$14,646.53
Duplicate Payments	\$8,762.81	\$0.00	\$0.00	\$8,762.81
Due from Taxing District	(\$77,415.16)	\$0.00	\$48,369.44	(\$125,784.60)
Partial Payments	\$22,900.89	\$1,807.74	\$8,248.13	\$16,460.50
Pilot	\$0.00	\$0.00	\$0.00	\$0.00
R.E. Distribution	\$0.00	\$0.00	\$500,000.00	(\$500,000.00)
R.E./Drainage Distribution	\$0.00	\$0.00	\$0.00	\$0.00
Delinquent Tax Trustee	\$7,231.70	\$470.00	\$0.00	\$7,701.70
Unclaimed Property	\$4,721.09	\$189.06	\$0.00	\$4,910.15
City of Champaign Streetscape	\$0.00	\$10,977.83	\$0.00	\$10,977.83
Credit Card Returns	\$0.00	\$0.00	\$0.00	\$0.00
Tax Sale Registration Fee	\$0.00	\$0.00	\$0.00	\$0.00
=====				
Totals	\$2,506,364.49	\$161,211.14	\$573,757.33	\$2,093,818.30
Balance to:				\$2,093,818.30
				(\$0.00)



County Collector Bank Balances as of the end of:				April 2010
Daniel J. Welch County Treasurer				
Bank Name	Balance as of March 2010	Receipts	Distribution	Current Balance
Busey 2 - Collector	\$2,408,581.72	\$161,093.66	\$573,737.33	\$1,995,938.05
Bank of Rantoul	\$3,462.90	\$0.78	\$0.00	\$3,463.68
BankChamp	\$3,058.84	\$1.30	\$0.00	\$3,060.14
Commerce	\$3,643.64	\$0.00	\$0.00	\$3,643.64
Busey Tellers	\$7,037.96	\$74.07	\$0.00	\$7,112.03
CIB	\$3,358.02	\$0.72	\$0.00	\$3,358.74
Dewey	\$3,392.34	\$0.72	\$0.00	\$3,393.06
First Fed	\$3,044.19	\$0.65	\$0.00	\$3,044.84
First Mid Illinois	\$3,583.61	\$1.62	\$0.00	\$3,585.23
First Midwest	\$3,011.26	\$0.14	\$0.00	\$3,011.40
Sidell/Homer	\$3,071.53	\$0.14	\$0.00	\$3,071.67
Ivesdale	\$3,788.38	\$0.64	\$0.00	\$3,789.02
Ogden	\$3,690.99	\$0.78	\$0.00	\$3,691.77
Fisher	\$3,058.54	\$0.65	\$0.00	\$3,059.19
Gifford	\$3,356.45	\$0.71	\$0.00	\$3,357.16
Longview	\$3,866.97	\$0.98	\$0.00	\$3,857.95
Marine	\$3,185.46	\$0.00	\$0.00	\$3,185.46
First State	\$3,246.63	\$1.38	\$0.00	\$3,248.01
Freesfar	\$3,344.28	\$0.30	\$0.00	\$3,344.58
Philo	\$3,608.62	\$0.61	\$0.00	\$3,609.23
Prospect	\$3,972.06	\$2.33	\$0.00	\$3,974.39
Savoy	\$3,941.92	\$1.67	\$0.00	\$3,943.59
Midland States/Strategic	\$3,264.10	\$0.36	\$0.00	\$3,264.46
U of I Credit Union	\$3,491.68	\$1.06	\$0.00	\$3,492.74
Regions	\$3,816.42	\$0.17	\$0.00	\$3,816.59
Centrue	\$3,955.68	\$2.44	\$0.00	\$3,958.12
Heartland	\$3,841.51	\$0.98	\$0.00	\$3,842.49
Hickory Point	\$3,340.61	\$2.27	\$0.00	\$3,342.88
Collector CD	\$0.00	\$0.00	\$0.00	\$0.00
Credit Cards In House	\$141.56	\$0.00	\$0.00	\$141.56
Credit Cards Internet	\$216.50	\$0.01	\$0.00	\$216.51
IL Funds Money Market	\$0.12	\$0.00	\$0.00	\$0.12
=====				
Totals	\$2,506,364.49	\$161,191.14	\$573,737.33	\$2,093,818.30
Balance To:				\$2,093,818.30
				\$0.00

CHAMPAIGN COUNTY

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AUDITOR'S REPORT TO COUNTY BOARD  
PERIOD ENDING 4/30/10

FUND	NAME	F Y 2 0 0 9				F Y 2 0 1 0					
		-BUDGET-		ACTUALS		BEGINNING (12/01/09)	-BUDGET-		-ACTUALS-		
		FINAL	CURRENT MONTH	YEAR-TO DATE	YTD %		CURRENT MONTH	CHANGE	YEAR-TO DATE	YTD %	
070	NURSING HOME CONSTR FUND										
	REVENUE	12,565	77	225,811	1797	0	174,056	174,056	0	174,046	100
	EXPENDITURE	416,483	18,429	409,337	98	0	223,556	223,556	8,255	34,204	15
071	1995 JAIL BOND DEBT SERV										
	REVENUE	1,015,825	2	1,015,912	100	864,188	864,188	0	4	861,936	100
	EXPENDITURE	1,016,110	0	1,016,110	100	863,688	863,688	0	0	861,688	100
074	2003 NURS HM BOND DBT SRV										
	REVENUE	1,639,722	159	1,607,491	98	1,613,047	1,613,047	0	668	3,355	
	EXPENDITURE	1,579,940	0	1,579,940	100	1,580,884	1,580,884	0	0	188,566	12
075	REGIONAL PLANNING COMM										
	REVENUE	18,852,243	714,744	10,020,661	53	18,164,014	18,382,514	218,500	1,007,028	3,715,043	20
	EXPENDITURE	19,712,935	751,564	9,909,657	50	18,597,718	18,817,718	220,000	1,030,464	4,119,477	22
076	TORT IMMUNITY TAX FUND										
	REVENUE	1,055,711	0	1,050,120	99	1,080,548	1,080,548	0	0	709	
	EXPENDITURE	1,270,224	129,960	1,202,267	95	1,280,500	1,280,500	0	175,723	352,785	28

AUDITOR'S REPORT TO COUNTY BOARD  
PERIOD ENDING 4/30/10

FUND	NAME	FY 2009				FY 2010						
		-BUDGET-	ACTUALS			BEGINNING (12/01/09)	BUDGET (AS OF 4/30/10)	CHANGE	ACTUALS			
		FINAL	CURRENT MONTH	YEAR-TO DATE	YTD %				CURRENT MONTH	YEAR-TO DATE	YTD %	
080	GENERAL CORPORATE											
010	COUNTY BOARD											
	REVENUE	308,468	4,029	332,537	108	329,468	329,468	0	3,980	69,682	21	
	EXPENDITURE	367,867	22,194	356,172	97	267,169	267,169	0	15,656	113,913	43	
013	DEBT SERVICE											
	REVENUE	710,740	33,952	407,792	57	714,050	714,050	0	33,790	135,159	19	
	EXPENDITURE	400,945	0	400,945	100	405,674	405,674	0	0	233,451	58	
016	ADMINISTRATIVE SERVICES											
	REVENUE	147,532	6,055	139,329	94	143,132	143,132	0	5,582	17,916	13	
	EXPENDITURE	1,567,157	214,595	1,525,499	97	1,434,636	1,447,759	13,123	81,207	500,670	35	
017	COOPERATIVE EXTENSION SRV											
	REVENUE	458,320	0	440,891	96	415,683	415,683	0	0	217		
	EXPENDITURE	458,320	220	456,647	100	415,683	415,683	0	0	565		
020	AUDITOR											
	REVENUE	96,000	0	85,139	89	105,004	105,004	0	4,196	27,250	26	
	EXPENDITURE	301,634	22,748	300,280	100	302,576	302,576	0	27,059	120,315	40	
021	BOARD OF REVIEW											
	REVENUE	0	0	0		0	0	0	0	0		
	EXPENDITURE	116,910	8,088	113,658	97	109,415	109,415	0	8,908	42,635	39	
022	COUNTY CLERK											
	REVENUE	268,475	0	315,625	118	252,730	252,730	0	23,173	78,025	31	
	EXPENDITURE	872,306	142,853	794,830	91	845,887	845,887	0	41,214	378,236	45	
023	RECORDER											
	REVENUE	2,002,888	135,612	1,670,167	83	1,552,297	1,552,297	0	124,781	514,715	33	
	EXPENDITURE	1,069,134	36,543	908,762	85	878,268	878,268	0	153,099	386,654	44	
025	SUPERVISOR OF ASSESSMENT											
	REVENUE	65,558	5,556	50,246	77	61,308	61,308	0	0	15,690	26	
	EXPENDITURE	342,103	25,177	331,921	97	334,167	340,051	5,884	23,493	117,621	35	
026	COUNTY TREASURER											
	REVENUE	644,800	6,535	833,671	129	646,515	646,515	0	25,236	43,942	7	
	EXPENDITURE	261,336	24,233	260,203	100	264,152	264,152	0	23,316	98,555	37	
030	CIRCUIT CLERK											
	REVENUE	1,979,500	186,290	2,105,437	106	2,347,650	2,347,650	0	181,196	654,590	28	
	EXPENDITURE	1,172,088	85,791	1,150,290	98	1,134,811	1,134,811	0	79,441	393,221	35	
031	CIRCUIT COURT											
	REVENUE	69,217	0	79,839	115	20,000	20,000	0	0	50		
	EXPENDITURE	1,173,666	93,617	1,145,334	98	1,074,354	1,074,354	0	94,976	434,682	40	
032	JURY COMMISSION											
	REVENUE	0	0	0		0	0	0	0	0		
	EXPENDITURE	39,094	1,767	28,676	73	39,094	39,094	0	1,881	8,413	22	

AUDITOR'S REPORT TO COUNTY BOARD  
PERIOD ENDING 4/30/10

FUND	NAME	FY 2009				FY 2010						
		-BUDGET-	ACTUALS			BEGINNING (12/01/09)	BUDGET		CHANGE	ACTUALS		
		FINAL	CURRENT MONTH	YEAR-TO DATE	YTD %		CURRENT AS OF 4/30/10	CURRENT MONTH		YEAR-TO DATE	YTD %	
080	GENERAL CORPORATE	(CONTINUED)										
036	PUBLIC DEFENDER											
	REVENUE	122,295	20,838	116,107	95	141,295	141,295	0	9,376	28,651	20	
	EXPENDITURE	1,069,023	80,400	1,062,474	99	1,011,523	1,011,523	0	78,631	386,512	38	
040	SHERIFF											
	REVENUE	1,129,198	75,736	1,229,738	109	996,473	996,473	0	118,880	346,843	35	
	EXPENDITURE	4,526,204	363,615	4,378,168	97	4,457,254	4,457,595	341	359,577	1,644,505	37	
041	STATES ATTORNEY											
	REVENUE	1,377,776	135,581	1,363,168	99	1,441,765	1,441,765	0	120,072	405,588	28	
	EXPENDITURE	2,295,535	170,588	2,266,263	99	2,095,395	2,095,395	0	155,748	808,942	39	
042	CORONER											
	REVENUE	27,613	1,002	27,886	101	25,000	25,000	0	1,399	8,578	34	
	EXPENDITURE	479,061	34,835	468,940	98	463,660	463,660	0	31,575	155,185	33	
043	EMERGENCY MANAGEMENT AGCY											
	REVENUE	107,293	0	33,454	31	32,000	86,000	54,000	0	22,954	27	
	EXPENDITURE	187,440	8,407	124,326	66	117,780	171,780	54,000	9,758	43,034	25	
051	JUVENILE DETENTION CENTER											
	REVENUE	1,174,333	2,918	1,150,221	98	866,303	886,803	20,500	2,421	271,281	31	
	EXPENDITURE	1,819,566	136,188	1,783,075	98	1,577,323	1,633,294	55,971	119,239	612,182	37	
052	COURT SERVICES -PROBATION											
	REVENUE	675,528	32	566,011	84	452,305	527,305	75,000	0	235,317	45	
	EXPENDITURE	1,397,775	102,253	1,384,253	99	1,439,997	1,468,585	28,588	108,713	542,975	37	
057	DEPUTY SHERIFF MERIT COMM											
	REVENUE	0	0	0		0	0	0	0	0		
	EXPENDITURE	24,208	0	23,045	95	20,859	20,859	0	337	6,413	31	
071	PUBLIC PROPERTIES											
	REVENUE	1,486,551	17,958	1,761,362	118	1,446,382	1,446,382	0	96,510	403,280	28	
	EXPENDITURE	3,268,669	353,085	2,978,472	91	2,961,211	2,993,020	31,809	193,841	1,049,926	35	
075	GENERAL COUNTY											
	REVENUE	19,612,442	706,977	18,115,147	92	18,062,638	18,062,638	0	1,339,134	3,712,938	21	
	EXPENDITURE	3,783,394	205,703	3,747,913	99	2,937,520	2,978,461	40,941	208,018	1,098,283	37	
077	ZONING AND ENFORCEMENT											
	REVENUE	168,496	3,208	68,919	41	87,912	87,912	0	8,114	10,608	12	
	EXPENDITURE	435,063	28,590	378,653	87	350,103	367,101	16,998	29,653	132,036	36	
124	REGIONAL OFFICE EDUCATION											
	REVENUE	0	0	0		0	0	0	0	0		
	EXPENDITURE	231,672	36,756	220,538	95	217,772	217,772	0	0	34,595	16	
130	CIRC CLK SUPPORT ENFORCE											
	REVENUE	61,515	0	66,655	108	61,515	61,515	0	0	24,374	40	
	EXPENDITURE	50,494	3,582	44,017	87	47,570	47,570	0	3,679	17,090	36	

AUDITOR'S REPORT TO COUNTY BOARD  
PERIOD ENDING 4/30/10

FUND	NAME	F Y 2 0 0 9				F Y 2 0 1 0					
		-BUDGET-	ACTUALS			-BUDGET-	ACTUALS				
		FINAL	CURRENT MONTH	YEAR-TO DATE	YTD %	BEGINNING (12/01/09)	CURRENT (AS OF 4/30/10)	CHANGE	CURRENT MONTH	YEAR-TO DATE	YTD %
080	GENERAL CORPORATE	(CONTINUED)									
140	CORRECTIONAL CENTER										
	REVENUE	841,634	74,289	901,098	107	867,800	867,800	0	65,016	267,724	31
	EXPENDITURE	6,036,125	433,626	5,774,054	96	5,874,498	5,874,157	341-	456,301	2,223,610	38
141	STS ATTY SUPPORT ENFORCE										
	REVENUE	382,157	28,556	350,568	92	385,386	385,386	0	0	59,997	16
	EXPENDITURE	383,523	29,330	347,462	91	375,588	375,588	0	29,217	140,169	37
TOTAL	GENERAL CORPORATE										
	REVENUE	33,918,329	28,556	32,211,007	95	31,454,611	31,604,111	149,500	2,162,856	7,355,369	23
	EXPENDITURE	34,130,312	29,330	32,754,870	96	31,453,939	31,701,253	247,314	2,333,863	11,724,388	37

AUDITOR'S REPORT TO COUNTY BOARD  
PERIOD ENDING 4/30/10

FUND	NAME	FY 2009				FY 2010						
		-BUDGET-	ACTUALS			BUDGET			ACTUALS			
		FINAL	CURRENT MONTH	YEAR-TO DATE	YTD %	BEGINNING (12/01/09)	CURRENT (AS OF 4/30/10)	CHANGE	CURRENT MONTH	YEAR-TO DATE	YTD %	
081	NURSING HOME											
	REVENUE	16,773,212	1,423,062	17,124,263	102	16,911,132	16,911,132	0	5,984	7,803		
	EXPENDITURE	16,415,201	1,245,448	15,674,328	95	16,905,875	16,905,875	0	912,514	4,779,698	28	
083	COUNTY HIGHWAY											
	REVENUE	2,567,879	16,954	2,348,643	91	2,403,525	2,403,525	0	12,776	54,368	2	
	EXPENDITURE	2,548,832	154,886	2,422,355	95	2,360,908	2,360,908	0	148,159	856,612	36	
084	COUNTY BRIDGE											
	REVENUE	1,019,779	11,240	1,000,484	98	1,034,533	1,034,533	0	101	35,689	3	
	EXPENDITURE	1,003,300	80,084	999,168	100	1,021,000	1,021,000	0	3,109	40,225	4	
085	COUNTY MOTOR FUEL TAX											
	REVENUE	3,107,882	190,706	2,752,118	89	3,599,143	3,599,143	0	265,246	813,597	23	
	EXPENDITURE	4,236,705	38,266	1,884,659	44	7,054,136	7,054,240	104	149,207	2,301,757	33	
088	ILL.MUNICIPAL RETIREMENT											
	REVENUE	3,595,326	33,907	3,588,609	100	3,886,339	3,886,339	0	45,246	337,574	9	
	EXPENDITURE	3,590,074	229,149	3,534,666	98	3,980,000	3,980,000	0	273,895	1,449,630	36	
089	COUNTY PUBLIC HEALTH FUND											
	REVENUE	1,451,550	76,035	1,320,557	91	1,416,409	1,416,409	0	31,195	316,136	22	
	EXPENDITURE	1,503,507	64,069	1,500,962	100	1,490,352	1,490,352	0	148,124	306,973	21	
090	MENTAL HEALTH											
	REVENUE	3,796,052	35,212	3,814,984	100	3,882,334	3,882,334	0	49,937	184,706	5	
	EXPENDITURE	3,803,490	235,890	3,623,190	95	3,882,334	3,882,334	0	287,473	1,448,591	37	
091	ANIMAL CONTROL											
	REVENUE	503,156	49,021	474,336	94	487,149	487,149	0	58,870	192,878	40	
	EXPENDITURE	571,963	37,723	471,379	82	543,650	543,650	0	35,212	202,831	37	
092	LAW LIBRARY											
	REVENUE	92,150	5,925	71,128	77	111,257	111,257	0	5,571	20,985	19	
	EXPENDITURE	98,217	8,269	87,817	89	111,257	114,257	3,000	5,454	27,201	24	
103	HWY FED AID MATCHING FUND											
	REVENUE	22,040	67	9,643	44	12,145	12,145	0	30	105	1	
	EXPENDITURE	0	0	0		0	0	0	0	0		
104	EARLY CHILDHOOD FUND											
	REVENUE	8,009,250	608,807	5,066,989	63	8,837,100	10,626,850	1,789,750	401,836	2,072,458	20	
	EXPENDITURE	7,985,035	520,501	5,058,401	63	8,855,200	10,641,756	1,786,556	441,522	2,156,782	20	
105	CAPITAL ASSET REPLCMT FND											
	REVENUE	138,943	837	121,976	88	495,292	695,292	200,000	44	447,600	64	
	EXPENDITURE	139,205	2,400	114,793	82	566,654	849,885	283,231	55,185	118,225	14	
106	PUBL SAFETY SALES TAX FND											
	REVENUE	4,839,471	356,977	4,343,938	90	4,351,686	4,351,686	0	301,863	1,462,938	34	
	EXPENDITURE	5,353,741	10,250	5,327,807	100	4,998,129	5,198,129	200,000	77,157	2,935,922	56	
107	GEOGRAPHIC INF SYSTM FUND											
	REVENUE	301,650	30,199	320,852	106	296,250	296,250	0	20,663	76,674	26	
	EXPENDITURE	352,641	33,819	349,831	99	311,836	311,836	0	21,754	106,805	34	

AUDITOR'S REPORT TO COUNTY BOARD  
PERIOD ENDING 4/30/10

FUND	NAME	FY 2009				FY 2010					
		-BUDGET-	ACTUALS			BEGINNING (12/01/09)	BUDGET- CURRENT (AS OF 4/30/10)	CHANGE	CURRENT MONTH	ACTUALS-	
		FINAL	CURRENT MONTH	YEAR-TO DATE	YTD %					YEAR-TO DATE	YTD %
108	DEVLPMNTL DISABILITY FUND										
	REVENUE	3,399,515	129	3,410,224	100	3,463,084	3,463,084	0	780	4,334	
	EXPENDITURE	3,399,515	278,603	3,386,071	100	3,463,084	3,463,084	0	310,324	1,480,125	43
109	DELINQ PREVENTN GRNT FUND										
	REVENUE	222,768	23	225,991	101	216,084	216,084	0	34	179	
	EXPENDITURE	222,768	24,939	221,378	99	216,084	216,084	0	19,805	86,041	40
188	SOCIAL SECURITY FUND										
	REVENUE	2,509,175	102,961	2,501,460	100	2,564,667	2,564,667	0	41,661	262,302	10
	EXPENDITURE	2,549,675	194,564	2,547,669	100	2,559,417	2,559,417	0	195,451	978,547	38
303	COURT COMPLEX CONSTR FUND										
	REVENUE	125,000	3,567	189,943	152	192,000	192,000	0	133	109,693	57
	EXPENDITURE	4,659,995	13,741	3,132,034	67	392,000	392,000	0	4,029	133,617	34
304	HIGHWAY FACILTY CONST FND										
	REVENUE	300	99	417,764	9255	0	0	0	15	110	
	EXPENDITURE	250,000	0	219,664	88	0	0	0	0	0	
350	HWY FACIL BOND DEBT SERV										
	REVENUE	202,406	0	202,051	100	201,289	201,289	0	0	47	
	EXPENDITURE	201,925	0	200,420	99	200,869	200,869	0	0	173,475	86
474	RPC USDA REVOLVING LOANS										
	REVENUE	761,000	0	0		772,000	772,000	0	0	250,000	32
	EXPENDITURE	21,000	0	0		280,000	280,000	0	0	0	
475	RPC ECON DEVELOPMNT LOANS										
	REVENUE	1,716,500	26,765	479,614	28	1,052,250	1,052,250	0	16,471	125,809	12
	EXPENDITURE	990,500	9,328	107,447	11	725,000	725,000	0	7,705	342,036	47
476	SELF-FUNDED INSURANCE										
	REVENUE	1,516,702	62,369	1,784,184	118	1,484,500	1,484,500	0	156,998	431,963	29
	EXPENDITURE	1,862,533	24,545	1,269,868	68	1,996,436	1,996,436	0	28,334	764,016	38
610	WORKING CASH FUND										
	REVENUE	11,000	115	913	8	4,500	4,500	0	183	685	15
	EXPENDITURE	11,000	0	0		4,500	4,500	0	0	913	20
611	COUNTY CLK SURCHARGE FUND										
	REVENUE	10,000	0	8,488	85	12,000	12,000	0	716	2,138	18
	EXPENDITURE	10,000	0	9,009	90	12,000	12,000	0	716	2,138	18
612	SHERIFF DRUG FORFEITURES										
	REVENUE	31,700	1,635	24,106	76	31,700	31,700	0	29	9,111	29
	EXPENDITURE	33,621	1,470	23,791	71	33,335	33,335	0	1,273	5,117	15
613	COURT'S AUTOMATION FUND										
	REVENUE	180,000	15,554	162,451	90	324,200	324,200	0	26,597	92,426	29
	EXPENDITURE	209,153	40,707	198,129	95	238,289	238,289	0	9,951	133,755	56
614	RECORDER'S AUTOMATION FND										
	REVENUE	215,000	23,321	239,143	111	195,000	195,000	0	16,205	64,286	33
	EXPENDITURE	328,784	56,217	215,228	65	269,030	293,918	24,888	7,235	83,416	28

AUDITOR'S REPORT TO COUNTY BOARD  
PERIOD ENDING 4/30/10

FUND	NAME	FY 2009				FY 2010					
		-BUDGET-	ACTUALS			BUDGET			ACTUALS		
		FINAL	CURRENT MONTH	YEAR-TO DATE	YTD %	BEGINNING (12/01/09)	CURRENT (AS OF 4/30/10)	CHANGE	CURRENT MONTH	YEAR-TO DATE	YTD %
617	CHILD SUPPORT SERV FUND										
	REVENUE	70,000	4,901	62,014	89	58,000	58,000	0	4,595	19,195	33
	EXPENDITURE	61,348	2,222	28,495	46	113,388	113,388	0	2,910	11,338	10
618	PROBATION SERVICES FUND										
	REVENUE	284,000	28,680	290,093	102	265,200	265,200	0	52,958	152,792	58
	EXPENDITURE	456,717	13,318	433,818	95	663,143	663,143	0	9,589	384,619	58
619	TAX SALE AUTOMATION FUND										
	REVENUE	25,000	7,181	36,286	145	27,850	27,850	0	1,813	7,077	25
	EXPENDITURE	51,571	3,129	41,117	80	47,064	47,064	0	17,381	19,630	42
620	HEALTH-HOSP. INSURANCE										
	REVENUE	4,970,000	412,018	4,824,400	97	5,372,972	5,372,972	0	400,472	2,027,149	38
	EXPENDITURE	4,970,000	407,450	4,825,652	97	5,393,885	5,393,885	0	401,442	2,031,185	38
621	STS ATTY DRUG FORFEITURES										
	REVENUE	25,000	4,640	25,074	100	27,000	27,000	0	2,827	12,904	48
	EXPENDITURE	25,000	0	23,829	95	27,000	27,000	0	377	951	4
627	PROPERTY TAX INT FEE FUND										
	REVENUE	49,000	0	68,734	140	49,100	49,100	0	366	956	2
	EXPENDITURE	61,000	0	0		49,100	49,100	0	0	49,100	100
628	ELECTN ASSIST/ACCESSIBLTY										
	REVENUE	100,000	17	51,951	52	45,130	45,130	0	17,777	17,784	39
	EXPENDITURE	100,000	0	59,527	60	53,000	53,000	0	0	0	
629	COUNTY HISTORICAL FUND										
	REVENUE	50	0	3	6	25	25	0	1	2	8
	EXPENDITURE	0	0	0		0	0	0	0	0	
630	CIR CLK OPERATION & ADMIN										
	REVENUE	0	831	10,227		0	0	0	18,511	31,240	
	EXPENDITURE	0	0	0		0	0	0	0	0	
641	ACCESS INITIATIVE GRANT										
	REVENUE	0	0	0		0	679,596	679,596	164	509,870	75
	EXPENDITURE	0	0	0		0	679,597	679,597	18,124	18,124	3
658	JAIL COMMISSARY										
	REVENUE	31,000	5,406	25,587	83	26,000	26,000	0	138	9,606	37
	EXPENDITURE	24,950	896	13,450	54	24,950	24,950	0	1,275	6,079	24
659	COUNTY JAIL MEDICAL COSTS										
	REVENUE	32,000	3,414	36,684	115	32,000	32,000	0	4,405	13,827	43
	EXPENDITURE	122,000	0	100,000	82	22,000	22,000	0	0	0	
670	COUNTY CLK AUTOMATION FND										
	REVENUE	81,757	11	73,163	89	29,000	29,000	0	3,422	10,794	37
	EXPENDITURE	106,990	1,349	63,205	59	60,540	60,540	0	5,534	25,373	42
671	COURT DOCUMENT STORAGE FD										
	REVENUE	185,000	16,117	164,688	89	179,000	179,000	0	15,899	54,524	30
	EXPENDITURE	356,333	26,653	299,128	84	320,146	320,146	0	6,870	58,250	18



AUDITOR'S REPORT TO COUNTY BOARD  
PERIOD ENDING 4/30/10

FUND	NAME	F Y 2 0 0 9				F Y 2 0 1 0					
		-BUDGET-		ACTUALS		-BUDGET-			ACTUALS		
		FINAL	CURRENT MONTH	YEAR-TO DATE	YTD %	BEGINNING (12/01/09)	CURRENT (AS OF 4/30/10)	CHANGE	CURRENT MONTH	YEAR-TO DATE	YTD %
675	VICTIM ADVOCACY GRT-ICJIA										
	REVENUE	44,133	0	44,535	101	43,914	43,914	0	1	20,590	47
	EXPENDITURE	43,830	3,342	43,613	100	43,614	43,614	0	3,342	16,543	38
676	SOLID WASTE MANAGEMENT										
	REVENUE	4,900	21	2,489	51	7,125	7,125	0	33	723	10
	EXPENDITURE	5,675	375	4,679	82	8,379	8,379	0	0	901	11
677	JUV INTERVENTION SERVICES										
	REVENUE	500	5	42	8	50	50	0	6	23	46
	EXPENDITURE	15,000	147	6,024	40	10,000	10,000	0	0	0	
679	CHILD ADVOCACY CENTER										
	REVENUE	215,852	3,143	193,446	90	217,035	217,035	0	20,903	81,922	38
	EXPENDITURE	217,294	18,734	202,223	93	211,751	211,751	0	13,932	54,258	26
681	JUV INF SHARING SYS GRANT										
	REVENUE	11,872	4,001	5,109	43	11,250	11,250	0	1	120	1
	EXPENDITURE	11,872	0	0		11,250	11,250	0	0	4,111	37
685	DRUG COURTS PROGRAM										
	REVENUE	31,500	2,046	25,025	79	21,500	21,500	0	2,588	9,678	45
	EXPENDITURE	31,500	0	7,875	25	21,500	21,500	0	0	0	
850	GEOG INF SYS JOINT VENTUR										
	REVENUE	579,692	20,627	389,023	67	487,117	487,117	0	19,424	104,349	21
	EXPENDITURE	552,775	44,014	360,108	65	505,547	505,547	0	32,152	135,530	27
TOTAL ALL FUNDS	REVENUE	20,355,057	4,512,236	112,307,003	552	18,313,244	21,524,646	3,211,402	5,184,076	22,572,177	105
	EXPENDITURE	27,692,239	4,895,704	108,242,095	391	23,834,361	27,502,607	3,668,246	7,204,821	41,011,548	149

**State of Illinois**  
**Intergovernmental Agreement**  
between the  
**Illinois Department of Healthcare and Family Services**  
and the  
**Champaign County State's Attorney**  
Agreement No. 2011-55-013-K1A

Pursuant to the authority granted by Article VII, Section 10 of the 1970 Illinois Constitution and the Intergovernmental Cooperation Act, 5 ILCS 220/1 *et seq.*, the **Illinois Department of Healthcare and Family Services** (hereinafter referred to as Department), and **Champaign County State's Attorney** (hereinafter referred to as Contractor), in consideration of the mutual covenants contained herein, agree as follows:

**WHEREAS**, the Department administers the Child Support Enforcement program under Title X of the Illinois Public Aid Code (305 ILCS 5/10-1 *et seq.*) and Title IV-D of the Social Security Act (42 U.S.C. 651, *et seq.*) ("Child Support Enforcement"); and

**WHEREAS**, the Department seeks legal services; and

**WHEREAS**, the Contractor desires to provide these services under the terms and conditions of this Agreement;

**NOW THEREFORE**, in consideration of the mutual promises and covenants contained herein, the parties agree as follows:

## **ARTICLE 1 — DEFINITIONS**

As used in this Agreement, the following terms have the following meanings:

- 1.1 "Child Support Enforcement Program" means the program administered by the Department under Article X of the Illinois Public Aid Code 305 ILCS 5/10-1 *et seq.*
- 1.2 The term "IV-D" refers to the Child Support Enforcement Program set forth in 89 Illinois Administrative Code 160.10 established in compliance with Title IV-D of the Social Security Act (42 U.S.C. 651, *et seq.*).
- 1.3 The term "IV-D matter" is defined and it includes all administrative and judicial proceedings involved in the establishment of parentage and the establishment, modification, enforcement and collection of all IV-D Child Support obligations on behalf of IV-D clients. This Agreement applies to judicial proceedings IV-D matters only unless otherwise specifically provided.
- 1.4 The term "non IV-D" is defined as that which pertains to any support matter other than IV-D as defined in **Sections 1.2 and 1.3**.
- 1.5 The term "TANF" is defined as Temporary Assistance to Needy Families.
- 1.6 The term "KIDS" is defined as the Department's child support enforcement computer system (Key Information Delivery System).
- 1.7 The term "CFDA" is defined as Catalog of Federal Domestic Assistance. The Department's Division of Child Support Enforcement's CFDA Number is 93.563.

## **ARTICLE 2 — TERM AND SCOPE**

- 2.1 **Term.** The term of this Agreement shall be from July 1, 2010 through June 30, 2011, unless the Agreement is otherwise terminated as set forth herein.

- 2.2 Renewal.** This Agreement may be renewed by agreement of both parties for additional periods upon written notification of such intent. In no event shall the total of the initial term and any renewal terms of the Agreement exceed three (3) years.
- 2.3 Entirety of Agreement.** The terms and conditions of this Agreement along with applicable Department Administrative Rules and any documents expressly incorporated herein shall constitute the entire present agreement between the parties. This Agreement constitutes a total integration of all rights, benefits and obligations of the parties, and there exist no other agreements or understandings, oral or otherwise, that bind any of the parties regarding the subject matter of this Agreement. This Agreement supersedes and revokes any prior Agreement between the parties as to the subject matter of this Agreement.

### ARTICLE 3 — TERMINATION OF AGREEMENT

- 3.1 Availability of Funds.** Funding for the implementation of this Agreement consists of both Federal and State funds obtained by and payable through the Department. This Agreement is subject to the availability of Department appropriation or the availability of Federal funds for the purpose outlined in the Agreement. The Department's obligations hereunder shall cease immediately, without penalty or further payment being required, in any year for which the General Assembly of the State of Illinois or Federal funding sources fails to make an appropriation sufficient to pay such obligation. The Department shall give Contractor written notice of such termination for funding within five (5) business days after the Department becomes aware of the failure of funding. Contractor's obligation to perform shall cease upon notice by the Department of lack of appropriated funds.
- 3.2 Termination Without Cause.** Notwithstanding any contrary provision in this Agreement, this Agreement may be terminated at the option of the Department upon thirty (30) days' written notice to Contractor. If the Department elects to terminate, Contractor shall be entitled to payment for satisfactory services rendered under the Agreement up to the time of termination.
- 3.3 Termination For Cause.** In the event of Contractor's or the Department's failure to comply with a term of this Agreement, either party may provide written notice to the other of the breach. If such breach is not cured to the satisfaction of the non-breaching party within sixty (60) days after such written notice, or within such time as reasonably determined by either party and specified in the notice, the non-breaching party may proceed to termination by serving a written notice of termination upon the breaching party, which shall immediately terminate this Agreement.
- 3.4 Notice of Change in Circumstances.** In the event Contractor becomes a party to any litigation, investigation or transaction that may reasonably be considered to have a material impact on Contractor's ability to perform under this Agreement, Contractor will immediately notify the Department in writing.
- 3.5 Nonwaiver.** Failure of either party to insist on performance of any term or condition of this Agreement or to exercise any right or privilege hereunder shall not be construed as a continuing or future waiver of such term, condition, right or privilege.
- 3.6 Inability to Perform.** Failure by either party to perform its duties and obligations will be excused by unforeseeable circumstances beyond its reasonable control, including acts of nature, acts of the public enemy, riots, labor or material shortages, labor disputes, fire, flood, explosion, legislation, and governmental regulation.
- 3.7 Other Termination Rights.** This Agreement may be terminated upon written notice by either party in the event of the following. The County, the Department and the Office of the Illinois Attorney General will all cooperate with each other to create and implement a plan for transition of child support enforcement services, which plan will address the cost for transition.
- 3.7.1** Failure of either party to maintain the representations, warranties and certifications set forth in this Agreement.

- 3.7.2 Any case or proceeding is commenced by or against Contractor seeking a decree or order with respect to the other party under the United States Bankruptcy Code or any other applicable bankruptcy or other similar law, including, without limitation, laws governing liquidation and receivership, and such proceeding is not dismissed within ninety (90) days after its commencement.
- 3.7.3 Material misrepresentation or falsification of any information provided by either party in the course of dealings between the parties.
- 3.7.4 Failure of the parties to negotiate an amendment necessary for statutory or regulatory compliance as provided in this Agreement.

## ARTICLE 4 — AGREEMENT MANAGEMENT AND NOTICES

- 4.1 **Agreement Management.** The Department shall designate an Agreement Manager who will facilitate communication between Contractor and various administrative units within the Department. All communications from Contractor to the Department pertaining to this Agreement are to be directed to the Agreement Manager at the address and telephone number set forth herein. Nothing in this section shall be construed to prevent the Department’s counsel from contacting Contractor or Contractor’s counsel.
- 4.2 **Notices.** All written notices, requests and communications, unless specifically required to be given by a specific method, may be: (i) delivered in person, obtaining a signature indicating successful delivery; (ii) sent by a recognized overnight delivery service, obtaining a signature indicating successful delivery; (iii) sent by certified mail, obtaining a signature indicating successful delivery; or (iv) transmitted by telefacsimile, producing a document indicating the date and time of successful transmission, to the address or telefacsimile number set forth below. All telephonic communications between the parties shall be made to the telephone number(s) set forth below. Either party may at any time give notice in writing to the other party of a change of name, address, or telephone or telefacsimile number.

To Contractor: Julia R Rietz  
 Champaign County State’s Attorney  
 101 E. Main Street  
 Urbana, Illinois 61801  
 Telephone: 217.384.3733  
 Fax: 217.384.3816

To Department: Illinois Department of Healthcare and Family Services  
 Yvette Perez-Trevino, Agreement Manager  
 Division of Child Support Enforcement  
 32 West Randolph, 16th Floor  
 Chicago, Illinois 60601  
 Telephone: 312.793.3846  
 Fax: 312.793.0878

## ARTICLE 5 — RIGHTS AND RESPONSIBILITIES

### 5.1 Contractor’s Performance of Services and Duties.

- 5.1.1 Contractor shall perform all services and other duties as set forth in this Agreement in accordance with, and subject to, applicable Administrative Rules and Departmental policies

including rules and regulations which may be issued or promulgated from time to time during the term of this Agreement. Contractor shall be provided access of such policies and policy changes.

- 5.1.2 Contractor shall ensure that its employees who provide services under this Agreement are skilled in the profession for which they will be employed. In the event that the Department determines that any individual performing services for Contractor hereunder is not providing such skilled services, the Department shall promptly so notify Contractor and Contractor shall replace that individual.
  - 5.1.3 Contractor shall accept for handling all IV-D matters, as defined in **Section 5.3** of this Agreement and to perform and comply with the duties set forth in the Appendices, attached hereto and made a part hereof.
  - 5.1.4 Contractor and the Department shall provide initial and ongoing training to newly assigned and existing Contractor staff necessary to carry out the responsibilities of this Agreement, including, but not limited to IV-D policy and procedure, Key Information Delivery System (KIDS), statutory provisions and case decisions relating to child support and any other matters mutually agreed upon by the parties.
  - 5.1.5 Contractor shall maintain and provide to the Department and the Office of the Illinois Attorney General a copy of the Contractor's policy and procedure manual, if any, covering all IV-D activities and functions. Updates, corrections or changes affecting IV-D procedure will be submitted to the Department five (5) business days prior to their occurrence.
  - 5.1.6 Contractor shall submit any reports required by the Department, the format and content of which shall be as specified by the Department after consultation with contractor, and any report required by the Federal Office of Child Support Enforcement.
  - 5.1.7 Contractor shall report to the Department, within five (5) business days any information obtained which may be relevant to the eligibility of a Title IV-D client for Public Assistance or for IV-D services.
  - 5.1.8 Contractor and the attorneys it employs shall represent the Department exclusively when handling any case referrals made by the Department under this Agreement. Contractor and the attorneys it employs do not represent the custodial parent, non-custodial parent or any party to the action other than the Department. If Contractor's Office determines that there is an ethical bar to handling a legal action referral (LAR), it shall appoint or ask the court to appoint a Special Assistant State's Attorney for the purpose of representing the Department on said referral. If the State's Attorney in his or her private practice, has previously represented one of the parties in the matter referred to the State's Attorney's Office, the State's Attorney's may forward the referral to the Attorney General's Office for the purpose of representing the Department on said referral.
  - 5.1.9 Contractor understands that the Attorney General is the legal representative for the Department with regard to all appellate proceedings involving Title IV-D cases.
  - 5.1.10 Contractor shall prohibit attorneys employed by Contractor's Office in a full or part-time capacity from accepting any private employment or legal work or from providing any legal advice to any person or entity that would present a conflict of interest or the appearance of a conflict of interest for Contractor's Office, or the attorney personally, in connection with Contractor's representation of the Department under the terms of this Agreement.
- 5.2 Consultation and Performance Reviews.**
- 5.2.1 Contractor shall consult with and keep the Department fully informed as to the progress of all matters covered by this Agreement.
  - 5.2.2 Contractor will be monitored by the Division of Child Support Enforcement. If the Department determines that the Contractor's attempt to comply with one or more provisions of this Agreement is unacceptable, Contractor will develop and submit to the Agreement Manager or the Agreement Manager's designee a written plan for corrective action by mutual agreement with the Department. A corrective action plan must detail the

steps to be taken to bring provision(s) into compliance and an estimate as to when compliance will be achieved. Within thirty (30) calendar days after receipt of the Department's request for a corrective action plan, Contractor shall provide a written plan to the Department. If a written corrective action plan is not received within the thirty (30) calendar day period, the Department may withhold funding. Contractor agrees to take all prescribed steps and actions to comply with the requirements of any corrective action plan agreed upon by the parties.

- 5.2.3** The Department may conduct a post performance review of Contractor's performance under the Agreement. Contractor shall cooperate with the Department in this review, which may require Contractor to provide records of Contractor's performance, including expense information, as set forth in **Section 7.4.2**.

**5.3 Contractor's Duties.** The Contractor shall:

- 5.3.1** Act upon each referral for legal action within thirty (30) calendar days after receipt, by filing, advancing, or rejecting with cause, each child support case referred to the Contractor, consistent with the Illinois Code of Civil Procedures, Child Support Statutes and the Rules of the Circuit Court of Champaign County, Illinois.
- 5.3.2** Cause or request summons, alias summons, and petitions, to be prepared and filed with the Circuit Clerk within thirty (30) calendar days after the Contractor's receipt of written notice of location of absent parent by the Department and enter all court dates into KIDS.
- 5.3.3** Record in KIDS the successful and unsuccessful attempts to serve process within five (5) business days of receiving results of attempts.
- 5.3.4** Within five (5) business days after determining the whereabouts of the absent parent is unknown change status of current address in KIDS to previous.
- 5.3.5** Seek reimbursement from the non-custodial parent for costs incurred by the Department for genetic testing when parentage is established and enter results of genetic testing in KIDS. Reimbursement checks should be sent to Illinois Department of Healthcare and Family Services, Bureau of Fiscal Operations, IV-D Accounting, Attention: Sheila Fitschen, 2200 Churchill Road, Springfield, Illinois 62702.
- 5.3.6** Within ninety (90) calendar days after receipt of referral by the Department for the establishment of a support order, either
- a.** establish an order for support regardless of whether or not parentage has been established on cases referred by the Department to the Contractor, or
  - b.** effect service of process necessary to commence proceedings to establish support and, if necessary, parentage (or document unsuccessful service of process, in accordance with the Department's guidelines defining diligent efforts to serve process in 89 Ill. Adm. Code 160.85 by retaining a copy of the return of service in the case file).

Contractor will also ensure that any deviation from guidelines is noted and explained on the order, and that the amount that would have been ordered under the guidelines is shown. Contractor shall follow state presumptive guidelines on parentage cases. In all parentage cases, support will be calculated from the date the respondent was served with—the complaint. Retroactive support will be requested, consistent with State law and Department rules. Temporary support will be requested until a permanent support order is entered, consistent with State law.

- 5.3.7** Complete actions to establish an order for support regardless of whether or not parentage has been established from the date of service of process within the following time frames:
- (1.) 75 percent in six (6) months;
  - (2.) 90 percent in twelve (12) months.

- 5.3.8 Seek medical insurance coverage for each minor child or each special needs child from the non-custodial parent. Medical insurance coverage must be addressed in all support orders whether or not the NCP is ordered to provide it.
- 5.3.9 Seek entry of orders that provide for immediate income withholding.
- 5.3.10 Unless time limitations are caused by events outside the control of the Contractor, notify the Department at least thirty (30) calendar days in advance of the court date, of the need for Department services, including but not limited to, initial or updated arrearage calculations.
- 5.3.11 Ensure that orders are accurate and complete and submitted to the Clerk of the Circuit Court after the end of each court session.
- 5.3.12 Seek from each non-custodial parent appearing in court his or her Social Security Number, source and the amount of income, home address and employer address. Record any informational additions or changes on the order or data sheet, for data entry into KIDS.
- 5.3.13 Record in KIDS within five (5) business days after a client fails to cooperate in court or fails to keep a scheduled appointment with a member of the Contractor's Office necessary to proceed with the case and subsequent cooperation with the Contractor in the above. Contractor will ensure all instances of client non cooperation and cooperation are addressed in the relevant court order.
- 5.3.14 Provide to the Department a copy of all orders and related data sheets within five (5) business days after the legal action.
- 5.3.15 Provide to the Department information on a client that the Contractor suspects is receiving TANF illegally.
- 5.3.16 Not compromise a debt owed to the Department by agreeing to the reduction of arrearage owed to the Department without the Department's expressed prior approval. Doing so shall result in a reduction of funds payable to the Contractor equal to the amount of the reduction of the debt. If the Contractor relies upon the Department calculations when providing arrearage figures to the court, the Department will not be entitled to liquidated damages. At no time will the Contractor agree to entry of an order excluding use of an Offset Program.
- 5.3.17 Not enter into or agree to the settlement of a pending action in a IV-D case to adjudicate parentage where such settlement contains the exchange of a finding of parentage for a duty of support
- 5.3.18 Immediately upon becoming aware that a case decision may be appealed by the responding party, or that an adverse case decision is a likely candidate for appeal by the Department, the Contractor shall provide the Department with the notice of appeal or copy of the adverse case decision and all supporting documentation in the format prescribed by the Department to:
 

Illinois Department of Healthcare and Family Services Jeanette Badrov Office of General Counsel 100 W. Randolph Street, 10th Fl. Chicago, Illinois 60601	Illinois Department of Healthcare and Family Services Division of Child Support Enforcement Yvette Perez-Trevino Judicial Legal Liaison 32 W. Randolph Street, 16 <sup>th</sup> Fl. Chicago, Illinois 60601	Office of the Illinois Attorney General Public Aid Bureau 500 S. 2nd Street Springfield, Illinois 62706
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- 5.3.19 Provide to the Department's IV-D Judicial Legal Liaison copies of orders where the Court has directed the Department to take a specific action within five (5) business days after entry of order.
- 5.3.20 When requested to do so by the Department, file appropriate post hearing motions in the trial court in connection with adverse case decisions.

- 5.3.21 Record in KIDS the information required for production of complete and accurate KIDS generated monthly activity reports as stipulated in the training in the manual provided by the Dept for KIDS data entry.
  - 5.3.22 Keep the Department informed of Contractor staff assignments as they relate to this Agreement by notifying the Contract Manager.
  - 5.3.23 Respond to status requests and inquiries from the Department within five (5) business days after the request or inquiry.
  - 5.3.24 Correct technical non-substantive errors on rejected orders within two (2) weeks after being notified of the error, and file motions to correct substantive errors such that the errors are corrected within sixty (60) calendar days after being notified of the error. However, if the order was prepared pro se, by a private attorney, or by "Friend of the Court" on behalf of an NA client, the requirement to correct within deadlines specified do not take effect until the client accepts the State's Attorney's appearance in the NA case
  - 5.3.25 Seek an order for Court Monitored Job Search for unemployed but employable non-custodial parents, pursuant to the policy and procedures in effect for these programs.
  - 5.3.26 Seek orders specifying the amount of arrearage owed and oppose entry of orders containing language departing from federally required distribution of child support payments. All child support orders entered must be made payable to the State Disbursement Unit.
- 5.4 Department's Duties.** The Department shall:
- 5.4.1 Refer or cause to be referred to Contractor IV-D matters involving the establishment of parentage and the establishment, modification, enforcement and collection of child support obligations.
  - 5.4.2 Inform Contractor of changes and amendments to Federal and State laws, rules, regulations, policy and procedures affecting the handling of IV-D cases by Contractor within five (5) business days after receiving said changes and amendments.
  - 5.4.3 Provide assistance to Contractor in the preparation of pleadings, including a determination of arrearages owed, as reflected in Department, State Disbursement Unit and court payment records.
  - 5.4.4 Review all cases referred to Contractor to insure that information is both pertinent and accurate and that documents are complete.
  - 5.4.5 Make available to Contractor the services of its State Parent Locator Service.
  - 5.4.6 Provide access to IV-D case records of the Department for use by Contractor in performing its duties under this Agreement.
  - 5.4.7 Inform Contractor, within time periods required by Federal regulations or Department policy, of any change in the status or composition of a IV-D case which would affect handling of the case by Contractor.
  - 5.4.8 Monitor on a monthly basis Contractor's performance of and compliance with the duties undertaken in this Agreement.
  - 5.4.9 Provide training to Department or Contractor staff on specific issues of mutual concern.
  - 5.4.10 Furnish, at the request of Contractor, available assistance, information and documents needed by Contractor in order to verify payments, amount of collections, or reduction of claims.
- 5.5 Joint Obligations.** The parties agree that the duties undertaken in this Agreement shall be performed in accordance with all applicable Federal and State laws, rules, regulations, policy and procedures including, but not limited to the following:



- 5.5.1 Title IV-D of the Social Security Act, 42 USC section 651 *et seq.*
- 5.5.2 Federal regulations promulgated under Title IV-D of the Social Security Act and appearing at Title 45 Code of Federal Regulations.
- 5.5.3 Department rules pertaining to the establishment of parentage and the establishment, modification and enforcement of child support and medical support obligations in IV-D cases, appearing in Title 89 Illinois Administrative Code.
- 5.5.4 The Department's Child Support Enforcement Manual.
- 5.5.5 Title IV-D Action Transmittals issued by the Federal Office of Child Support Enforcement.
- 5.5.6 Department letters and memoranda prescribing or interpreting IV-D policy and procedures.

## ARTICLE 6 — BILLING AND PAYMENT

- 6.1 **Amount of Payment.** The maximum amount of the Department's obligation under this Agreement is **\$359,616**. Contractor's budget (**Appendix A, Part 1**) and Personnel Services Detail (**Appendix A, Part 2**), as approved by the Department, are set forth in the Appendices and made a part hereof.
- 6.2 **Billing.** Contractor shall submit reports to the Department of actual expenditures no later than the 15th day of the month following the month of service. Reports shall detail services performed by date and individual performing the services. Invoices shall meet the following requirements:
  - 6.2.1 All funds under the terms of this Agreement are to be used for the express purpose of IV-D matters.
  - 6.2.2 All record keeping shall be in accordance with sound accounting standards.
  - 6.2.3 The amount shown on each invoice shall be in accordance with the rates established in the Agreement.
  - 6.2.4 Contractor shall sign and submit to the Department reports of actual IV-D related expenditures five (5) business days following the month of such expenditures. Any transfers of funds between budget line items will be specified. The Department will authorize payment to Contractor within thirty (30) calendar days after receipt of complete, accurate and valid expenditure reports with appropriate documentation. Reports shall be mailed to:
 

Illinois Department of Healthcare and Family Services  
Division of Finance  
Expenditure Processing and Reconciliation Unit  
509 S. 6th Street, 5th Floor  
Springfield, Illinois 62701
  - 6.2.5 Contractor agrees to maintain and submit to the Department records, including but not limited to, payroll records, purchase orders, leases, billings, adequate to identify total time expended each month by Contractor staff filling positions indicated in **Appendix A** and the purpose for which any non-personnel funds were expended under this Agreement. For purposes of amounts reimbursable under **Article 6**, only those expenses or portions thereof stated in **Appendix A** are reimbursable. For non-personnel items, Contractor agrees to provide proofs of payments, in the form of canceled checks, contractor invoices (stating paid in full) or any other proof that payment has been made. Contractor agrees to provide time sheets for any temporary employees or contractual employees hired by Contractor to fulfill the duties of this Agreement.

- 6.3. Reimbursement.** The Department shall reimburse Contractor for Contractor's performance of all duties and obligations hereunder. Unless specifically provided herein, no payment shall be made by the Department for extra charges, supplies or expenses. Reimbursement is subject to the following:
- 6.3.1** The Department shall not be liable to pay Contractor for any supplies provided or services performed or expenses incurred prior to the term of this Agreement.
  - 6.3.2** Reimbursement will be made in the amount expended to date of expenditure report.
  - 6.3.3** All reports required under this Agreement must be received by the Department within the time period set forth in this Agreement.
  - 6.3.4** The parties will make final determination of the necessary expenditures Contractor has incurred as a result of this Agreement. Such expenditures, mutually agreed upon and subject to Federal Financial Participation (FFP), shall be determined as of the close of business on the date of termination of this Agreement from expenditure reports submitted by Contractor. The Department will reimburse Contractor for any underpayment of such finally determined expenditures and Contractor shall reimburse the Department for any overpayment.
  - 6.3.5** Reimbursements made by the Department pursuant to this article shall constitute full payment owed to Contractor by the Department or the IV-D client under Federal or State law for the duties performed by Contractor under this Agreement. Contractor shall not seek any additional payment from the Department or the IV-D client for the performance of these duties.
  - 6.3.6** Contractor shall be solely responsible and liable for all expenditure disallowance resulting from Contractor's actions as set forth in any audit by the federal Office of Child Support Enforcement or by the Department. Contractor shall reimburse the Department for the amount of any such disallowance; provided however, the Department will be required to give Contractor timely notice of any such disallowances and an opportunity to rebut any question of Contractor's liability. Contractor, however, will not be held liable for any disallowance concerning expenditures Contractor undertook at the written request of, or with the written approval of, the Department.
  - 6.3.7** All Title IV-D funds held by Contractor (not including reimbursements for expenditures made pursuant to this agreement previously made by Contractor) shall be deposited in an interest-bearing bank account and any interest earned on this Title IV-D money shall be identified and deducted from actual expenditures reported to the Department each month.
  - 6.3.8** If the Department determines that this Agreement is a grant, then the terms of the Grant Funds Recovery Act (30 ILCS 705/1 *et seq.*) shall apply.
  - 6.3.9** Prior written approval from the Department's Agreement Manager must be secured by Contractor in order to receive reimbursement for the following:
    - a.** The cost of new or additional leases or rental agreements for either real or personal property;
    - b.** The cost of any non-expendable personal property exceeding \$750.00 in unit cost and having a life expectancy of more than one year. After receiving said request, the Department shall provide a written response within ten (10) business days for electronic data processing (EDP) equipment requests and three (3) business days for non EDP equipment requests. Any equipment purchased during the terms of this Agreement, if approved by the Department, having a unit acquisition cost of \$25,000 or less may be claimed in the period acquired. Equipment purchased and approved by the Department under the terms of this Agreement having a unit acquisition cost of more than \$25,000 shall be depreciated in equal amounts over a five-year period, at the discretion of the Department.
  - 6.3.10** Contractor shall be responsible for obtaining hardware, software and office equipment maintenance agreements, excluding software purchased by the Department and for purchasing supplies (i.e., paper, toner, ink cartridges, cleaning kits) for all equipment under

this or any Agreement between the parties. All purchases made in regards to this **Article 6.3.10** are reimbursable up to the limit of the entire budget amount found in **Appendix A** of this Agreement.

- 6.3.11** Each local Contractor's Office will be connected to the HFS KIDS system via a Department-provided Child Support data circuit installed to the County facility. Contractor will work with the Department's technical staff to establish this connectivity in the most cost effective manner possible for the taxpayers of Illinois. As technology changes are made by the Department and the State of Illinois that allow more cost effective connectivity solutions, Contractor will work with the Department's technical staff to allow these solutions to be used for Department-provided connections at Contractor's Office.
- 6.4 Retention of Payments.** In addition to pursuit of actual damages, or termination of this Agreement, if any failure of Contractor to meet any requirement of this Agreement result in the withholding of Federal funds from the State, the Department will withhold and retain an equivalent amount from payment(s) to Contractor until such Federal funds are released to the State, at which time the Department will release to Contractor the equivalent withheld funds.
- 6.5. Computational Error.** The Department reserves the right to correct any mathematical or computational error in payment subtotals or total contractual obligation. The Department will notify Contractor of any such corrections.
- 6.6. Travel.** Payment for travel expenses will be made by the Department in accordance with the Department's Employee Travel Regulations.
- 6.7 State Fiscal Year.**
- 6.7.1** Notwithstanding any other provision of this Agreement, all invoices for supplies ordered or services performed and expenses incurred by Contractor prior to July 1 of each year must be presented to the Department no later than August 5th of each year in order to ensure payment under this Agreement. Failure by Contractor to present such invoices prior to August 5th may require Contractor to seek payment of such invoices through the Illinois Court of Claims and the Illinois General Assembly.
- 6.7.2** All payments shall be made to conform to State fiscal year requirements regardless of what might or might not be stated elsewhere in this Agreement or any order placed pursuant to the Agreement. Contracts that extend beyond the end of the State's fiscal year (July 1 - June 30), or the payments thereon, may have to be prorated to ensure funds of the appropriate fiscal year are utilized for payment.
- 6.7.3** It is recognized by the parties that payments at the beginning of the State's fiscal year (July and August payments) are often delayed because of the appropriation process. Such delayed payments shall not be considered late for any purpose nor shall they constitute a breach.

## **ARTICLE 7 — GENERAL TERMS**

- 7.1 Amendments.** This Agreement may be amended or modified by the mutual consent of the parties at any time during its term. Amendments to this Agreement must be in writing and signed by the parties. No change, in addition to, or waiver of any term or condition of this Agreement shall be binding on the Department unless approved in writing by an authorized representative of the Department.
- 7.2 Amendments Necessary for Statutory or Regulatory Compliance.** Contractor shall, upon request by the Department and receipt of a proposed amendment to this Agreement, negotiate in good faith with the Department to amend the Agreement if and when required, in the opinion of the Department, to comply with Federal or State laws or regulations. If the parties are unable to agree upon an amendment within sixty (60) days, or such shorter time required by Federal or State law or regulation, the Department may terminate this Agreement.

- 7.3 Assignment and Subcontracting.** After notice to Contractor, the Department may transfer this Agreement or payment responsibility to another State agency, or assign this Agreement to a third party for financing purposes. Assignment, subcontracting, or transfer of all or part of the interests of Contractor in the work covered by this Agreement is prohibited without prior written consent of the Department. In the event the Department gives consent to Contractor to assign, subcontract or transfer all or part of the interests of Contractor in the work covered by this Agreement, the following provisions shall apply:
- 7.3.1** The terms and conditions of this Agreement shall apply to and bind the party or parties to whom such work is subcontracted, assigned, or transferred as fully and completely as Contractor is hereby bound and obligated.
  - 7.3.2** Any proposed assignee, subcontractor or transferee must meet the same requirements applicable to Contractor, including, but not limited to, certifications and disclosures.
  - 7.3.3** Contractor shall list the names and addresses of all subcontractors in an addendum to this Agreement, together with the anticipated amount of money that each subcontractor is expected to receive pursuant to this Agreement.
- 7.4 Audits and Records.**
- 7.4.1 Right of Audit.** This Agreement, and all books, records, and supporting documents related thereto, shall be available for review or audit by the Department, the Office of Inspector General for the Department, the United States Department of Health and Human Services, the Illinois Auditor General and other State and Federal agencies with monitoring authority related to the subject matter of this Agreement (“Authorized Persons”), and Contractor agrees to cooperate fully with any such review or audit. Upon reasonable notice by any Authorized Person, Contractor shall provide, in Illinois, or any other location designated by the Authorized Person, during normal business hours, full and complete access to the relevant portions of Contractor’s books and billing records as they relate to payments under this Agreement. If the audit findings indicate overpayment(s) to Contractor, the Department shall adjust future or final payments otherwise due Contractor. If no payments are due and owing Contractor, or if the overpayments(s) exceed the amount otherwise due Contractor, Contractor shall immediately refund all amounts which may be due to the Department.
  - 7.4.2 Retention of Records.** Contractor shall maintain all business, professional, and other records in accordance with State law 45 CFR Part 74, 45 CFR Part 160 and 45 CFR Part 164 subparts A and E, the specific terms and conditions of this Agreement, and pursuant to generally accepted accounting practice. Contractor shall maintain such books and records for a period of six (6) years from the later of the date of final payment under the Agreement or completion of the Agreement, adequate books, records, and supporting documents to verify the amounts, recipients, and uses of all disbursements of funds passing in conjunction with this Agreement. If an audit, litigation, or other action involving the records is begun before the end of the six-year period, the records must be retained until all issues arising out of the action are resolved. Failure to maintain the books, records, and supporting documents required by this Article shall establish a presumption in favor of the Department for the recovery of any funds paid by the Department under the Agreement for which adequate books, records, and other documents are not available to support the purported disbursement.
  - 7.4.3 Federal Audits of States, Local Government and Non-Profit Organizations.** Contractors that expend \$500,000 or more in federal funds during Contractors’ fiscal year are required to meet the provisions of the Federal Office of Management and Budget (OMB) Circular A-133 “Audits of States, Local Government and Non-Profit Organizations”. Audits conducted for the purpose of satisfying the A-133 requirements must be completed by a Certified Public Accountant or Certified Public Accounting Firm licensed in the State of Illinois. Contractor shall submit the audit within the earlier of 30 days after receipt of the auditor's report or nine months after the end of the audit period. Failure to meet the requirements contained in this section shall result in the suspension of

funding and/or sanctions as prescribed in Subpart B Section 225 of OMB Circular A-133. The auditor's report is to be sent to:

Brian Bond  
Illinois Department of Healthcare and Family Services  
Division of Finance  
A-133 Unit  
201 South Grand Avenue East, Second Floor  
Springfield, Illinois 62702

The Department may, at its option, provide notice to Contractor that Contractor will be required to submit an A-133 audit report and any related materials. Such notice does not relieve Contractor from its responsibilities to determine the need to obtain an audit required by Circular A-133. Contractor shall comply with the Department's instructions for completing the A-133 audit report and any related materials.

**7.5 Background Checks.** The Department reserves the right to conduct background checks of Contractor's officers, employees or agents who would directly supervise the Agreement or physically perform the Agreement requirements at Department facilities to determine their suitability for performing this Agreement. If the Department finds such officer, employee or agent to be unsuitable, the Department reserves the right to require Contractor to provide a suitable replacement immediately.

**7.6 Choice of Law.** This Agreement shall be governed by and construed in accordance with the laws of the State of Illinois. Any claim against the Department arising out of this Agreement must be filed exclusively with the Illinois Court of Claims (705 ILCS 505/1) or, if jurisdiction is not accepted by that court, with the appropriate State or Federal court located in Sangamon County, Illinois. The State shall not enter into binding arbitration to resolve any Agreement dispute. The State of Illinois does not waive sovereign immunity by entering into this Agreement.

**7.7 Confidentiality.**

**7.7.1 Proprietary Information.** Performance of the Agreement may require Contractor to have access to and use of documents and data which may be confidential or considered proprietary to the State or to a State County, or which may otherwise be of such a nature that its dissemination or use, other than in performance of the Agreement, would be adverse to the interest of the State or others. Any documents or data obtained by Contractor from the Department in connection with carrying out the services under this Agreement shall be kept confidential and not provided to any third party unless disclosure is approved in writing by the Department. Each party shall protect the confidentiality of information provided by the other party, or to which the receiving party obtains access by virtue of its performance under this Agreement, that either has been reasonably identified as confidential by the disclosing party or by its nature warrants confidential treatment. The receiving party shall use such information only for the purpose of this Agreement and shall not disclose it to anyone except those of its employees who need to know the information. These nondisclosure obligations shall not apply to information that is or becomes public through no breach of this Agreement that is received from a third party free to disclose it that is independently developed by the receiving party, or that is required by law to be disclosed. Confidential information shall be returned to the disclosing party upon request.

**7.7.2 Confidentiality of Program Recipient Identification.** Contractor shall ensure that all information, records, data, and data elements pertaining to applicants for and recipients of public assistance, or to providers, facilities, and associations, shall be protected from unauthorized disclosure by Contractor, Contractor's employees, and subcontractors and their employees, pursuant to 305 ILCS 5/11-9, 11-10, and 11-12; 42 USC 654(26); 42 CFR Part 431, Subpart F; and 45 CFR Part 160 and 45 CFR Part 164, Subparts A and E. To the extent that Contractor, in the course of performing the Agreement, serves as a business associate of the Department, as "business associate" is defined in the HIPAA Privacy Rule (45 CFR 160.103), Contractor shall assist the Department in responding to the client as

provided in the HIPAA Privacy Rule, and shall maintain for a period of six (6) years any records relevant to a client's eligibility for services under the Department's medical programs.

- 7.8 Disputes Between Contractor and Other Parties.** Any dispute between Contractor and any subcontractor or other party, shall be solely between such party or subcontractor and Contractor, and the Department shall be held harmless by Contractor.
- 7.9 Fraud and Abuse.** Contractor shall report in writing to the Agency's Office of Inspector General (OIG) any suspected fraud, abuse or misconduct associated with any service or function provided for under this Agreement by any parties directly or indirectly affiliated with this Agreement including but not limited to, Contractor staff, Contractor Subcontractor, Agency employee or Agency contractor. Contractor shall make this report within three days after first suspecting fraud, abuse or misconduct. Contractor shall not conduct any investigation of the suspected fraud, abuse or misconduct without the express concurrence of the OIG; the foregoing notwithstanding, Contractor may conduct and continue investigations necessary to determine whether reporting is required under this paragraph. Contractor must report to OIG as described in the first sentence above. Contractor shall cooperate with all investigations of suspected fraud, abuse or misconduct reported pursuant to this paragraph. Contractor shall require adherence with these requirements in any contracts it enters into with Subcontractors. Nothing in this paragraph precludes Contractor or its Subcontractors from establishing measures to maintain quality of services and control costs that are consistent with their usual business practices, conducting themselves in accordance with their respective legal or contractual obligations or taking internal personnel-related actions.
- 7.10 Gifts.** Contractor and Contractor's principals, employees and subcontractors are prohibited from giving gifts to Department employees, and from giving gifts to, or accepting gifts from, any person who has a contemporaneous Agreement with the Department involving duties or obligations related to this Agreement.
- 7.11 Indemnification.**
- 7.11.1** Contractor assumes all risk of loss and shall indemnify and hold the State, its officers, agents and employees harmless from and against any and all liabilities, demands, claims, suits, losses, damages, causes of action, fines or judgments, including costs, attorneys' and witnesses' fees, and expenses incident thereto, for any and all injuries to persons (including death), and any or all loss of, damage to, or destruction of property (including property of the State), resulting from the negligent or intentional acts or omissions of Contractor or any employee, agent, or representative of Contractor or Contractor's subcontractors. Contractor shall do nothing to prejudice the State's right to recover against third parties for any loss, destruction of, or damage to State property, and shall upon request and at the State's expense, furnish to the State all reasonable assistance and cooperation, including assistance in the prosecution of suit and the execution of instruments of assignment in favor of the State in obtaining recovery.
- 7.11.2** Neither party shall be liable for incidental, special or consequential damages.
- 7.11.3** Contractor further agrees to assume all risk of loss and to indemnify and hold the Department and its officers, agents, and employees harmless from and against any and all liabilities, demands, claims, suits, losses, damages, causes of action, fines or judgments including costs, attorneys' and witnesses' fees, and expenses incident thereto, for Contractor's failure to pay any subcontractor, either timely or at all, regardless of the reason.
- 7.12 Media Relations and Public Information.** Subject to any disclosure obligations of Contractor under applicable law, rule, or regulation, news releases pertaining to this Agreement or the services or project to which it relates shall only be made with prior approval by, and in coordination with, the Department. Contractor shall not disseminate any publication, presentation, technical paper, or other information related to Contractor's duties and obligations under this Agreement unless such dissemination has been previously approved in writing by the Department.

**7.13 Multiple Counterparts.** This Agreement may be executed in one or more counterparts, all of which shall be considered to be one and the same document, binding on all parties hereto, notwithstanding that all parties are not signatories to the same counterpart.

**7.14 Nondiscrimination.** In compliance with the State and Federal Constitutions, the Illinois Human Rights Act, the U. S. Civil Rights Act, and Section 504 of the Federal Rehabilitation Act, the Department does not unlawfully discriminate in employment, Agreements, or any other activity. Contractor and Contractor's principals, employees and subcontractors shall abide by all Federal and State laws, regulations and orders which prohibit discrimination because of race, creed, color, religion, sex, national origin, ancestry, age, or physical or mental disability, including but, not limited to, the Federal Civil Rights Act of 1964, the Americans with Disabilities Act of 1990, the Federal Rehabilitation Act of 1973, the Illinois Human Rights Act, and Executive Orders 11246 and 11375. Contractor further agrees to take affirmative action to ensure that no unlawful discrimination is committed in any manner, including, but not limited to, in the delivery of services under this Agreement.

**7.15 Non-solicitation of Employees.** Contractor shall give notice to the Department's Ethics Officer, or such other person as the Department may designate, if Contractor solicits or intends to solicit for employment any Department employee during any part of the term of this Agreement and for one (1) year after its termination or expiration. This notice shall be given in writing at the earliest possible time. Contractor shall not employ any person or persons employed by the Department at any time during the term of this Agreement for any work required by the terms of this agreement.

**7.16 Purchase of Equipment.**

**7.16.1** In accordance with the provisions of 45 CFR 95.705, 44 Ill. Adm. Code 5010.660, and other State and Federal laws and regulations, Contractor shall transfer to the Department, upon request, all equipment purchased under the terms of this or any preceding Agreement between the parties, if this Agreement is terminated or if said equipment is no longer needed by Contractor to perform its duties under this Agreement.

**7.16.2** Contractor shall establish, maintain and update complete inventory lists of all equipment purchased and received with contract funds. Separate inventory lists shall be kept for EDP equipment and for other equipment, and shall include all existing equipment which had been previously purchased with contract funds and all equipment purchased and received with contract funds during the period of this Agreement. Contractor must conduct an annual inventory and submit a detailed report of equipment and furniture to the Department's Agreement Manager. This report must list information stipulated in 45 CFR 74.34(f) and must be signed by a responsible party attesting to the accuracy and completeness of the report. This report must list at a minimum the following information:

- a. Description
- b. Manufacturer's serial number, model number, Federal stock number, national stock number or other identification number
- c. Acquisition date
- d. Location and condition of equipment and date information was reported
- e. Unit acquisition cost

Contractor shall submit this report no later than December 31st to:  
Illinois Department of Healthcare and Family Services  
Division of Child Support Enforcement  
Attn: Yvette Perez-Trevino, Agreement Manager  
32 W. Randolph Street, Room 1600  
Chicago, Illinois 60601

**7.17 Rules of Construction.** Unless the context otherwise requires or unless otherwise specified, the following rules of construction apply to this Agreement:

**7.17.1** Provisions apply to successive events and transactions;

**7.17.2** "Or" is not exclusive;

- 7.17.3 References to statutes and rules include subsequent amendments and successors thereto;
  - 7.17.4 The various headings of this Agreement are provided for convenience only and shall not affect the meaning or interpretation of this Agreement or any provision hereof;
  - 7.17.5 If any payment or delivery hereunder shall be due on any day which is not a business day, such payment or delivery shall be made on the next succeeding business day;
  - 7.17.6 "Days" shall mean calendar days; "business day" shall mean a weekday (Monday through Friday), excluding State holidays, between the hours of 8:30 a.m. Central Time and 5:00 p.m. Central Time;
  - 7.17.7 Use of the male gender (e.g., "he", "him," "his") shall be construed to include the female gender (e.g., "she", "her"), and vice versa; and
  - 7.17.8 Words in the plural which should be singular by context shall be so read, and vice versa.
  - 7.17.9 References to "Department," "Illinois Department of Healthcare and Family Services" or "HFS" shall include any successor agency or office charged with administering the Child Support Enforcement Program under the Illinois Public Aid Code (305 ILCS 5/1-1 *et seq.*).
- 7.18 **Severability.** In the event that any provision, term or condition of this Agreement is declared void, unenforceable, or against public policy, then said provision, term or condition shall be construed as though it did not exist and shall not affect the remaining provisions, terms, or conditions of this Agreement, and this Agreement shall be interpreted as far as possible to give effect to the parties' intent.
- 7.19 **Sexual Harassment.** Contractor shall have written sexual harassment policies which shall comply with the requirements of 775 ILCS 5/2-105.
- 7.20 **Survival of Obligations.** Those obligations under this Agreement which by their nature are intended to continue beyond the termination or expiration of this Agreement shall survive the termination or expiration of this Agreement.

## ARTICLE 8 - CERTIFICATIONS.

By signing this Agreement, Contractor makes the following certifications and warranties. This Agreement may be terminated immediately or upon notice by the Department in its sole discretion upon Contractor's failure to maintain these certifications and warranties.

### 8.1 General Warranties of Contractor.

- 8.1.1 The services and deliverables products herein required to be performed or provided will be completed in a good and professional manner.
- 8.1.2 The person executing this Agreement on behalf of Contractor is duly authorized to execute the Agreement and bind Contractor to all terms and conditions hereunder.
- 8.1.3 For a period of ninety (90) days after completion of all services and deliverable products provided for under this Agreement and any subsequent related Agreement, and acceptance of the same by the Department, any defects or problems found in the work performed or submitted by Contractor will be expeditiously corrected by Contractor without additional charge to the Department.
- 8.1.4 Violation of any of these warranties by Contractor shall subject this Agreement to automatic termination.

8.2 **Bribery.** Contractor is not barred from being awarded an Agreement or subcontract under Section 50-5 of the Illinois Procurement Code, 30 ILCS 500/1-1 *et seq.*

8.3 **Child Support.** Contractor shall ensure that its employees who provide services to the Department under this Agreement are in compliance with child support payments pursuant to a court or



administrative order of this or any other State. Contractor will not be considered out of compliance with the requirements of this Article if, upon request by the Department, Contractor provides:

- 8.3.1** Proof of payment of past due amounts in full;
  - 8.3.2** Proof that the alleged obligation of past due amounts is being contested through appropriate court or administrative proceedings and Contractor provides proof of the pendency of such proceedings; or
  - 8.3.3** Proof of entry into payment arrangements acceptable to the appropriate State agency.
- 8.4 Conflict of Interest.** Contractor is not prohibited from contracting with the Department on any of the bases provided in 30 ILCS 500/50-13. Contractor and Contractor's principals, employees and subcontractors neither have nor shall acquire any interest, public or private, direct or indirect, which may conflict in any manner with performance under this Agreement, and Contractor shall not employ any person having such an interest in connection with Contractor's performance under the Agreement. Contractor shall be under a continuing obligation to disclose any conflicts to the Department, which shall, in its sole good faith discretion, determine whether such conflict is cause for the non-execution or termination of the Agreement.
- 8.5 Debarment and Suspension.** Contractor shall review the list of sanctioned persons maintained by the Agency's Office of Inspector General (OIG) (available at <http://www.state.il.us/agency/oig>), and the Excluded Parties List System maintained by the U.S. General Services Administration (available at <http://epls.arnet.gov>). Contractor shall terminate its relations with any Ineligible Person immediately upon learning that such Person or Provider meets the definition of an Ineligible Person and notify the OIG of the termination.
- 8.6 Federal Taxpayer Identification Number and Legal Status Disclosure.** Contractor has completed **Attachment A** and certifies, under penalties of perjury, that the information contained thereon is correct.
- 8.7 Legal Ability To Contract:** Contractor certifies it is under no legal prohibition on contracting with the State of Illinois, has no known conflicts of interest and further specifically certifies that:
- 8.7.1** Contractor, its employees and subcontractors will comply with applicable provisions of the U.S. Civil Rights Act, Section 504 of the Federal Rehabilitation Act, the Americans with Disabilities Act (42 U.S.C. § 12101 *et seq.*) and applicable rules in performance under this Contract.
  - 8.7.2** Contractor will provide a drug free workplace, pursuant to the Drug Free Workplace Act (30 ILCS 580).
  - 8.7.3** Neither Contractor nor any substantially owned affiliate is participating or shall participate in an international boycott in violation of the U.S. Export Administration Act of 1979 or the applicable regulations of the U.S. Department of Commerce. This certification applies to contracts that exceed \$10,000 (30 ILCS 582).
  - 8.7.4** Contractor complies with the Illinois Department of Human Rights Act and rules applicable to public contracts, including equal employment opportunity, refraining from unlawful discrimination, and having written sexual harassment policies (775 ILCS 5/2-105).
  - 8.7.5** Contractor does not pay dues to, or reimburse or subsidize payments by its employees for, any dues or fees to any "discriminatory club" (775 ILCS 25/2).
  - 8.7.6** Contractor complies with the State Prohibition of Goods from Forced Labor Act, and certifies that no foreign-made equipment, materials, or supplies furnished to the State under the contract have been or will be produced in whole or in part by forced labor, convict labor, or indentured labor under penal sanction (30 ILCS 583/1 *et seq.*).
  - 8.7.7** Contractor complies with the State Prohibition of Goods from Child Labor Act, and certifies that no foreign-made equipment, materials, or supplies furnished to the State under the contract have been produced in whole or in part by the labor of any child under the age of 12 (30 ILCS 584/1 *et seq.*).

- 8.7.8** Contractor certifies that it is not in violation of Section 50-14.5 of the Illinois Procurement Code that states, “Owners of residential buildings who have committed a willful or knowing violation of the Lead Poisoning Prevention Act (410 ILCS 45) are prohibited from doing business with the State of Illinois or any State agency until the violation is mitigated.”
- 8.7.9** In accordance with 30 ILCS 587/1 *et seq.*, all information technology, including electronic information, software, systems and equipment, developed or provided under this contract must comply with the applicable requirements of the Illinois Information Technology Accessibility Act Standards as published at [www.dhs.state.il.us/iitaa](http://www.dhs.state.il.us/iitaa).
- 8.7.10** If required, Contractor has disclosed on forms provided by the State, and agrees it is under a continuing obligation to disclose to the State, financial or other interests (public or private, direct or indirect) that may be a potential conflict of interest or which would prohibit Contractor from having or continuing the Agreement. This includes, but is not limited to conflicts under the “Infrastructure Task Force Fee Prohibition” section of the State Finance Act (30 ILCS 105/8.40), Article 50 of the Illinois Procurement Code (30 ILCS 500/50), or those which may conflict in any manner with Contractor’s obligation under this Agreement. Contractor shall not employ any person with a conflict to perform under this Agreement. If any elected or appointed State officer or employee, or the spouse or minor child of same has any ownership or financial interest in the Contractor or the Agreement, Contractor certifies it has disclosed that information to the State if required, on forms provided by the State, and any waiver of the conflict has been issued in accordance with applicable law and rule. A waiver is required if:
- a. the person intending to contract with the State, their spouse or child: (i) holds an elective office in Illinois; (ii) holds a seat in the Illinois General Assembly; (iii) is an officer or employee of the Capital Development Board or the Illinois Toll Highway Authority; or holds an appointed position or is employed in any of the offices or agencies of the State government and who receives compensation for such employment in excess of 60% of the salary of the Governor (currently \$106,447.20). (The conflict of interest threshold of 60% of the Governor's salary set forth in Section 50-13 does not apply to elective office holders, legislators, and officers or employees of the Capital Development Board or the Illinois Toll Highway Authority.);
  - b. the contract is with a firm, partnership, association or corporation in which a person referenced in a) above receives more than 7.5% of the total distributable income or an amount in excess of the salary of the Governor (currently \$177,412.00).
  - c. the contract is with a firm, partnership, association or corporation in which a person referenced in b) above, together with their spouse or minor child, receives more than 15% in the aggregate of the total distributable income or an amount in excess of 2 times the salary of the Governor (currently \$354,824.00) from the firm, partnership, association or corporation.
- 8.8 Licenses and Certificates.** Contractor and Contractor’s principals, employees, and subcontractors possess all certificates or licenses, including professional, necessary to perform the duties and obligations under this Agreement; any certificates or licenses are currently in good standing with the certifying or licensing entity or entities; any certificates or licenses will continue to be maintained in good standing. Contractor may meet the license requirement through use of a subcontractor; provided however, Contractor’s use of a subcontractor in that circumstance does not relieve Contractor of any obligations under the Agreement.
- 8.9 New Hire Reporting and Electronic Funds Transfer of Child Support Payments.** Contractor certifies that it shall comply with the requirements of 820 ILCS 405/1801.1 and 750 ILCS 28.35.
- 8.10 Nonsolicitation of Agreement.** Contractor has not employed or retained any company or person, other than a bona fide employee working solely for Contractor, to solicit or secure this Agreement, and has not paid or agreed to pay any company or person, other than a bona fide employee working solely for Contractor, any fee, commission, percentage, brokerage fee, gifts or any other

consideration contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, the Department shall have the right to annul this Agreement without liability or, in its discretion, to deduct from compensation otherwise due Contractor such commission, percentage, brokerage fee, gift or contingent fee.

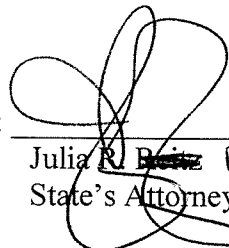
- 8.11 Prevailing Wage.** Contractor shall comply with the Davis-Bacon Act, 40 USC 276a, and the Illinois Prevailing Wage Act, 820 ILCS 130/0.01, *et seq.*, as applicable.
- 8.12 Revolving Door.** Contractor is not in violation of section 50-30 of the Illinois Procurement Code, 30 ILCS 500/50-30.

**In Witness Whereof**, the parties have hereunto caused this Agreement to be executed on the dates shown, by their duly authorized representatives.

**THE STATE OF ILLINOIS  
DEPARTMENT OF HEALTHCARE  
AND FAMILY**

**CHAMPAIGN COUNTY, ILLINOIS**

By: \_\_\_\_\_  
Julie Hamos  
Director

By:  \_\_\_\_\_  
Julia R. ~~Beitz~~ Rietz  
State's Attorney

Date: \_\_\_\_\_

Date: 5/3/10

**APPROVED:**

By: \_\_\_\_\_  
Lisa Madigan  
Illinois Attorney General

By: \_\_\_\_\_  
C. Pius Weibel, Chairman  
Champaign County Board

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**APPENDIX B Part 2 of 2**  
**AUTHORIZED POSITIONS – SFY11**  
**CHAMPAIGN COUNTY STATE’S ATTORNEY**

<b>POSITION TITLES</b>	<b>IV-D%</b>	<b>Number of Positions</b>
Full Time Positions:		
Senior Assistant State’s Attorney	100%	1
Assistant State’s Attorney	100%	1
Paralegal	67%	1
Legal Secretary	100%	2
Receptionist/Legal Secretary	100%	1
Part Time Positions:		
Investigator	100%	1
Temporary/File Clerks/Interns	100%	Multiple

**Attachment A**

**Taxpayer Identification Certification**

- A. Contractor certifies that:
  - 1. The number shown on this form is Contractor's correct taxpayer identification number (or Contractor is waiting for a number to be issued to Contractor); **and**
  - 2. Contractor is not subject to backup withholding because:
    - (a) Contractor is exempt from backup withholding, or
    - (b) Contractor has not been notified by the Internal Revenue Service (IRS) that Contractor is subject to backup withholding as a result of a failure to report all interest or dividends, or
    - (c) The IRS has notified Contractor that Contractor is no longer subject to backup withholding, **and**
  - 3. Contractor is a U.S. person (including a U.S. resident alien).

B. Contractor's Name: **Champaign County State's Attorney**

C. Contractor's Taxpayer Identification Number:

Social Security Number (SSN):

or

Employer Identification Number (EIN): **37-6006910**

*(If Contractor is an individual, enter Contractor's name and SSN as it appears on Contractor's Social Security Card. If Contractor is completing this certification for a sole proprietorship, enter the owner's name followed by the name of the business and the owner's SSN or EIN. For all other entities, enter the name of the entity as used to apply for the entity's EIN and the EIN.)*

D. Contractor's Legal Status (check one):

- |   |  |
|---|--|
| <input type="checkbox"/> Individual   | <input checked="" type="checkbox"/> Governmental |
| <input type="checkbox"/> Sole Proprietor  | <input type="checkbox"/> Nonresident alien       |
| <input type="checkbox"/> Partnership/Legal Corporation  | <input type="checkbox"/> Estate or trust         |
| <input type="checkbox"/> Tax-exempt   | <input type="checkbox"/> Pharmacy (Non-Corp.)    |
| <input type="checkbox"/> Corporation providing or billing medical or health care services     | <input type="checkbox"/> Pharmacy/Funeral        |
| <input type="checkbox"/> Corporation NOT providing or billing medical or health care services | <input type="checkbox"/> Home/Cemetery (Corp)    |
|   | <input type="checkbox"/> Other:                  |

THE UNDERSIGNED AFFIRMS, UNDER PENALTIES OF PERJURY, THAT HE OR SHE IS AUTHORIZED TO EXECUTE THIS CERTIFICATION ON BEHALF OF CHAMPAIGN COUNTY STATE'S ATTORNEY.

Signature of Authorized Representative

Julia R Rietz

Champaign County State's Attorney

Date

5/3/10

**Closed Meeting Minutes Review – Finance Committee  
May 11, 2010**

**Is it necessary to protect the public interest or privacy of an individual?**

<b>Date of Minutes</b>	<b>Yes, Keep Confidential</b>	<b>No, Place in Open Files</b>
June 28, 1990 <i>Performance Appraisal Subcommittee</i>		
December 12, 1990		
May 8, 1991		
December 18, 1991 <i>Performance Appraisal Subcommittee</i>		
November 16, 1992		
November 19, 1992 <i>Performance Appraisal Subcommittee</i>		
October 29, 1993 <i>Labor Negotiations Subcommittee</i>		
November 12, 1993 <i>Labor Negotiations Subcommittee</i>		
November 22, 1993 <i>Labor Negotiations Subcommittee</i>		
January 5, 1994 <i>Labor Negotiations Subcommittee</i>		
April 11, 1994 <i>Performance Appraisal Subcommittee</i>		
May 10, 1995		
May 18, 1995 <i>Performance Appraisal Subcommittee</i>		
December 13, 1995		
March 12, 1997		
May 22, 1997 <i>Performance Appraisal Subcommittee</i>		
June 11, 1997 – 7:04 p.m.		
June 11, 1997 – 7:44 p.m.		
July 13, 1999		
October 12, 1999 <i>Performance Appraisal Subcommittee</i>		

March 14, 2000 <i>Labor Negotiations</i>		
May 9, 2000 – 7:54 p.m.		
May 9, 2000 – 8:12 p.m.		
June 13, 2000		
October 17, 2000		
December 12, 2000		
April 17, 2001		
November 13, 2001		
April 9, 2002		
February 19, 2003		
April 23, 2003		
May 21, 2003		
October 8, 2003 – 7:51 p.m.		
October 8, 2003 – 8:09 p.m.		
October 15, 2003		
October 28, 2003		
January 21, 2004		
February 18, 2004		
April 21, 2004 – 7:55 p.m.		
April 21, 2004 – 8:12 p.m.		
May 19, 2004		
August 17, 2004 <i>Labor Subcommittee</i>		
August 27, 2004 <i>Performance Appraisal Subcommittee</i>		

September 14, 2004 <i>Performance Appraisal Subcommittee</i>		
September 22, 2004		
October 20, 2004		
January 12, 2005 <i>Labor Subcommittee</i>		
February 10, 2005 <i>Labor Subcommittee</i>		
March 17, 2005 <i>Labor Subcommittee</i>		
June 9, 2005 <i>Labor Subcommittee</i>		
June 9, 2005 – 7:46 p.m.		
June 9, 2005 – 7:59 p.m.		
August 24, 2005 <i>Performance Appraisal Subcommittee</i>		
August 26, 2005 <i>Performance Appraisal Subcommittee</i>		
August 31, 2005 11:34 a.m. <i>Performance Appraisal Subcommittee</i>		
August 31, 2005 12:02 p.m. <i>Performance Appraisal Subcommittee</i>		
October 6, 2005		
October 26, 2005		
<b>*January 23, 2006</b> <i>Performance Appraisal Subcommittee</i>		
January 24, 2006 <i>Labor Subcommittee</i>		
<b>*February 3, 2006</b> <i>Performance Appraisal Subcommittee</i>		
<b>*February 6, 2006</b> <i>Performance Appraisal Subcommittee</i>		
April 3, 2006 <i>Labor Subcommittee</i>		
May 4, 2006 – 7:51 p.m.		
May 4, 2006 – 8:29 p.m.		
June 8, 2006		



June 21, 2006 <i>Labor Subcommittee</i>		
July 5, 2006 <i>Labor Subcommittee</i>		
July 12, 2006 <i>Labor Subcommittee</i>		
August 2, 2006 <i>Labor Subcommittee</i>		
<b>*August 24, 2006</b> <b><i>Performance Appraisal Subcommittee</i></b>		
<b>*September 1, 2006</b> <b><i>Performance Appraisal Subcommittee</i></b>		
September 5, 2006 <i>Labor Subcommittee</i>		
September 14, 2006 <i>Performance Appraisal Subcommittee-Supervisor of Assessments</i>		
<b>*September 14, 2006</b> <b><i>Performance Appraisal Subcommittee-County Administrator of Finance &amp; HR Management</i></b>		
September 14, 2006		
October 5, 2006		
November 9, 2006 <i>Labor Subcommittee</i>		
January 30, 2007 <i>Labor Subcommittee</i>		
February 21, 2007 <i>Labor Subcommittee</i>		
May 10, 2007		
<b>*August 16, 2007</b> <b><i>Performance Appraisal Subcommittee</i></b>		
<b>*September 12, 2007</b> <b><i>Performance Appraisal Subcommittee</i></b>		
December 6, 2007 – 7:22 p.m.		
December 6, 2007 – 7:44 p.m.		
February 6, 2008 <i>Labor Subcommittee</i>		
February 7, 2008 – 7:57 p.m.		
February 7, 2008 – 8:16 p.m.		

April 9, 2008 <i>Labor Subcommittee</i>		
May 8, 2008		
<b>*August 26, 2008</b> <i>Performance Appraisal Subcommittee-County Administrator of Finance &amp; HR Management</i>		
<b>*August 26, 2008</b> <i>Performance Appraisal Subcommittee-Supervisor of Assessments</i>		
<b>*September 12, 2008</b> <i>Performance Appraisal Subcommittee-County Administrator of Finance &amp; HR Management</i>		
<b>*September 12, 2008</b> <i>Performance Appraisal Subcommittee-Supervisor of Assessments</i>		
October 1, 2008 <i>Labor Subcommittee</i>		
October 9, 2008		
February 10, 2009 <i>Labor Subcommittee</i>		
<b>*August 6, 2009</b>		
<b>*September 10, 2009</b>		

**\*Minutes not previously approved in semi-annual review.**