



**CHAMPAIGN COUNTY BOARD**  
**COMMITTEE OF THE WHOLE – Justice/Finance/Policy/ Agenda**  
*County of Champaign, Urbana, Illinois*  
*Tuesday, November 8, 2011 – 6:00 p.m.*

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

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

**A. Appointments/Reappointments**

- |   |              |
|---|--------------|
| 1. Sangamon Valley Water District – 1 Vacancy<br>Unexpired Term Ending May 31, 2015<br>• Applicant – Frank Howard   | <b>68-69</b> |
| 2. Dewey Community Public Water District – 1 Vacancy<br>Unexpired Term Ending May 31, 2016<br>• Applicant – Jason Zahnd   | <b>70-71</b> |
| 3. Public Aid Appeals Committee – 2 Vacancies<br>Term: December 1, 2011 - November 30, 2013<br>Applicants:<br>• Bernie Magsamen<br>• Pamela Borowski                  | <b>72-75</b> |
| 4. Nursing Home Board of Directors – 3 Vacancies<br>Term: December 1, 2011 - November 30, 2013<br>Applicants:<br>• Peter Czajkowski<br>• Catherine Emanuel            | <b>76-81</b> |
| 5. Senior Services Advisory Board – 3 Vacancies<br>Term: December 1, 2011 – November 30, 2013<br>Applicants:<br>• Cynthia D. Bell<br>• Jimmey Kaiser<br>• Jane Nathan | <b>82-87</b> |
| 6. Senior Services Advisory Board – 3 Vacancies<br>Term: December 1, 2011 – November 30, 2014<br>Applicants:<br>• Sherry Gordon                                       | <b>88-93</b> |

- Hal Loebach

B. <u>County Administrator</u>	
1. Vacant Positions Listing ( <i>Provided for Information Only</i> )	94
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E. <u>Chair’s Report</u>	
1. Discussion Regarding County Board Committee Structure	
F. <u>Designation of Items to be Placed on County Board Consent Agenda</u>	



## ***Sangamon Valley Public Water District***

709 N. Prairieview Road, P.O. Box 285, Mahomet, Illinois 61853-0285

Phone: (217) 586-2534 Fax: (217) 586-4926 E-mail: [kgifford@svpwd.com](mailto:kgifford@svpwd.com)

*O.G. Parkhill, Jr., Board Chairman*

*Kerry Gifford, General Manager*

October 14, 2011

Champaign County Administrative Services Department  
Brookens Administrative Center  
Attn: Kat Bork  
1776 E. Washington  
Urbana, IL 61802

Dear Ms. Bork,

Enclosed is a completed Champaign County Appointment Request Form for Frank Howard who resides at 1105 Olen Drive, Mahomet, Illinois. We are submitting this form in hopes that you will consider appointing Mr. Howard as a Trustee to our Board here at Sangamon Valley Public Water District. Mr. Howard would be filling the unexpired term of Matt Evans, who recently moved out of the district. The remaining term on this appointment is good through May 31, 2015.

If you should have any questions or need additional information, please contact our office at (217) 586-2534.

Sincerely,

SANGAMON VALLEY PUBLIC WATER DISTRICT

Kerry Gifford  
General Manager

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

PLEASE TYPE OR PRINT IN BLACK INK

NAME: FRANK HOWARD

ADDRESS: 1105 OLEN DR MAHOMET IL 61853  
Street City State Zip Code

EMAIL: fhoward@live.com PHONE: 586-5771

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: 5-31-2010 ENDING DATE: 5-31-2015

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?

*I have successfully ran my own business for over 40 years.*

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

*Very little however, I believe being in business has required me to apply myself to be knowledgeable + efficient not only in my role but that of others.*

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:

*Frank E Howard*

Signature

Date: 10/12/11

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM

RECEIVED

PLEASE TYPE OR PRINT IN BLACK INK

OCT - 3 2011

CHAMPAIGN COUNTY ADMINISTRATIVE SERVICES

NAME: Jason Zahnd

ADDRESS: 318 Railroad St. Dewey IL 61840  
Street City State Zip Code

EMAIL: JZSZ27@AOL.com PHONE: (217) 979-2399

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: Dewey Water Board

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?

My Mom & Dad where on the Board.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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 the best service for the <sup>Citizens</sup> ~~citizens~~ of the town! To do all I can for the <sup>Citizens</sup> ~~citizens~~ of the town  
\_\_\_\_\_  
\_\_\_\_\_

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

N/A

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

~~9-4-11~~ 9-4-11  
Date

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM

PLEASE TYPE OR PRINT IN BLACK INK

NAME: Bernie Magsamen

ADDRESS: 1124 C.R. 100E White Heath IL 61884  
Street City State Zip Code

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

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: Public Aid Appeals Committee

BEGINNING DATE OF TERM: Dec. 1, 2011 ENDING DATE: Nov. 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, 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?

Have served as township trustee and currently serving  
as township supervisor. Have also served on public  
aid appeals committee last two years.

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 work with other committee members to review  
aid appeals to try ensure aid is distributed  
appropriately.

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

I have knowledge of staff, taxes, and fees at it pertains to township government and general assistance funding.

- 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.

Bennett J. Thompson  
Signature

10/20/11  
Date



**CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM**

**PLEASE TYPE OR PRINT IN BLACK INK**

**NAME:** PAMELA K. BOROWSKI

**ADDRESS:** 1111 B PLYMOUTH DR CHAMPAIGN IL 61821  
Street City State Zip Code

**EMAIL:** pam@pamborowski.com **PHONE:** 217-621-7262

Check Box to Have Email Address Redacted on Public Documents

**NAME OF APPOINTMENT BODY OR BOARD:** PUBLIC AID Appeals COMMITTEE

**BEGINNING DATE OF TERM:** 12/01/11 **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?

SERVE AS CITY OF CHAMPAIGN TOWNSHIP SUPERVISOR  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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?

SERVE WHENEVER CALLED UPON, IF POSSIBLE  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

N/A

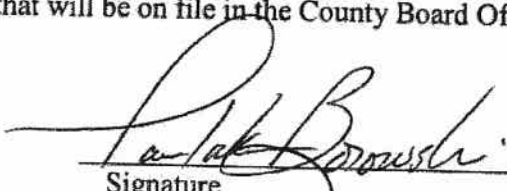
4. Can you think of any relationship or other reason that might possibly constitute a conflict of interest if you are selected to serve on the body for which you are applying? (This question is not meant to disqualify you; it is only intended to provide information.)

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

10/6/11  
Date

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM

PLEASE TYPE OR PRINT IN BLACK INK

NAME: Peter Czajkowski

ADDRESS: 155 Woodlake Road Seymour IL 61875  
Street City State Zip Code

EMAIL: CZAJKOWS@ILLINOIS.EDU PHONE: 217-649-7492

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: Champaign County Nursing Home

BEGINNING DATE OF TERM: 12-01-2011 ENDING DATE: 12-01-2013

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 been on the CCNH Board since its founding.

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?

Oversee the management of CCNH. Safe-guard the citizens assets. Provide suggestions to CCNH management to improve the nursing home as appropriate.

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

See answer to "1" above,

- 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

*Peter J. Gaykowski*

Date

10-5-2011

**Application for Appointment to the  
Board of Directors of the Champaign County Nursing Home**

List contact information including your name, date of application, address, phone number, cell number, fax number, and email address.

Catherine Emanuel

Date of application: October 22, 2011

Address: 2407 Branch Rd., Champaign, IL 61822

Home phone: 217 351-4033

Cell phone: 309 222-3170

2. List and very briefly describe your experience as a member of a public or private governing or advisory board or commission. Please include the name and function of the board or commission, the years of your tenure on the board or commission, and any official posts on the board or commission that you held.

Developmental Services Center Board Member

Private entity

Provider oversight for operation of Developmental Services Center

Current Board member, previously executive committee

Board member since approximately 2000

Champaign County YMCA

Private entity

Board member, executive committee

Provider oversight and direction for YMCA

Uncertain about years of service, probably 2002-2005

United Way of Champaign County

Board member

Provider direction and oversight for United Way

Uncertain about years of service, probably 2000-2005

Kirby Medical Center

Private entity

Board member

Provider direction and oversight for John and Mary Kirby Hospital

Current Board member – since spring 2011

Dental Care Steering Committee

Community organization

Project consultant and board member

Current and for past two years

3. Please describe achievements of the board or commission that you may have assisted in furthering, and include other information that may be relevant to the evaluation of your

application for appointment to the Board of Directors of the Champaign County Nursing Home (CCNH).

DSC – achievement: thrived and flourished at a time of significant funding reductions, due to outstanding leadership of CEO Dale Morrissey. Achievement of the board has been in providing support for exceptional CEO and assisting in fund raising and political support

Champaign County YMCA – Board made the decision to build a new facility replacing the long-standing but outdated facility on Church Street in Champaign.

United Way of Champaign County – achievement: changed direction from funding agencies to funding programs and outcomes

Kirby Medical Center – achievement: the board, prior to my involvement, decided to build a replacement hospital. I assist in providing industry information to a board not employed in the health care industry.

Dental Care Steering Committee – achievement: the board provide the initiative and business plan to launch a dental clinic to serve the low income adults and children in the Champaign area. Clinic is expected to open mid October. I served as the project consultant on the board conducting the environmental assessment, organizing the coalition, developing the business plan and proforma and working with the Federally Qualified Health Center and the Executive Director of SmileHealthy to bring the idea to fruition.

4. Summarize your educational background, including degrees you have earned.

BA in English Education, Purdue University

MS in journalism, University of Illinois

MBA, University of Illinois

5. Describe your current area(s) of professional expertise.

Health Care consulting is my current area of expertise. I provide consulting services to Provena Hospitals in Danville and Urbana. During the past two years I have served as consultant to Christie Clinic, Heritage Enterprises Inc long term care organization in Bloomington, IL, United Way in establishment of a community dental clinic

6. Identify the medical, health care, financial, or business entities for which you have worked or with which you have been involved.

Carle Foundation, employed for 30 years beginning 1976; serving last 15 years as Vice President of Strategic Planning, Business Development and Marketing

Heritage Enterprises, Inc., employed as contracted consultant for two years providing marketing services, more recently providing consulting on specific projects

Christie Clinic, employed contractually for specific business development projects

Provena United Samaritans Medical Center in Danville, employed as project consultant functioning as vice president of business development since 2009

Provena Covenant Medical Center, employed as project consultant functioning in role of regional vice president of business development for both Covenant and United Samaritans Medical Center

7. List your hobbies, avocations, areas of community service, and philanthropic involvements.

Hobbies: cooking, camping

Philanthropic involvements: Legacy Circle of Carle, board member; project consultant on pro bono basis for Adult Dental Clinic

8. Please state why you wish to serve on the CCNH Board of Directors and what you hope the Board of Directors will accomplish.

I am interested in assisting in whatever way possible to help ensure the CCNH continues to provide a valuable service to the residents of Champaign County. I hope the Board of Directors provides leadership and direction to the management to provide a service of value.

9. Conflict of Interest statement included.

Conflict of Interest Questionnaire

Pursuant to the purposes and intent of the conflict of interest policy adopted by the Governing Body of Champaign County Nursing Home requiring disclosure of certain interests, a copy of which has been furnished to me, I hereby state that I or members of my immediate family have the following affiliations or interests and have taken part in the following transactions that, when considered in conjunction with my position with or relation to Champaign County Nursing Home, might possibly constitute a conflict of interest.

(Check "None" where applicable.)

1. Outside Interests

Identify any interests, other than investments, held by you or a member of your immediate family, as described in the list of definitions accompanying this questionnaire.

None

2. Investments

List and describe all investments held by you or a member of your immediate family that might fall within the category of "material financial interest," as described in the list of definitions accompanying this questionnaire.

None

3. Outside Activities

Identify any outside activities, engaged in by you or a member of your immediate family, as described in the list of definitions accompanying this questionnaire. Consulting services to Provena Covenant Medical Center which refers patients to CCNH

None

4. Material Financial Interest

Identify whether you, your spouse, or any immediately family member living with you (a) is entitled to receive more than 7 ½% of the total distributable income under a contract with CCNH or (b) if you, together with your spouse and immediate family members living with you are entitled to receive more than 15% in the aggregate of the total distributable income under a contract with CCNH.

None

*Richard E. ...*



CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM

NAME: CYNTHIA D. BELL PHONE 217-586-2876 FAX \_\_\_\_\_

ADDRESS 1906 E. LAKESHORE DR. MAHOMET IL 61853  
Street City State Zip Code

TITLE OF APPOINTMENT REQUESTED: CHAM CO SENIOR SERVICES ADVISORY BOARD

BEGINNING DATE OF TERM REQUESTED: 12/1/2011 - 11/30/2013

ENDING DATE OF TERM REQUESTED: 11/30/2013

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, CANDIDATES MUST COMPLETE AND SIGN APPLICATION.

THE CHAMPAIGN COUNTY BOARD.

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

PARISH NURSE MAHOMET, ILL FOCUSING ON SENIOR SERVICES  
2YR OBSERVER OF SENIOR SERVICES ADVISORY BOARD

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?

BE AWARE OF SENIOR CONCERNS, GAIN INFORMATION AS AVAILABLE AND ASSIST  
SENIORS IN NW Champaign Co.

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

*As reported in meetings within last 2 yrs.*

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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        X   no

If yes, please explain.

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5. Would you be available to regularly attend the scheduled meetings of board district?

  X   yes      \_\_\_\_\_ no

If no, please explain.

*Except winter Dec → Feb each year.*

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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.

Cynthia D. Bell  
Signature

10/26/11  
Date

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM

NAME: JimmeY L. KAISER PHONE 217-359-2260 FAX N/A

ADDRESS 1508 GLENSHIRE DR CHAMPAIGN IL 61822  
Street City State Zip Code

TITLE OF APPOINTMENT REQUESTED: BOARD MEMBER - CHAMPAIGN COUNTY SENIOR SERVICES ADVISORY B

BEGINNING DATE OF TERM REQUESTED: DECEMBER, 2010

ENDING DATE OF TERM REQUESTED: NOVEMBER, 2013

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, CANDIDATES MUST COMPLETE AND SIGN APPLICATION.

THE CHAMPAIGN COUNTY BOARD.

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

EXPERIENCED WITH SENIOR CITIZENS PROBLEMS BY SERVING PREVIOUSLY ON CHAMPAIGN COUNTY SENIOR SERVICES BOARD, AND BOARD MEMBER OF RUTH HAYWARD MASONIC FUND (FUNDING SENIORS PROGRAMS) ALSO TREASURER AREA MASONIC SCHOLARSHIP BOARD, PROVENA COVENANT MISSION BOARD, GLENSHIRE COMMONS AND LAKE BOARD, RETIRED DIRECTOR, BUDGET & RESOURCE PLANNING, DEPT CIVIL & ENVIRONMENTAL ENGINEERING, UNIVERSITY OF ILLINOIS, PAST MEMBER - SOCIETY OF RESEARCH ADMINISTRATORS.

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 SUPPORT THE MISSION OF SENIOR SERVICES OF CHAMPAIGN COUNTY AND BE INSTRUMENTAL OFFERING IDEAS & SOLUTION TO MEETING NEEDS OF THE COUNTY'S SENIORS

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

N/A

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

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 meetings of 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.

*James L. Davis*
Signature

10-18-2011
Date

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM

NAME: JANE NATHAN PHONE 398-0893 FAX —

ADDRESS 2816 SALSBURY CT. So. CHAMPAIGN IL 61821  
Street City State Zip Code

TITLE OF APPOINTMENT REQUESTED: Champaign County Senior Services Advisory Board

BEGINNING DATE OF TERM REQUESTED: December 1, 2010

ENDING DATE OF TERM REQUESTED: November 30, 2013

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, CANDIDATES MUST COMPLETE AND SIGN APPLICATION.

THE CHAMPAIGN COUNTY BOARD.

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

Have been on the Board for several years. Have twenty-one years of administrative work experience at the U of I College of Commerce. Enjoy giving back to the community.

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?

Serve as sounding board. Learn about what is happening in the Senior Community. Do what I can to assist Senior Services.

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

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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.

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5. Would you be available to regularly attend the scheduled meetings of board district?

yes  no

If no, please explain.

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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.

Jan Keith  
Signature  
10/25/2011  
Date

## CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM

NAME: Sherry Gordon PHONE 217-841-4290 FAX 217-352-0108  
 ADDRESS 2401 Edward St. Urbana IL 61802  
 Street City State Zip Code  
 TITLE OF APPOINTMENT REQUESTED: Senior Services Advisory Committee  
 BEGINNING DATE OF TERM REQUESTED: DEC. 2011  
 ENDING DATE OF TERM REQUESTED: NOV. 2014

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, CANDIDATES MUST COMPLETE AND SIGN APPLICATION.

## THE CHAMPAIGN COUNTY BOARD.

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

As a daughter, a friend, and a Realtor I encounter seniors on a weekly basis that have many needs. Most of those seniors are unaware of CCSS & the programs that are available. In the past 10 yrs I have helped my parents & senior friends find out about senior communities, Champ Cty Nursing Home, day care options, meals on wheels, etc. As part of my professional training I received the designation Senior Real Estate Specialist. The in-depth training gave me more insight into the special concerns & needs of seniors at different stages of life.

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 board member is outlined in the Bylaws, Article III Objective. As a member of the CCSSAB I envision my role to be: one that offers comments & suggestions on proposed senior activities; share info about senior programs & SSCC throughout Champaign Cty; inform CCSS of areas of need that I encounter; give of my time at meetings & special community activities; and support the officers & Board. I have a passion to educate and inform seniors, & family members, on the many programs/options available. When people are informed they can make quality decisions.

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

*I have attended several meetings this past year as an observer I have become familiar with the committee members and officers along with their many duties. I look forward to learning the specifics of the operations, property holdings, etc when on the committee.*

- 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 meetings of 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.

*Sherry Jordan*  
 \_\_\_\_\_  
 Signature  
 10/25/11  
 \_\_\_\_\_  
 Date



CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM

NAME: HAL LOEBNELL PHONE 217-634-2262 FAX \_\_\_\_\_

ADDRESS 584 PINECREST PL RANTOUL IL 61866  
Street City State Zip Code

TITLE OF APPOINTMENT REQUESTED: Champaign County Senior Services Advisory Committee

BEGINNING DATE OF TERM REQUESTED: 12/1/11

ENDING DATE OF TERM REQUESTED: 11/30/14

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, CANDIDATES MUST COMPLETE AND SIGN APPLICATION.

THE CHAMPAIGN COUNTY BOARD.

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

See attached information. Previously served as a member 12/02 - 12/08.

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?

Act in an advisory function to senior services & recommend projects



Clarence (Hal) H. Loebach, Jr.  
587 Pincrest Pl.  
Rantoul, IL 61866  
HP: (217) 893-9519; CP: (217) 637-2262  
domer64@mchsi.com

**FORMAL EDUCATION:**

University of Notre Dame, Notre Dame, IN. BA Sociology. Specialized in research techniques. 1964

Indiana University, Bloomington, IN. Master in College Administration. College recruiting, admissions, registrar, placement. 1966

**PROFESSIONAL MILITARY EDUCATION:**

Squadron Officer School. Study in basic leadership techniques. 1972

Air Command and Staff College. Study in management, planning and coordination. 1975.

Industrial College of the Armed Forces; National defense University. Study in resource planning, coordination, and management. 1978.

Air War College. Study in command management of personnel and resources. 1982.

**WORK EXPERIENCE:**

United States Air Force Officer; 1966-1986.

**Undergraduate Navigator Training.** Navigator Bombardier Training. Basic flight training. 1966-1968.

**B-52 crew member, Instructor, Evaluator.** Served as an integral member of a B-52 crew, included two tours in southeast Asia. 1969-1975.

**Staff Operations Officer, B-52 operations.** Planned and co-ordinated flight missions and plans. 1975-1979.

**USAF Recruiting Officer:**

**Squadron Operations Officer,** responsible for the recruiting activities of over 125 field recruiters, in the state of Michigan, covering non-prior service personnel, prior service personnel, Officer Training recruiting, Medical personnel recruiting. 1979-1981.

**Group Operations Officer,** responsible for the recruiting activities of over 800 field recruiters, in the Great Lakes area, covering non-prior service personnel, prior service personnel, Officer Training recruiting, Medical personnel recruiting. 1981-1986.

**Registered Representative:** United Services Planning Association, a company that specialized in financial planning for military personnel. Developed personalized financial plans, conducted counseling in financial planning to include savings, investments, insurance, debt control and retirement planning. Conducted introductory seminars. 1986-1993.

**Site Representative** for Governor's State University Master in Public Administration. Revised a dormant program through aggressive recruiting and counseling for students. 1992-1994.

**Agent, Country Companies Insurance:** multi-lines insurance representative. 1993-1995.

**Planning Consultant, self-employed.** Created plans for small businesses, public events, IE. fund raising, spectator, and educational events. 1995-present.

**Executive Director, Octave Chanute Aerospace Museum:** Manage day-to-day operation of the Museum. Created short and long term plans, marketing plan, exhibit plans, business plans. 2005-PRESENT

#### **AFFILIATIONS:**

Air Force Association: President, Illini Chapter 1996-98.

Octave Chanute Aerospace Museum Foundation: Member, Board of Directors 1994-2000, Vice President 2000, Treasurer 2004-2005, Executive Director 2005-present

Alzheimer's Association: Member Board of Directors, East Central Illinois Chapter, Vice President, 1999; President: 2000-2001. Member, Board of Directors, Greater Illinois Chapter, 2001-2002.

Rotary International; President, Rantoul (IL) Rotary Club, 1999-2000.

Rantoul (IL) Public Library Board of Trustees: Publically elected position, 1998; Treasurer 1999-present.

Friends of the Library: Rantoul, IL, Member, Board of Directors, Treasurer, 2003-present.

Senior Services (of Champaign County) Advisory Board, Treasurer 2003-2008

AARP TaxAide: Tax Counselor, Instructor, Technology Specialist, State Coordinator. 1998-present.

Community Plus Credit Union, Rantoul, IL: Member, Board of Directors, 2005-present, Secretary, 2006-present.

#### **References uopon request**

Bill Geibel, Preseident, Octave Chanute Aerospace Heritage Foundation; 2008-present

Jim Eldridge, above 2006-2008

Bill Clayton, above 2004-2005

Prepared By: E. Boatz

VACANT POSITIONS LISTED ON DATA BASE  
NOVEMBER 8, 2011

FUND	DEPT.	POSITION TITLE	HOURLY RATE	REGULAR ANNUAL HOURS	REGULAR ANNUAL SALARY	FY2011 ANNUAL HOURS	FY2011 ANNUAL SALARY
80	30	LEGAL CLERK	\$11.51	1950	\$22,444.50	1957.5	\$22,530.83
80	40	CLERK	\$11.51	1950	\$22,444.50	1957.5	\$22,530.83
80	40	CAPTAIN	\$43.23	2080	\$89,918.40	2088	\$90,264.24
80	71	MAINTENANCE WORKER	\$13.55	2080	\$28,184.00	2088	\$28,292.40
80	140	DEPUTY SHERIFF--CORRECTIONS	\$18.30	2080	\$38,064.00	2088	\$38,210.40
80	140	DEPUTY SHERIFF--CORRECTIONS	\$18.30	2080	\$38,064.00	2088	\$38,210.40
80	140	DEPUTY SHERIFF--CORRECTIONS	\$18.30	2080	\$38,064.00	2088	\$38,210.40
80	140	DEPUTY SHERIFF--CORRECTIONS	\$18.30	2080	\$38,064.00	2088	\$38,210.40
80	140	MASTER CONTROL OFFICER	\$11.51	2080	\$23,940.80	2088	\$24,032.88
80	140	PART-TIME MASTER CONTROL OFFICER	\$11.51	1040	\$11,970.40	1044	\$12,018.44
671	30	LEGAL CLERK	\$11.51	1950	\$22,444.50	1957.5	\$22,530.83
		- TOTAL -	\$187.53		\$373,603.10		\$375,040.04

**C. Pius Weibel**  
Chair  
email: cweibel@co.champaign.il.us

**Thomas E. Betz**  
Vice-Chair



Brookens Administrative Center  
1776 East Washington Street  
Urbana, Illinois 61802  
Phone (217) 384-3772  
Fax (217) 384-3896

**Office of  
County Board  
Champaign County, Illinois**

**CHAMPAIGN COUNTY BOARD 2012 CALENDAR OF MEETINGS**

**ALL MEETINGS HELD IN THE LYLE SHIELDS MEETING ROOM,  
Brookens Administrative Center, 1776 East Washington, Urbana, IL**

January 10, 2012* - 6pm	Committee of the Whole ( <i>Environment &amp; Land Use, Highway, County Facilities</i> )
January 17, 2012 - 6pm	Committee of the Whole ( <i>Policy, Personnel &amp; Appointments, Justice &amp; Social Services, Finance</i> )
January 26, 2012 - 7pm	COUNTY BOARD
<b>January 31, 2012 – 6pm</b>	<b><i>Reserved for County Board Study Session, if required</i></b>
February 7, 2012 – 6pm	Committee of the Whole ( <i>Environment &amp; Land Use, Highway, County Facilities</i> )
February 14, 2012 – 6pm	Committee of the Whole ( <i>Policy, Personnel &amp; Appointments, Justice &amp; Social Services, Finance</i> )
February 23, 2012 – 7pm	COUNTY BOARD
<b>February 28, 2012 – 6pm</b>	<b><i>Reserved for County Board Study Session, if required</i></b>
March 6, 2012 – 6pm	Committee of the Whole ( <i>Environment &amp; Land Use, Highway, County Facilities</i> )
March 13, 2012 – 6pm	Committee of the Whole ( <i>Policy, Personnel &amp; Appointments, Justice &amp; Social Services, Finance</i> )
March 22, 2012 – 7pm	COUNTY BOARD
<b>March 27, 2012 – 6pm</b>	<b><i>Reserved for County Board Study Session, if required</i></b>
April 3, 2012 – 6pm	Committee of the Whole ( <i>Environment &amp; Land Use, Highway, County Facilities</i> ) ( <i>Meeting moved to Thursday to accommodate Election Day on April 5<sup>th</sup></i> )

April 10, 2012 – 6pm	Committee of the Whole ( <i>Policy, Personnel &amp; Appointments, Justice &amp; Social Services, Finance</i> )
April 19, 2012 – 7pm	COUNTY BOARD
<b>April 24, 2012 – 6pm</b>	<b>Reserved for County Board Study Session, if required</b>
May 8, 2012 – 6pm	Committee of the Whole ( <i>Environment &amp; Land Use, Highway, County Facilities</i> )
May 15, 2012 – 6pm	Committee of the Whole ( <i>Policy, Personnel &amp; Appointments, Justice &amp; Social Services, Finance</i> )
May 24, 2012 – 7pm	COUNTY BOARD
<b>May 29, 2012 – 6pm</b>	<b>Reserved for County Board Study Session, if required</b>
June 5, 2012 – 6pm	Committee of the Whole ( <i>Environment &amp; Land Use, Highway, County Facilities</i> )
June 12, 2012 – 6pm	Committee of the Whole ( <i>Policy, Personnel &amp; Appointments, Justice &amp; Social Services, Finance</i> )
June 21, 2012 – 7pm	COUNTY BOARD
<b>June 26, 2012 – 6pm</b>	<b>Reserved for County Board Study Session, if required</b>
July 3, 2012 – 6pm	Committee of the Whole ( <i>Environment &amp; Land Use, Highway, County Facilities</i> )
July 10, 2012 – 6pm	Committee of the Whole ( <i>Policy, Personnel &amp; Appointments, Justice &amp; Social Services, Finance</i> )
July 19, 2012 – 7pm	COUNTY BOARD
<b>July 24, 2012 – 6pm</b>	<b>Reserved for County Board Study Session, if required</b>
August 7, 2012 – 6pm	Committee of the Whole ( <i>Environment &amp; Land Use, Highway, County Facilities</i> )
August 14, 2012 – 6pm	Committee of the Whole ( <i>Policy, Personnel &amp; Appointments, Justice &amp; Social Services, Finance</i> )
August 23, 2012 – 7pm	COUNTY BOARD
<b>August 28, 2012 – 6pm</b>	<b>Reserved for County Board Study Session, if required</b>

- September 4, 2012 – 6pm Committee of the Whole (*Environment & Land Use, Highway, County Facilities*)
- September 11, 2012 – 6pm Committee of the Whole (*Policy, Personnel & Appointments, Justice & Social Services, Finance*)
- September 20, 2012 – 7pm COUNTY BOARD
- September 25, 2012 – 6pm Reserved for County Board Study Session, if required***
- October 2, 2012 – 6pm Committee of the Whole (*Environment & Land Use, Highway, County Facilities*)
- October 9, 2012 – 6pm Committee of the Whole (*Policy, Personnel & Appointments, Justice & Social Services, Finance*)
- October 18, 2012 – 7pm COUNTY BOARD
- October 23, 2012 – 6pm Reserved for County Board Study Session, if required***
- November 8, 2012\*\* – 6pm Committee of the Whole (*Environment & Land Use, Highway, County Facilities*)
- November 13, 2012 – 6pm Committee of the Whole (*Policy, Personnel & Appointments, Justice & Social Services, Finance*)
- November 29, 2012\*\*\* 7pm COUNTY BOARD – *Delayed one week to accommodate Thanksgiving Holiday*
- November 27, 2012 – 6pm Reserved for County Board Study Session, if required***
- December 3, 2012 – 7pm Biennial Organizational Meeting of the County Board**
- December 4, 2012 – 6pm Committee of the Whole (*Environment & Land Use, Highway, County Facilities*)
- December 11, 2012 – 6pm Committee of the Whole (*Policy, Personnel & Appointments, Justice & Social Services, Finance*)
- December 20, 2012 – 7pm COUNTY BOARD
- \*January schedule begins on Tuesday following Second Monday to accommodate preceding Christmas and New Year's Holidays***
- \*\*November COW (ELUC, Highway, Facilities) on Thursday following 1<sup>st</sup> Monday Because of Election Day on November 6<sup>th</sup>***
- \*\*\*November County Board on Thursday following 4<sup>th</sup> Monday Because of Thanksgiving Holiday***



# 2012 CHAMPAIGN COUNTY BOARD MEETINGS

JANUARY							FEBRUARY							MARCH							APRIL						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7	5	6	7	8	9	10	11	4	5	6	7	8	9	10	1	2	3	4	5	6	7
8	9	10	11	12	13	14	12	13	14	15	16	17	18	11	12	13	14	15	16	17	8	9	10	11	12	13	14
15	16	17	18	19	20	21	19	20	21	22	23	24	25	18	19	20	21	22	23	24	15	16	17	18	19	20	21
22	23	24	25	26	27	28	26	27	28	29				25	26	27	28	29	30	31	22	23	24	25	26	27	28
29	30	31																			29	30					

MAY							JUNE							JULY							AUGUST						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
6	7	8	9	10	11	12	3	4	5	6	7	8	9	1	2	3	4	5	6	7	5	6	7	8	9	10	11
13	14	15	16	17	18	19	10	11	12	13	14	15	16	8	9	10	11	12	13	14	12	13	14	15	16	17	18
20	21	22	23	24	25	26	17	18	19	20	21	22	23	15	16	17	18	19	20	21	19	20	21	22	23	24	25
27	28	29	30	31			24	25	26	27	28	29	30	22	23	24	25	26	27	28	26	27	28	29	30	31	

SEPTEMBER							OCTOBER							NOVEMBER							DECEMBER						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
2	3	4	5	6	7	8	1	2	3	4	5	6	4	5	6	7	8	9	10	2	3	4	5	6	7	8	
9	10	11	12	13	14	15	7	8	9	10	11	12	13	11	12	13	14	15	16	17	9	10	11	12	13	14	15
16	17	18	19	20	21	22	14	15	16	17	18	19	20	18	19	20	21	22	23	24	16	17	18	19	20	21	22
23	24	25	26	27	28	29	21	22	23	24	25	26	27	25	26	27	28	29	30	23	24	25	26	27	28	29	
30							28	29	30	31											30	31					

## 2012 County Holidays

Jan 2	New Year's Day	Sept 3	Labor Day
Jan 16	Martin Luther King Day	Oct 8	Columbus Day
Feb 20	President's Day	Nov 12	Veteran's Day
April 6	Spring Day	Nov 22 & 23	Thanksgiving
May 28	Memorial Day	Dec 24	Christmas Eve
July 4	Independence Day	Dec 25	Christmas Day

<b>Committee of the Whole</b> Environment & Land Use Highway & Transportation County Facilities	6:00 p.m.
<b>Committee of the Whole</b> Policy, Personnel & Appointments Justice & Social Services Finance	6:00 pm
<b>County Board</b>	7:00 pm
<b>Tentative County Board Study Sessions</b> Only if Required	6:00 pm
<b>County Board Organizational Meeting</b>	7:00 pm

**C. Pius Weibel**  
Chair  
email: [cweibel@co.champaign.il.us](mailto:cweibel@co.champaign.il.us)

**Thomas E. Betz**  
Vice-Chair



Brookens Administrative Center  
1776 East Washington Street  
Urbana, Illinois 61802  
Phone (217) 384-3772  
Fax (217) 384-3896

**Office of  
County Board  
Champaign County, Illinois**

**2012 HOLIDAY CALENDAR**

New Year's Day	Monday, January 2, 2012
Martin Luther King Holiday	Monday, January 16, 2012
President's Day	Monday, February 20, 2012
Spring Day (Good Friday)	Friday, April 6, 2012
Memorial Day	Monday, May 28, 2012
Independence Day	Wednesday, July 4, 2012
Labor Day	Monday, September 3, 2012
Columbus Day	Monday, October 8, 2012
Veteran's Day	Monday, November 12, 2012
Thanksgiving Day	Thursday, November 22, 2012
Friday after Thanksgiving	Friday, November 23, 2012
Christmas Eve Day	Monday, December 24, 2012
Christmas Day	Tuesday, December 25, 2012



## 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](http://www.co.champaign.il.us)

ADMINISTRATIVE SUPPORT  
DATA PROCESSING  
MICROGRAPHICS  
PURCHASING  
PHYSICAL PLANT  
SALARY ADMINISTRATION

### MEMORANDUM

**TO:** Carol Ammons, Deputy Chair-Policy, Personnel & Appointments & MEMBERS OF THE CHAMPAIGN COUNTY BOARD COMMITTEE of the WHOLE

**FROM:** C. Pius Weibel, Chair-Champaign County Board  
Deb Busey, County Administrator

**DATE:** October 25, 2011

**RE:** RECOMMENDATION for AMENDMENT TO PERSONNEL POLICY

### ISSUE

Effective December 1, 2011, a past employment practice with regard to members of the Board of Review will be changed, pursuant to a legal opinion received from the State's Attorney in 2011. The approval of this Amendment to the Personnel Policy will document the Board's approval of this change.

### REPORT

On May 16, 2011, we received an opinion from the State's Attorney, pursuant to questions we had asked regarding the County Board's statutory authority over the operation and employment of members of the Board of Review. The Opinion is attached to this Memorandum for your information.

Effectively, the County Board has, for at least the last two decades, treated the employment of the members of the Board of Review the same as employees of the County Board. As the attached opinion documents, this is incorrect—"members of the board of review are not employees of the County Board." The memo goes on to explain that "Members of the board of review are not county employees but are officers. Generally an officer holds the office by virtue of election or appointment, is assigned the continuous performance of certain permanent public duties for a specified period of time, and takes an oath of office."

Since the Personnel Policy does not apply to these officials, the Statement of Applicability documented in the Personnel Policy should reflect that these appointed officials are not subject to the Policy. The Statement of Applicability page from the Personnel Policy, with the recommended change, is attached to this Memorandum for your consideration.

One of the primary impacts of this change is that these officials will no longer receive benefit time as documented in the Personnel Policy. This results in these appointed officials being treated the same as the County's elected officials – who also are not granted paid time off in the County's system. The appointed officials are responsible to complete the duties for which they are appointed, and the County Board does not exercise control over their hours of work. In other words, these officials can determine when they will be here, as long as they fulfill the statutory obligations of their appointments. This change will also eliminate the County's liability of being required to pay an appointed official for more than the salary designated for their term of appointment, because they had accrued benefit time at the end of the appointment term.

To appropriately implement this change for the current three Board of Review members, and then carry it forward for the future, the Statutes allow the County Board to change the terms of employment at the beginning of the next fiscal year. As we transition, we need to complete the current fiscal year under the current terms of employment – which includes paying these Board of Review members for the benefit time they had accrued while being treated by the County Board as "employees" rather than as appointed officials.

The Finance Committee will consider approval of a Budget Transfer, to enable the pay-out of accrued benefits for these three individuals at the conclusion of the current fiscal year. You are being asked to approve the Personnel Policy change, to go into effect on December 1, 2011.

**REQUESTED ACTION**

***The Policy, Personnel and Appointments Committee of the Whole approves the Amendment to the Champaign County Personnel Policy Statement of Applicability to include the statement: This Policy shall not apply to the appointed Members of the Board of Review. The Policy, Personnel and Appointments Committee further directs the change to the Personnel Policy to be posted on December 1, 2011.***

Thank you for your consideration of this recommendation.

attachments

## Statement of Applicability

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

This Policy shall not apply to employees of the Champaign County Regional Planning Commission, Champaign County Mental Health Board, or Champaign County Nursing Home, or to any employee subject to the Administrative Procedures and Rules and Regulations of the Champaign County Sheriff's Merit Commission.

### ***This Policy shall not apply to the appointed Members of the Board of Review.***

This policy shall not apply to the office of any Champaign County Elected Official absent a written notice from the same indicating he or she is adopting the policy, and specifying any portions of the policy he or she is not adopting. Elected Officials are requested to serve written notice upon the Chair of the Champaign County Board if this policy or any portion(s) thereof shall not apply to employees of the Official's department. Such notice is requested to be served within the first three months of the Elected Official's first term of office. Current copies of Elected Officials' written notices shall be maintained on file with the County Administrator's Office. A Champaign County Elected Official who adopts this policy shall be treated as a Department Head for purposes of this policy, except as otherwise stated.

Pursuant to 730 ILCS 110/0.01et seq., the following Sections of the Policy shall not apply to the positions of Court Services Officer, Senior Court Services Officer, Chief Administrative Officer, Intake Officer, Court Services Supervisor, Assistant Director of Probation and Court Services, and Director of Probation and Court Services, within the Champaign County Court Services Department.

- a. Section 2-1.3 – Recruitment Procedure
- b. Section 2-1.5 – Application Process
- c. Section 2-1.6 – Interviewing & Hiring Procedure
- d. Section 2-1.7 – Employee Promotion
- e. Section 2-1.8 – Department Head Hiring Procedure
- f. Section 2-1.9 – Orientation & Terms of Employment
- g. Section 2-2 – Probationary Period
- h. Section 4-2 – Appointed Department Head Appraisals
- i. Section 5-2.4 – Involuntary Termination Appeal
- j. Section 5-3 – Name Clearing Hearing
- k. Section 6-1 – Grievances
- l. Section 6-3 – Disciplinary Action
- m. Section 6-4 – Involuntary Termination
- n. Section 7-5 – Compensatory Time/Overtime

**Julia R. Rietz**  
State's Attorney

**Steven D. Ziegler**  
First Assistant State's Attorney

**David L. DeThorne**  
Senior Assistant State's Attorney  
email: [ddethorne@co.champaign.il.us](mailto:ddethorne@co.champaign.il.us)



**Civil Division**  
Brookens Administrative Center  
1776 East Washington Street  
Urbana, Illinois 61802-4581  
Phone: (217) 384-3832  
Fax: (217) 384-3896

**Office of  
State's Attorney  
Champaign County, Illinois**

TO: C. Pius Weibel, Champaign County Board Chair  
Deb Busey, County Administrator

FROM: David DeThorne

DATE: Monday, May 16, 2011

RE: Board of Review Office Hours

As you know, the members of the Board of Review are appointed. I provided them with work rules last week, which follow the County Board Personnel Policy. Basically, the County Board Policy states that all county offices shall be open from 8am to 4:30pm. The work rules I gave to them address staggering their schedules (since they work a 6.5hour day instead of a 7.5hour day), so that one of them is in the office at all times from 8am to 4:30pm. The two more senior members of the Board of Review have taken the position that I do not have the authority to require them to follow those work rules.

Is there any statutory authority or provision that would exempt them from having to comply with County Board Personnel Policy and/or scheduling of their hours of work by the County Administrator as the County Board liaison to appointed positions?

I am of the opinion that the County Board does not have the authority to fix the office hours of the board of review. (For purposes of this memo, "Board" refers to the county board, while the lower case "board" refers to the board of review.) However, I am of the opinion that the Board need not provide the benefit time currently available to board of review members and made available generally to county employees.

The County Board has no inherent or implied authority to set the office hours for the Board of Review.

As the Board is no doubt aware, it has authority by law to change the office hours of certain elected county officials: county clerk (though there are limits on this power during

an election)<sup>1</sup>, recorder<sup>2</sup>, sheriff<sup>3</sup>, and treasurer<sup>4</sup>. The County Board is empowered to fix the days and hours of opening and closing of county officers not otherwise fixed by law, such as the auditor and coroner.<sup>5</sup> The Mental Health Board is subject to Board direction regarding office hours.<sup>6</sup> Similarly, under the Revenue Code, the office of the supervisor of assessments shall be open all the year during business hours to receive complaints.<sup>7</sup> Because the statute does not define those hours, the general power of the county board which applies to the auditor and coroner controls.<sup>8</sup> The Commissioners of the Regional Planning Commission are county officers and are subject to the same authority.<sup>9</sup>

In contrast, the Board is clearly denied the authority to change the office hours of the state's attorney, the clerks of the court and judges.<sup>10</sup> The probation office's hours and the hours for court services are also subject to the control of the judiciary and not the County Board.<sup>11 12 13</sup>

Similarly, members of the board of review are not county officers. The board of review is created within the "Boards of Review" article found in the Revenue Code.<sup>14</sup> This is in contrast to the supervisor of assessments, the chief deputy, and deputy county assessors, which are created within the "County Assessment Officials" article found in the Revenue Code.<sup>15</sup>

In addition to the lack of authority granted through statute or precedent, the statute regarding the board of review states that the board decides when to meet, in that the board "may meet at times it deems necessary":

Board of review meetings. In counties with less than 3,000,000 inhabitants, the board of review may meet at times it deems necessary for supervising and directing the clerk in the duties prescribed in this Article, and shall meet on or before the first Monday each June to revise the assessment of property.<sup>16</sup>

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<sup>1</sup> 55 ILCS 5/3-2007.

<sup>2</sup> 55 ILCS 5/3-5016.

<sup>3</sup> 55 ILCS 5/3-6019.

<sup>4</sup> 55 ILCS 5/3-1008.

<sup>5</sup> 55 ILCS 5/5-1005(12); 1972 Ill. Atty. Gen. Op. S-485.

<sup>6</sup> 405 ILCS 20/3a; 55 ILCS 5/5-1005(12); 1977 Ill. Atty. Gen. Op. S-1243.

<sup>7</sup> 35 ILCS 200/9-10.

<sup>8</sup> Heller v. County Board of Jackson County, 71 Ill.App.3d 31(5<sup>th</sup> Dist. 1979) (discussing the relationship between the county board and county officers); but see Loop Mortgage Corp. v. County of Cook, 291 Ill.App.3d 442 (1<sup>st</sup> Dist. 1997) (in reliance on Heller, concerning the county collector and home rule powers).

<sup>9</sup> 55 ILCS 5/5-1005(12); 55 ILCS 5/5-14001 et seq.

<sup>10</sup> 55 ILCS 5/5-1005(12); 1972 Ill. Atty. Gen. Op. S-485.

<sup>11</sup> 55 ILCS 5/5-1005(12); 1972 Ill. Atty. Gen. Op. S-485.

<sup>12</sup> 705 ILCS 105/6.

<sup>13</sup> 730 ILCS 110/13; Chief Judge of the 18<sup>th</sup> Judicial Circuit v. Illinois State Labor Relations Board, 311 Ill.App.3d 808 (2<sup>nd</sup> Dist. 2000).

<sup>14</sup> 35 ILCS 200/6-5.

<sup>15</sup> 35 ILCS 200/3-5, 3-60, 3-65.

<sup>16</sup> 35 ILCS 200/16-30.

Furthermore, as stated previously, the Revenue Code mandates the office of the supervisor of assessments remain open during business hours; there is no similar requirement for the board of review.<sup>17</sup> As a matter of statutory interpretation, the mention or enumeration of one or more things in a statute excludes all other things not mentioned, meaning that the reference to the hours of operation for the office of the supervisor of assessments compared to the absence of a similar provision regarding the board of review implies that there is no such rule for the board of review.<sup>18</sup> There are inherent limits on the board of review within the statutes and the duties imposed on the board: for example, the board is required to review assessments when a local assessment officer upon the filing of a complaint and thereafter determine the correct amount of assessment<sup>19</sup>; to meet when necessary to supervise and direct the clerk of the board of review and on or before the first Monday each June to revise the assessment of property, and revise the assessment as the board deems just<sup>20</sup>; to certify the assessment books to the county clerk no later than March 15<sup>th</sup> of the following year<sup>21</sup>; on request of a taxpayer complainant, to consolidate 2 or more complaints into one hearing<sup>22</sup>; to assess all omitted property<sup>23</sup>; on written complaint that any property is overassessed or underassessed, to review the assessment, and correct it, as appears to be just, and also consider whether the compulsory sale would otherwise be considered an arm's length transaction<sup>24</sup>; after notice and hearing, may increase or reduce the entire assessment, or the assessment of any class included therein, if, in its opinion, the assessment has not been made upon the proper basis and it may also equalize the assessment in any multi-township or township, or part thereof, or any portion of the county<sup>25</sup>; to act as equalizing authority, if after equalization by the supervisor of assessments the equalized assessed value of property in the county is not 33 1/3 % of the total fair cash value; after notice and hearing as required, to lower or raise the total assessed value of property in any assessment district within the county so that the property, other than farm and coal property, will be assessed at 33 1/3 % of its fair cash value; in conjunction with the chief county assessment officer, to determine the number of compulsory sales from the prior year for the purpose of revising and correcting assessments; complete the equalization by the date prescribed for the board's adjournment, and, within 10 days thereafter, report the results of its work to the Department, at least 30 days prior to its adjournment, the board shall publish a notice declaring whether it intends to equalize assessments<sup>26</sup>; to hear and determine the application of any person who is assessed on property claimed to be exempt from taxation<sup>27</sup>; at any time before judgment, if an error or mistake is discovered (other than errors of judgment as to the valuation), in any assessment, issue to the person erroneously

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<sup>17</sup> 35 ILCS 200/9-10.

<sup>18</sup> Bridgestone/ Firestone, Inc. v. Aldridge, 179 Ill.2d 141 (1997).

<sup>19</sup> 35 ILCS 200/16-25.

<sup>20</sup> 35 ILCS 200/16-05.

<sup>21</sup> 35 ILCS 200/16-35.

<sup>22</sup> 35 ILCS 200/16-40.

<sup>23</sup> 35 ILCS 200/16-50.

<sup>24</sup> 35 ILCS 200/16-55.

<sup>25</sup> 35 ILCS 200/16-60.

<sup>26</sup> 35 ILCS 200/16-65.

<sup>27</sup> 35 ILCS 200/16-70.



assessed a certificate setting forth the nature of the error and its cause or causes<sup>28</sup>; on or before the annual date for adjournment, to complete its work and make the entries in the assessment books required to make the assessment conform to the changes made therein by the board of review, and attach to each book an affidavit signed by at least 2 members of the board.<sup>29</sup>

Members of the board of review are not county employees but are officers. Generally, an officer holds the office by virtue of election or appointment, is assigned the continuous performance of certain permanent public duties for a specified period of time, and takes an oath of office.<sup>30</sup> Champaign County board of review members serve for a definite term, are required to take an oath of office, and their primary duty is review and, when necessary, correction of assessments.<sup>31 32</sup> Members are appointed for two year terms.<sup>33</sup> The County Board has the power to reappoint, or, alternatively, not to reappoint.<sup>34</sup> Furthermore, as a general rule, when a statute provides for an officer to hold office for a definite term, he can be suspended or removed for cause.<sup>35</sup>

The County Board is not required by law to grant paid time off to members of the Board of Review.

I am of the opinion that the County Board need not provide the benefit time currently generally available to county employees to board of review members. Salaries of local government officers are subject to various statutory and Constitutional provisions.<sup>36 37</sup>

As an initial matter, members of the board of review are not employees of the County Board.<sup>38</sup> There is no general rule of law that requires the provision of paid time off.<sup>39</sup>

Pursuant to the Revenue Code, members of the board of review are to receive an annual salary to be fixed by the County Board.<sup>40</sup> Each member of the board of review receives

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<sup>28</sup> 35 ILCS 200/16-75.

<sup>29</sup> 35 ILCS 200/16-80.

<sup>30</sup> *Daniels v. City of Venice*, 162 Ill.App.3d 788, 790 (5<sup>th</sup> Dist. 1987).

<sup>31</sup> 35 ILCS 200/6-5; 35 ILCS 200/6-55; 35 ILCS 200/5-10 states, in pertinent part: "I do solemnly swear (or affirm) that I will as (a member of the board of review) faithfully perform all the duties of that office as required by law...."

<sup>32</sup> *Lockhart v. Cook County Officers Electoral Board*, 328 Ill.App.3d 838, 843 (1<sup>st</sup> Dist. 2002) ("Here, Burris is running for membership on the Board of Review, a county board....")

<sup>33</sup> 35 ILCS 200/6-5.

<sup>34</sup> 35 ILCS 200/6-5.

<sup>35</sup> *Macaluso v. West*, 30 Ill.App.3d 392, 394 (5<sup>th</sup> Dist. 1976).

<sup>36</sup> 50 ILCS 145/2 requires that the compensation of elected officers be established at least 180 days prior to the beginning of the affected officers' terms. Board of review members in Champaign County are not elected but appointed.

<sup>37</sup> The application of Article 7, §9(b) of the Illinois Constitution has been found inapplicable to appointed officials. *Heller v. County Board of Jackson County*, 71 Ill.App.3d 31, 40 (5<sup>th</sup> Dist. 1979) ("During the debates at the constitutional convention [for the current Illinois Constitution], a proposal that this provision include appointed as well as elected officers was rejected.")

<sup>38</sup> See discussion, *supra*.

<sup>39</sup> There are specific and narrow exceptions, such as., for example, paid sick leave for full-time teachers (105 ILCS 5/24-6 ), or paid time for military service (5 ILCS 325/1).

an annual salary to be fixed by the county board and paid out of the county treasury.<sup>41</sup> The salaries of the members of the board of review may be reduced or raised annually.<sup>42</sup> However, the County Board may not reduce their salaries after passage of the budget and appropriation for the fiscal year.<sup>43</sup> While the time for fixing the salary of a county officer is generally before the regular election of the officer affected under the Counties Code, the more specific provision of the Property Tax Code prevails.<sup>44 45</sup>

Therefore, the Board may cease the provision of paid time off as set forth in the current Personnel Policy consistent with Illinois law. The time for such changes to occur is for the following fiscal year, before passage of the budget and appropriation for that year. Furthermore, it is advised that the Board amend its current Personnel Policy consistent with this opinion in the event it ceases the provision of paid time off to members of the board of review.

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<sup>40</sup> 35 ILCS 200/6-15.

<sup>41</sup> 35 ILCS 200/6-15.

<sup>42</sup> Heller concluded that the salary of the supervisor of assessments, who receives "an annual compensation in an amount fixed by the county board...", could be reduced or raised on an annual basis. Heller at 39.

<sup>43</sup> Heller at 39.

<sup>44</sup> 55 ILCS 5/5-1010 sets the time for fixing the compensation of county officers which is fixed by the county board at a meeting of the county board held before the regular election of the officers whose compensation is to be fixed.

<sup>45</sup> See e.g., Heller at 39 (finding that the more specific statute found in the Revenue Code related to the salary of the supervisor of assessments prevails over the general provisions of the Municipal Code). The statutory provision in Heller states that a "supervisor of assessments shall receive an annual compensation fixed by the county board..." while the statute concerning the salary of members of the board of review states that each member "shall receive an annual salary to be fixed by the county board..." 35 ILCS 200/3-40(a), 35 ILCS 200/6-15.



## CHAMPAIGN COUNTY ADMINISTRATIVE SERVICES

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ADMINISTRATIVE SUPPORT  
DATA PROCESSING  
MICROGRAPHICS  
PURCHASING  
PHYSICAL PLANT  
SALARY ADMINISTRATION

### MEMORANDUM

**TO:** Carol Ammons, Deputy Chair-Policy, Personnel & Appointments & MEMBERS OF THE CHAMPAIGN COUNTY BOARD COMMITTEE of the WHOLE

**FROM:** Deb Busey, County Administrator

**DATE:** October 25, 2011

**RE:** RECOMMENDATION for REVISIONS to PURCHASING POLICY

#### ISSUE

The County Purchasing Policy, which has not been amended since 2008, is recommended for revision as a result of staffing, operational, and statutory changes. The basis for these recommended changes is documented within this Memo, and the changes are reflected in the Attachment to this Memo - copy of the current Purchasing Policy with recommended amendments.

#### REPORT

##### **Amendment 1 – Highlighted in Yellow**

The first set of recommended changes to the Purchasing Policy are the result of an impending staffing change in Administrative Services, and a service demand change from the county offices.

The incumbent who currently holds the position of Buyer will retire on November 30, 2011. This position was first created at least thirty years ago, long before the enhancements through technology and access to information and services through the internet that we now enjoy. Originally, a large area of responsibility for the Buyer was to oversee, manage, purchase and distribute office supplies for the various county offices through Stores Inventory also known as General County Stock. Over the last five years, we have seen diminished utilization of General County Stock by county offices – in part due to a shrinking demand for office supplies, and also due to the ease with which county offices can order exactly what they want, at discounted government rates, directly from the suppliers. At this point, we are working toward the depletion

of all supplies currently held in General County Stock and anticipate and recommend the discontinuation of managing and maintaining in-house storage and distribution of office supplies.

The second primary area of responsibility for the Buyer was in processing Purchase Orders for purchases over \$5,000 for the various offices of county government. Purchase Order processing is done in concert with the Auditor's Office, and is spelled out in the Purchasing Policy. I believe this responsibility can readily be absorbed with the existing administrative staff in Administrative Services. It is not a high demand function – we issued a total of 120 purchase orders in FY2010. Additionally, the Executive Assistant to the County Administrator has regularly covered for the Buyer in managing and processing Purchase Orders, and would have the ability to take on this responsibility as part of her regular duties.

The changes highlighted in yellow in the attached version of the Purchasing Policy are the recommended changes to document the discontinuation of stores inventory/general county stock, and the reference to a specific "purchasing division" within the Administrative Services Department.

#### Amendment 2 – Highlighted in Green

The maximum purchase value before invoking the need for issuance of a bid or RFP is documented in the County's Purchasing Policy as \$20,000. At the time this maximum dollar amount was adopted by the County Board, it was the same as the statutory maximum before invoking the bidding requirement (55 ILCS 5/5-1022.) On January 1, 2010, the statutory maximum was increased from \$20,000 to \$30,000.

This recommendation is to amend the County's Policy to match the State bidding requirements, as it has in the past. Part of the basis for this recommendation is that without this change, there is a potential for a two-tier system for Champaign County Offices. The Offices of elected officials are not required to follow the County's Purchasing Policy, and are thus not required to prepare bids or RFPs for purchases over \$20,000 but less than \$30,000, if the policy is left as is, while all other departments of county government would be required to adhere to the County's Policy.

The changes highlighted in green in the attached version of the Purchasing Policy are the recommended changes to document the amendment to the County's purchasing policy to match the statutory allowance with regard to bidding requirements.

#### Amendment 3 – Highlighted in Blue

In 2005, the County Board approved Ordinance No. 744 establishing guidelines for purchases of goods/services for capital construction and facilities maintenance as outlined in the current Article V-B of the policy, and further documenting requirements for the maintenance of a pre-qualified vendor list in Article IX of the Policy.

I first recommend the elimination of the language outlined in Article V-B, because it is redundant and can be clarified under the section currently titled V-C. In the attached document, I have added sub-paragraph 1(b) on page 5 of the policy, highlighted in blue, which summarizes the

process for purchasing goods/services for capital construction or facilities maintenance projects which had previously been outlined in the separate section V-B. The intent is the same – that we establish a process within the purchasing policy to identify and engage firms which can provide construction or facilities maintenance goods and services; and with a focus given to qualifying smaller and/or minority owned firms to be provided the opportunity for these projects

The second recommendation is to eliminate Article IX – Maintenance of the Pre-Qualified Vendor List, from the Purchasing Policy. As written, the requirement for the maintenance of the pre-qualified vendor list is placed with the County's Purchasing Agent, who by the Purchasing Policy is also the County Administrator. At a time when there were two administrators, this may have made more sense – because the Administrator assigned the responsibility as Purchasing Agent was also assigned responsibility for oversight of facilities. However, with our current structure, I believe it is most appropriate to place the responsibility of maintaining a listing of pre-qualified vendors for capital construction or facilities maintenance projects with the Facilities Director, and with oversight by the County Facilities Committee. The added responsibility would be added to the position description for the Facilities Director. The process defined in current Article IX – Maintenance of Pre-Qualified Vendor List – may still be the best process to be utilized. However, because it has never actually been implemented since the adoption of this purchasing policy change in 2005, I would recommend that the process be reviewed by the County Facilities Committee with direction to the Facilities Director as to any changes, development, or updating that could be done to improve and ensure that this practice will be implemented.

### **SUMMARY**

The three areas of recommended change to the County Purchasing Policy can be addressed separately by the County Board, as outlined above. I would also note that if there is additional information requested by the County Board with regard to these recommendations, I would be happy to work on responding to those requests. The Board is encouraged to take the necessary amount of time to study and consider the recommendations that are presented herein.

### **REQUESTED ACTION**

#### **AMENDMENT 1**

*The Policy, Personnel and Appointments Committee of the Whole approves the Amendment to the Champaign County Purchasing Policy to eliminate the references to Buyer, Purchasing Division and Stores Inventory or General County Stock, as outlined in the language changes highlighted in Yellow in the Attachment to this Memorandum;*

#### **AMENDMENT 2**

*The Policy, Personnel and Appointments Committee of the Whole recommends approval to the County Board of the Amendment to the Champaign County Purchasing Policy Ordinance to change the dollar value of purchases which require bids or RFPs from \$20,000 to \$30,000, in compliance with the change in state law 55 ILCS 5/5-1022 which became effective on January 1, 2010, as outlined in the language changes highlighted in Green in the Attachment to this Memorandum;*

**AMENDMENT 3**

***The Policy, Personnel and Appointments Committee of the Whole recommends approval to the County Board of the Amendment to the Champaign County Purchasing Policy Ordinance to consolidate the language regarding purchases of capital construction and facilities maintenance purchases in Article V as documented in the blue highlighted sections of the Attachment to this Memorandum, and to further remove Article IX from the Purchasing Policy.***

Thank you for your consideration of these recommendations.

attachments

***RULES, REGULATIONS, AND PROCEDURES OF THE CENTRALIZED  
ADMINISTRATIVE SERVICES DEPARTMENT/PURCHASING DIVISION  
OF CHAMPAIGN COUNTY***

**I. SCOPE & PURPOSE**

It is the policy of the Champaign County Board that:

- A. The Purchasing Policy shall be the sole guidelines for business transacted between vendors and Champaign County, Illinois.
- B. All departments of Champaign County shall follow the Purchasing Policy when procuring goods and services, except as stated in Section XI, Exceptions.

**II. POLICY STATEMENT**

It is the policy of the Champaign County Board:

- A. The County's primary objective in purchasing is acquiring the greatest value and, as such, price may be, at times, a secondary consideration.
- B. To make the most efficient use of taxpayers dollars.
- C. To allow for competitive pricing in the procurement of all goods and services.
- D. To maintain an "Open Door" policy, whereby all responsible suppliers will receive proper consideration.
- E. When the bid process is utilized, the lowest bidder conforming to bid specifications will be given the greater consideration.
- F. When comparable goods and services are available, the supplier with the lowest price will be given greater consideration.
- G. When using either the bid process or normal procurement process, and all other factors being equal; local vendors may receive preference.
- H. Gratuities or gifts, of any types, to County Offices or employees--elected, appointed, salaried or hourly--are prohibited both during the bidding process and after award of bid or contract for services.
- I. All bids and quotes are subject to the State of Illinois Freedom of Information Act; however bids/quotes/proposals shall not be used by vendors or Champaign County to gain unfair competitive advantage either prior to, during or after the competitive bidding process.

- J. In order to help provide a stable market for recycled goods, the County of Champaign will make a concerted effort to purchase and use recycled/recyclable/reclaimable goods quoted of comparable quality to County specified requirements and are quoted at a price competitive for the quality specified.

### III. CENTRALIZED-PURCHASING

It is the policy of the Champaign County Board that:

- ~~A. The Purchasing Division shall be under the direct supervision of the Policy, Procedures, and Appointments Committee of the Champaign County Board through the Administrative Services Department.~~
- ~~B. The Purchasing Division is responsible for the procurement of all materials, supplies, and services for Champaign County, Illinois.~~
- ~~C. The purpose of the centralized Purchasing Division is to provide assistance to other County offices in procurement of goods/services in an efficient and economical way.~~
- D. A. All purchases shall be made of the highest quality, only to be restricted by budgetary concerns.
- E. B. All purchases must be for public use.
- ~~F. The Administrative Services/Purchasing Division is encouraged to cooperate to the greatest extent feasible with other government bodies in the joint procurement of recycled products and products designed to be recycled, and in the procurement or sale of other goods and services, upon approval of the Champaign County Board.~~
- ~~G. C. In the event that any County employee--elected, appointed, or salaried--desires to provide materials, merchandise, property, services or labor to the County; that person may do so provided that is permissible under the provisions of Ill. Rev. Stat., Ch. 102, Sec 3 et. seq and the procedures specified in the law are followed and that the Champaign County Board has given approval.~~
- H. D. The centralized Purchasing activities Division shall be under the department level supervision of the Administrative Services Department and that the County Administrator shall serve as the County Purchasing Agent. The County Administrator, as County Purchasing Agent, and Administrative Services/Purchasing Division personnel shall be responsible for establishing administrative procedures and guidelines involved in the processing of purchase requisitions and purchase orders in regard to the purchasing function for Champaign County.

*Section IV (A-2 & B-1) amended 2/22/2000 by Ordinance No. 606*  
*Section IV (A-2 & B-1) amended 1/24/2008 by Ordinance No. 823*



#### IV. PROCUREMENT OF GOODS/SERVICES

##### A. PURCHASE REQUISITION

It is the policy of the Champaign County Board:

1. That the Purchase Requisition shall be the standard document utilized for the systematic procurement of goods/services for Champaign County.
2. The Purchase Requisition, invoice and shipping notice (if applicable), shall be the sole document required for the procurement and payment of goods/services whose monetary value does not exceed \$5,000.00.
3. That the Purchase Requisition must have an authorized signature by the requesting department head, or an authorized representative, before it may be processed. The department head, or an authorized representative, on file with the ~~Purchasing Division and~~ Auditor's office, shall be the only individuals who may sign Purchase Requisitions for their department.

##### B. PURCHASE ORDER

It is the policy of the Champaign County Board:

1. That Purchase Orders are required when the value of the procured goods/services shall exceed \$5,000.00.
2. That Purchase Orders must have an authorized signature of ~~an Administrative Services/Purchasing Division Buyer,~~ or the County Administrator or an Administrative Services Department employee designated by the County Administrator. before being processed.
3. That goods/services may not be received prior to the encumbering of funds by the Champaign County Auditor's Office.
4. That goods/services that have been ordered and received by Purchase Requisition or Purchase Order on or before November 30th will have funds available in the current budget for payment within the first thirty (30) days of the new fiscal year. Any items received after November 30th must have a new fiscal year Purchase Requisition completed, indicating the original Purchase Order number.
5. Award of bids for goods/services which have been awarded based on a fixed purchase price with ordering and delivery scheduled throughout the fiscal year may be encumbered on blanket purchase orders issued for each fiscal year involved in the contract service period.

*Section V (4-g) amended 8/21/90 by Ordinance No. 365*

*Section V (B-1 & 3 and C-1 & 2) amended 2/22/2000 by Ordinance No. 606*

*Section V (C) amended 10/24/00 by Ordinance No. 616*

Section V (B – F) amended 4/21/05 by Ordinance No. 744  
Section V (C – E) amended 1/24/2008 by Ordinance No. 823  
Section V (C-1-b & E-3-c, g, & h) amended 2/21/2008 by Ordinance No. 825

**V. TYPES OF PURCHASES**

It is the policy of the Champaign County Board that all procurement of goods/services shall fall under the following classifications:

**A. REQUESTS FOR STORES INVENTORY:**

- 1. Shall be made on a Purchase Requisition, signed by an authorized individual, and submitted directly to the Purchasing Division.
- 2. Shall be picked up by the requesting department.

**B. CAPITAL CONSTRUCTION OR FACILITIES MAINTENANCE PURCHASES EXCEEDING \$5,000 AND LESS THAN \$20,000 (\$30,000)**

Shall be submitted to the Purchasing Division *Administrative Services Department* on a Purchase Requisition, including detailed information of items to be purchased.

If the good or service is in a category covered by the Pre-qualified Vendor List maintained pursuant to Article IX, the County Administrator shall first set a reservation price less than \$20,000 (\$30,000). The County Administrator shall then attempt to obtain quotes from at least three vendors from the Pre-qualified Vendor List. The County Administrator may award the contract to any of the vendors from the Pre-qualified Vendor List who provide a price less than the reservation price.

If the good or service is not in a category covered by the Pre-qualified Vendor List, or the County Administrator is unable to obtain a quote less than the reservation price from vendors on the Pre-qualified Vendor List, the department in working with the Purchasing Division *Administrative Services Department*, shall obtain a minimum of three written quotes from the market at large, and may use a Request for Proposal (RFP) for services, if appropriate. The Purchase Order must include documentation of the quotes obtained.

Purchasing Division *Administrative Services* personnel shall prepare a Purchase Order, after determination of source and price, and submit to the Auditor's Office in order to determine funds availability. If available, funds will then be disbursed by the Auditor's Office.

**C. B. GOODS/SERVICES OTHER THAN CAPITAL CONSTRUCTION OR FACILITIES MAINTENANCE EXCEEDING \$5,000 AND LESS THEN \$20,000 (\$30,000) (NOT IN GENERAL COUNTY STOCK)**

- 1. Shall be submitted to the Administrative Services/**Purchasing Division** on a Purchase Requisition, including detailed information of item to be purchased.
  - a. For purchases of \$5,000-~~\$20,000~~**\$30,000**, the department in working with the **Purchasing Division Administrative Services Department**, shall obtain a minimum of three written quotes, and may use a Request for Proposal (RFP) for services, if appropriate. The Purchase Order must include documentation of the quotes obtained.

*For Capital Construction or Facilities Maintenance purchase of \$5,000 - \$30,000, and if the good or service is in a category covered by the Pre-qualified Vendor List maintained by the Facilities Director, the Facilities Director shall attempt to obtain quotes from the vendors on the Pre-qualified Vendor List who are certified to provide those services, and may award the contract to the vendor from the Pre-qualified Vendor List who provides the best price within the established budget for the project. The Facilities Director shall award the contract by preparing a Requisition for Purchase Order including detailed information of items to be purchased and copies of all quotes received from eligible pre-qualified vendors who provided quotes for the project.*

- c. For purchases of \$5,000 - ~~\$20,000~~**\$30,000**, the requirement for three written quotes, as stated in Article V-C-1(a), is waived if the items purchased are available through competitively solicited contracts bid and negotiated by the State of Illinois, U.S. General Services Administration, or other lead public agency in accordance with public purchasing rules and regulations as allowed by Illinois state statute (5 ILCS 220/3). The Purchase Order must include documentation regarding the contract utilized for the purchase.
- 2. **Purchasing Division Administrative Services Department** personnel shall prepare a Purchase Order, after determination of source and price, and submit to the Auditor’s Office in order to determine funds availability. If available, funds will then be encumbered by the Auditor’s Office.
- 3. Review of the feasibility of using the bid process for items exceeding \$5,000, but anticipated not to exceed ~~\$20,000~~**\$30,000**, shall be made by the requesting department and/or the **Purchasing Division Administrative Services Department** on a case-by-case basis.

**D. C. GOODS TO BE REPLACED THROUGH THE CAPITAL ASSET REPLACEMENT FUND (CARF) FOR GENERAL CORPORATE FUND DEPARTMENTS**

- 1. The County will maintain a Capital Asset Replacement Fund (CARF) for General Corporate Fund Departments for purchases to be made with General Corporate Fund Budgets. Purchases to be included in the CARF fall in the following categories:

- a. Vehicles. All vehicles, including trailers and mowers, purchased by General Corporate Fund Budgets.
  - b. Computers and Technology. All computers, PC's, printers and radio equipment, regardless of price, shall be replaced and purchased through the CARF. Other technology items to be replaced and purchased through the CARF are those items with individual cost in excess of \$5,000.
  - c. Furnishings and Office Equipment. All items of furnishings and office equipment with individual price in excess of \$5,000 shall be replaced and purchased through the CARF. (All items of office furnishings with individual cost of less than \$5,000 shall be purchased out of department budgets.)
  - d. Items that were scheduled for replacement in the CARF prior to December 1, 2007, will be purchased from the CARF, according to the CARF schedule for replacement, regardless of the dollar value of those items. However, if the dollar value is less than \$5,000, the item will not be scheduled for future replacement in the CARF, with the exception of items under 1(b) above.
2. Requests for purchases from the CARF shall be made by individual departments to Administrative Services.
    - a. Administrative Services shall maintain Scheduled Replacement Plans for each General Corporate Fund Department. The Scheduled Replacement Plans shall be reviewed, amended, and verified by the departments each year in the budget preparation process.
    - b. Administrative Services shall verify that each request for purchase from the CARF is a budgeted and scheduled replacement for the fiscal year in which the purchase is requested.
  3. Administrative Services personnel shall prepare all purchase requisitions and purchase orders for the purchases to be made by the CARF.
    - a. For purchases of \$5,001 - ~~\$20,000~~ \$30,000, the ~~Purchasing Division~~ Administrative Services Department shall obtain a minimum of three written quotes, and may use an RFP, if appropriate. The Purchase Order must include documentation of the quotes obtained.
    - b. Review of the feasibility of using the bid process for items exceeding \$5,000, but anticipated not to exceed ~~\$20,000~~ \$30,000, shall be made by Administrative Services on a case by case basis.
- E. D. ~~CAPITAL CONSTRUCTION AND FACILITIES MAINTENANCE~~  
PURCHASES AND OTHER GOODS/SERVICES FOR ~~\$20,000~~ \$30,000 OR MORE

1. Requirements for Bidding Procedure

- a. ~~Capital construction and facilities~~ purchases, with the only exception being professional services, estimated to cost ~~\$20,000~~ \$30,000, or more, must be let for bid.
- b. Departments may not make two separate Purchase Requisitions/Purchase Orders for the same good/service in order to circumvent the normal bidding procedure.
- c. All purchases which require the use of either formal bids or requests for proposals, must be approved by the full Champaign County Board.
- d. All meetings and discussions of the award of a bid be open to the public and welcome the public's participation.
- e. Public notification of bid shall be placed in the "Legal Notices" section of a newspaper of general circulation in the County for a minimum of one (1) day in each of three (3) successive weeks. All expenses incurred in the publication of notice of bid will be the responsibility of the requesting department.

2. Bid Types

It is the policy of the Champaign County Board to allow for competitive pricing and that the use of the bid system shall be the vehicle by which this policy shall be carried out.

- a. Formal bids shall be used when the projected monetary value of goods or services to be procured exceeds the limit set in 1.a, above.
- b. Requests for Proposals shall be used when the goods or services required, due to their nature, do not fall in a classification for which clearly established technical specifications can be provided to bidders.

3. Steps in Bidding Process

- a. Detail of specifications shall be prepared by requesting department head for goods/services to be bid. Assistance will be available to the requesting department for the preparation of specifications from ~~the~~ Administrative Services/~~Purchasing Division~~ upon request; however, the quantity and final determination of quality of goods/services to be bid shall be the responsibility of the requesting department head.
- b. Availability of funds shall be verified by Administrative Services/~~Purchasing Division~~ personnel and Auditor's Office.

- c. Requesting department head shall submit the bid/proposal to the Policy, Personnel, & Appointments Committee for review and approval to bid.
- d. Bid/proposal package shall be created. Bid/Proposal package shall include:
- Introductory Letter (detailing bid/proposal due date, bid opening date, and all dates of Board meetings scheduled for bid consideration and award).
  - Purchase Order Terms and Conditions
  - Bid Specifications and Requirements
  - Bid Guidelines
  - Bid/Quote Sheet
- e. Advertisement shall be placed in the "Legal Notices" section of a local newspaper of general circulation in the County for a minimum of one (1) day in each of three (3) successive weeks. All expenses incurred in the publication of notice of bid shall be the responsibility of the requesting department. Notice should include:
- Bid/Proposal Number
  - The Goods/Services to be Bid
  - The Due Date, Time, and Place of Bid Opening
  - Date, Time, and Place of All Meetings Scheduled for Bid Consideration and Final Award of Bid.
- Annual bid proposal numbers for all bids/proposals shall be maintained by the Administrative Services/Purchasing Division; departments preparing bids/proposals shall obtain annual bid proposal numbers from the Administrative Services/Purchasing Division.
- f. Require a public bid opening in the Administrative Services/Purchasing Division Office (or as assigned, if additional space is required) of all submitted bids.
- g. Analysis of bids received will be prepared and/or reviewed by requesting department head in cooperation with Administrative Services/Purchasing personnel and submitted by requesting department head to Policy, Personnel, & Appointments Committee of the County Board prior to the committee's meeting. Analysis shall include a detailed bid summary and a history of prior awards and business transacted during the prior three (3) years between Champaign County and bidders.

- h. The Policy, Personnel, & Appointments Committee reviews bid analysis and forwards recommendation for award of bid to the full Champaign County Board for consideration.
  - i. Full Champaign County Board awards all contracts and bids.
  - j. After receipt of Purchase Requisition from requesting department, Administrative Services/~~Purchasing Division~~ shall issue a purchase order for awarded good/service, if appropriate.
  - k. Administrative Services/~~Purchasing Division~~ notifies all bidders of the results of award of bid/contract.
  - l. After award of contract or bid, original bids/quotes/proposals submitted by vendors will be retained by the requesting department for at least three (3) years, or as required by law.
4. Awarding Purchase Orders/Bids/Proposals/Contracts

It is the policy of the Champaign County Board:

- a. To allow for competitive pricing in securing all goods/services.
  - b. To make the most efficient use of the taxpayers' dollars. When comparable goods/services are available, the supplier with the lowest price will be given greater consideration. When the bid process is utilized, the lower or lowest bidder conforming to the specifications will likewise be given greater consideration.
  - c. The County's primary objective in purchasing is acquiring the greatest value and, as such, price may be, at times, a secondary consideration.
  - d. In addition to price and terms of sale as conditions for award of bid, the following shall also be given great consideration: quality of goods bid, the financial condition and proven ability of the supplier, ability to provide goods/services in a timely manner, and the history of the supplier in past dealings with Champaign County.
  - e. In awarding of bids, the location of the supplier will be considered only when the ability to provide local assistance is critical.
  - f. To maintain an "Open Door" policy giving all viable vendors proper consideration.
  - g. To help maintain stable markets for recycled and recyclable products.
5. Contracts

- a. The State's Attorney's Office may, upon request, review contracts prior to final signature by the County Board Chair.
- b. Contracts shall be signed by the County Board Chair only after all required endorsements to awarded bidders insurance and proof of coverages have been received by ~~the Administrative Services/Purchasing Division~~ and forwarded to the requesting department head for review and retention through the contract service period or until goods/services have been received (or as the law requires).
- c. Contracts for goods/services may be awarded for a one year period and may be awarded with the option for renewal or extension (dependent upon appropriations) for a total period not to exceed three (3) years from the initial date of award.
- d. All contracts for goods/services which have been approved by the Champaign County Board will be signed by the County Board Chair.

#### F. AUTOMATED/TELEPHONE EQUIPMENT PURCHASES/CHANGES

1. All automated equipment purchases are to be reviewed, for compliance with Champaign County's automated systems design, development, and needs; and approved by the County Administrator prior to items being purchased. Exceptions will be referred by the County Administrator to the Policy, Personnel, and Appointments Committee for review and approval.
2. All telephone equipment purchases or system alterations shall require the approval of the Policy, Personnel, and Appointments Committee. Following approval by the Policy, Personnel, and Appointments Committee, all orders for telephone equipment or system alterations will be placed to the appropriate source by ~~Administrative Services/Purchasing Division~~ personnel.

#### VI. EMERGENCY PURCHASES

It is the policy of the Champaign County Board that:

- A. Emergency purchases shall be classified as those purchases which ensure public health and safety, protect public property, and to limit County liability.
- B. Emergency purchases are subject to the final approval of the Champaign County Board and shall be forwarded by the Auditor's Office to the Champaign County Board prior to the meeting date for final approval.

#### ~~VII. STORES INVENTORY~~

~~It is the policy of the Champaign County Board that:~~

- ~~A. Stores Inventory shall be a division of the Administrative Services/Purchasing Division. The County Administrator shall serve as the Champaign County Purchasing Agent.~~



- B. Stores Inventory is maintained for supplying departments on a daily basis with items needed to ensure each department's operating capability.
- C. Stores Inventory will provide either a computer transmitted or printed General County Stock Index which will include the current price of items available in General County Stock.
- D. All transactions by departments with Stores Inventory shall be completed only with a Purchase Requisition signed by either the department head or an authorized representative.
- E. Local government agencies may take advantage of Champaign County's buying power and procure items from Stores Inventory upon written request and formal approval from the Policy, Procedures, and Appointments Committee. Recommendation for participation by a governmental agency shall be approved by the Champaign County Board.
- F. A mandatory physical inventory shall be completed at the end of each fiscal year.
- G. Material Safety Data Sheets, as required by State and Federal law, shall be required for all appropriate items placed in Stores Inventory.

#### **VII. SURPLUS/OBSOLETE/EXCESS EQUIPMENT/PROPERTY**

It is the policy of the Champaign County Board that:

- A. Items no longer usable for their intended purpose, and/or having maintenance/repair cost(s) which are prohibitive, qualify as surplus equipment/property.
- B. County Departments shall notify the County Administrator when they have items no longer in use by the Department.
- C. Upon notification of excess equipment by County Departments, the County Administrator shall:
  - 1. Notify all County Departments of the availability of the equipment, if the piece of equipment is appropriate to meet a need within another department. If a Department requests the piece of excess equipment, Administrative Services will provide assistance in moving the equipment to the new office.
  - 2. If the equipment is not relocated within the County, the County Administrator shall arrange for the sale of the equipment through public auction.
- D. Any items which have an appraised value less than the cost of moving, storing, and auctioneer service shall be disposed of in the following manner:

- 1. Offered first to local non-sectarian: (a) educational; (b) performing arts; or (c) non-profit organizations; at no cost; or
- 2. Landfill.
- E. The County Administrator shall prepare an annual report detailing the disposition of excess equipment with documented expenditures and revenues resulting from said disposition and forward said report to the Policy, Personnel & Appointments Committee at the January Meeting, documenting the previous fiscal year.
- F. The County will not sell any excess equipment/property, which is determined to be dangerous or contain toxic or hazardous components, but rather shall dispose of said equipment/property in the manner prescribed by the manufacturer.
- G. All equipment sold through the Surplus/Obsolete/Excess Equipment/Property section of the Champaign County Purchasing Policy Ordinance shall be sold in the operating condition as of the date of sale with no guarantee of future operation or warranty.
- H. No Champaign County elected official or department head shall purchase equipment sold through the Surplus/Obsolete/Excess Equipment Property section of the Champaign County Purchasing Policy Ordinance.

**IX.**

**III. MAINTENANCE OF THE PRE-QUALIFIED VENDOR LIST**

A. The County Purchasing Agent shall make available to the public at the Administrative Services Department, and on the County's Web Site, a pre-qualified vendor application.

B. A vendor may apply to be added to the Pre-Qualified Vendor List at any time, but shall not be pre-qualified for thirty (30) days after their application. All pre-qualified vendor applications shall expire on January 1, and must be resubmitted each year.

C. The pre-qualified vendor application shall require the vendor to certify:

1. The goods or services the vendor has interest in providing.

2. The vendor's address, and the name, address, and telephone number of at least two contact persons.

3. The vendor has never been convicted of bid rigging (720 ILCS 5/33E-3) or bid tampering (720 ILCS 5/33E-4).

4. The vendor has never been convicted of providing false statements on vendor applications (720 ILCS 5/33E-14); bribery of an inspector employed by a contractor (720 ILCS 5/33E-8); provision or attempting to provide a bid bond (720 ILCS 5/33E-7); or bribery (720 ILCS 5/33-1).

The vendor is not otherwise legally barred from contracting with the county.

That the vendor maintains workers compensation insurance for its employees, and

that the vendor complies with the Prevailing Wage Act (830 ILCS 130-1, et seq.) if applicable.

The application for the Pre-Qualified Vendor List shall have the list of these categories of goods and services the county anticipates purchasing from the Pre-Qualified Vendor List and shall also allow vendors to submit suggestions for additional categories of goods or services. Upon receipt of five (5) applications addressing the same goods or services not proposed by the County, the Purchasing Agent shall evaluate the categories for addition to the Pre-Qualified Vendor List program.

A vendor may be removed from the Pre-Qualified Vendor List if the Purchasing Agent determines that the vendor has failed to comply with the terms of a formal or informal bid document, has submitted materially false or misleading information on the application or in a formal or informal bid response, has failed to update information on the pre-qualified vendor application, has conspired with other potential vendors not to bid or to fix a bid price, or has performed unsatisfactory work.

**X. IX. CREDIT CARD POLICY**

A credit card may be obtained by a County department for the efficient operation of the department in regard to charging and payment of business expenses including air fares, lodging, car rental, hotels, other ground transportation, meals, and other miscellaneous expenses that cannot be conveniently paid for by other means.

- A. Eligibility – Champaign County business credit cards may be issued to department heads, for allowable use by that department. Champaign County business credit cards are to be obtained by interested county departments and offices through the Office of the Champaign County Treasurer.
- B. Policy – Champaign County credit cards are issued for the convenience of department heads and their designees. Champaign County credit cards are for business related purchases only.
- C. Procedures
  - 1. Purchasing Limits – All Champaign County departments issued credit cards, are authorized to utilize Champaign County business credit cards for purchases of up to \$5,000 for travel arrangements in compliance with the Champaign County Travel Policy. Purchases of all other goods and/or services, up to \$5,000, that can be made more conveniently through the use of the credit card are also authorized if made in compliance with the Champaign County Purchasing Policy.

2. Tax Exempt Status – Champaign County Department Heads are also required to ensure that vendors are made aware of and provided with Champaign County tax exemption information whenever applicable.
3. Receipts - Receipts for all purchases made on Champaign County business credit cards are to be submitted to the Department Head or his/her designee as soon as practicable after the charge is made; and receipts for all purchases made on Champaign County business credit cards are to be submitted to the Auditor's Office with the monthly payment requisition for reconciliation with account statements.
4. Examples of Allowable Use – Champaign County business credit cards may be used for, but not limited to the following:
  - a. Hotel expenses
  - b. Conference registration
  - c. Business meals
  - d. Car rentals and fuel
  - e. Supplies and equipment which can be more conveniently purchased through a credit card and whereby tax exempt purchases can be accomplished.

## **XI. X. EXCEPTIONS**

It is the policy of the Champaign County Board that:

- A. Although the Champaign County Purchasing Policy Ordinance is designed to be flexible enough to accommodate most specific situations, there will be occasions which require techniques or solutions outside the established guidelines. In order to ensure internal consistency, however, some control must be maintained by the Champaign County Board over exceptional situations. Purchases beyond the Champaign County Purchasing Policy guidelines, as established in this Ordinance, may be referred by the requesting department head to Policy, Personnel, & Appointments Committee of the Champaign County Board for recommendation of exception to the Purchasing Policy Ordinance to the Champaign County Board for final approval. Resolutions/Ordinances for exception to the Champaign County Purchasing Policy Ordinance shall be prepared by the Administrative Services Department after Policy, Personnel, & Appointments Committee recommendation for County Board consideration.
- B. The Champaign County Nursing Home shall have an exception which covers drugs, food, operational supplies, and items purchased through joint purchasing procedures.

- C. The Regional Planning Commission shall have an exception, in that the Parent Committee shall be considered the Regional Planning Commissioners, for matters concerning purchasing, and final approval shall be made by the Champaign County Board upon the recommendation of the Environment and Land Use Committee.
- D. The Mental Health Board shall be excluded from this policy.
- E. The Highway Department is granted an exception from this policy regarding the Administrative Policies and Standard Specifications for Road and Bridge Construction and adopted by the Illinois Department of Transportation and applicable sections of the Illinois Revised Statutes which shall prevail in the use of Motor Fuel Tax and County Bridge purchases.
- F. The formal bidding process, as prescribed in the Purchasing Policy Ordinance, shall not be required for all items purchased through competitively solicited contracts bid and negotiated by the State of Illinois, U.S. General Services Administration, or other lead public agency in accordance with public purchasing rules and regulations as allowed by Illinois state statute (5 ILCS 220/3). The requesting department shall be responsible for completing all necessary paperwork involved in utilizing any such government purchasing alliance for purchase of any item/items requested.
- G. Purchases for materials and services, routinely and repeatedly purchased through the year for Champaign County Highway Department where the amount of the purchase cannot be determined before hand, will not require a Purchase Order even though the amount may exceed \$5,000.00. (Effective immediately)
- H. Written quotations will be an accepted alternate to formal bids for fuel which is routinely and repeatedly purchased throughout the year by the Champaign County Highway Department even though the amount exceeds \$~~20,000~~ \$30,000. (Effectively immediately)
- I. Purchases for food, routinely and repeatedly purchased through the year, by any County Department, will not require a Purchase Order even though the amount may exceed \$5,000.00. (Effective immediately)



## 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  
INFORMATION TECHNOLOGY  
MICROGRAPHICS  
PURCHASING  
PHYSICAL PLANT  
SALARY ADMINISTRATION

### MEMORANDUM

**TO: Tom Betz, Deputy Chair-Policy, Personnel & Appointments and MEMBERS of the CHAMPAIGN COUNTY BOARD**

**FROM: Deb Busey, County Administrator  
Molly Rollings, Dimond Bros Insurance Agency  
Debbie Mennenga, Insurance Specialist**

**DATE: October 31, 2011**

**RE: FY2012 RENEWAL of INSURANCE POLICIES – Liability & Worker's Compensation**

Working through the County's Broker – Dimond Brothers Insurance Agency – the County has received renewal proposals for the County's liability and worker's compensation FY2012 insurance coverage from the following companies: Cincinnati Insurance Company; Chartis; Capitol Indemnity; and Illinois Counties Risk Management Trust (ICRMT). Detailed information regarding the policies purchased is attached for your review.

The premium proposals received include the following for the period from December 1, 2011 – November 30, 2012:

1. Property/inland marine/boiler and machinery coverage provided by Cincinnati Insurance Company in the amount of \$135,799; (*reflects an increase of \$10,177 or 8.10% over the FY2011 premium rate of \$125,622*)
2. Liability coverage for Champaign County provided by ICRMT in the amount of \$478,129; (*reflects an increase of \$52,035 or 12.21% over the FY2011 premium rate of \$426,094*) **The excess liability coverage was increased from \$6,000,000 to \$9,000,000 – total liability coverage of \$10,000,000.**
3. Pollution Legal Liability coverage for the Champaign County Nursing Home provided by Chartis in the amount of \$17,927; (*reflects a decrease of \$226 or -1.24% over the FY2011 premium of \$18,153*)

4. Student Accidental Death & Dismemberment coverage for the Champaign County Head Start Program provided by Capitol Indemnity in the amount of \$876; (*reflects a \$0/0% increase over the FY2011 rate of \$876*)
5. Worker's Compensation coverage for Champaign County provided by ICRMT in the amount of \$183,520 (*reflects a \$4,698 increase or 2.63% increase over the FY2011 rate of \$178,822.*)

*The total \$816,251 cost of all premiums reflects a \$66,684 or 8.97% increase over the total FY2011 rate of \$749,567 as well as increase in excess liability coverage from \$6,000,000 to \$9,000,000 – total liability coverage of \$10,000,000.*

**RECOMMENDED ACTION:**

***Policy, Personnel & Appointments recommends to the County Board approval of insurance coverage for liability and worker's compensation for FY2012 from December 1, 2011 – November 30, 2012 through plans and premiums provided as follows:***

1. ***Property/inland marine/boiler and machinery coverage provided by Cincinnati Insurance company in the amount of \$135,799;***
2. ***Liability coverage for Champaign County provided by ICRMT in the amount of \$478,129;***
3. ***Pollution Legal Liability coverage for the Champaign County Nursing Home provided by Chartis in the amount of \$17,927;***
4. ***Student Accidental Death & Dismemberment coverage for the Champaign County Head Start program provided by Capitol Indemnity in the amount of \$876;***
5. ***Worker's Compensation coverage for Champaign County provided ICRMT in the amount of \$183,520.***

Thank you for your consideration of this recommendation. We will be present at your meeting on November 8, 2011 if you have additional questions or concerns.

Attachments

# County of Champaign

## 2011-2012 Insurance Proposal

**Insurance Companies:** Cincinnati Insurance Company (A+/XV)  
Illinois Counties Risk Management Trust  
Chartis (A/XV)  
Capitol Indemnity Corporation (A/LX)

**Coverage Dates:** 12/01/2011 to 12/01/2012

**Prepared by:**  
**Producers:** Molly M. Rollings  
**Service Representative:** Susi Boastick

**Dimond Bros. Agency**  
**1806 Woodfield Drive**  
**Savoy, IL 61874**  
**Phone: (217) 356-6400 x211**  
**Fax: (217) 356-8044**  
**Email: mollyr@dimondbros.com**



This presentation is designed to give you an overview of the insurance coverages we recommend for your company. It is meant only as a general understanding of your insurance needs and should not be construed as a legal interpretation of the insurance policies that will be written for you. Please refer to your specific insurance contracts for details on coverages, conditions, and exclusions.





**XC Property Extension:**

• Accounts Receivable.....	\$50,000
• Building Glass Liability.....	Included
• Business Income.....	\$50,000
• Change of Temperature or Humidity.....	Included
• Debris Removal.....	\$10,000
• Electronic Data Processing (Including Transit).....	\$10,000
• Exhibitions or Fairs.....	\$10,000
• Fences.....	\$5,000
• Fine Arts.....	\$25,000
• Fire Department Service Charge.....	\$25,000
• Fire Extinguisher Recharge Expense.....	\$25,000
• Fungi, wet rot and bacteria from covered cause of loss	\$15,000
• Inventory, Appraisal, Loss Statement Expense.....	\$10,000
• Lock Replacement.....	\$1,000
• Newly Acquired Property	
o Building.....	\$1,000,000
o Personal Property.....	\$500,000
• Non-Owned Building – damage from theft.....	\$25,000
• Ordinance or Law Coverage	
o Loss to Undamaged Portion of the building.....	Included
o Demolition Costs.....	\$20,000
• Outdoor Property (Trees, shrubs, plants).....	\$10,000
• Personal Effects (Max \$1,000 per person).....	\$25,000
• Pollutant Clean-up and Removal.....	\$20,000
• Property in Transit.....	\$10,000
• Property Off Premises.....	\$10,000
• Rewards – arson/vandalism/malicious mischief/theft/etc	\$10,000
• Signs not separately scheduled.....	\$5,000
• Trailers.....	\$5,000
• Utility Service (Direct Damage).....	\$25,000
• Underground Property.....	\$25,000
• Valuable Papers & Records – Cost of Research.....	\$50,000
• Water Back-up from sewers/drains/sump pumps.....	\$10,000





## COMMERCIAL LIABILITY POLICY - ICRMT



### ILLINOIS COUNTIES RISK MANAGEMENT TRUST INSURANCE PROGRAM PROPOSAL

**Named Insured:** Champaign County

**Who Is An Insured:** Champaign County and any person or organization to whom the Named Insured is obligated to provide insurance afforded by this policy, because of written contract, but only for damage or injury arising out of the "premises" or "operations" of the Named Insured; any member of the governing body of the Named Insured, any member of boards or commissions of the Named Insured, and any elected or appointed official of the Named Insured, but only while acting within the scope or the course of duties as a member or as an official; Your "employees" acting within the scope or course of their employment; any volunteer or unpaid worker authorized by an official of the Named Insured but only while acting within the scope or course of their duties and on behalf of the Named Insured. (See policy for complete wording)

**Policy Number:** ICRMT2011247

**Program Policy Term:** Dec 01, 2011 to Dec 01, 2012  
(Common Anniversary Date)

**Proposed Effective Date:**

**Carrier:** Illinois Counties Risk Management Trust

**Special Terms and Conditions:**

- Property and Casualty Policy is Non-Auditable
- Policy is only cancelable at Anniversary (12/1) after receipt of 30 day written notice
- Terrorism Coverage subject to NBCR exclusion
- Punitive Damages Exclusion
- Nuclear, Biological, Chemical and Radioactive Materials Exclusion. Applies to all lines of coverage except workers compensation, if applicable (NBCR Exclusion)
- The ICRMT Trust Agreement contains a Resolution by the Executive Board making the program non-assessable.



**PART II: GENERAL LIABILITY & LAW ENFORCEMENT - OCCURRENCE FORM**

Coverage / Limits

Each Occurrence	\$1,000,000	
General Annual Aggregate	\$3,000,000	
Law Enforcement Activities Annual Aggregate	\$3,000,000	
Products/Completed Operations Annual Aggregate	\$1,000,000	
Premises Medical Payments	\$1,000	Each Person
	\$50,000	Each Occurrence

Nursing Home Retroactive Date: 12/01/2003

**GENERAL LIABILITY - \$250,000 Each Occurrence Self-Insured Retention**

The self-insured retention applies to each occurrence and does not erode or reduce the Limits of Insurance.

**LAW ENFORCEMENT - \$250,000 Each Occurrence Self-Insured Retention**

The self-insured retention applies to each occurrence and does not erode or reduce the Limits of Insurance.

**Prior Acts:**

Coverage applies to: N/A

Retroactive Date: N/A

Limit of Liability is equal to Limit previously carried.

Reporting Period is Expiration Date of Policy.

**Coverage to Include:**

- Liquor Law Liability
- Good Samaritan Coverage
- Terrorism subject to NBCR
- Incidental Malpractice

**Exclusions include but are not limited to:**

- Sexual Abuse and Molestation
- Discrimination, Employment Related Practices (See Public Officials)
- Asbestos
- Absolute Pollution (Except Hostile Fire)
- Mold
- NBCR Exclusion

**See policy for complete information on coverages and exclusions**

**PART IV: PUBLIC OFFICIALS LIABILITY - CLAIMS MADE**

Limit	<u>\$1,000,000</u>	Each Claim
	<u>\$1,000,000</u>	Annual Aggregate
Physical and Sexual Abuse	<u>\$1,000,000</u>	Annual
	<u>\$1,000,000</u>	Aggregate

Physical and Sexual Abuse Coverage Retroactive Date: 12/01/2006

**\$250,000 Each Claim Self-Insured Retention**

The self-insured retention applies to each claim and does not erode or reduce the Limits of Insurance.

**Retroactive Date:** 01/01/1996

*Limits provided will be equal to those carried at Retroactive Date*

- Coverages Included:**
- Sexual Harassment
  - Discrimination
  - Wrongful Termination
  - Employment Practices
  - Any alleged or actual violation of state or Federal Civil Rights
  - Terrorism subject to NBCR
  - \$25,000 Occurrence / \$50,000 Aggregate Non-monetary damages defense coverage

**Exclusions include but are not limited to:**

- Airports or Aircraft
- Criminal Acts
- Condemnation
- Mold
- NBCR Exclusion
- Punitive Damages

**See policy for complete information on coverages and exclusions**





**STUDENT ACCIDENTAL DEATH & DISMEMBERMENT POLICY – Capitol Indemnity**

**Limits:**

- Accidental Death, Dismemberment or Loss of Sight - Principal Sum: \$1,000
- Accident Medical Expense - Primary Plan, Maximum Benefit Amount Per Covered Person - 100% of Usual & Customary Charges \$2,500
- Deductible \$10

**WORKERS COMPENSATION POLICY - ICRMT**



**Illinois Counties Risk Management Trust  
Part V. Workers' Compensation Proposal**

**Named Insured:** Champaign County  
1776 E. Washington  
Urbana, IL 61802

**Program Year:** 2011-2012  
**Effective Dates:** 12/01/2011 to 12/01/2012  
**Policy Number:** ICRMT2011247

**Coverage A, Workers' Compensation Limit:** Statutory

**Coverage B, Employers' Liability Limit:** \$2,500,000 Each Accident and \$2,500,000 Each Employee for Disease

**Self-Insured Retention:** \$250,000 Each Accident

**Extensions of Coverage:** Volunteers

- Terms and Conditions:**
1. Payrolls subject to annual audit.
  2. Policy is only cancellable at program anniversary and after 30 day written notice is given. If required notice is not given, full estimated premium is earned, due and payable.
  3. All terms and conditions of membership in the Illinois Counties Risk Management Trust are set forth in the Trust by-laws. A copy of this document is available for your review.



## Illinois Counties Risk Management Trust Part V. Workers' Compensation Proposal

**Named Insured:** Champaign County  
1776 E. Washington  
Urbana, IL 61802

**Program Year:** 2011-2012  
**Effective Dates:** 12/01/2011 to 12/01/2012  
**Policy Number:** ICRMT2011247

Code	Classification	Estimated Payroll	Rate	Estimated Premium
5403	Carpentry - Commercial	\$289,000	21.7000	\$62,713
5506	Street & Road	\$789,000	15.0200	\$118,508
7380	School Bus Drivers	\$0	11.2900	\$0
7705	Ambulance / EMS	\$60,500	8.2900	\$5,015
7720	Law Enforcement	\$10,200,000	6.5900	\$672,180
8601	Architect/Engineer	\$136,000	1.1800	\$1,605
8810	Clerical	\$9,820,000	0.4900	\$48,118
8820	Attorney - All Employees & Clerical	\$3,250,000	0.4400	\$14,300
8829	Nursing Home	\$6,210,000	5.5300	\$343,413
8831	Animal Control	\$265,500	2.6400	\$7,009
8832	Physician/Coroner/Health Department & Clerical	\$228,500	0.6900	\$1,577
8869	Child Day Care Center - Professionals	\$2,825,000	1.5000	\$42,375
9015	Building Operations/Custodial/Maintenance NOC	\$464,500	7.4200	\$34,466
9059	Child Day Care Center - All Other Employees	\$265,250	3.0000	\$7,958
9410	Municipal NOC	\$376,000	6.3200	\$23,763
<b>Totals:</b>		<b>\$35,179,250</b>		<b>\$1,383,000</b>

Gross Annual Premium		\$1,383,000
Increased Limit Multiplier	1.02	\$1,410,659
Experience Modifier	1.40	\$1,974,923
Schedule Modifier	0.105	\$207,367
Subtotal		\$207,367
Premium Discount	11.50%	(\$23,847)
Annual Premium		\$183,520

**EXCESS LIABILITY POLICY - ICRMT**

**EXCESS LIABILITY - Follow Form**

General Liability & Law Enforcement	<u>\$9,000,000</u>	Excess of \$1,000,000 Per Occurrence \$3,000,000 Aggregate
Auto Liability	<u>\$9,000,000</u>	Excess of \$1,000,000 Each Accident for Bodily Injury and / or Property Damage
Public Officials (Claims Made)	<u>\$9,000,000</u>	Excess of \$1,000,000 Per Occurrence \$1,000,000 Aggregate

Please see policy forms for terms, conditions and exclusions.

## PREMIUM SUMMARY

Line of Business	Expiring Premium - 2011	Renewal Premium - 2012	% Change
<b>ICRMT</b>			
Crime	\$ 5,557	\$ 9,722	74.95%
Automobile Liability	\$ 38,058	\$ 36,159	-4.99%
Auto Physical Damage (Highway)	\$ 3,386	\$ 3,387	0.03%
Auto Physical Damage (EMA)	\$ 375	\$ 385	2.67%
General Liability (Nursing Home)	\$ 78,630	\$ 85,848	9.18%
Errors & Omissions	\$ 45,162	\$ 50,329	11.44%
General Liability (County)	\$ 84,432	\$ 81,426	-3.56%
Law Enforcement Liability	\$ 34,434	\$ 44,143	28.20%
Excess Liability (County)	\$ 106,393	\$ 131,730	23.81%
Excess Liability (Nursing Home)	\$ 29,667	\$ 35,000	17.98%
<b>Total ICRMT</b>	<b>\$ 426,094</b>	<b>\$ 478,129</b>	<b>12.21%</b>
Workers Compensation	\$ 178,822	\$ 183,520	2.63%
<i>Payroll</i>	<i>\$ 34,820,796</i>	<i>\$ 35,179,250</i>	<i>1.03%</i>
<b>Cincinnati</b>			
Property (County)	\$ 63,379	\$ 68,863	8.65%
Property (Nursing Home)	\$ 19,281	\$ 20,442	6.02%
Inland Marine	\$ 34,875	\$ 39,702	13.84%
Boiler & Machinery	\$ 8,087	\$ 6,792	-16.01%
<b>Total Cincinnati</b>	<b>\$ 125,622</b>	<b>\$ 135,799</b>	<b>8.10%</b>
<b>Capitol Indemnity</b>			
Student AD&D	\$ 876	\$ 876	0.00%
<b>Chartis</b>			
Pollution Legal Liability	\$ 18,153	\$ 17,927	-1.24%
<b>Total Premium 2012</b>	<b>\$ 749,567</b>	<b>\$ 816,251</b>	<b>8.90%</b>

**Required To Bind Coverage:**

- **Pollution Liability - Terrorism Disclosure Form (Provided Separately)**
- **Signed and dated ICRMT premium pages (Provided Separately)**
- **Signed Statement of Values – Cincinnati Property (Provided Separately)**



**Insurance Program Managers Group, LLC**  
**Illinois Counties Risk Management Trust**  
**INSURANCE PROGRAM PROPOSAL**  
for  
Champaign County  
1776 E. Washington  
Urbana, IL 61802

ICRMT2011247

Policy Period: 12/01/2011 to 12/01/2012

Endorsements to the policy resulted in the premium change shown below.

Coverage Part(s)	Premium
General Liability & Law Enforcement Liability	\$333,399
Property, Inland Marine	Not Requested
Commercial Auto	Included
Public Officials Liability - Claims Made	Included
Crime	Included
Boiler & Machinery	Not Requested
Special Coverage	Not Requested
Excess Liability	\$144,730
Total Policy Premium:	\$478,129

Terms and Conditions:

A signed copy of this document along with the payment must be received in the office prior to the effective date of coverage. Coverage cannot be bound without formal documentation.

Binding Order:

Please accept this as a formal confirmation that all terms and conditions of the proposed insurance program by the Illinois Counties Risk Management Trust are accepted effective 12/01/2011.

\_\_\_\_\_  
Signature of Official

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date



**Gordy Hulten**  
**Champaign County Clerk**  
Champaign County, Illinois

1776 East Washington Street  
Urbana, IL 61802  
Email: [mail@champaigncountyclerk.com](mailto:mail@champaigncountyclerk.com)  
Website: [www.champaigncountyclerk.com](http://www.champaigncountyclerk.com)

Vital Records: (217)384-3720  
Elections: (217)384-3724  
Fax: (217)384-1241  
TTY: (217)384-8601

**COUNTY CLERK**  
**MONTHLY REPORT**  
**OCTOBER**  
**2011**

Liquor Licenses & Permits	30.00
Marriage License	1,335.00
Interests	45.77
State Reimbursements	-
Vital Clerk Fees	10,926.00
Tax Clerk Fees	6,593.99
Civil Union Licenses	120
Refunds of Overpayments	-
<b>TOTAL</b>	<b>19,050.76</b>
Additional Clerk Fees	1,662.00

Memorandum

To: County Board

From: C. Pius Weibel, Chair

Re: Procedural Policy for semi-annual review of closed session minutes.

The purpose of this procedure is to put in place guidelines to systematically deal with the semi-annual reviews of closed session minutes and the decision of whether to open the minutes or keep them closed. If the Board accepts this procedure, we will ask our legal counsel (SA) to categorize the closed session minutes by the appropriate topics, as listed below. Then at the next review time, the Board will only examine the minutes that have reached the end of the time period per each category. The Board will vote to open some or all of those minutes and to keep the remaining minutes closed.

1. Labor Negotiations (includes Health Insurance and Salary Schedules) - open after 100 years.
2. Personal matters (Discipline, Performance, Termination) concerning individual employees: remain closed until death.
3. Employment/hiring of specific employee: open after 10, unless still employed.
4. Compensation of specific employee: open after 10, unless still employed.
5. Land transactions (Purchase/sale): open after 6 months.
6. Land transactions (Leases): open after 5 years unless lease is active.
7. Litigation: per SA opinion.
8. Exceptions: per SA opinion.

RESOLUTION NO. \_\_\_\_\_

RESOLUTION SUPPORTING THE NAMING OF THE UNITED STATES COURTHOUSE  
IN URBANA, ILLINOIS AFTER JAMES R. BURGESS, JR.

WHEREAS, James R. Burgess, Jr. served with heroism and distinction in World War II as a First Lieutenant and commander of Charlie Company in the 761st Tank Battalion, United States Army, which was the first African-American armor unit to see combat in the European Theater of Operations; and

WHEREAS, James R. Burgess, Jr. was elected State's Attorney for Champaign County, Illinois in 1972, the first African-American to be elected to county-wide office in Champaign County, and served with distinction for four years; and

WHEREAS, James R. Burgess, Jr. was appointed United States Attorney for the Eastern District of Illinois in 1977, which became the Central District of Illinois in 1978, and served in that position through 1982; and

WHEREAS, James R. Burgess, Jr. and his record of military and public service are worthy of remembrance so that they may be a source of pride and inspiration for future generations of Champaign County citizens;

NOW, THEREFORE, BE IT RESOLVED by the County Board of Champaign County, Illinois, to request that the Senior U.S. Senator from Illinois, the Honorable Richard J. Durbin; the Junior U. S. Senator from Illinois, the Honorable Mark Kirk; and the U. S. Representative for the 15th Congressional District of Illinois, the Honorable Timothy V. Johnson, pursue and take actions as necessary to name the United States Courthouse in Urbana, Illinois, after James R. Burgess, Jr. in recognition of his service on behalf of the United States of America, the State of Illinois, and the County of Champaign.

PRESENTED, ADOPTED, APPROVED and RECORDED this \_\_\_ day of \_\_\_\_\_,  
A.D. 2011.

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

ATTEST:

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