

CHAMPAIGN COUNTY BOARD COMMITTEE OF THE WHOLE

Justice & Social Services/Policy, Personnel, & Appointments/Finance Agenda
County of Champaign, Urbana, Illinois
Tuesday, September 11, 2012 – 6:00 p.m.

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

I. **Call To Order**

II. **Roll Call**

III. **Approval of Minutes**

A. Committee of the Whole Minutes – August 14, 2012 *(to be distributed)*

IV. **Approval of Agenda/Addenda**

V. **Public Participation**

VI. **Communications**

VII. **Justice & Social Services:**

A. Agency Presentation - EMA

B. Monthly Reports – All reports are available on each department's webpage through the department reports page at: <http://www.co.champaign.il.us/COUNTYBD/deptrpts.htm>

1. Animal Control – July 2012
2. Emergency Management Agency – June 2012 and July 2012
3. Probation & Court Services – July 2012
5. Public Defender – July 2012

C. Other Business

D. Chair's Report

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

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

A. Appointments/Reappointments

1. St. Joseph #5 Drainage District Term 9/1/2012-8/31/2015 1

Applicant:

- Brian Knight

2. St. Joseph #6 Drainage District Term 9/1/2012-8/31/2015 2

Applicant:

- Brian Knight

B. County Clerk

1. August 2012 Report 3

C. County Administrator

1. Administrative Services Monthly Report – August 2012 4-7
2. Update on 2012 Employee Recognition Events *(for information only)* 8
3. Job Content Evaluation Committee Recommendation Regarding County Clerk Positions Submitted for Re-Evaluation and Review 9-20

D. Other Business

1. Amendment to Champaign County Liquor Ordinance 21-24
2. DISCUSSION – Proposed County Board Rules Changes 25-41

E. Chair’s Report

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

IX. Finance:

A. Labor/Management Health Insurance Committee

1. Recommendation for Health Insurance and Related Benefits Plans for County Employees for FY2013 42-51

B. Treasurer

1. Monthly Reports –August 2012- Reports are available on the Treasurer’s webpage at <http://www.co.champaign.il.us/TREAS/reports.htm>

C. Auditor

1. Monthly Report– August 2012 52-59

D. Budget Amendments/Transfers

1. Budget Transfer #12-00011 60
Fund/Dept: 080 General Corporate-022 County Clerk
Total Amount: \$18,180
Reason: To Cover Election Judges Working Early voting Stations Across Champaign County During the 2012 General Election
2. Budget Transfer #12-00012 61
Fund/Dept: 080 General Corporate-075 General County, 071 Public Properties
Total Amount: \$60,978
Reason: Pursuant to Approval by County Facilities on 9/4/2012, Transfer of Available Funds to Physical Plant Budget for Shields Meeting Room Remodel.
3. Budget Amendment #12-00040 62-63
Fund/Dept: 612 Sheriff Drug Forfeiture-040 Sheriff
Increased Appropriations: \$33,582
Increased Revenue: None: from Fund Balance
Reason: Drug Forfeiture Monies deposited in County Account should have been sent to the Illinois State Police Forfeiture Division and then the Illinois State Police will Issue a Draft for the County’s Portion To Be Deposited Into Evidence Forfeitures Account.
4. Budget Amendment #12-00041 64-68
Fund/Dept: 110 Workforce Development Fund-764 WIA Formula Grant-Even Years
Increased Appropriations: \$507,750

Increased Revenue: \$507,750

Reason: To Accommodate Receipt of New Workforce Investment Act Grant. This Grant Provides for the Employment & Training Needs of Economically Disadvantaged & Dislocated Workers in Champaign, Ford, Iroquois, & Piatt Counties.

5. Budget Amendment #12-00042 69-70
Fund/Dept: 110 Workforce Development Fund-766 WIA Local Incentive-Even Years
Increased Appropriations: \$12,000
Increased Revenue: \$12,000
Reason: To Accommodate Receipt of New Workforce Investment Act Local Incentive Grant. This Grant Provides Incentive Funds for any Activities Allowed Under the Workforce Investment Act & is supplemental to the WIA Formula Grant Budget Amendment No. 12-00041

6. Budget Amendment #12-00043 71-72
Fund/Dept: 110 Workforce Development Fund-768 Trade Case Management-Even Years
Increased Appropriations: \$69,500
Increased Revenue: \$69,500
Reason: To Accommodate Receipt of New Trade Case Management Grant Award in Conjunction with the Workforce Investment Act Formula Grant. This Grant Provides Case Management Funds to Prepare Comprehensive Employment Plans, Provide Job and Career Counseling, Training Guidance and Job Placement Assistance.

7. Budget Amendment #12000044 73
Fund/Dept: 110 Workforce Development Fund-770 Trade Adjustment Assistance-Even Years
Increased Appropriations: \$10,000
Increased Revenue: \$10,000
Reason: To Accommodate Receipt of New Trade Adjustment Assistance Grant In Conjunction with the Workforce Investment Act Formula Grant. This Grant Provides Funds for Program Participant Training, Transportation, Subsistence, Job Search Activities, or Relocation.

8. Budget Amendment #12-00045 74
Fund/Dept: 110 Workforce Development Fund-772 Trade/Global Adjustment-Even Years
Increased Appropriations: \$50,000
Increased Revenue: \$50,000
Reason: To Accommodate Receipt of New Trade and Global Adjustment Assistance Grant In Conjunction with the Workforce Investment Act Formula Grant. This Grant Provides Funds for Employment and Case Management, Establishment and Maintenance of Eligibility, Job Retraining and Related Expenses Including Books, Tools, and Academic Fees.

9. Budget Amendment #12-00046 75-77
Fund/Dept: 110 Workforce Development Fund-763 WIA Formula Grant-Odd Years
Increased Appropriations: \$113,897
Increased Revenue: \$113,897
Reason: Flip Department to Accommodate Alternating Fiscal Years for New Workforce

Investment Act Grant. This Program Provides for Employment and Training Needs of Economically Disadvantaged and Dislocated Workers.

10. Budget Amendment #12-00047 78-79
Fund/Dept: 110 Workforce Development Fund-765 WIA Local Incentive-Odd Years
Increased Appropriations: \$7,000
Increased Revenue: \$7,000
Reason: Flip Department to Accommodate Alternating Fiscal Years for New Workforce Investment Act Local Incentive Grant.

11. Budget Amendment #12-00048 80-81
Fund/Dept: 110 Workforce Development Fund-767 Trade Case Management-Odd Years
Increased Appropriations: \$25,500
Increased Revenue: \$25,500
Reason: Flip Department to Accommodate Alternating Fiscal Years for New Trade Case Management Grant Award in Conjunction with the Workforce Investment Act Formula Grant.

12. Budget Amendment #12-00049 82
Fund/Dept: 110 Workforce Development Fund-769 Trade Adjustment Assistance-Odd Years
Increased Appropriations: \$10,000
Increased Revenue: \$10,000
Reason: Flip Department to Accommodate Alternating Fiscal Years for New Trade Adjustment Assistance Grant.

13. Budget Amendment #12-00050 83
Fund/Dept: 110 Workforce Development Fund-771-Trade/Global Adjustment-Odd Years
Increased Appropriations: \$25,000
Increased Revenue: \$25,000
Reason: Flip Department to Accommodate Alternating Fiscal Years for New Trade & Globalization Adjustment Assistance Grant in Conjunction with the Workforce Investment Act Formula Grant.

14. Budget Amendment #12-00051 84-85
Fund/Dept: 076 Tort Immunity Tax Fund-075 General County
Increased Appropriations: \$82,000
Increased Revenue: None: from Fund Balance
Reason: For Payment of FY12 Unemployment Taxes for General Corporate Funds

15. Budget Amendment #12-00053 86
Fund/Dept: 303 Court Complex Construction Fund-010 County Board
Increased Appropriations: \$11,000
Increased Revenue: None: from Fund Balance
Reason: Pursuant to County Facilities Approval on 9/4/2012, Increase Appropriation from Courts Construction Fund Balance for Courthouse Air Conditioning Compressor Replacement.

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16. Budget Amendment #12-00054 87
Fund/Dept: 105 Capital Asset Replacement Fund-059 Facilities Planning
Increased Appropriations: \$50,000
Increased Revenue: None: from Fund Balance
Reason: Pursuant to County Facilities Approval on 9/4/2012, Expenditure
Appropriation in the Amount of \$50,000 from the \$150,000 Capital Facilities Fund
Reserve for Downtown Correctional Center Maintenance Projects.

E. Nursing Home Board of Directors

1. Request Consideration of General Corporate Fund Backing for Nursing Home Revenue 88
Anticipation Notes
i) Treasurer & County Administrator Presentation and Overview of Impact on
General Corporate Fund – Backing Nursing Home RANs

F. Champaign County Board VAC Committee

1. Recommendation for Approval of Intergovernmental Agreement between Champaign 89-95
County and the Champaign County Veterans Assistance Commission
2. Recommendation for Approval of Veterans Assistance Commission of Champaign 96-105
County Program
3. Recommendation for Approval of FY2013 Budget for Champaign County VAC 106-108
4. Budget Amendment #12-00052 109
Fund/Dept: 080 General Corporate-127 Veterans Assistance Commission
Increased Appropriations: \$7,400
Increased Revenue: None: from Fund Balance
Reason: Start-up Costs for Purchases to be made Before 12/1/2012, to Ensure the
Champaign County VAC can Open and Be Operational on 12/1/2012
5. Approval of Creation of VAC Superintendent Position and Classification 110-115

G. County Administrator

1. General Corporate Fund FY2012 Budget Projection Report (*to be distributed*)
2. General Corporate Fund Budget Change Report (*to be distributed*)
3. Recommendation for Approval of Re-Evaluation of County Clerk Positions 9-20
4. Recommendation for FY2013 Health Insurance Premium Contributions for Non- 116-117
Bargaining Employees
5. FY2013 General Corporate Fund Budget
i) Overview & Summary of FY2013 General Corporate Fund Budget 118-122
ii) Summary of Program Change Requests & Direction by Finance Committee 123
iii) Revenue Increase Recommendation & Direction by Finance Committee 124-125

H. Other Business

I. Chair's Report

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

X. Other Business:

XI. Adjourn

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

PLEASE TYPE OR PRINT IN BLACK INK

NAME: Brian Knight

ADDRESS: 103 W Brubaker drive St Joseph IL 61873
Street City State Zip Code

EMAIL: knightranger79@gmail.com PHONE: 4169-2698
 Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: St. Joseph #5 Drainage District

BEGINNING DATE OF TERM: 9-1-2012 ENDING DATE: 8-31-2015

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 10 plus years as a pipefitter for Local 149 in Savoy, IL.
I also have a IL State plumbing license.
2. What is your knowledge of the appointed body's operations, property holdings, staff, taxes, and fees?
I have met & gone over things w/ Gary Gannon a couple of times
3. Can you think of any relationship or other reason that might possibly constitute a conflict of interest if you are selected to serve on the appointed body for which you are applying? (This question is not meant to disqualify you; it is only intended to provide information.)
Yes No If yes, please explain:


Signature

Date: 8-3-12

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

PLEASE TYPE OR PRINT IN BLACK INK

NAME: Brian Knight

ADDRESS: 103 W Briarcliff drive St Joseph IL 61873
Street City State Zip Code

EMAIL: knightb79@gmail.com PHONE: 469-2698
 Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: St. Joseph #6 Drainage District

BEGINNING DATE OF TERM: 9-1-2012 ENDING DATE: 8-31-2015

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?
10 plus years as a pipefitter for local 149 in Savoy
Licensed IL state plumber
2. What is your knowledge of the appointed body's operations, property holdings, staff, taxes, and fees?
gone over things w/Gary Cannon
3. Can you think of any relationship or other reason that might possibly constitute a conflict of interest if you are selected to serve on the appointed body for which you are applying? (This question is not meant to disqualify you; it is only intended to provide information.)
Yes No X If yes, please explain:


Signature

Date: 8-3-12



Gordy Hulten
Champaign County Clerk
Champaign County, Illinois

1776 East Washington Street
Urbana, IL 61802
Email: mail@champaigncountyclerk.com
Website: www.champaigncountyclerk.com

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

COUNTY CLERK
MONTHLY REPORT
AUGUST
2012

Liquor Licenses & Permits	10.00
Civil Union Licenses	250.00
Marriage License	2,975.00
Interests	22.48
State Reimbursements	-
Vital Clerk Fees	17,869.00
Tax Clerk Fees	2,096.75
Refunds of Overpayments	-
TOTAL	23,223.23
Additional Clerk Fees	2,766.00



CHAMPAIGN COUNTY ADMINISTRATIVE SERVICES

1776 East Washington Street, Urbana, Illinois 61802-4581

ADMINISTRATIVE, BUDGETING, PURCHASING, & HUMAN RESOURCE
MANAGEMENT SERVICES

Deb Busey, County Administrator

ADMINISTRATIVE SERVICES – MONTHLY HR REPORT AUGUST 2012

VACANT POSITIONS LISTING

VACANT POSITIONS LISTED ON DATA BASE AUGUST, 2012								
FUND	DEPT	POSITION TITLE	HOURLY RATE	REG HRS	REGULAR ANNUAL SALARY		FY 2012 HRS	FY 2012 ANNUAL SALARY
80	20	ACCOUNTING MANAGER	\$30.34	1950	\$59,163.00		1965	\$59,618.10
80	30	CH DEP CIRCUIT CLERK	\$26.95	1950	\$52,552.50		1965	\$52,956.75
80	30	PT LEGAL CLERK	\$11.51	1040	\$11,970.40		1048	\$12,062.48
80	40	CLERK	\$11.51	1950	\$22,444.50		1965	\$22,617.15
80	71	SKILLED TRADES	\$17.66	2080	\$36,732.80		2096	\$37,015.36
80	140	DEP SHRF--CORR	\$18.48	2080	\$38,438.40		2096	\$38,734.08
80	140	DEP SHRF--CORR	\$18.48	2080	\$38,438.40		2096	\$38,734.08
80	140	DEP SHRF--CORR	\$18.48	2080	\$38,438.40		2096	\$38,734.08
80	140	DEP SHRF--CORR	\$18.48	2080	\$38,438.40		2096	\$38,734.08
80	140	PT MCO	\$11.51	1040	\$11,970.40		1048	\$12,062.48
80	141	LEGAL SECRETARY	\$13.55	1950	\$26,422.50		1965	\$26,625.75
-- TOTAL --			\$196.95		\$375,009.70			\$377,894.39

UNEMPLOYMENT REPORT

Notice of claims received – 18 total

12-Nursing Home
2-RPC
1-Corrections
2-Juvenile Detention Center
1-Head Start

Employer Protests Filed - 5

5-Nursing Home

Response to Employer Protest

3 – benefits approved (Nursing Home)
3 – benefits denied (Nursing Home)
1 – benefits approved (Head Start)
1 – benefits approved (Board of Review)

Appeal of denial by Claimant

- 1 – Nursing Home
- 1 – Board of Review

Telephone hearing scheduled

- 1 – Nursing Home
- 1 – Board of Review

PAYROLL REPORT

AUGUST PAYROLL INFORMATION

<u>Pay Group</u>	<u>8/10/2012</u>		<u>8/24/2012</u>	
	<u>EE's</u> <u>Paid</u>	<u>Total Payroll \$</u>	<u>EE's</u> <u>Paid</u>	<u>Total Payroll \$</u>
General Corp	486	\$871,265.43	511	\$843,060.43
Nursing Home	211	\$243,142.16	223	\$240,329.56
RPC/Head Start	165	\$224,476.46	168	\$218,330.47
Total	862	\$1,338,884.05	902	\$1,301,720.46

<u>Pay Group</u>	<u>8/31/2012 FCS RETRO</u>	
	<u>EE's</u> <u>Paid</u>	<u>Total Payroll \$</u>
General Corp	44	\$50,525.38
Total	44	\$50,525.38

HEALTH INSURANCE/BENEFITS REPORT

August, 2012

Total Number of Employee Enrolled: 676

General County Union:

Single: 243; Family 86; Waiver 28

Nursing Home Union:

Single: 64; Family 7; Waiver 18

Non-bargaining employees:

Single: 140; Family 57; Waiver 33

Life Insurance Premium paid by County: \$1,732.38

Health Insurance Premium paid by County: \$307,578.44

Health Reimbursement Account Contribution paid by County: \$12,468.00

TURNOVER REPORT

Turnover is the rate at which an employer gains and loses employees. To get the best picture for turnover the calculations are based on rolling year averages.

General County

August 2012: 8.46%

August 2012: 3 of 542 Employees left Champaign County

WORKERS' COMPENSATION REPORT

Entire County Report	August 2012
New Claims	3
Closed Claims	1
Open Claims	31

EEO REPORT

Information provided based on EEO Tracking forms submitted by Applicant. Figures are for General County only.

August EEO Report - General County Only	PT Legal Clerk - Circuit Clerk	Legal Secretary - State's Attorney	AUGUST - TOTALS
Total Applicants Applied	41	32	73
Male	7	1	8
Female	31	21	52
Undisclosed	3	10	13
Caucasian	26	16	42
African-American	8	3	11
Asian or Pacific Islander	2		2
Hispanic	1	1	2
Native American or Alaskan Native			
Two of more races	1	2	3
Undisclosed	3	10	13
Veteran Status	1	2	3
Disability	2		2

ADMINISTRATIVE SUPPORT to COUNTY BOARD REPORT

Agendas Posted	15	Meetings Staffed	10	Minutes Posted	7
Appointments Posted		Notification of Appointment	55	Contracts Posted	2
Calendars Posted	6	Resolutions Prepared	77	Ordinances Prepared	4



CHAMPAIGN COUNTY ADMINISTRATIVE SERVICES

1776 East Washington Street, Urbana, Illinois 61802-4581

*ADMINISTRATIVE, BUDGETING, PURCHASING, & HUMAN RESOURCE
MANAGEMENT SERVICES*

Deb Busey, County Administrator

MEMORANDUM

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

From: Amanda Tucker, HR Generalist

Date: September 5, 2012

Re: **Champaign County Employee Recognition Week**

The 2012 Champaign County Board's Employee Recognition Program will be scheduled for the week of October 29, 2012. The week will be promoted as the Champaign County Employee Recognition and Appreciation Week.

The events and locations for the week of October 29th would be as follows:

- Urbana Civic Center –Tuesday, October 30, 2012 (11:30 - 1:00pm)
 - Invite County Board Members, Department Heads, County Employees being recognized and Retirees with Family
 - This would include all departments located in Brookens, Animal Control, EMA, Highway Department, Courthouse, Sheriff's Office, Corrections, Juvenile Detention Center and Children's Advocacy Center.
 - Luncheon program that will include food and beverage.
 - Each recognized employee would be presented with a certificate of service based upon their years of service.
- Champaign County Nursing Home – Thursday, November 1, 2012 (2:00pm @ Chapel)
 - Invite Members of the County Board, Nursing Home Board of Directors and all employees of the Nursing Home.
 - Each recognized employee would be presented with a certificate of service based upon their years of service.
- In addition to the weeks activities the following events will recognize employees:
 - October 18, 2012: County Board Meeting
 - Resolution Honoring County Employees and Retirees.
 - RPC Recognition Event – Wednesday, November 14, 2012 (John Dimit Meeting Room @ Brookens) Time: 8:30am – 2:00pm
 - Invite County Board Members and RPC employees.
 - Each recognized employee would be presented with a certificate of service.
 - Program will include food and beverage.

Thanks you for your time and consideration. If you have questions or concerns, please feel free to contact me.



CHAMPAIGN COUNTY ADMINISTRATIVE SERVICES 1776
East Washington Street, Urbana, Illinois 61802-4581

*ADMINISTRATIVE, BUDGETING, PURCHASING, & HUMAN RESOURCE
MANAGEMENT SERVICES*

Deb Busey, County Administrator

MEMORANDUM

**TO: Carol Ammons, Deputy Chair of Policy, Personnel & Appointments;
Brendan McGinty, Deputy Chair of Finance;
And MEMBERS of the CHAMPAIGN COUNTY BOARD**

FROM: Deb Busey, County Administrator, and Job Content Evaluation Committee

DATE: September 4, 2012

RE: REVIEW and RECOMMENDATION of COUNTY CLERK POSITIONS

Pursuant to direction from the Policy, Personnel & Appointments Committee of the Whole on August 14, 2012, the Job Content Evaluation Committee has met to review and re-evaluate the classifications and job descriptions of three position classifications within the County Clerk's Office – Technology Specialist, Senior Election Specialist and Lead Tax Extension Specialist.

TECHNOLOGY SPECIALIST

The Job Content Evaluation Committee reviewed the position analysis questionnaire that had been completed by the current incumbent Technology Specialist and reviewed and approved by County Clerk Gordy Hulten. The Committee was also provided with an updated job description for this position. Mr. Hulten and Chief Deputy Jeremy Cirks also met with the Committee and explained the proposed changes for the position in terms of the current operating environment in the County Clerk's Office. Based upon the information received, the Job Content Evaluation Committee has classified this position in Grade G. This position was previously classified in Grade F, but had a salary market adjustment to be paid out of Grade G. The local IT market environment has adjusted somewhat over the past few years, so a local market review was conducted, to determine whether it is appropriate to continue to provide a market adjustment salary upgrade to the grade above the classification grade for the position. Based upon the market review, the current salary range assigned to Grade G – with a minimum of \$31,824 is comparable to the current market minimum of \$32,148. When a full analysis of salary plus benefits is done, the salary and benefits assigned to Grade G minimum for Champaign County totals \$49,588, and the market comparable minimum of salary and benefits is at \$47,276. For these reasons, we do not recommend a continuing market adjustment to the Technology Specialist salary. We do recommend the Technology Specialist position in the County Clerk's Office be assigned to Grade G, with an established FY2013 salary range of \$31,824 minimum to \$47,775 maximum, with a mid-point of \$39,800. The Job Content Evaluation Committee Report and job description for this position are attached for your information.

SENIOR ELECTION SPECIALIST:

The Job Content Evaluation Committee also reviewed a Position Analysis Questionnaire prepared by County Clerk staff and County Clerk Gordy Hulten for the Senior Election Specialist position. Mr. Hulten and Mr. Cirks provided information about operational changes that have occurred in recent years which have an impact upon the responsibilities and accountabilities of this position classification. Based upon the information presented, the Job Content Evaluation Committee has classified this position in Grade Range G. This position was previously classified in Grade Range E. This is an AFSCME General Bargaining Unit position. The FY2013 minimum hourly rate pursuant to the terms of the contract for Grade Range G is \$16.32/hour.

The current incumbents in the Senior Election Specialist position classification have scheduled hourly rates for FY2013 of \$15.18 and \$16.92. The current AFSCME contract is silent on the issue of promotional increases. When a position is evaluated and re-classified to a higher grade range, it is considered a promotion. In the absence of contractual language, we rely on the guidelines in the County Personnel Policy which states the following regarding promotions:

9-3.6 Promotion - A promotion exists when an employee is proposed to be hired to an open position or a re-evaluation of a current position has been accepted by the Policy, Personnel, & Appointments Committee where the job content has increased, resulting in placement at a higher grade range in the salary grade scale.

a. The hiring Department Head shall confirm compliance with the Salary Administration Guidelines, and budget requirements before promoting an employee to a new position. Promotions include movement between positions in all County departments.

b. An employee receiving a promotion shall receive up to a 10% increase in salary at the Department Head discretion or increase to the new salary range minimum, whichever is greater and which normally shall not exceed the new position's salary range midpoint. If such adjustment places the employee's salary above the midpoint, the Salary Administrator will refer the request to the Policy, Personnel, & Appointments Committee for approval.

Based on this language, the promotional increase for each individual currently classified as a Senior Election Specialist would be 10% above the current FY2013 hourly rate. By policy, salary increases resulting from re-evaluations go into effect on the 1st day of the fiscal year following approval by the County Board. This classification and salary change will be subject to negotiation and ratification by AFSCME, after it has been approved by the County Board.

The Job Content Evaluation Committee recommends the Senior Election Specialist position in the County Clerk's Office be assigned to Grade G, with an established FY2013 salary range of \$31,824 minimum to \$47,775 maximum. The Job Content Evaluation Committee Report and job description for this position are attached for your information.

LEAD TAX EXTENSION SPECIALIST:

In initial review of the Lead Tax Extension Specialist position, the Job Content Evaluation Committee questioned whether this position is appropriately classified under the Fair Labor Standards Act (FLSA). Currently, the position is a Non-Exempt/Hourly FLSA classification, and with the changes in responsibilities, the Committee sought an opinion from the State's Attorney of whether that should be changed to Exempt/Salaried status under FLSA. At this time, the State's Attorney's Office is reviewing the FLSA classification of the position. The Job Content Evaluation Committee anticipates that after it receives that opinion, it will meet again to complete the evaluation of the position. The Job Content Evaluation Committee intends to have a recommendation for the Policy Committee for this position at the October Policy Committee of the Whole.

REQUESTED ACTION for POLICY, PERSONNEL & APPOINTMENTS:

The Policy, Personnel & Appointments Committee recommends to the Finance Committee approval of classification of the County Clerk Technology Specialist position to Grade Range G.

The Policy, Personnel & Appointments Committee further recommends to the Finance Committee approval of classification of the Senior Election Specialist position to Grade Range G.

REQUESTED ACTION for FINANCE:

The Finance Committee recommends to the County Board approval of classification of the County Clerk Technology Specialist position to Grade Range G, with compensation as defined by Grade Range G.

The Finance Committee recommends to the County Board approval of classification of the County Clerk Senior Election Specialist position to Grade Range G, with promotional increases as documented in Article 9-3.6 of the Champaign County Personnel Policy to go into effect on December 1, 2012, subject to the approval by AFSCME prior to implementation.

Thank you for your consideration of these recommendations.

attachments

CHAMPAIGN COUNTY SALARY ADMINISTRATION PROGRAM
JOB CONTENT EVALUATION COMMITTEE REPORT

Date of Request:

August 14, 2012

RE-EVALUATION OF EXISTING POSITION

Department Requesting:	County Clerk
Position Title:	Technology Specialist
Current Job Points:	365
FLSA Status:	Non-Exempt
Current Salary Range:	Grade Range F with Salary Market Adjustment to Grade G
*Ranges effective for FY2013	Minimum: \$16.33
	Mid-Point: \$20.41
	Maximum: \$24.50

Job Evaluation Committee Recommendation: Re-Classification

Re-Evaluated Job Points:	403
Recommended Title:	Technology Specialist
FLSA Status:	Non-Exempt
Recommended Salary Range:	Grade Range G (with no market adjustment)
*Ranges effective for FY2013	Minimum: \$16.33
	Mid-Point: \$20.41
	Maximum: \$24.50

Date of Job Evaluation Committee Recommendation:

August 27, 2012

**Champaign County
Job Description**

Job Title: Technology Specialist
Department: County Clerk
Reports To: Chief Deputy County Clerk
FLSA Status: Non-exempt
Grade Range: G
Prepared Date: August, 2012

SUMMARY Responsible for development, integrity, functionality and execution of the election equipment, software and systems, computer technology and website of the County Clerk's Office.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Manages the election equipment, software and systems of the County Clerk's Office, assisting with certification and implementing maintenance and upgrades when necessary. Assists with evaluation of new election equipment, software and systems. Responsible for implementation of new procedures related to election equipment, software and systems.

Uses internal software to develop ballots, setup and test the integrity of the vote tabulating programs and reports the results.

Develops and maintains the County Clerk website; responsible for gathering the necessary information to update the website, including new information about Elected Officials and County Board proceedings, which includes posting the video and audio of meetings and documentation; converts documents, spreadsheets, presentations and other material to the web ensuring it meets WC2 standards and ease of use for customers. Responsible for correcting technical problems of the website and e-mail outside of regular office hours.

Manages incoming e-mail to the website using Outlook or a similar e-mail system and forwards e-mails to the appropriate person or department; answers e-mail where appropriate and maintains an archive of e-mails.

Maintains a list of passwords for all employees of the office and inventory of all office computers and programs for each.

Assists the County Clerk staff in routine computer related troubleshooting, including printers, file retrieval, installation of new programs; training and support with implementation of Illinois E-Pay program, other State of Illinois databases, TeleForm program, Elections program and other software.

Makes purchases of computer software and hardware for the County Clerk's Office with the assistance of the County Clerk and the County Systems Administrator.

Responsible for inventory control and management for election and technology equipment, including sufficient controls to comply with Federal Grant monitoring.

Develops and coordinates a long-term strategic plan for County Clerk's Office for information technology management. Assessing current and future data infrastructure needs for the County Clerk's Office and recommends new hardware or software to meet those needs.

Confers with user departments regularly to identify computerization needs and determines how the desired results can be achieved.

Periodically reviews files on the network drive to determine those that should be archived or deleted.

Assists the County Clerk in the development of the internal website that is used to provide information to the County Clerk's staff.

Assists in the development and implementation of new technology for the County Clerk's Office.

Assists the County Clerk in developing and maintaining a County Clerk mapping program for taxes and elections.

Electronically submits County Board notices to Champaign County newspapers.

Develops and maintains an archive of electronically scanned images of County Board Resolutions, Ordinances and minutes.

Develops and maintains Voter Registration kiosks; responsible for troubleshooting, regular maintenance, and transporting registrations to the County Clerk's Office inside and outside of regular office hours.

May assist with the duties of a Deputy County Clerk as needed.

SUPERVISORY RESPONSIBILITIES This job does not exercise supervisory responsibilities.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE Associate's Degree with heavy emphasis in information technology, supplemented with computer course work and 1-3 years working experience; or equivalent combination of education and experience. Requires good knowledge of the English language, spelling and mathematics, of modern office practices and procedures, of office equipment, of AS/400 computer entry, of computer software such as Microsoft Office, WordPerfect, Exchange and an Adobe web development software (Dreamweaver, Flash, etc.) or similar website development software. Requires considerable skill in computer technology. Knowledge and experience with Visual Studio as well as PHP and/or ASP would be beneficial

LANGUAGE SKILLS Ability to read and interpret documents such as computer software programs, hardware installation instructions, computer operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before the general public and employees of the organization.

MATHEMATICAL SKILLS Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent and to draw and interpret graphs.

REASONING ABILITY Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS Registered voter and willing to take the oath as Deputy County Clerk.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to sit; and talk; or hear. The employee is occasionally required to stand; walk; use hands to finger, handle or feel; reach with hands and arms; and stoop; kneel; crouch; or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Usually, normal office working conditions. While performing the duties of this job, the employee is occasionally exposed to the risk of electrical shock. The noise level in the work environment is quiet to moderate.

CHAMPAIGN COUNTY SALARY ADMINISTRATION PROGRAM
JOB CONTENT EVALUATION COMMITTEE REPORT

Date of Request:

August 14, 2012

RE-EVALUATION OF POSITION

Department Requesting:	County Clerk
Position Title:	Senior Election Specialist
Current Job Points:	356
Current Classification Range:	E
FY2013 Current Range Minimum Salary:	\$13.82
FY2013 Current Range - Incumbent Salary:	\$15.18 & \$16.92
Bargaining Unit:	AFSCME - General Unit
FLSA Status:	Non-Exempt

Job Evaluation Committee Recommendation: ReClassification

Recommended Title:	Senior Election Specialist
Re-Evaluated Job Points:	402
Recommended Classification Range:	G
Recommended Range Minimum Salary:	\$16.32
Contractual Salary for Incumbent:	\$16.70 & \$18.61
Bargaining Unit:	AFSCME - General Unit
FLSA Status:	Non-Exempt

Date of Job Evaluation Committee Recommendation:

August 27, 2012

Champaign County Job Description

Job Title: Senior Election Specialist
Department: County Clerk
Reports To: County Clerk/Chief Deputy
FLSA Status: Non-exempt
Employment Status: Bargaining Unit - AFSCME General Unit
Prepared Date: August, 2012

SUMMARY Performs specialized duties involved in processing and maintaining voter registration and election information.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Has knowledge and assists with interpretation of the National Voter Registration Act (NVRA-Motor Voter), Help America Vote Act (HAVA) and Illinois Election Code regarding voter registration rules and regulations and be aware of changing laws and procedures.

Evaluates voter registration and election procedures and recommends changes based on efficiency, technology and changing state and federal requirements.

Responsible for the file maintenance and retention of all election and voter registration documents.

Has knowledge and understanding of Champaign County Clerk's Voter Program and its interaction with the Illinois Voter Registration System (IVRS). Collaborates with the County Clerk and relevant IT staff in maintaining and upgrading Voter Program to compliance with HAVA and mandates from the State Board of Elections.

Responsible for development, maintenance and compliance of Absentee Voting activities and Incapacitated/Nursing Home voter activities. Organizes and coordinates IN-Person/Early absentee voting in our office and other stations throughout the County, including use of election equipment and requirements for assisting voters. Organizes and coordinates MOVE and Federal Voting Assistance Program (FVAP) voters and meets Illinois deadline for sending these ballots to Military and Overseas voters. Organizes and coordinates the mail-out absentee program. Organizes and coordinates Incapacitated and Nursing Home voters. Organizes and coordinates Nursing Home voting throughout the County. Responsible for keeping reports for Illinois State Board of Elections regarding all aspects of absentee voting.

Assists in arranging election judge schools and helps train over 600 judges. Assists in the preparation of the Election Judge Manual. Assists in the placement of the election judges in the 117 precincts throughout Champaign County; generates pay sheets for the election judges and maintains their mileage records. Maintains records and generates reports as necessary to guide election judge staffing and training decisions. Formulates the number of election judges statutorily required and assists in the certification process.

Assists the County Clerk in the design of all forms and certificates used for the election process which include applications to Vote, Voter Registration Forms, all Absentee forms, Certificates, and Oaths.

Manages and implements Voter Confirmation activities. Responsible for resolving outstanding responses and discrepancies. Responsible for Voter Program data maintenance including missing signatures, missing identification, incorrect addresses and other discrepancies.

Manages scanning activities related to Voter Registration database and Voter Program, using understanding of how scanning activities interact with Voter Program, including troubleshooting and data maintenance.

Responsible for processing voter information in the Illinois Voter Registration System (IVRS), including evaluation and research of possible duplicate registered voters, and transfer of registered voters into and out of Champaign County. Have knowledge and understanding of IVRS to verify voter registration information, including interaction with other jurisdictions when necessary.

Responsible for processing voters through Military and Overseas Voter Empowerment (MOVE). Interpret criteria that qualifies these voters to be able to vote absentee. Must have knowledge and understanding of the MOVE program and be able to communicate to this type of voter how to create a MOVE account and how it benefits them. Must have knowledge and understanding of how a created MOVE account then flows into IVRS and the many steps of how to process the information in IVRS and ultimately send a ballot to a MOVE voter.

Responsible for keeping the absentee area secure daily throughout an election period. Must have knowledge and understanding of how election equipment operates and what the rules and regulations are for a voter depositing their ballot into the tabulator and/or requesting assistance in the voting of their ballot. Must be able to troubleshoot election equipment errors and act in a reasonable amount of time to resolve the issue.

Responsible for redistricting voters throughout Champaign County (every 10 years). Responsible for adjusting voter registration database and maps as needed for taxing district annexations and district boundary changes, including creation of maps of precincts, taxing districts, and legislative districts. Must have knowledge and understanding of the ArcMap program. Must also be able to translate data from ArcReader maps into working information regarding addressing issues in order to register voters correctly.

Responsible for communications received from officials in various tax districts and reflecting those changes in a program that allows our office to keep updated records of current and past Elected Officials. Responsible for coordinating information for taxing districts leading up to any Consolidated Election; the status of their members/trustees, making sure they understand the election process and complete their paperwork correctly and in a timely manner.

Enters candidate and referendum information for ballot purposes into County Clerk Access program. Enters election totals after election in Access program.

Coordinates projects throughout the Election Department and assists with assigning staff to projects. Inventories and submits information to County Clerk/Chief Deputy of office and

election supplies.

Provides backup to the Account Clerk and may provide backup to the Tax Extension Specialist.

Performs any of the duties and responsibilities of the Deputy County Clerk position; also provides guidance and assistance to the Deputy County Clerks and coordinates and supervises training of new staff.

SUPERVISORY RESPONSIBILITIES Assists with direction of activity within the Elections Department. Schedules and oversees 5-20 temporary Election Judges during Absentee/Early Voting and on Election Day.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE Associate's Degree and 1-3 years of responsible office/clerical experience, or equivalent combination of education and experience. Requires good knowledge of the English language, spelling and mathematics; of modern office practices and procedures; of office equipment; of Microsoft Access, Excel, Word, Exchange, and desk-top publishing. Requires knowledge of the Voter Program, IVRS, and MOVE. Requires knowledge of the County community and its organizational structure; knowledge of the Election Code, Tax Laws and Vital Statistics rules and procedures.

LANGUAGE SKILLS Ability to read and interpret documents such as tax laws and ordinances, computer program instructions and election law procedures. Ability to write routine reports and correspondence. Ability to speak effectively before the general public or employees of the organization.

MATHEMATICAL SKILLS Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

REASONING ABILITY Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS Registered voter and willing to take oath as Deputy County Clerk.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to walk; sit; reach with hands and arms; and talk; or hear. The employee is occasionally required to stand; stoop; kneel; crouch; and use hands to finger, handle, or feel. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are

representative of those an employee encounters while performing the essential functions of this job. Usually, normal office working conditions. The noise level in the work environment is usually quiet to moderate.

Note: This document contains wording of a description of a general class of positions with the Champaign County salary administration program. The description contains examples of duties and responsibilities which may or may not be considered to be "essential functions" to a particular job or position with this job class. "Essential functions" are to be determined at the position or job level within each department.

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

Thomas 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**

Memorandum

To: County Board

Cc: Deb Busey, David DeThorne, Gordy Hulten, John Hall

From: C. Pius Weibel, County Board Chair

Date: September 6, 2012

Re: Champaign County Liquor Advisory Commission

State law (235 ILCS 5/4-2) allow the County Board Chair to appoint a Liquor Advisory Commission: "However, such mayor, president of the board of trustees or president or chairman of the county board or his or her designee may appoint a person or persons to assist him in the exercise of the powers and the performance of the duties herein provided for such local liquor control commissioner."

The County Liquor Advisory Commission (LAC) apparently was first established as a permanent Commission in the 1980's. The Commission, by County Ordinance is a mix of county board members, alcohol license holders, and rural county residents. In the past the Commission apparently has advised the County Chair (in the capacity as Liquor Commissioner) when changes in the liquor ordinance have emanated from Springfield or in changes of local origin. Most recently, in the earliest part of this century, the LAC apparently was involved in background check changes and hours of operations. Since then the LAC has done nothing. I have had one meeting of the LAC in my six years as Commissioner. I have stopped appointing members because of the absence of anything to do. Earlier this year, I sent a letter out to every rural bar owner in the County that asked for their opinion on the possible change. I received no responses.

It is clear to me that the status of the LAC should be changed from a standing (permanent) Commission to a temporary, as-needed Commission. Therefore, I request that the County Board amend the County Liquor Ordinance to reflect this change.

Attached are the current section of the County Liquor ordinance that deals with the LAC, and a modified section that reflects the change from a standing to a temporary Commission.

Section 18. -Liquor Advisory Commission

A. -Creation and Composition

~~There~~The County Board may but is hereby created~~not required to create~~ a Liquor Advisory Commission. -The Liquor Advisory Commission ~~shall~~should consist of seven (7) members.- Two (2) members ~~shall~~should be Champaign County Board members, two (2) ~~member shall~~members should be residents of the unincorporated areas of Champaign County, who are not LICENSEES, and three (3) members ~~will~~should be current LICENSEES.- The composition of the commission is not required but is advisory only.

B. -Appointments

Members of the Liquor Advisory Commission shall be appointed by the Champaign County Board Chair subject to the approved of the Champaign County Board.

~~C. Term~~

Members shall be appointed for ~~three (3) years.~~ A member, having been duly appointed, shall continue to serve after the expiration remainder of his or her the term until a successor has been appointed by the Champaign of the County Board Chair and approved by the Champaign County Board, which appointed them. Vacancies on the Commission shall be filled for any unexpired term in the same manner as original appointments are made.

~~D.~~

C. Organization

The Liquor Advisory Commission shall, at its first regular meeting ~~on or after June 1st of each year,~~ elect from its members a Chair who shall be responsible for preparing agendas and correspondence for the Commission, and a Secretary who shall keep records of the proceedings and distribute them to the COMMISSIONER and the Champaign County Board.

~~E.~~

D. Meetings

The Liquor Advisory Commission shall establish a date, time and place for its regular meetings; ~~which shall be held at least once every quarter of the fiscal year.~~ Meetings, other than regular meetings, may be called by the Chair or any four (4) members of the Commission, provided all members of the Commission are notified ~~in writing,~~ and provided that. The Commission will abide by Roberts Rules of Order. The Commission shall be subject to the provisions of the Open Meetings Act (5 ILCS 12011, et seq.). ~~No meeting shall be held without a quorum, and a~~

~~quorum shall consist of a majority of the Commission. The Commission may adopt operating rules and procedures.~~

~~_____ F. Duties~~

E. The Liquor Advisory Commission shall:

- (1)- Review and make recommendations to the COMMISSIONER and the Champaign County Board on proposed changes to the Champaign County Liquor Ordinance;
- (2)- Conduct public hearings and informational meetings to seek public input on community concerns with regard to liquor; and
- (3)- Perform such other activities as the COMMISSIONER and the Champaign County Board directs.

~~G. Annual~~

F. Report; ~~Evaluations~~ Evaluation

~~The~~ Prior to the end of its term, the Commission shall ~~annually~~ prepare a written summary report to the COMMISSIONER and the Champaign County Board concerning its activities ~~for the prior fiscal year.~~

~~_~~ The Champaign County Board shall review the purposes and activities of the Liquor Advisory Commission and the need ~~for a Commission at least once every year. The first evaluation shall commence one (1) year from the date of the first meeting of the Commission.~~ to re-create the Commission.

Section 18. Liquor Advisory Commission

A. Creation and Composition

The County Board may but is not required to create a Liquor Advisory Commission. The Liquor Advisory Commission should consist of seven (7) members. Two (2) members should be Champaign County Board members, two (2) members should be residents of the unincorporated areas of Champaign County, who are not LICENSEES, and three (3) members should be current LICENSEES. The composition of the commission is not required but is advisory only.

B. Appointments

Members of the Liquor Advisory Commission shall be appointed by the Champaign County Board Chair subject to the approval of the Champaign County Board. Members shall be appointed for the remainder of the term of the County Board Chair which appointed them. Vacancies on the Commission shall be filled for any unexpired term in the same manner as original appointments are made.

C. Organization

The Liquor Advisory Commission shall, at its first regular meeting, elect from its members a Chair who shall be responsible for preparing agendas and correspondence for the Commission, and a Secretary who shall keep records of the proceedings and distribute them to the COMMISSIONER and the Champaign County Board.

D. Meetings

The Liquor Advisory Commission shall establish a date, time and place for its regular meetings. Meetings, other than regular meetings, may be called by the Chair or any four (4) members of the Commission, provided all members of the Commission are notified of the date, time and place of the meeting. The Commission will abide by Roberts Rules of Order. The Commission shall be subject to the provisions of the Open Meetings Act.

E. The Liquor Advisory Commission shall:

- (1) Review and make recommendations to the COMMISSIONER and the Champaign County Board on proposed changes to the Champaign County Liquor Ordinance;
- (2) Conduct public hearings and informational meetings to seek public input on community concerns with regard to liquor; and
- (3) Perform such other activities as the COMMISSIONER and the Champaign County Board directs.

F. Report; Evaluation

Prior to the end of its term, the Commission shall prepare a written summary report to the COMMISSIONER and the Champaign County Board concerning its activities. The Champaign County Board shall review the purposes and activities of the Liquor Advisory Commission and the need to re-create the Commission.

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**

MEMORANDUM

TO: Carol Ammons, Deputy Chair-Policy, Personnel & Appointments and MEMBERS of the CHAMPAIGN COUNTY BOARD

FROM: Christopher Alix and James Quisenberry

DATE: September 5, 2012

RE: Proposed Changes to County Board Rules

The attached changes to the County Board rules represent an attempt to address board member concerns about the function of the Committee of the Whole, while still using the COW in areas where all Board Members should be involved. The changes maintain the committee workload of board members, and the corresponding per diem costs, at 3 meetings per month. By reinstating some standing committees, the changes align the work of those committees with the corresponding department heads, helping to focus those areas which are more operational in nature. They maintain involvement of the full board in work concerning policy and finances. The changes are designed for use by the 22 member body that will start business in December of this year.

The new structure would reinstate standing committees for the areas who have a dedicated department head: Facilities, Environment & Land Use, and Highway. Each board member would be assigned to one of these committees and each committee would have a Committee Chair and Assistant Committee Chair. The new structure would maintain the Committee of the Whole model for the other areas: Finance, Justice & Social Services, and Policy & Personnel. All board members would be a member of the Committee of the Whole and each area would continue to have a Deputy Chair and Assistant Deputy Chair.

Each member of the board would continue to attend three meetings per month: their standing committee assignment, the COW meeting, and the full County Board meeting. The resulting structure would look like this:

COW - 27 members
Facilities - 7 members
Environment & Land Use - 7 members
Highway - 8 members

The leadership structure would include:

County Board Chair
County Board Vice Chair
Deputy Chair Finance
Assistant Deputy Chair Finance
Deputy Chair Justice & Social Services
Assistant Deputy Chair Justice & Social Services
Deputy Chair Policy & Personnel
Assistant Deputy Chair Policy & Personnel
Committee Chair Facilities
Assistant Chair Facilities
Committee Chair Environment & Land Use
Assistant Chair Environment & Land Use
Committee Chair Highway
Assistant Chair Highway

Please feel free to contact either of us with questions or concerns. We look forward to a discussion regarding this issue at the September 11th Policy, Personnel & Appointments Committee of the Whole Meeting.

Attachment

9/4/2012 DRAFT

RESOLUTION NO. X

A RESOLUTION THAT SUPERSEDES RESOLUTION NO. 7143 ON ESTABLISHMENT OF ORGANIZATION, DUTIES, RULES, POLICIES, AND PROCEDURES OF THE CHAMPAIGN COUNTY BOARD

Adopted by the Champaign County Board on X, 2012

WHEREAS, The Champaign County Board by Resolution No. 7143, which superseded Resolution Numbers 4070, 743, 993, 1107, 3416, 3864 established the organization, duties, rules, policies and procedures of the Champaign County Board; and

WHEREAS, The Champaign County Board has determined that Resolution 7143 requires further revision;

NOW, THEREFORE, BE IT RESOLVED by the Champaign County Board that the following rules shall govern the organization, duties, rules, policies and procedures of the Champaign County Board, except as otherwise required by law, and shall supersede all previous resolutions concerning the same matters adopted by the Champaign County Board.

Organization and Duties of the County Board

1. County Board

The governing body of Champaign County, Illinois, as legally constituted, shall be known as the Champaign County Board (hereinafter "Board"). The number of members of the Board, number of County Board Districts and number of members representing each district shall be determined by the Board, effective on or before July 1, 2001 and every ten years thereafter, as required by statute. Every member of the County Board shall be a member of the Committee of the Whole.

2. Biennial Organizational Meeting

Unless otherwise required by law, the Board shall hold an organizational meeting on the first Monday in December of each even numbered year, being the first meeting in the month following the month in which Board members are elected. Said meeting shall be chaired by the Board Chair, if still a member of the Board, otherwise by the Board Vice-Chair, if still a member of the Board. If neither the Board Chair nor Vice-Chair are then members of the Board, the meeting shall be chaired by a temporary Board Chair, selected by majority vote of the members present. At that meeting, the Board, by majority vote of the members present, shall first select from among its members a Board Chair, who shall preside over the remainder of the meeting. The Board shall next select from among its members a Vice Chair, by majority vote of the members present. The Board Chair shall then appoint, subject to the advice and consent of majority of the members present, Deputy and Assistant Chairs

for each Area of Responsibility assigned to the Committee of the Whole, and Chairs, Assistant Chairs and members of each standing committee.

3. Board Chair

The Board shall be presided over by a Board Chair who shall be selected by the Board from among its members at the Organizational Meeting, for a term of two years. The term of the Chair shall commence upon selection by the Board and extend so long as the Board Chair remains a member of the Board or until a successor is selected by the Board at the next Organizational Meeting. In the event of the death, resignation, or extended disability of the Board Chair, the Board shall elect a successor as soon as practicable at a lawfully noticed and constituted meeting by a majority vote of the members present.

4. Vice-Chair

A Vice Chair, who shall be selected by the Board from its membership at the Organizational Meeting, for a term of two years, shall assume the duties of the Board Chair in the event of the absence of the Chair. In the event of the death, resignation, or extended disability of the Chair, the Vice Chair shall serve as Board Chair until the election of a new Board Chair by the Board. In the event of the death, resignation or extended disability of the Vice Chair, the Board shall elect a successor as soon as practicable at a lawfully noticed and constituted meeting by a majority vote of the members present.

5. Duties of County Board Chair

- A. The County Board Chair shall preside at all meetings of the Board and meetings of Committee of the Whole.
- B. The County Board Chair shall appoint the deputy and assistant deputy for each area of County Board responsibility assigned to the Committee of the Whole, and the Chair, Assistant Chair and members of each standing committee, subject to the advice and consent of the Board, and after receiving the advice of the respective party caucuses. To the greatest extent possible, appointments made by the County Board Chair shall reflect the expressed will of the party caucuses.
- C. Subject to the advice and consent of the Board, and after receiving the advice of the respective party caucuses, the County Board Chair may establish special committees and appoint their members, Chair and Vice Chair and fix the duration of their existence. To the greatest extent possible, such appointments by the County Board Chair shall reflect the expressed will of the party caucuses. Such special committees shall be dissolved upon the completion of a session of the Board, unless reappointed by the County Board Chair with the advice and consent of the Board.
- D. All standing committees, special committees and subcommittees shall be composed of members of each of the political parties represented on the Board, in approximate proportion to those parties' representation on the Board. Each member of the County Board shall be appointed to one standing committee.
- E. The County Board Chair is an ex-officio member (non-voting unless assigned to the relevant committee) of all standing committees, special committees and subcommittees.

- F. The County Board Chair shall be responsible for the proper and timely implementation of the resolutions, ordinances, and policies of the Board, and shall act in concert with the County Administrator to enforce the ordinances, orders, resolutions, and policies of the Board relevant to the operations of the Champaign County government.
- G. The County Board Chair shall be the Board liaison with the County Administrator.
- H. The County Board Chair shall timely perform all duties set forth herein or otherwise imposed by action of the Board or by law.
- I. The County Board Chair, in accordance with statute, shall, whenever a vacancy occurs, give notice of the vacancy to the County Central Committee of each political party within the County within three (3) days of the occurrence of the vacancy, and appoint a successor to that office who shall be of the same political party as that to which the holder of that office belonged when elected. Such appointments shall be subject to the approval of the Board. To the extent practical, such appointments shall be made within sixty (60) calendar days, unless otherwise required by law.
- J. The County Board Chair shall direct that a weekly calendar be prepared indicating the date and place of all meetings of the Board and special committees. This calendar shall be distributed weekly, in advance, to all Board members, all news media which have filed an annual request under the Illinois Open Meetings Act, and to any citizen of the County who provides a written request. This calendar shall also be posted, in advance, in the lobbies of the Champaign County Courthouse and the Brookens Administrative Center.
- K. The County Board Chair, in cooperation with the Deputy Chairs for areas of responsibility assigned to the Committee of the Whole, the Chairs of the standing committees, the County Administrator, and the Administrative Services Department, shall be responsible for developing the agenda for each meeting. The County Board Chair shall designate a portion of the regular monthly County Board Meeting agenda as the Consent Agenda. Items included in the Consent Agenda shall be items that the County Board Chair believes will be unanimously adopted without discussion. Motions to go into closed session may not be included in the Consent Agenda.

6. Rules

- A. The business of the Board, Committee of the Whole, standing committees, and special committees or subcommittees shall be conducted in conformity with these Rules.
- B. Except otherwise required by these Rules or by statute, the conduct of all meetings of the Board, Committee of the Whole, and special committees or subcommittees shall be governed by *Roberts Rules of Order Newly Revised*.
- C. For the purpose of these Rules, a Session of the Board shall be for the two year period commencing with the biennial organizational meeting.
- D. Every item listed on a County Board, Committee of the Whole, standing committee, or special or subcommittee agenda is considered to be an item subject to action unless it is listed as DISCUSSION or INFORMATION ONLY on the agenda.
- E. Whenever there is a tie vote on a main motion in standing committee, special committee, subcommittee or Committee of the Whole, the matter is reported to the County Board for action as “without recommendation” out of special committee, subcommittee or Committee of the Whole. The Chair, or upon a motion approved by the body, may

request a straw poll (conducted by a show of hands) on an issue, without a binding vote, which will also be reported to the County Board for action “without recommendation” from the special committee or Committee of the Whole.

- F. All meetings of the Board and the Committee of the Whole, standing committees, special committees, and subcommittees shall be held in compliance with the terms of the Illinois Open Meetings Act.

7. Parliamentarian

- A. The County Board Chair may designate a Parliamentarian, who may be a member of the Board, or may rely on the advice of the State’s Attorney’s Office.
- B. The Parliamentarian, if any, shall advise the Chair or Deputy Chair on any Rule when called upon to do so by the Chair.

8. Rule Changes

Written notice of any proposed change(s) to these Rules *is* to be presented to the Committee of the Whole at least fourteen (14) days prior to any consideration of such changes.

9. Suspension of Rules

Any Rule, except Rule 8 (Rule Changes), this Rule 9, herein, may be suspended for a specific question by a majority vote of the Board or Committee of the Whole members present, except as otherwise required by law.

10. Quorum

- A. A majority of the members of the Board, i.e. twelve (12), shall constitute a quorum for the purpose of the transaction of business by the Board, or Committee of the Whole.
- B. A majority of the number of the members appointed to a standing committee, special committee or subcommittee shall constitute a quorum of that committee.
- C. No business shall be conducted in the absence of a quorum.
- D. If, at any time during any meeting of the Board, Committee of the Whole, or any standing committee, special committee or subcommittee, the number of members of the Board, Committee of the Whole, or standing or special or subcommittee present falls below that constituting a quorum, that meeting shall cease and no further business be conducted until such time as a quorum is present.
- E. Any member of the Board or Committee of the Whole or standing or special or subcommittee then meeting may, at any time, suggest the Chair shall immediately order a roll call to determine the presence or absence of a quorum, unless it is obvious to the Chair that a quorum is present.

11. Appointive Position – Procedures

- A. The Board Chair shall designate appointees to public boards, commissions and committees as required by statute or by action of the Board, subject to review and

recommendation of the Committee of the Whole, and further subject to the advice and consent of the Board.

- B. On or before February 1 of each year, the Board Chair shall direct the preparation and distribution of a list of appointments expiring during the next twelve (12) months. This list shall be distributed to all Board members, all affected public boards, commissions, and committees, and any news media which has filed an annual request to receive public notices under the Illinois Open Meetings Act. That list shall be made available for public inspection and copying.
- C. All persons desiring to be considered for appointment to any such appointive office shall make written application to the Board Chair. Forms for those applications shall be approved by the Board Chair, who shall direct that they be made available at a place of County business reasonably convenient to the public.
- D. All Board members, public officials, and members of the public are encouraged to make recommendations for appointive offices by encouraging the timely submission of the necessary application to the Board Chair.
- E. The Board Chair shall direct that a press release be issued as to any appointive position(s) to be filled, which shall state where application forms may be obtained and delivered when complete, the deadline by which applications must be received, and any special qualifications required of persons appointed to that office.
- F. To the extent practicable, the Board Chair shall personally interview all applicants for such offices.

12. County Board Meetings

- A. As required by statute, the Board shall meet during the months of June and September of each year. The Biennial Organizational Meeting shall take place on the first Monday of December of each even numbered year. Unless otherwise scheduled in accordance with these Rules, the Board shall hold regular meetings on the Thursday following the third Monday of each month, (which shall include the required June and September meetings).
- B. Regular meetings of the Board shall begin at 7:00 p.m. unless otherwise scheduled in accordance with these Rules. Committee of the Whole meetings of the Board shall begin at 6:00 p.m., unless otherwise scheduled in accordance with these Rules.
- C. A special meeting of the Board may be called, in accordance with 55 ILCS 5/2-1002, by written request of 1/3 of the membership of the Board, addressed to the Clerk of the Board (County Clerk) and specifying the time and place of the meeting. Upon receipt of such request, the Clerk shall immediately transmit written notice to each member of the Board and publish notice as required by law.
- D. Emergency meetings of the Board may be held only in accordance with Section 2.02 of the Illinois Open Meetings Act.
- E. Time for public participation shall be provided on the agenda for members of the public to be heard, on both the regular meeting of the County Board and Committee of the Whole meetings of the Board, and meetings of standing committees, as follows:
 - 1. Any person wishing to address the Board shall be allotted not more than five (5) minutes to do so.

2. Unless waived by majority vote of the Board members present, the total time allotted for public participation shall not exceed sixty (60) minutes.
 3. Members of the public wishing to speak at other times on the agenda may do so only if recognized by the Chair or by majority vote of the Board or committee members present.
 4. No Board member shall be permitted to address the Board during the time reserved for public participation.
 5. Board members shall not engage in dialogue with members of the public during public participation.
- F. The Board Chair shall prepare an agenda for each meeting of the Board, which shall be sufficiently itemized to inform the Board and the public of the business to be considered by the Board. The following requirements shall apply to items to be considered by the Chair for placement on the Agenda:
1. Items proposed for consideration by the Board shall be submitted to Administrative Services on or before Noon on the Tuesday preceding the Board meeting.
 2. Any resolution or ordinance submitted shall be accompanied by a summary of its contents, unless it is so brief in nature that a summary is unnecessary.
 3. Only items first presented to Committee of the Whole or a standing committee or a special committee of the Board shall be placed on the agenda of the Board for action with the exception of:
 - a) Matters relating to pending litigation;
 - b) Correction of the form of matters previously presented to the Board;
 - c) Matters which the Board has, as a body, directed to be returned directly to the Board at a previous meeting;
 - d) Matters presented to the Board at its Biennial Organizational Meeting;
 - e) Collective bargaining and employment matters;
 - f) Purely procedural matters, such as scheduling meetings;
 - g) Announcements, and matters for consideration and not formal action; and
 - h) Emergency budget amendments.
- G. All meetings of the Board, Committee of the Whole, standing committees, special committees, subcommittees, and informal or incidental meetings of these bodies (including those which may occur during party caucuses) shall be held in compliance with the Illinois Open Meetings Act. All meetings of the Board that are subject to the Open Meetings Act (including those meetings which may occur during party caucuses), shall be preserved by a tape recording, which at the close of the meeting shall be placed in the custody of the County Clerk for the possibility of Further review, as may be required by law. County Board, ~~and~~ Committee of the Whole and standing committee meeting minutes and proceedings will also be posted on the County's website.
- H. To the extent possible, seating of Board members shall be by district.

13. Order of Business – County Board, Committee of the Whole, Standing Committee & Special Committee Meetings

- A. The Chair shall call the meeting to order at the time scheduled for the meeting or as soon thereafter as it shall appear that a quorum is present.
- B. Prior to the conduct of any other business, the Chair shall direct that the roll be called if a quorum is present and, if so, the meeting shall immediately proceed according to the designated order of business.
- C. The Order of Business for each regular meeting of the Board shall be as follows:

- Call to Order
- Roll Call
- Prayer and Pledge of Allegiance
- Read Notice of Meeting
- Approval of Agenda and Addendum
- Approval of the Consent Agenda
- Public Participation
- Communications
- Approval of Minutes of Previous Meeting(s) (if not approved as part of the Consent Agenda)
- Reports of Standing Committees
- Areas of Responsibility Reports
- Other Business
- New Business
- Adjournment

- D. The order of business for meetings of Committee of the Whole shall include the following:

- Call to Order
- Roll Call
- Approval of Minutes of Previous Meeting(s)
- Approval of Agenda/Addenda
- Public Participation
- Communications
- Areas of Responsibility Items:
 - New Business
 - Other Business
 - Chair's Reports
- Adjournment

- E. The order of business for meetings of standing committees, special committees and subcommittees shall include the following:

- Call to Order
- Roll Call
- Approval of Minutes of Previous Meeting(s)
- Approval of Addendum

Public Participation
Communications
Other Business
New Business
Adjournment

- F. All questions regarding the priority of business shall be decided by the Chair, subject to appeal to the Board or special committee or subcommittee.
- G. The Chair shall decide all questions of order and procedure, subject to appeal to the Board.
- H. Breaks or recesses shall be taken at the discretion and by declaration of the Chair.

14. Recognition of Members of the Board, Committee of the Whole, and Others

- A. Each member of the Board, shall have the privilege of the floor upon seeking and obtaining recognition by the Chair. In meetings of the Committee of the Whole, the County Board Chair shall designate who shall preside over all sections of the Agenda except for the specified areas of Deputy Chair responsibilities, where the relevant Deputy Chair shall preside.
- B. No member of the Board, Committee of the Whole, **standing committee**, special committee or subcommittee may speak twice on the same question until all members wishing to be heard have spoken, unless otherwise recognized by the Chair.
- C. The Chair shall determine the order in which members shall be recognized, however, special and subcommittee chairs or designees of the special or subcommittee reporting to the Board on behalf of their committee shall be heard first on those matters.
- D. No member who has the floor shall be interrupted except for the following:
 - 1. By a call to order by the Chair;
 - 2. By an objection to the introduction of the question;
 - 3. By a call for a point of order;
 - 4. A Question of Privilege;
 - 5. A Parliamentary inquiry.
- E. The appearance of elected and appointed officials of Champaign County and other persons requested to appear before the Board, Committee of the Whole, **standing committee**, special committee or subcommittee shall not be subject to the limitations regarding public participation and shall be recognized at the discretion of the Chair.

15. Motions, Resolutions, Ordinances, Voting and Roll Call – County Board Meetings

- A. Motions shall be stated by the mover. No motion shall be debated before it has received a second, except motions placed before the Board by vote or consensus of a committee.
- B. Except as herein specified or as required by Statute, all motions may be adopted by majority vote of the members present.
- C. Every member of the Board present shall be given the opportunity to vote on all questions. There shall be no “absentee” or “proxy” voting on any question.

- D. In a case where a member, except the County Board Chair, abstains, the member shall state the reason and the facts shall be noted in the minutes of the Board. If the County Board Chair abstains in a voice vote or to break a tie, the County Board Chair must state the reason for the abstention.
- E. The vote on all propositions to appropriate money, approve the annual budget and tax levy, issue bonds and fix salaries, shall be by roll call vote which shall be recorded in the minutes of the meeting.
- F. Transfers from one appropriation of any one fund to another of the same fund not affecting the total amount appropriated, and appropriations in excess of those authorized by the budget in order to meet an immediate emergency may be made at any meeting of the Board by a two-thirds (2/3) vote of ALL the members constituting such Board (i.e. 18); the vote to be taken by ayes and nays and entered on the record of the meeting, as required by 55 ILCS 5/6-1003.
- G. A roll call vote shall be called on any question upon the demand of any two members. The Roll Call shall be in alphabetical order and shall be advanced one name each meeting, with the County Board Chair always voting last. This shall be recorded in the minutes.
- H. A motion before the Board may be withdrawn by the proposer with the consent of the second at any time prior to the adoption of an amendment to the motion or vote of the Board on the motion.
- I. Any Board member may request assistance in drafting resolutions and may receive assistance in preparation through the County Administrator or Administrative Services Department.
- J. Prior to approval of the Consent Agenda and upon the request of any County Board member, any item(s) in the Consent Agenda shall be removed and returned to the appropriate Area of Responsibility. Such a request does not require a reason, a second, or a vote. Items may not be added to the Consent Agenda during the meeting.
- K. The Consent Agenda shall be approved by roll call vote without debate or discussion.

16. Areas of County Board Responsibilities Assigned to the Committee of the Whole

A. STRUCTURE OF AREAS OF RESPONSIBILITY

- 1. The following shall be the Areas of Responsibility of the Champaign County Board assigned to the Committee of the Whole:

- Finance
- ~~County Facilities~~
- Policy, Personnel, & Appointments
- ~~Environment & Land Use~~
- ~~Highway & Transportation~~
- Justice & Social Services

B. MEETINGS OF COMMITTEE OF THE WHOLE

- 1. The schedule for regular monthly Committee of the Whole meetings during a two-year County Board session shall be approved by the County Board at its first meeting in December of each even-numbered year. Notices of all meetings shall

- be placed on the calendar of the Champaign County Board. Any changes of meeting dates and times must be submitted to the County Administrator in time to be placed on the weekly County Calendar, in strict compliance with the notice requirements of the Illinois Open Meetings Act.
2. All members present at a Committee of the Whole Meeting shall vote on all action items presented on that agenda.
 3. The Committee of the Whole shall be scheduled as follows:
 - a) ~~The first Committee of the Whole Meeting of each month shall be held on the Tuesday following the first Monday of the month and shall take up matters pertaining to County Facilities, Highway & Transportation, and Environment and Land Use. The chair of this meeting shall be determined by the County Board Chair, but shall be one of the Deputy Chairs with business before the Committee of the Whole that evening. The other Deputy Chairs will report out the business of their Area of Responsibility.~~
 - b) The ~~second~~ Committee of the Whole Meeting of each month shall be held on the Tuesday following the second Monday of the month and shall take up matters pertaining to Finance, Policy, Personnel, & Appointments, Justice & Social Services. The Chair of this meeting shall be determined by the County Board Chair, but shall be one of the Deputy Chairs with business before the Committee of the Whole that evening. The other Deputy Chairs will report out the business of their Area of Responsibility.
 4. Items acted on at the Committee of the Whole Meetings shall then be forwarded to the regularly scheduled monthly County Board Meeting, held on the Thursday following the third Monday of the month, for final County Board ~~approval~~ action.

D. DUTIES OF DEPUTY CHAIR

1. The Deputy Chair may vote on all motions before the Committee of the Whole.
2. The Deputy Chair, in cooperation with the County Board Chair and the County Administrator, and the appropriate department head, shall be responsible for developing the agenda for each meeting.
3. ~~The Deputy Chair shall notify the Administrative Services Department of any changes in the time and date of all meetings.~~
4. The Deputy Chair shall notify the Administrative Services Department, in a timely manner, of any recommendations or actions requiring County Board action.
5. The Deputy Chair, with the approval of the majority of the Board members, may designate a subcommittee of one or more members and a Subcommittee Chair to conduct specific duties.
6. In the absence of a Deputy Chair, the Assistant Deputy Chair shall serve in the Deputy Chair's stead.

E. AREAS OF RESPONSIBILITY: DUTIES AND ROLES

1. Finance

- a) Establishes process with County Administrator for annual budget preparation.
- b) Plans overall county long-range needs, including consideration of the County's information technology systems and infrastructure.
- c) Plans overall budget, in view of department proposal and County needs.
- d) Convenes a public hearing on the preliminary budget in compliance with legal requirements.
- e) Reviews departments' budgets and reports to the Board any recommendations necessary for the reasonable adherence to the budget.
- f) Prepares and submits final budget to the Board.
- g) Confers with the County Treasurer to determine the proper and legal investment and deposit of County funds.
- h) Approves transfer of funds on line item accounts as necessary.
- i) Evaluates distribution of funds and appropriation of expenditures within the County with the goal to achieve maximum efficiency and economy within the government structure.
- j) Receives periodic reports on status of employees' bargaining units: reviews collective bargaining contracts prior to expiration and recommends approval of negotiated tentative agreements to full County Board.
- k) Receives, reviews, and considers recommendation to the County Board from the Champaign County Salary Administrator regarding position classification, evaluation, salary administration and County staffing.
- l) Reviews and recommends Champaign County Financial Policies annually.

2. County Facilities

- a) Reviews and approves construction and remodeling, maintenance and operation of County buildings, property and recreational land, in compliance with all federal and state requirements.
- b) Reviews topics involving acquisition, leasing and disposition of real property for the County.
- c) Establishes, plans, and approves long range goals and development of plans for County facilities.
- d) Provides overall supervision of matters relating to County facilities.

3. Environment & Land Use

- a) Works with the Regional Planning Commission and other units of government to meet the need for regional planning and zoning.
- b) Makes recommendations for guidance and control of the future economic development of the County.
- c) Drafts rules and regulations for subdivisions.
- d) Acts on approval of plats.
- e) Issues various licenses as established by the Board.
- f) Cable television oversights.
- g) Solid Waste oversights.
- h) Reviews and recommends policies and actions regarding all zoning and enforcement issues.

4. Highway & Transportation
 - a) Establishes and approves long range plans for County roads and highway construction.
 - b) Provides overall supervision of matters relating to County roads, bridges and rights of way.
 - e) Approves all highway construction plans.
 - d) Considers acquisition and disposition of County Highway equipment and materials.

5. Justice & Social Services
 - a) Considers issues and receives reports from the Champaign County Mental Health Board, Cooperative Extension Services Board, RPC Head Start, RPC Senior Services, Regional Office of Education, Children's Advocacy Center and Community Services Board.
 - b) Works with the County Sheriff on all matters pertaining to adult correctional programs and policies.
 - c) Confers with Circuit Judges on operation of courts and court related offices and agencies.
 - d) Considers programs and receives reports involving Courts, Circuit Clerk, State's Attorney, Public Defender, Court Services, Coroner, Animal Control and Emergency Management Agency departments.

6. Policy, Personnel, & Appointments
 - a) Reviews and acts upon all appointments recommended by the County Board Chair.
 - b) Develops, maintains and recommends County policies, in compliance with federal and state regulation.
 - c) Accepts and reviews reports for County Administrator, County Board Chair and County Clerk.
 - d) Receives bids and recommends award of contract for county-wide purchasing.
 - e) Receives, reviews, and makes recommendations from subcommittees.
 - f) Serves as final step for hearing process in grievance procedures as provided in Champaign County Personnel Policy.
 - g) Responsible for reviewing and recommending positions on state and federal legislation impacting the County.
 - h) Receives, reviews, and considers requests from department heads and recommendations from Champaign County Salary Administrator regarding position classification and evaluation, and forwards recommendations to Finance Committee of the Whole, and/or County Board, pursuant to the terms of the Champaign County Personnel Policy.

17. Standing Committees

A. Names and Sizes of Standing Committees

The following shall be the standing committees of the Champaign County Board and their respective sizes:

County Facilities Committee (7 members)

Environment and Land Use Committee (7 members)

Highway and Transportation Committee (8 members)

B. Rules for Standing Committees

1. Except as specifically provided for in this section, all rules and procedures set forth elsewhere in this Resolution (including but not limited to those related to notice of meetings, conduct of meetings, establishment of a quorum, provision for public participation and compliance with the Illinois Open Meetings Act) shall apply to standing committees.
2. All standing committees shall hold a regular meeting once each month, to prior to the second Monday of the month. Standing committees shall set a regular meeting day and time. Notices of standing committee meetings shall be placed on the County Calendar.
3. Standing committee meetings shall be presided over by the Chair of the standing committee, or in the absence of the Chair, the Assistant Chair of the standing committee, or in the absence of the Assistant Chair, by a member of the committee elected by a majority of the committee members present.
4. Items acted on at standing committee meetings shall be forwarded to the regularly scheduled monthly County Board Meeting, held on the Thursday following the third Monday of the month, for final County Board action.

C. Duties of Standing Committees

1. County Facilities Committee

- a) Reviews and approves construction and remodeling, maintenance and operation of County buildings, property and recreational land, in compliance with all federal and state requirements.
- b) Reviews topics involving acquisition, leasing and disposition of real property for the County.
- c) Establishes, plans, and approves long-range goals and development of plans for County facilities.
- d) Provides overall supervision of matters relating to County facilities.

2. Environment and Land Use Committee

- a) Works with the Regional Planning Commission and other units of government to meet the need for regional planning and zoning.
- b) Makes recommendations for guidance and control of the future economic development of the County.

- c) Drafts rules and regulations for subdivisions.
- d) Acts on approval of plats.
- e) Issues various licenses as established by the Board.
- f) Provides Cable television oversight.
- g) Provides Solid Waste oversight.
- h) Reviews and recommends policies and actions regarding all zoning and enforcement issues.

3. Highway and Transportation Committee

- a) Establishes and approves long range plans for County roads and highway construction.
- b) Provides overall supervision of matters relating to County roads, bridges and rights-of-way.
- c) Approves all highway construction plans.
- d) Considers acquisition and disposition of County Highway equipment and materials.

17. Per Diem

- A. Per diem payments shall be established by the County Board for each term of office and shall prevail throughout that term of office including any replacement Board members.
- B. Per diem shall be determined by the County Board biennially in advance of the election of new Board members.
- C. No more than one per diem shall apply on any given calendar day.
- D. The Chair of a special committee or subcommittee, by affixing his or her signature on the attendance sheet, certifies that those members signing the sheet were present and participating in at least the majority of such meeting.
- E. Board members shall be reimbursed for mileage for attendance at meetings and events approved on the basis of the rate established by the County Board. Mileage for a second meeting on any one day shall be chargeable.
- F. In the absence of a quorum at a duly called meeting, those members attending the called meeting shall be entitled to per diem and mileage.
- G. Champaign County Board members are to receive per diems for subcommittee or special committee meetings of which they are members on the same basis as they receive per diems for County Board meetings.

18. Effective Date

This Resolution shall become effective upon approval.

PRESENTED, ADOPTED, APPROVED, AND RECORDED This DAY day of MONTH, A.D. 2012.

C. Pius, Weibel, Chair
Champaign County Board

ATTEST:

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



CHAMPAIGN COUNTY ADMINISTRATIVE SERVICES

1776 East Washington Street, Urbana, Illinois 61802-4581

*ADMINISTRATIVE, BUDGETING, PURCHASING, & HUMAN RESOURCE
MANAGEMENT SERVICES*

Deb Busey, County Administrator

MEMORANDUM

TO: Brendan McGinty, Deputy Chair - Finance and MEMBERS of the CHAMPAIGN COUNTY BOARD COMMITTEE of the WHOLE

FROM: Brian Mennenga, Co-Chair & Deb Busey, Co-Chair, and Members of the Champaign County Labor Management Health Insurance Committee

DATE: September 5, 2012

RE: Recommendation for Employee Health Insurance and Related Benefit Plans for FY2013

After review and analysis of health insurance plan proposals brought to us through our broker John Malachowski – Gallagher Benefit Services, the Champaign County Labor Management Health Insurance Committee submits the following recommendations for employee health insurance and related benefits plans for FY2013:

HEALTH INSURANCE PLAN RECOMMENDATION

Health Alliance POS-C2000 80/50 Premium Plan with 6-Tier Pharmacy Benefits Plan

The plan provided in FY2012 is the Health Alliance POS-C500 with Prescription drug benefit of \$15/\$30/\$50.

There are four primary areas of change from the FY2012 POS-C500 Plan to the FY2013 POS-C2000 Plan.

1. Co-Pays for three different services – MRI/CT scans; outpatient surgery/inpatient hospitalization; and maternity care – increase from \$500 in FY2012 to \$1,000 in FY2013.
2. Annual out-of-pocket maximums increase from \$2,500 for single coverage in 2012 to \$3,000 in 2013; and from \$5,000 for family coverage in 2012 to \$6,000 in 2013.
3. Co-Pays for specific services increase as follows:
 - a. Primary Care Office Visit – Increases from \$20 to \$25
 - b. Specialist Office Visit – Increases from \$40 to \$50
 - c. Convenient Care/Urgent Care Visit – Increases from \$20 to \$50

- d. Emergency Department Visits – Increase from \$175 to \$200
- 4. Prescription co-pays change as follows:
 - a. Tier 1 Drugs: FY2012 - \$15 co-pay; FY2013 - \$7 co-pay;
 - b. Tier 2 Drugs: FY2012 - \$30 co-pay; FY2013 - \$25 co-pay;
 - c. Tier 3 Drugs: FY2012 - \$50 co-pay; FY2013 - \$50 co-pay
 - d. Tier 4 Drugs: FY2012 – 20% co-pay; FY2013 -\$100 co-pay
 - e. Tier 5 Drugs: FY2012 – 20% co-pay; FY2013 - \$150 co-pay
 - f. Tier 6 Drugs: FY2012 & FY2013 – 50% co-pay.

To minimize the impact of plan design changes on employees, Champaign County has increased Health Reimbursement Account payments to employees since FY2011.

The Health Insurance Committee recommends the continuation of this approach to health insurance in FY2013. The following chart depicts this increase:

<i>Out-Of-Pocket Maximum Comparisons</i>	POS- C250 – FY2011	POS- C500 - FY2012	POS- C2000 - FY2013
Out-Of-Pocket Maximum - Single	\$2,250	\$2,500	\$3,000
<i>Employer HRA Contribution to Out-Of-Pocket Maximum*</i>	\$750	\$1,000	\$1,500
Total Out of Pocket Maximum Liability to Employee	\$1,500	\$1,500	\$1,500
Out-Of-Pocket Maximum - Family	\$4,500	\$5,000	\$6,000
<i>Employer HRA Contribution to Out-Of-Pocket Maximum*</i>	\$1,000	\$2,000	\$3,000
Total Out of Pocket Maximum Liability to Employee	\$3,500	\$3,000	\$3,000

With this approach, we also recommend that the health insurance premium include not only the premium paid to Health Alliance for the basic plan, but also include an anticipated HRA contribution requirement equal to 20% of the total liability. Funding the HRA contribution liability at 20% is an industry standard contribution in the mid range – with 15% considered to be a low HRA contribution; and 25% considered to be a high HRA contribution. We recommend funding the HRA contribution at the mid-range so that the health insurance fund balance should increase in good years, and will insure there is money available in more catastrophic years to cover additional HRA required contributions. As we move into our third year of purchasing less expensive health insurance and supplementing benefits through the County’s Health Reimbursement Account, we are progressively moving closer to the opportunity to adopt a self-funded approach for the County’s Health Insurance program. Based on our recommendation, the premium change from FY2012 to FY2013 is just under 5% as depicted below:

	Monthly Premiums			
	FY2012 Pos-C 500	FY2013 POS- C2000	FY2013 \$ Increase	FY2013 % Increase
Single	\$558	\$584	\$26.00	4.66%
Family	\$1,027	\$1,075	\$48.00	4.67%

At this time, our committee is also polling our employees to determine if there is interest in changing from the current 2-tier plan to a 4-tier plan in FY2013. The costs of monthly premiums for the 4-tier plan are as follows:

PLAN	Monthly Premium
Employee Only	\$584
Employee + Spouse	\$772
Employee + Children	\$729
Family	\$1,260

We expect to have the results of the employee survey compiled by September 17th, and will confirm to the County Board our final recommendation for the tier plan to be implemented for the POS-C2000 Plan for FY2013 prior to your final approval on September 20, 2012.

Premium contributions for all County employees will be consistent based on their terms of employment.

The POS-C2000 Benefit Plan Summary is attached to this Memorandum for your information.

DENTAL PLAN:

The Labor Management Health Insurance Committee recommends the continued offering of the Delta Dental Plan to County Employees, with a 24 month renewal capped at 10% premium increase over the current rates for the entire two years. This is a voluntary, employee paid insurance benefit plan.

The Delta Dental Insurance Plan Summary is attached to this Memorandum for your information.

VISION PLAN:

The Labor Management Health Insurance Committee recommends approval of offering the EyeMed Vision Care Plan. Champaign County has not previously offered a vision plan. Many employees have expressed an interest in such a plan. As with the dental plan, this is a voluntary, employee paid insurance benefit plan.

The EyeMed Vision Plan Summary is attached to this Memorandum for your information.

RECOMMENDED ACTION:

The Finance Committee of the Whole recommends to the County Board approval of offering the Health Alliance POS-C2000 80/50 Premium Plan with 6-Tier Premium Pharmacy Benefits for all County Employees for FY2013; and the County will provide HRA reimbursement to employees with single coverage at an annual maximum of up to \$1,500/year to cover the single out-of-pocket maximum in excess of \$1,500 or for the co-pays for MRI/CT scans, outpatient surgery/inpatient hospitalization, maternity care, or a \$25 reimbursement for up to two Urgent Care Visits as those expenses occur throughout the year; and the County will provide HRA reimbursement towards family plan coverage at an annual maximum of up to \$3,000/year to cover the family plan out-of-pocket maximum in excess of \$3,000 or for the co-pays for MRI/CT scans, outpatient surgery/inpatient hospitalization, maternity care, or a \$25 reimbursement for up to two Urgent Care Visits for each individual covered under the County's Plan, as those expenses occur throughout the year.

The Finance Committee of the Whole recommends to the County Board approval of offering the Delta Dental voluntary dental plan for 24 months with an effective date of January 1, 2013.

The Finance Committee of the Whole recommends to the County Board approval of offering the EyeMed Vision Plan as a voluntary plan for one year with an effective date of January 1, 2013.

Thank you for your consideration of this recommendation.

POS-C 2000 80/50 Premium

Member Responsibility

Member Benefits		In-Network	Out-of-Network
Plan Year Deductible		N/A	Single: \$5,000 Family: \$10,000
Plan Year Out-of-Pocket Maximum	\$1,500 HRA	Single: \$3,000 Family: \$6,000	Single: \$10,000 Family: \$20,000
<i>Includes deductible expenses</i>			
Be Healthy Preventive Services <i>Immunizations, adult and child annual physical exam, mammograms, PAP smears, cancer screenings and more. Age/frequency schedules apply.</i>		\$0 copayment	50% coinsurance
Primary Care Office Visit		\$25 copayment	50% coinsurance
Specialist Office Visit		\$50 copayment	50% coinsurance
Routine Prenatal Care		20% coinsurance	50% coinsurance
Diagnostic Tests and X-rays		20% coinsurance	50% coinsurance
MRI and CT	\$1,500 HRA	\$1,000 copayment, then 20% coinsurance	50% coinsurance
Outpatient Surgery/Procedures	\$1,500 HRA	\$2,000 copayment, then 20% coinsurance	50% coinsurance
Inpatient Hospitalization <i>Including Maternity Care</i>	\$1,500 HRA	\$2,000 copayment, then 20% coinsurance	50% coinsurance
Urgent Care Visit		\$50 copayment	50% coinsurance
Emergency Department Visits		\$200 copayment	\$200 copayment <i>deductible does not apply</i>
Emergency Department Transportation		\$100 copayment	\$100 copayment <i>deductible does not apply</i>
Spinal Manipulations		50% coinsurance	50% coinsurance <i>deductible does not apply</i>
Durable Medical Equipment and Other Prostheses, Orthopedics and Orthopedic Appliances*		20% coinsurance	not covered
Arm, Leg Prostheses and Custom Orthotics		20% coinsurance	not covered
Eye Exams*		\$40 copayment	not covered
Pharmacy Coverage		See Pharmacy Benefit Summary for details.	

*Copayments and coinsurance payments for these services do not apply to the plan year out-of-pocket maximum.

This is a brief summary of Health Alliance benefits and exclusions, which are subject to change. Please refer to the Health Alliance Policy for detailed information regarding these plans.

Premium Pharmacy Benefits

Member Benefits*	CURRENT	Member Responsibility	
		In-Network	Out-of-Network
Rxtra Drugs		FREE (\$0 copayment)	50% coinsurance
Value-Based Drugs	\$30	\$25 copayment	50% coinsurance
Tier 1	\$15	\$7 copayment	50% coinsurance
Tier 2	\$30	\$25 copayment	50% coinsurance
Tier 3	\$50	\$50 copayment	50% coinsurance
Tier 4 (Specialty Pharmacy Preferred/ Specialty Medical Preferred) <i>Preauthorization Required</i>	20%	\$100 copayment	50% coinsurance
Tier 5 (Specialty Pharmacy Non-Preferred/ Specialty Medical Non-Preferred) <i>Preauthorization Required</i>	20%	\$150 copayment	50% coinsurance
Tier 6 (Non-Formulary Specialty Pharmacy) <i>Preauthorization Required</i>		50% coinsurance	50% coinsurance
Specialty Prescription Drugs			
<i>Individual Plan Year Out-of-Pocket Maximum**</i>		\$2,500	N/A
<i>Family Plan Year Out-of-Pocket Maximum**</i>		\$7,500	N/A

*Lifestyle/erectile dysfunction drug coverage optional.

** Separate from and in addition to the medical plan year out-of-pocket maximum.

This is a brief summary of Health Alliance benefits and exclusions, which are subject to change. Please refer to the Health Alliance Policy for detailed information regarding these plans.



Proposed Renewal - NETWORK PLAN

Current Enrollment		Current Rates	12 Month Renewal Rate	% Increase
Employee	158	\$14.52	\$15.54	7.0%
EE+SP	26	\$29.04	\$31.07	7.0%
EE+CH(ren)	29	\$41.22	\$44.11	7.0%
Family	36	\$65.66	\$70.26	7.0%
Annual Expense:		\$79,300.08	\$84,853.02	7.0%

Current Enrollment		Current Rates	24 Month Renewal Rate	% Increase
Employee	158	\$14.52	\$15.97	10.0%
EE+SP	26	\$29.04	\$31.94	10.0%
EE+CH(ren)	29	\$41.22	\$45.34	10.0%
Family	36	\$65.66	\$72.23	10.0%
Annual Expense:		\$79,300.08	\$87,228.90	10.0%

Proposed Renewal - PREMIER PLAN

Current Enrollment		Current Rates	12 Month Renewal Rate	% Increase
Employee	105	\$25.14	\$26.90	7.0%
EE+SP	23	\$50.26	\$53.78	7.0%
EE+CH(ren)	30	\$50.64	\$54.19	7.0%
Family	23	\$93.64	\$100.20	7.0%
Annual Expense:		\$89,623.20	\$95,899.01	7.0%

Current Enrollment		Current Rates	24 Month Renewal Rate	% Increase
Employee	105	\$25.14	\$27.65	10.0%
EE+SP	23	\$50.26	\$55.29	10.0%
EE+CH(ren)	30	\$50.64	\$55.70	10.0%
Family	23	\$93.64	\$103.00	10.0%
Annual Expense:		\$89,623.20	\$98,584.18	10.0%

Underwriting Considerations

Contract Revisions from Current Plan Included in Renewal Rates

Basic and Major Coinsurance changed from 40% to 50% for Out of Network Providers

Coinsurance has been changed from 40% to 50% for Out of Network Basic and Major Services at no impact to rates.

Census Data

Total Current Enrollment Counts

Single	263
Family	167
Total	430

During the current experience period, COUNTY OF CHAMPAIGN averaged 430 enrollees.

Guarantee Terms

Policies and Claim Settlement Practices

All Delta Dental of Illinois standard processing policies, limitations and exclusions apply.

Delta Dental of Illinois reserves the right to recalculate rates in the event of any of the following:

- Change in effective date.
- The number of eligible and/or enrolled employees changes by more than 10% from that identified in this quote.
- The number of enrolled employees falls below the required 40 to maintain individually underwritten status.
- New or changes to legislation or regulations that affect the benefits payable, eligibility or contractual provisions.

Broker Compensation

Proposed rates include the following broker commissions:

Fully Insured PPO	0.0%
-------------------	------

Acceptance of Renewal

Please acknowledge your acceptance of these terms by signing below and returning this page to your Account Manager.

Darren Avant
Delta Dental of Illinois
111 Shuman Boulevard
Naperville, IL 60563
Phone 630-718-4747 Fax 630-983-4147

If we do not receive notification from you at least **30 days prior to your renewal date**, we will assume you agree to the proposed rates and renew your current dental benefit plan with the above noted 12 month renewal rates.

AGREED AND ACCEPTED (Current Plan):
COUNTY OF CHAMPAIGN DDIL #10981 ALL

By: _____ Date: _____

Title: _____

- 12 Month Guarantee
- 24 Month Guarantee

Please help keep our records current by providing your current contribution levels: _____% Employee _____% Dependent

Champaign County Plan Design Summary

1-1-2013

Eye Exam, Lenses, Frames, Frequencies

Proposed Effective Date: 12/1/2012

Plan 1: TrueView Plan H		
	EyeMed Access Network	Out of Network
Annual Eye Exam	\$10 Co-pay	Up to \$35
Lenses (per pair)		
Single Vision	\$25 Co-pay	Up to \$25
Bifocal	\$25 Co-pay	Up to \$40
Trifocal	\$25 Co-pay	Up to \$55
Lenticular	20% discount	No benefit
Progressive	Standard = \$90 Co-pay Premium = See Reverse	NA
Frames	\$100	Up to \$45
Frequencies		
Exam/Lens/Frames	12/12/12 Based on date of service	12/12/12 Based on date of service

Deductible, Maximum

Deductibles	\$10 Exam \$25 Eye Glass Lenses	No deductible
Maximum Calendar Year	None	None

Contact Lenses

Fit & Follow Up Exams	Standard: Member cost up to \$55 Premium: 10% off of retail	No benefit No benefit
Contacts		
Elective	Up to \$115	Up to \$92
Medically Necessary	Covered in full	Up to \$200

Monthly Rates

Employee (EE)	\$7.52
EE + Spouse	\$15.80
EE + Children	\$12.72
EE + Spouse & Children	\$21.20

Rates are guaranteed for 24 months following the effective date listed above.

The proposed rates may qualify for an additional discount if dental and/or eye care coverage is placed in conjunction with a Reliance Standard term life and/or long term disability insurance plan. Please contact your local insurance representative for details concerning this offer.

Employee Participation Requirements

Eligible Employees: 710

	Minimum 10 lives Voluntary
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John Malachowski, CLU
Gallagher Benefit Services, Inc.

A Subsidiary of Arthur J. Gallagher & Co.
101 S. Main Street, Suite 200
Decatur, Illinois 62523
Phone: 217.233.3342

Email: john_malachowski@ajg.com

RELiance STANDARD
LIFE INSURANCE COMPANY

Confidential proposal for Group Eye Care
Prepared for Champaign County
August 30, 2012

Page 4

Champaign County Plan Design Summary

Lens Options (member cost)

	Plan 1: TrueView Plan H	
	EyeMed Access Network	Out of Network
Progressive Lenses	Standard: \$65 + lens deductible Premium: lens cost - 20% discount - \$120 allowance + Standard Progressive cost	No benefit
Std. Polycarbonate	\$40	No benefit
Scratch Resistant Coating	\$15	No benefit
Anti-Reflective Coating	\$45	No benefit
Ultraviolet Coating	\$15	No benefit
LASIK or PRK	Average discount of 15% off retail price or 5% off promotional price at US Laser Network participating providers.	No benefit

Additional TrueView Features (In Network)

Discounts	15% discount on the remaining balance in excess of the conventional contact lens allowance. 20% discount on the remaining balance in excess of the frame allowance. 20% discount on items not covered by the plan at network providers, which may not be combined with any other discounts or promotional offers. This discount does not apply to EyeMed Provider's professional services, or contact lenses.
Lens Options (Member Cost)	\$15 - Tint (Solid & Gradient).
Secondary Purchase Plan	Members receive a 40% discount on a complete pair of glasses once the funded benefit has been exhausted. Members receive a 15% discount off the retail price on conventional contact lenses once the funded benefit has been exhausted. Discount applies to materials only.
Contact Lens Replacement by Mail Program	After exhausting the contact lens benefit, replacement lenses may be obtained at significant discounts on-line. Visit EyeMedvisioncare.com for details.



John Malachowski, CLU
Gallagher Benefit Services, Inc.
 A Subsidiary of Arthur J. Gallagher & Co.
 101 S. Main Street, Suite 200
 Decatur, Illinois 62523
 Phone: 217.233.3342
 Email: john_malachowski@ajg.com

RELIANCE STANDARD
 LIFE INSURANCE COMPANY

Confidential proposal for Group Eye Care
 Prepared for Champaign County
 August 30, 2012
 Page 5



Champaign County Providers

CITY OF CHAMPAIGN		
ALL ABOUT EYES	507 Town Center Blvd Champaign, IL 61822	217-531-5393
BARD OPTICAL	907 Marketview Dr Champaign, IL 61822	217-351-8822
DR JODI ALBERT & ASSSOC.	505 S. Neil St Champaign, IL 61820	217-356-5787
EVELYN MOORE OD	501 S. Mattis, Suite B Champaign, IL 61821	217-351-4106
EYE SURGICAL ASSOCIATES	2133 Neil St Champaign, IL 61820	217-372-5274
GAILEY EYE CLINIC	2435 N Village Green Pl Champaign, IL 61820	217-398-1700
ILLINI EYE CARE	518 E. Green Champaign, IL 61820	217-351-6110
JONES OPTICAL	1711 S. Neil Champaign, IL 61820	217-359-2390
JULENS OPTICIANS	2008 Round Barn Road Champaign, IL 61820	217-355-6464
LAWRENCE KARL OD	2110 N Market St Champaign, IL 61822	217-356-1543
LAWRENCE KESSLER OD	44 E Main St, Suite 100 Champaign, IL 61820	217356-5377
LENSCRAFTERS	2000 N. Neil St Champaign, IL 61820	217-356-8585
PEARL VISION	2000 N. Neil St Champaign, IL 61820	217-359-4111
SEARS OPTICAL	2000 N. Neil St Champaign, IL 61820	217-351-3511
THE EYE CENTER SAMIR SAYEGH	403 W. Windsor Road Champaign, IL 61820	217-352-2020
CITY OF RANTOUL		
CHITTICK FAMILY EYE CARE	1291 East Grove Rantoul, IL 61866	217-892-2727
KRUGER VISION SERVICES	845 Broadmeadow Road Rantoul, IL 61866	217-892-5095
CITY OF SAVOY		
CHITTICK FAMILY EYE CARE	8 Dunlap Ct Savoy, IL 61874	217-443-3630
CITY OF URBANA		
OPTICAL SHOP IN MEIJER	2500 Philo Road Urbana, IL 61820	217-344-8157

AUDITOR'S REPORT TO COUNTY BOARD
PERIOD ENDING 8/31/12

FUND	NAME	F Y 2 0 1 1				F Y 2 0 1 2					
		-BUDGET- FINAL	CURRENT MONTH	ACTUALS YEAR-TO DATE	YTD %	BEGINNING (12/01/11)	BUDGET- CURRENT (AS OF 8/31/12)	CHANGE	CURRENT MONTH	ACTUALS YEAR-TO DATE	YTD %
074	2003 NURS HM BOND DBT SRV										
	REVENUE	6,232,737	4,748,129	6,228,809	100	1,471,363	1,471,363	0	108,838	891,160	61
	EXPENDITURE	6,200,768	4,623,253	6,089,431	98	1,625,258	1,625,258	0	515	1,624,673	100
075	REGIONAL PLANNING COMM										
	REVENUE	15,287,304	1,393,990	11,032,025	72	12,721,628	12,848,843	127,215	739,487	8,301,131	65
	EXPENDITURE	16,227,104	632,665	10,878,683	67	14,065,165	14,192,380	127,215	767,176	8,071,443	57
076	TORT IMMUNITY TAX FUND										
	REVENUE	1,118,682	87,106	1,116,592	100	1,147,135	1,147,135	0	85,756	702,331	61
	EXPENDITURE	1,502,000	86,584	1,444,791	96	1,495,040	1,495,040	0	60,317	785,725	53

CHAMPAIGN COUNTY

AUDITOR'S REPORT TO COUNTY BOARD
PERIOD ENDING 8/31/12

FUND	NAME	FY 2011				FY 2012					
		-BUDGET- FINAL	CURRENT MONTH	ACTUALS YEAR-TO DATE	YTD %	BEGINNING (12/01/11)	BUDGET- CURRENT (AS OF 8/31/12)	CHANGE	CURRENT MONTH	ACTUALS YEAR-TO DATE	YTD %
080	GENERAL CORPORATE										
010	COUNTY BOARD										
	REVENUE	336,968	62,017	310,456	92	313,750	313,750	0	61,745	227,921	73
	EXPENDITURE	271,833	17,072	268,806	99	290,151	304,151	14,000	18,967	212,330	70
013	DEBT SERVICE										
	REVENUE	710,688	33,602	403,209	57	708,708	708,708	0	33,586	337,240	48
	EXPENDITURE	403,261	0	401,526	100	401,437	401,437	0	0	353,471	88
016	ADMINISTRATIVE SERVICES										
	REVENUE	144,426	11,498	56,397	39	83,220	83,220	0	12,884	38,617	46
	EXPENDITURE	1,011,941	27,212	975,286	96	613,248	583,829	29,419-	29,930	477,232	82
017	COOPERATIVE EXTENSION SRV										
	REVENUE	399,056	31,168	398,945	100	408,991	408,991	0	30,596	250,580	61
	EXPENDITURE	399,056	6,896	398,766	100	408,991	408,991	0	66	220,229	54
020	AUDITOR										
	REVENUE	111,504	5,000	157,207	141	102,600	102,628	28	0	2,628	3
	EXPENDITURE	326,688	25,834	324,871	99	336,757	337,630	873	47,075	267,256	79
021	BOARD OF REVIEW										
	REVENUE	0	0	0		0	0	0	0	0	
	EXPENDITURE	122,317	8,631	121,320	99	117,567	115,667	1,900-	8,334	85,193	74
022	COUNTY CLERK										
	REVENUE	275,462	19,499	338,335	123	302,330	302,330	0	24,517	179,838	59
	EXPENDITURE	847,550	41,143	814,307	96	961,264	967,807	6,543	65,021	597,428	62
023	RECORDER										
	REVENUE	1,484,928	157,867	1,522,730	103	1,425,703	2,175,703	750,000	172,939	1,337,027	61
	EXPENDITURE	916,331	32,270	909,236	99	864,951	1,436,641	571,690	164,174	929,706	65
025	SUPERVISOR OF ASSESSMENT										
	REVENUE	42,675	0	62,112	146	35,293	37,093	1,800	3,070	22,943	62
	EXPENDITURE	411,093	47,650	378,382	92	353,768	359,905	6,137	26,928	243,043	68
026	COUNTY TREASURER										
	REVENUE	764,950	40,063	707,053	92	713,100	713,100	0	52,252	200,397	28
	EXPENDITURE	253,367	17,947	252,902	100	258,101	260,086	1,985	17,440	188,541	72
028	INFORMATION TECHNOLOGY										
	REVENUE	0	5,020	94,023	N.A.	107,586	107,586	0	4,814	7,469	7
	EXPENDITURE	401,317	71,825	385,179	96	803,111	844,975	41,864	84,361	590,289	70
030	CIRCUIT CLERK										
	REVENUE	2,112,645	136,708	1,968,722	93	2,024,500	2,024,500	0	156,244	1,222,959	60
	EXPENDITURE	1,114,804	80,295	1,090,988	98	1,091,741	1,095,557	3,816	82,700	747,518	68
031	CIRCUIT COURT										
	REVENUE	1,000	50	328	33	0	0	0	0	70	N.A.
	EXPENDITURE	1,030,427	85,182	1,026,101	100	1,039,084	1,042,015	2,931	73,544	781,217	75

AUDITOR'S REPORT TO COUNTY BOARD
PERIOD ENDING 8/31/12

FUND	NAME	FY 2011				FY 2012					
		-BUDGET- FINAL	CURRENT MONTH	ACTUALS YEAR-TO DATE	YTD %	BEGINNING (12/01/11)	-BUDGET- CURRENT (AS OF 8/31/12)	CHANGE	CURRENT MONTH	ACTUALS YEAR-TO DATE	YTD %
080	GENERAL CORPORATE	(CONTINUED)									
032	JURY COMMISSION										
	REVENUE	0	0	0		0	0	0	0	0	
	EXPENDITURE	32,147	1,675	24,347	76	32,289	32,813	524	2,053	18,923	58
036	PUBLIC DEFENDER										
	REVENUE	127,358	15,830	215,518	169	235,289	235,289	0	21,945	172,978	74
	EXPENDITURE	997,362	76,136	988,407	99	1,045,091	1,046,309	1,218	79,987	739,973	71
040	SHERIFF										
	REVENUE	936,465	27,445	1,005,365	107	964,300	968,200	3,900	133,009	854,121	88
	EXPENDITURE	4,510,219	296,944	4,376,712	97	4,449,876	4,590,798	140,922	400,188	3,130,618	68
041	STATES ATTORNEY										
	REVENUE	1,469,978	92,318	1,249,391	85	1,433,808	1,433,808	0	130,748	981,560	68
	EXPENDITURE	2,060,516	153,983	2,041,115	99	2,085,798	2,126,211	40,413	155,352	1,520,640	72
042	CORONER										
	REVENUE	42,726	3,029	46,354	108	51,250	58,300	7,050	3,634	44,982	77
	EXPENDITURE	500,197	50,894	499,190	100	460,412	469,613	9,201	35,928	331,474	71
043	EMERGENCY MANAGEMENT AGCY										
	REVENUE	51,548	0	157,791	306	52,000	63,651	11,651	0	4,636	7
	EXPENDITURE	146,650	7,970	129,123	88	123,783	135,083	11,300	9,955	81,265	60
051	JUVENILE DETENTION CENTER										
	REVENUE	935,549	260,617	1,309,009	140	932,749	932,749	0	2,118	556,706	60
	EXPENDITURE	1,592,312	120,746	1,562,014	98	1,594,329	1,624,769	30,440	149,650	1,174,243	72
052	COURT SERVICES -PROBATION										
	REVENUE	477,232	136,670	634,412	133	477,232	477,232	0	20	244,595	51
	EXPENDITURE	1,418,905	107,624	1,396,318	98	1,421,419	1,446,950	25,531	133,660	1,020,861	71
057	DEPUTY SHERIFF MERIT COMM										
	REVENUE	0	0	0		0	0	0	0	0	
	EXPENDITURE	22,672	2,948	21,666	96	20,025	20,025	0	100	9,886	49
071	PUBLIC PROPERTIES										
	REVENUE	1,615,593	121,157	1,769,973	110	1,315,676	1,315,676	0	23,815	796,371	61
	EXPENDITURE	2,897,517	244,714	2,815,823	97	2,919,840	2,944,730	24,890	222,442	1,992,805	68
075	GENERAL COUNTY										
	REVENUE	17,855,635	1,481,985	18,244,617	102	18,438,984	18,438,984	0	1,608,151	12,397,040	67
	EXPENDITURE	3,052,119	339,158	2,914,420	95	3,212,767	2,968,231	244,536	201,545	2,103,123	71
077	ZONING AND ENFORCEMENT										
	REVENUE	59,025	2,118	56,643	96	170,700	170,700	0	710	183,159	107
	EXPENDITURE	346,153	23,644	296,127	86	336,077	336,077	0	23,928	235,632	70
124	REGIONAL OFFICE EDUCATION										
	REVENUE	0	0	0		0	0	0	0	0	
	EXPENDITURE	209,062	0	199,267	95	213,214	213,214	0	0	101,655	48

AUDITOR'S REPORT TO COUNTY BOARD
PERIOD ENDING 8/31/12

FUND	NAME	FY 2011				FY 2012					
		-BUDGET- FINAL	CURRENT MONTH	ACTUALS YEAR-TO DATE	YTD %	BEGINNING (12/01/11)	BUDGET- CURRENT (AS OF 8/31/12)	CHANGE	CURRENT MONTH	ACTUALS YEAR-TO DATE	YTD %
080	GENERAL CORPORATE	(CONTINUED)									
127	VETERANS ASSISTNC COMSSN										
	REVENUE	0	0	0		0	0	0	0	0	
	EXPENDITURE	0	0	0		0	0	0	0	0	
130	CIRC CLK SUPPORT ENFORCE										
	REVENUE	57,883	0	50,962	88	57,883	57,883	0	0	45,479	79
	EXPENDITURE	50,077	3,648	47,509	95	50,521	51,209	688	3,711	35,006	68
140	CORRECTIONAL CENTER										
	REVENUE	865,216	42,329	781,916	90	825,016	827,956	2,940	111,820	476,768	58
	EXPENDITURE	5,667,813	424,794	5,634,852	99	5,785,215	5,804,773	19,558	428,220	3,957,631	68
141	STS ATTY SUPPORT ENFORCE										
	REVENUE	371,261	79,671	341,321	92	371,024	371,024	0	64,554	270,945	73
	EXPENDITURE	379,084	26,525	351,305	93	369,356	371,026	1,670	23,862	242,885	65
TOTAL	GENERAL CORPORATE										
	REVENUE	31,249,771	79,671	31,882,790	102	31,551,692	32,329,061	777,369	2,653,171	20,857,029	65
	EXPENDITURE	31,392,790	26,525	30,645,865	98	31,660,183	32,340,522	680,339	2,489,121	22,390,073	69

AUDITOR'S REPORT TO COUNTY BOARD
PERIOD ENDING 8/31/12

FUND	NAME	FY 2011				FY 2012					
		-BUDGET- FINAL	CURRENT MONTH	ACTUALS YEAR-TO DATE	YTD %	BEGINNING (12/01/11)	-BUDGET- CURRENT (AS OF 8/31/12)	CHANGE	CURRENT MONTH	ACTUALS YEAR-TO DATE	YTD %
081	NURSING HOME										
	REVENUE	15,296,331	78,951	14,234,071	93	14,997,726	14,997,726	0	77,370	6,762,520	45
	EXPENDITURE	15,796,464	804,438	14,219,895	90	14,522,511	14,522,511	0	1,292,205	10,607,391	73
083	COUNTY HIGHWAY										
	REVENUE	2,771,924	185,129	2,476,351	89	2,647,044	2,647,044	0	397,334	1,875,222	71
	EXPENDITURE	2,891,102	337,509	2,818,844	98	2,645,862	2,645,862	0	193,099	1,595,640	60
084	COUNTY BRIDGE										
	REVENUE	1,058,646	77,669	1,132,453	107	1,067,174	1,067,174	0	78,186	639,258	60
	EXPENDITURE	1,031,000	51,114	458,330	44	1,066,000	1,066,000	0	67,534	455,312	43
085	COUNTY MOTOR FUEL TAX										
	REVENUE	2,721,643	533,702	2,846,127	105	2,827,876	2,827,876	0	198,247	1,372,815	49
	EXPENDITURE	3,775,404	208,270	3,466,038	92	2,827,205	2,827,205	0	25,972	698,388	25
088	ILL.MUNICIPAL RETIREMENT										
	REVENUE	4,883,414	316,602	4,711,298	96	4,839,122	4,839,122	0	336,979	2,925,354	60
	EXPENDITURE	4,884,984	481,497	4,646,775	95	4,820,774	4,820,774	0	321,014	3,154,928	65
089	COUNTY PUBLIC HEALTH FUND										
	REVENUE	1,304,310	98,563	1,285,544	99	1,317,053	1,317,053	0	93,517	895,349	68
	EXPENDITURE	1,304,310	150,913	1,291,485	99	1,316,561	1,379,459	62,898	73,422	807,014	59
090	MENTAL HEALTH										
	REVENUE	4,079,037	396,875	4,116,528	101	4,060,124	4,060,124	0	306,501	2,543,519	63
	EXPENDITURE	4,079,037	326,571	3,943,061	97	4,060,124	4,060,124	0	374,422	2,905,499	72
091	ANIMAL CONTROL										
	REVENUE	483,649	42,826	574,015	119	584,765	584,765	0	44,021	387,998	66
	EXPENDITURE	530,109	39,200	509,893	96	579,741	579,741	0	37,360	385,303	66
092	LAW LIBRARY										
	REVENUE	68,225	4,887	65,943	97	68,100	68,100	0	5,356	42,296	62
	EXPENDITURE	84,256	10,182	83,486	99	74,282	74,282	0	5,483	51,603	69
103	HWY FED AID MATCHING FUND										
	REVENUE	8,323	639	8,453	102	7,303	7,303	0	649	5,442	75
	EXPENDITURE	0	0	0		0	0	0	0	0	
104	EARLY CHILDHOOD FUND										
	REVENUE	7,279,475	442,962	6,999,175	96	7,859,795	7,859,795	0	482,446	4,834,457	62
	EXPENDITURE	7,275,125	414,869	6,425,494	88	7,779,740	7,779,740	0	457,356	4,794,533	62
105	CAPITAL ASSET REPLCMT FND										
	REVENUE	273,511	191,522	201,978	74	243,290	243,290	0	53	10,440	4
	EXPENDITURE	956,983	1,126	484,666	51	843,747	926,750	83,003	0	210,960	23
106	PUBL SAFETY SALES TAX FND										
	REVENUE	4,512,403	375,892	4,538,937	101	4,508,507	4,508,507	0	387,920	3,164,237	70
	EXPENDITURE	4,211,132	147,939	3,930,362	93	4,428,826	4,658,826	230,000	13,417	4,001,175	86
107	GEOGRAPHIC INF SYSTM FUND										
	REVENUE	282,100	19,849	252,926	90	252,000	252,000	0	25,362	188,750	75
	EXPENDITURE	316,162	45,652	311,004	98	272,860	272,860	0	21,316	187,413	69

AUDITOR'S REPORT TO COUNTY BOARD
PERIOD ENDING 8/31/12

FUND	NAME	FY 2011				FY 2012					
		-BUDGET- FINAL	CURRENT MONTH	ACTUALS YEAR-TO DATE	YTD %	BEGINNING (12/01/11)	BUDGET- CURRENT (AS OF 8/31/12)	CHANGE	CURRENT MONTH	ACTUALS YEAR-TO DATE	YTD %
108	DEVLPMNTL DISABILITY FUND										
	REVENUE	3,585,739	278,150	3,575,053	100	3,677,507	3,677,507	0	268,335	2,196,221	60
	EXPENDITURE	3,588,739	299,382	3,550,078	99	3,675,382	3,675,382	0	302,981	2,677,487	73
109	DELINQ PREVENTN GRNT FUND										
	REVENUE	203,116	5	203,220	100	203,116	203,116	0	0	0	
	EXPENDITURE	203,116	23,550	199,626	98	203,116	203,116	0	0	128,100	63
110	WORKFORCE DEVELOPMENT FND										
	REVENUE	0	0	0		0	0	0	0	0	
	EXPENDITURE	0	0	0		0	0	0	0	0	
188	SOCIAL SECURITY FUND										
	REVENUE	2,770,393	174,033	2,573,369	93	2,778,005	2,778,005	0	203,689	1,691,426	61
	EXPENDITURE	2,766,542	289,774	2,596,306	94	2,774,005	2,774,005	0	195,367	1,871,246	67
303	COURT COMPLEX CONSTR FUND										
	REVENUE	1,200	18	622	52	2,000	2,000	0	64	547	27
	EXPENDITURE	0	0	0		100,000	163,200	63,200	0	145,361	89
304	HIGHWAY FACILTY CONST FND										
	REVENUE	0	3	89		450	450	0	12	93	21
	EXPENDITURE	0	0	0		0	0	0	0	0	
305	202 ART BARTELL BLDG CNST										
	REVENUE	2,200,200	9	2,004,881	91	250	250	0	32	267	107
	EXPENDITURE	2,200,000	15,153	1,541,819	70	472,816	472,816	0	328,545	372,359	79
350	HWY FACIL BOND DEBT SERV										
	REVENUE	199,663	6	199,968	100	202,995	202,995	0	7	101,440	50
	EXPENDITURE	199,600	0	198,095	99	198,119	198,119	0	0	196,119	99
474	RPC USDA REVOLVING LOANS										
	REVENUE	551,750	18	225		500,000	500,000	0	20	150	
	EXPENDITURE	115,000	275	333		110,000	110,000	0	0	0	
475	RPC ECON DEVELOPMNT LOANS										
	REVENUE	521,700	18,086	365,288	70	438,450	438,450	0	17,910	206,053	47
	EXPENDITURE	525,000	7,185	155,984	30	438,000	438,000	0	7,611	76,577	17
476	SELF-FUNDED INSURANCE										
	REVENUE	1,955,373	141,049	2,038,360	104	2,137,800	2,172,980	35,180	99,992	885,418	41
	EXPENDITURE	1,890,762	24,731	1,429,723	76	1,912,613	1,947,793	35,180	51,155	981,665	50
610	WORKING CASH FUND										
	REVENUE	1,700	27	383	23	400	400	0	33	267	67
	EXPENDITURE	1,700	0	383	23	400	400	0	0	0	
611	COUNTY CLK SURCHARGE FUND										
	REVENUE	12,000	1,099	9,348	78	8,500	8,500	0	1,119	6,478	76
	EXPENDITURE	12,000	1,099	9,348	78	8,500	8,500	0	2,098	6,478	76
612	SHERIFF DRUG FORFEITURES										
	REVENUE	20,375	6	2,034	10	20,085	20,085	0	3	2,084	10
	EXPENDITURE	28,333	1,184	22,302	79	30,280	30,280	0	4,657	26,397	87

AUDITOR'S REPORT TO COUNTY BOARD
PERIOD ENDING 8/31/12

FUND	NAME	FY 2011				FY 2012					
		-BUDGET- FINAL	CURRENT MONTH	ACTUALS YEAR-TO DATE	YTD %	BEGINNING (12/01/11)	BUDGET- CURRENT (AS OF 8/31/12)	CHANGE	CURRENT MONTH	ACTUALS YEAR-TO DATE	YTD %
613	COURT'S AUTOMATION FUND										
	REVENUE	289,399	18,735	256,168	89	250,250	250,250	0	20,861	161,762	65
	EXPENDITURE	387,495	8,869	383,552	99	347,373	347,373	0	8,454	251,727	72
614	RECORDER'S AUTOMATION FND										
	REVENUE	182,500	16,721	202,998	111	208,700	208,700	0	21,836	152,637	73
	EXPENDITURE	260,764	6,714	241,813	93	265,638	265,938	300	7,802	113,864	43
617	CHILD SUPPORT SERV FUND										
	REVENUE	52,500	3,764	42,246	80	600	600	0	42	581	97
	EXPENDITURE	150,240	2,846	48,306	32	102,435	102,435	0	5,912	49,139	48
618	PROBATION SERVICES FUND										
	REVENUE	363,500	27,744	424,916	117	401,500	414,500	13,000	31,008	342,672	83
	EXPENDITURE	431,404	18,525	428,377	99	468,075	481,075	13,000	13,445	357,727	74
619	TAX SALE AUTOMATION FUND										
	REVENUE	36,840	117	35,363	96	32,355	32,355	0	535	12,276	38
	EXPENDITURE	40,933	1,429	27,606	67	40,899	40,899	0	1,446	22,728	56
620	HEALTH-LIFE INSURANCE										
	REVENUE	5,640,158	416,466	5,118,854	91	5,128,766	5,128,766	0	414,932	3,901,975	76
	EXPENDITURE	5,640,158	412,551	5,111,453	91	5,128,738	5,128,738	0	422,019	3,872,375	76
621	STS ATTY DRUG FORFEITURES										
	REVENUE	55,000	21,706	59,968	109	27,040	27,040	0	11,242	23,048	85
	EXPENDITURE	65,100	180	64,307	99	27,000	27,000	0	223	1,227	5
627	PROPERTY TAX INT FEE FUND										
	REVENUE	61,000	8	71,278	117	60,120	60,120	0	69	2,375	4
	EXPENDITURE	60,100	0	60,100	100	60,120	60,120	0	0	11,439	19
628	ELECTN ASSIST/ACCESSIBLTY										
	REVENUE	100,000	0	37,972	38	168,339	168,339	0	17,367	19,741	12
	EXPENDITURE	100,000	0	37,963	38	168,339	168,339	0	103,684	111,254	66
629	COUNTY HISTORICAL FUND										
	REVENUE	25	0	1	4	10	10	0	0	501	5010
	EXPENDITURE	0	0	0		0	0	0	0	0	
630	CIR CLK OPERATION & ADMIN										
	REVENUE	84,300	6,901	104,865	124	120,100	120,100	0	9,970	100,608	84
	EXPENDITURE	88,145	0	80,347	91	120,000	120,000	0	0	0	
632	CIR CLK ELCTRNC CITATIONS										
	REVENUE	0	1,228	12,653		0	0	0	1,647	13,397	
	EXPENDITURE	0	0	0		0	0	0	0	0	
633	STS ATTY RECORDS AUTOMATN										
	REVENUE	0	0	0		0	0	0	468	664	
	EXPENDITURE	0	0	0		0	0	0	0	0	
641	ACCESS INITIATIVE GRANT										
	REVENUE	1,078,424	58	904,860	84	1,502,531	1,569,225	66,694	475,819	1,049,175	67
	EXPENDITURE	1,466,464	251,459	1,257,730	86	1,502,531	2,002,531	500,000	312,277	1,144,311	57

CHAMPAIGN COUNTY
 AUDITOR'S REPORT TO COUNTY BOARD
 PERIOD ENDING 8/31/12

FUND	NAME	F Y 2 0 1 1		ACTUALS		YTD %	F Y 2 0 1 2		ACTUALS		
		BUDGET- FINAL	CURRENT MONTH	YEAR- TO DATE	YTD %		BEGINNING (12/01/11)	BUDGET- CURRENT (AS OF 8/31/12)	CHANGE	CURRENT MONTH	YEAR- TO DATE
658	JAIL COMMISSARY REVENUE	26,000	2,819	28,516	110	26,000	26,000	0	4,073	36,539	141
	EXPENDITURE	24,950	948	22,201	89	26,000	26,000	0	2,545	12,926	50
659	COUNTY JAIL MEDICAL COSTS REVENUE	30,500	2,023	28,232	93	30,500	30,500	0	1,936	18,513	61
	EXPENDITURE	46,016	0	46,016	100	46,016	46,016	0	46,016	46,016	100
670	COUNTY CLK AUTOMATION FND REVENUE	20,100	3,222	76,983	383	30,000	30,000	0	2,266	19,865	66
	EXPENDITURE	109,937	6,585	79,053	72	33,525	33,525	0	2,048	25,315	76
671	COURT DOCUMENT STORAGE FD REVENUE	157,000	9,644	133,423	85	135,240	135,240	0	10,612	84,244	62
	EXPENDITURE	278,348	10,505	167,755	60	220,685	220,685	0	8,608	121,701	55
675	VICTIM ADVOCACY GRT-ICJIA REVENUE	38,690	0	35,634	92	38,690	38,690	0	8,365	34,525	89
	EXPENDITURE	35,768	2,674	35,801	100	36,078	36,078	0	2,754	25,819	72
676	SOLID WASTE MANAGEMENT REVENUE	1,700	5	1,318	78	1,600	1,600	0	6	1,748	109
	EXPENDITURE	5,450	0	0	0	2,875	2,875	0	0	304	11
677	JUV INTERVENTION SERVICES REVENUE	50	1	13	26	15	15	0	0	0	0
	EXPENDITURE	10,000	0	0	0	10,000	13,000	3,000	0	12,506	96
679	CHILD ADVOCACY CENTER REVENUE	218,621	6,272	165,659	76	191,903	191,903	0	4,864	124,812	65
	EXPENDITURE	216,617	13,660	180,357	83	196,131	196,131	0	11,588	124,610	64
681	JUV INF SHARING SYS GRANT REVENUE	11,250	1,508	6,985	62	11,812	11,812	0	0	1,820	15
	EXPENDITURE	11,250	0	7,276	65	11,812	11,812	0	0	848	7
685	DRUG COURTS PROGRAM REVENUE	21,500	1,422	21,836	102	21,535	121,535	100,000	10,373	52,285	43
	EXPENDITURE	21,500	0	15,000	70	21,535	121,535	100,000	23,432	51,354	42
850	GEOG INF SYS JOINT VENTUR REVENUE	512,942	118,703	559,168	109	470,297	470,297	0	38,493	314,649	67
	EXPENDITURE	512,053	34,867	496,459	97	469,770	469,770	0	33,219	362,127	77
TOTAL ALL FUNDS	REVENUE	19,916,693	10,875,611	117,292,593	589	10,999,158	12,118,616	1,119,458	7,639,193	67,960,164	561
	EXPENDITURE	23,952,214	10,642,362	112,653,889	470	13,312,685	15,210,820	1,898,135	8,097,615	75,928,179	499

REQUEST FOR BUDGET TRANSFER
NEEDING CHAMPAIGN COUNTY BOARD APPROVAL

BT NO. 12-00011

FUND 080 GENERAL CORPORATE

DEPARTMENT 022 COUNTY CLERK

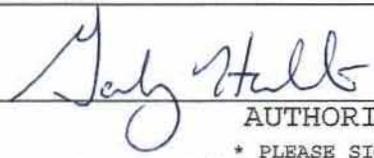
TO LINE ITEM:

FROM LINE ITEM:

NUMBER/TITLE	\$ AMOUNT	NUMBER/TITLE
080-022-511.05 TEMP. SALARIES & WAGES	18,180.	080-022-533.64 ELECTION JUDGES & WORKERS

EXPLANATION: TO COVER ELECTION JUDGES WORKING EARLY VOTING STATIONS ACROSS CHAMPAIGN COUNTY DURING THE 2012 GENERAL ELECTION

DATE SUBMITTED: 8-15-12



AUTHORIZED SIGNATURE
* PLEASE SIGN IN BLUE INK *

APPROVED BY PARENT COMMITTEE:

DATE: _____

APPROVED BY BUDGET AND FINANCE COMMITTEE:

DATE: _____

REQUEST FOR BUDGET TRANSFER
NEEDING CHAMPAIGN COUNTY BOARD APPROVAL

BT NO. 12-00012

FUND 080 GENERAL CORPORATE
080 GENERAL CORPORATE

DEPARTMENT 075 GENERAL COUNTY
071 PUBLIC PROPERTIES

TO LINE ITEM:

FROM LINE ITEM:

NUMBER/TITLE	\$ AMOUNT	NUMBER/TITLE
080-071-534.70 BROOKNS BLDG REPAIR-MAINT	55,978.	080-075-533.99 CONTINGENT EXPENSE
080-071-534.70 BROOKNS BLDG REPAIR-MAINT	5,000.	080-075-533.03 ATTORNEY/LEGAL SERVICES

EXPLANATION: PURSUANT TO APPROVAL BY COUNTY FACILITIES ON 9/04/2012,
TRANSFER OF AVAILABLE FUNDS TO PHYSICAL PLANT BUDGET FOR SHIELDS MEETING
ROOM REMODEL.

DATE SUBMITTED: 9-5-2012 Debra L. Burns
AUTHORIZED SIGNATURE
APPROVED BY PARENT COMMITTEE: DATE: _____ * PLEASE SIGN IN BLUE INK *

APPROVED BY BUDGET AND FINANCE COMMITTEE: DATE: _____

REQUEST FOR BUDGET AMENDMENT

BA NO. 12-00040

FUND 612 SHERIFF DRUG FORFEITURES DEPARTMENT 040 SHERIFF

INCREASED APPROPRIATIONS:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
612-040-533.81 SEIZED ASSET EXPENSE	0	0	33,582	33,582
TOTALS	0	0	33,582	33,582

INCREASED REVENUE BUDGET:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
None: from Fund Balance				
TOTALS	0	0	0	0

EXPLANATION: SEE ATTACHED LETTER REGARDING DRUG FORFEITURE MONEY AND THE ILLINOIS STATE POLICE (FORFEITURE DIVISION).

DATE SUBMITTED:

8/23/12

AUTHORIZED SIGNATURE

** PLEASE SIGN IN BLUE INK **

APPROVED BY BUDGET & FINANCE COMMITTEE:

DATE:



**SHERIFF DAN WALSH
CHAMPAIGN COUNTY SHERIFF'S OFFICE**

204 E. Main Street
Urbana, Illinois 61801-2702
(217) 384-1204

Dan Walsh

Sheriff

ph (217) 384-1205

fax (217) 384-3023

Chief Deputy

Kris Bolt

ph (217) 384-1222

fax (217) 384-1219

Captain

Allen Jones

ph (217) 819-3546

fax (217) 384-1272

Jail Information

ph (217) 384-1243

fax (217) 384-1272

Investigations

ph (217) 384-1213

fax (217) 384-1219

Civil Process

ph (217) 384-1204

fax (217) 384-1219

Records/Warrants

ph (217) 384-1233

TO: Champaign County Board

FROM: Sheriff Dan Walsh

DATE: August 23, 2012

SUBJ: Budget Amendment #12 00040

The Sheriff's Office has previously directly deposited drug forfeiture monies into County account 612-000-208.00 ("Due to other Gov Units"). These monies should have been sent, in gross, to the Illinois State Police (Forfeiture Division) and then the Illinois State Police will issue a draft for the County's portion, which needs to go back into account 612-040-352.10 (Evidence Forfeitures) with its use limited by 720 ILCS 570/505 (g) (1).

The money has been held in account 612-000-208.00 so the balance is there, but the expenditure account needs to be amended so a check can be drawn and sent to the Illinois State Police.



ADMINISTRATIVE OFFICES

1776 East Washington Street
Urbana, IL 61802

Phone 217.328.3313

Fax 217.328.2426

www.ccrpc.org

Date: August 22, 2012

To: Champaign County Board

From: Cameron Moore, Chief Executive Officer

CM

Subject: Workforce Development Budget Amendments

Request: Approve Workforce Development Budget Amendments

For several decades the federal government has funded job training/workforce development programs that are delivered at the local level. These federal workforce development funds are administered at the state level by the Illinois Department of Commerce and Economic Opportunity (DCEO) and in our local area these programs have been delivered and administered by a stand-alone organization, the Champaign Consortium, which is comprised of the counties of Champaign, Ford, Iroquois and Piatt. The Champaign Consortium is governed by the County Board Chairs from these four counties, collectively known as the Chief Elected Officials (CEOs).

In May of this year the CEOs voted to designate the Champaign County Regional Planning Commission as the grant recipient and fiscal agent for the federal workforce development funds designated for our area, effectively placing CCRPC in the role formerly played by the Champaign Consortium. DCEO has approved the CEO designation of CCRPC as the grant recipient and fiscal agent for these funds and October 1, 2012 has been agreed to as the date that CCRPC will assume responsibility for this program.

This change will result in CCRPC absorbing approximately 15 Champaign Consortium Staff. In addition we will receive and expend approximately \$2.5 million in workforce development funds annually. These funds are segmented

into several different grants targeted to serve specific populations. In addition each individual grant year spans two county fiscal years. The number of different grants in conjunction with the need for each grant to span two county fiscal years requires a number of budget amendments, which are submitted to you for your approval.

We respectively request approval of the budget amendments necessary to enable CCRPC to administer the federal workforce development programs for Champaign, Ford, Iroquois and Piatt counties.

FUND 110 WORKFORCE DEVELOPMENT FND DEPARTMENT 764 WIA FORMULA GRANT-EVN YRS

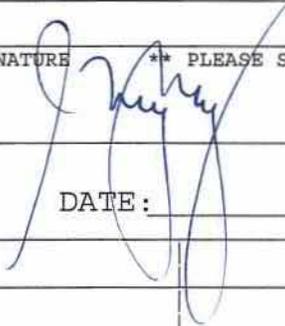
INCREASED APPROPRIATIONS:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
See attached				
TOTALS	0	0	507,750	507,750

INCREASED REVENUE BUDGET:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
See attached				
TOTALS	0	0	507,750	507,750

EXPLANATION: TO ACCOMMODATE RECEIPT OF NEW WORKFORCE INVESTMENT ACT GRANT.
THIS GRANT PROVIDES FOR THE EMPLOYMENT AND TRAINING NEEDS OF ECONOMICALLY
DISADVANTAGED AND DISLOCATED WORKERS IN CHAMPAIGN, FORD, IROQUOIS AND
PIATT COUNTIES. SEE ATTACHED.

DATE SUBMITTED: 8/24/12 AUTHORIZED SIGNATURE  **** PLEASE SIGN IN BLUE INK ****

APPROVED BY BUDGET & FINANCE COMMITTEE: _____ DATE: _____

FUND 110 WORKFORCE DEVELOPMENT FND DEPARTMENT 766 WIA LOCAL INCENTIV-EVN YR

INCREASED APPROPRIATIONS:

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

INCREASED REVENUE BUDGET:

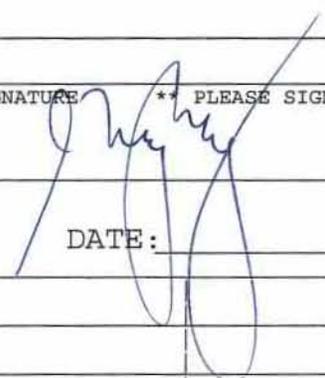
ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
See attached				
TOTALS	0	0	12,000	12,000

EXPLANATION: TO ACCOMMODATE RECEIPT OF NEW WORKFORCE INVESTMENT ACT LOCAL INCENTIVE GRANT. THIS GRANT PROVIDES INCENTIVE FUNDS FOR ANY ACTIVITIES ALLOWED UNDER THE WORKFORCE INVESTMENT ACT AND IS SUPPLEMENTAL TO THE WIA FORMULA GRANT BUDGET AMENDMENT NO. 12-00041.

DATE SUBMITTED:

8/24/12

AUTHORIZED SIGNATURE



** PLEASE SIGN IN BLUE INK **

APPROVED BY BUDGET & FINANCE COMMITTEE:

DATE:

INCREASED APPROPRIATIONS:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
110-766-535.01 YOUTH/IN-DIRECT TRAINING	0	0	1,500	1,500
110-766-535.03 YOUTH/IN-OTHER PROG COSTS	0	0	1,000	1,000
110-766-535.04 YOUTH/OUT-DIRECT TRAINING	0	0	1,500	1,500
110-766-535.06 YOUTH/OUT-OTHER PRG COSTS	0	0	1,000	1,000
110-766-535.07 ADULT-DIRECT TRAINING	0	0	1,500	1,500
110-766-535.09 ADULT-INCUMBANT WRKR COST	0	0	1,000	1,000
110-766-535.10 ADULT-OTHER PROG COSTS	0	0	1,000	1,000
110-766-535.11 DISLOC WKR-DIRCT TRAINING	0	0	1,500	1,500
110-766-535.13 DISLOC WKR-INCUMBANT WRKR	0	0	1,000	1,000
110-766-535.14 DISLOC WKR-OTHER PRG COST	0	0	1,000	1,000
TOTALS	0	0	12,000	12,000

INCREASED REVENUE BUDGET:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
110-766-332.22 LABOR-WIA YOUTH ACTIVITIES	0	0	3,240	3,240
110-766-332.23 LABOR-WIA ADULT PROGRAM	0	0	5,760	5,760
110-766-332.24 LABOR-WIA DISLOCATD WORKR	0	0	3,000	3,000
TOTALS	0	0	12,000	12,000

FUND 110 WORKFORCE DEVELOPMENT FND DEPARTMENT 768 TRADE CASE MANAGMT-EVN YR

INCREASED APPROPRIATIONS:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
See attached				
TOTALS	0	0	69,500	69,500

INCREASED REVENUE BUDGET:

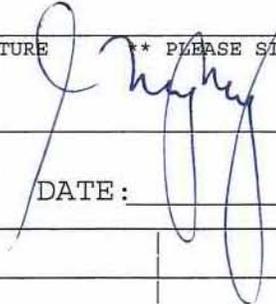
ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
See attached				
TOTALS	0	0	69,500	69,500

EXPLANATION: TO ACCOMMODATE RECEIPT OF NEW TRADE CASE MANAGEMENT GRANT AWARD IN CONJUNCTION WITH THE WORKFORCE INVESTMENT ACT FORMULA GRANT. THIS GRANT PROVIDES CASE MANAGEMENT FUNDS TO PREPARE COMPREHENSIVE EMPLOYMENT PLANS, PROVIDE JOB AND CAREER COUNSELING, TRAINING GUIDANCE AND JOB PLACEMENT ASSISTANCE.

DATE SUBMITTED:

8/24/12

AUTHORIZED SIGNATURE



** PLEASE SIGN IN BLUE INK **

APPROVED BY BUDGET & FINANCE COMMITTEE:

DATE:

FUND 110 WORKFORCE DEVELOPMENT FND DEPARTMENT 770 TRADE ADJUST ASSIST-EVN YR

INCREASED APPROPRIATIONS:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
110-770-535.15 TRADE ADJUSTMNT ASSISTANCE	0	0	10,000	10,000
TOTALS	0	0	10,000	10,000

INCREASED REVENUE BUDGET:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
110-770-332.25 LABOR-TRADE ADJUSTMT ASSIS	0	0	10,000	10,000
TOTALS	0	0	10,000	10,000

EXPLANATION: TO ACCOMMODATE RECEIPT OF NEW TRADE ADJUSTMENT ASSISTANCE GRANT IN CONJUNCTION WITH THE WORKFORCE INVESTMENT ACT FORMULA GRANT. THIS GRANT PROVIDES FUNDS FOR PROGRAM PARTICIPANT TRAINING, TRANSPORTATION, SUBSISTENCE, JOB SEARCH ACTIVITIES OR RELOCATION.

DATE SUBMITTED:

8/24/17

AUTHORIZED SIGNATURE

** PLEASE SIGN IN BLUE INK **

APPROVED BY BUDGET & FINANCE COMMITTEE:

DATE:

FUND 110 WORKFORCE DEVELOPMENT FND DEPARTMENT 772 TRADE/GLOBAL ADJST-EVN YR

INCREASED APPROPRIATIONS:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
110-772-535.16 TRADE/GLOBAL ADJMT ASSIST	0	0	50,000	50,000
TOTALS	0	0	50,000	50,000

INCREASED REVENUE BUDGET:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
110-772-332.25 LABOR-TRADE ADJSTMT ASSIS	0	0	50,000	50,000
TOTALS	0	0	50,000	50,000

EXPLANATION: TO ACCOMMODATE RECEIPT OF NEW TRADE AND GLOBALIZATION ADJUSTMENT ASSISTANCE GRANT IN CONJUNCTION WITH THE WORKFORCE INVESTMENT ACT FORMULA GRANT. THIS GRANT PROVIDES FUNDS FOR EMPLOYMENT AND CASE MANAGEMENT, ESTABLISHMENT AND MAINTENANCE OF ELIGIBILITY, JOB RETRAINING AND RELATED EXPENSES INCLUDING BOOKS, TOOLS AND ACADEMIC FEES.

DATE SUBMITTED: 8/24/12 AUTHORIZED SIGNATURE [Signature] ** PLEASE SIGN IN BLUE INK **

APPROVED BY BUDGET & FINANCE COMMITTEE: _____ DATE: _____

FUND 110 WORKFORCE DEVELOPMENT FND DEPARTMENT 763 WIA FORMULA GRANT-ODD YRS

INCREASED APPROPRIATIONS:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
See attached				
TOTALS	0	0	113,897	113,897

INCREASED REVENUE BUDGET:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
See attached				
TOTALS	0	0	113,897	113,897

EXPLANATION: FLIP DEPARTMENT TO ACCOMMODATE ALTERNATING FISCAL YEARS FOR NEW WORKFORCE INVESTMENT ACT GRANT. THIS PROGRAM PROVIDES FOR EMPLOYMENT AND TRAINING NEEDS OF ECONOMICALLY DISADVANTAGED AND DISLOCATED WORKERS.

DATE SUBMITTED:

April 12

AUTHORIZED SIGNATURE

** PLEASE SIGN IN BLUE INK **

APPROVED BY BUDGET & FINANCE COMMITTEE:

DATE:

FUND 110 WORKFORCE DEVELOPMENT FND DEPARTMENT 765 WIA LOCAL INCENTIV-ODD YR

INCREASED APPROPRIATIONS:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
See attached				
TOTALS	0	0	7,000	7,000

INCREASED REVENUE BUDGET:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
See attached				
TOTALS	0	0	7,000	7,000

EXPLANATION: FLIP DEPARTMENT TO ACCOMMODATE ALTERNATING FISCAL YEARS FOR NEW WORKFORCE INVESTMENT ACT LOCAL INCENTIVE GRANT.

DATE SUBMITTED:

8/24/12

AUTHORIZED SIGNATURE

[Handwritten Signature]

** PLEASE SIGN IN BLUE INK **

APPROVED BY BUDGET & FINANCE COMMITTEE:

DATE:

INCREASED APPROPRIATIONS:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
110-765-535.01 YOUTH/IN-DIRECT TRAINING	0	0	1,000	1,000
110-765-535.03 YOUTH/IN-OTHER PROG COSTS	0	0	500	500
110-765-535.04 YOUTH/OUT-DIRECT TRAINING	0	0	1,000	1,000
110-765-535.06 YOUTH/OUT-OTHER PRG COSTS	0	0	500	500
110-765-535.07 ADULT-DIRECT TRAINING	0	0	1,000	1,000
110-765-535.09 ADULT-INCUMBANT WRKR COST	0	0	500	500
110-765-535.10 ADULT-OTHER PROG COSTS	0	0	500	500
110-765-535.11 DISLOC WKR-DIRCT TRAINING	0	0	1,000	1,000
110-765-535.13 DISLOC WKR-INCUMBANT WRKR	0	0	500	500
110-765-535.14 DISLOC WKR-OTHER PRG COST	0	0	500	500
TOTALS	0	0	7,000	7,000

INCREASED REVENUE BUDGET:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
110-765-332.22 LABOR-WIA YOUTH ACTIVITIES	0	0	1,890	1,890
110-765-332.23 LABOR-WIA ADULT PROGRAM	0	0	3,360	3,360
110-765-332.24 LABOR-WIA DISLOCATD WORKR	0	0	1,750	1,750
TOTALS	0	0	7,000	7,000

FUND 110 WORKFORCE DEVELOPMENT FND DEPARTMENT 767 TRADE CASE MANAGMT-ODD YR

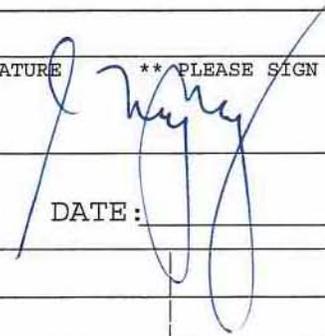
INCREASED APPROPRIATIONS:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
See attached				
TOTALS	0	0	25,500	25,500

INCREASED REVENUE BUDGET:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
See attached				
TOTALS	0	0	25,500	25,500

EXPLANATION: FLIP DEPARTMENT TO ACCOMMODATE ALTERNATING FISCAL YEARS FOR NEW TRADE CASE MANAGEMENT GRANT AWARD IN CONJUNCTION WITH THE WORKFORCE INVESTMENT ACT FORMULA GRANT.

DATE SUBMITTED: 8/24/12 AUTHORIZED SIGNATURE:  ** PLEASE SIGN IN BLUE INK **

APPROVED BY BUDGET & FINANCE COMMITTEE: _____ DATE: _____

FUND 110 WORKFORCE DEVELOPMENT FND DEPARTMENT 769 TRADE ADJST ASSIST-ODD YR

INCREASED APPROPRIATIONS:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
110-769-535.15 TRADE ADJSTMNT ASSISTANCE	0	0	10,000	10,000
TOTALS	0	0	10,000	10,000

INCREASED REVENUE BUDGET:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
110-769-332.25 LABOR-TRADE ADJSTMT ASSIS	0	0	10,000	10,000
TOTALS	0	0	10,000	10,000

EXPLANATION: FLIP DEPARTMENT TO ACCOMMODATE ALTERNATING FISCAL YAERS FOR NEW TRADE ADJUSTMENT ASSISTANCE GRANT.

DATE SUBMITTED: 8/27/12 AUTHORIZED SIGNATURE: [Signature] **** PLEASE SIGN IN BLUE INK ****

APPROVED BY BUDGET & FINANCE COMMITTEE: _____ DATE: _____

FUND 110 WORKFORCE DEVELOPMENT FND DEPARTMENT 771 TRADE/GLOBAL ADJUST-ODD YR

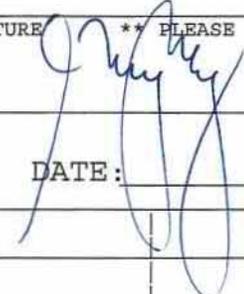
INCREASED APPROPRIATIONS:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
110-771-535.16 TRADE/GLOBAL ADJMT ASSIST	0	0	25,000	25,000
TOTALS	0	0	25,000	25,000

INCREASED REVENUE BUDGET:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
110-771-332.25 LABOR-TRADE ADJUSTMT ASSIS	0	0	25,000	25,000
TOTALS	0	0	25,000	25,000

EXPLANATION: FLIP DEPARTMENT TO ACCOMMODATE ALTERNATING FISCAL YEARS FOR NEW TRADE & GLOBALIZATION ADJUSTMENT ASSISTANCE GRANT IN CONJUNCTION WITH THE WORKFORCE INVESTMENT ACT FORMULA GRANT.

DATE SUBMITTED: 8/24/11 AUTHORIZED SIGNATURE:  ** PLEASE SIGN IN BLUE INK **

APPROVED BY BUDGET & FINANCE COMMITTEE: DATE:

FUND 076 TORT IMMUNITY TAX FUND

DEPARTMENT 075 GENERAL COUNTY

INCREASED APPROPRIATIONS:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
076-075-513.05 UNEMPLOYMENT INSURANCE	226,240	285,245	367,245	82,000
TOTALS	226,240	285,245	367,245	82,000

INCREASED REVENUE BUDGET:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
None: from Fund Balance				
TOTALS	0	0	0	0

EXPLANATION: FOR PAYMENT OF FY12 UNEMPLOYMENT TAXES FOR GENERAL CORPORATE FUNDS.

DATE SUBMITTED:

8-31-2012

AUTHORIZED SIGNATURE

** PLEASE SIGN IN BLUE INK **

Demetrius B. Busby

APPROVED BY BUDGET & FINANCE COMMITTEE:

DATE:



CHAMPAIGN COUNTY ADMINISTRATIVE SERVICES

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

ADMINISTRATIVE SUPPORT
INFORMATION TECHNOLOGY
MICROGRAPHICS
PURCHASING
PHYSICAL PLANT
SALARY ADMINISTRATION

Memo

To: County Board
From: Debbie Mennenga, Insurance Specialist
Date: 8/31/2012
Re: 2012 Unemployment Tax Payments

For FY12 \$226,240 was budgeted for payment of 2012 quarterly unemployment taxes. An increase to our 2012 rate was expected (FY11 budget was \$219,000) and budgeted.

In late December, 2011 we received notice from IDES of our 2012 unemployment tax rate. The tax rate increased from 4.20% of the first \$12,740 paid/employee to 5.35% of the first \$13,560 paid/employee. This rate change significantly increased the per employee cost of unemployment from \$535.08/employee to \$725.46/employee – an increase of \$167.41 per employee per year.

Approval of the attached budget amendment is requested to adjust the FY12 budget to pay the remainder of FY12 unemployment taxes.

Thank you.

REQUEST FOR BUDGET AMENDMENT

BA NO. 12-00053

FUND 303 COURT COMPLEX CONSTR FUND DEPARTMENT 010 COUNTY BOARD

INCREASED APPROPRIATIONS:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
303-010-544.20 COURTHOUSE CONST/IMPROVE	100,000	9,553	20,553	11,000
TOTALS	100,000	9,553	20,553	11,000

INCREASED REVENUE BUDGET:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
None: from Fund Balance				
TOTALS	0	0	0	0

EXPLANATION: PURSUANT TO COUNTY FACILITIES APPROVAL ON 9/04/2012, INCREASE APPROPRIATION FROM COURTS CONSTRUCTION FUND BALANCE FOR COURTHOUSE AIR CONDITIONING COMPRESSOR REPLACEMENT.

DATE SUBMITTED: <u>9-5-2012</u>	AUTHORIZED SIGNATURE <u>Dana L. Bury</u>	** PLEASE SIGN IN BLUE INK **
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APPROVED BY BUDGET & FINANCE COMMITTEE: _____ **DATE:** _____

FUND 105 CAPITAL ASSET REPLCMT FND DEPARTMENT 059 FACILITIES PLANNING

INCREASED APPROPRIATIONS:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
105-059-544.19 CORR CENTER CONST/IMPROVE	0	24,000	74,000	50,000
TOTALS	0	24,000	74,000	50,000

INCREASED REVENUE BUDGET:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
None: from Fund Balance				
TOTALS	0	0	0	0

EXPLANATION: PURSUANT TO COUNTY FACILITIES APPROVAL ON 9/04/2012, EXPENDITURE APPROPRIATION IN AMOUNT OF \$50,000 FROM THE \$150,000 CAPITAL FACILITIES FUND RESERVE FOR DOWNTOWN CORRECTIONAL CENTER MAINTENANCE PROJECTS.

DATE SUBMITTED: 9-5-2012 AUTHORIZED SIGNATURE Debra L. Busby ** PLEASE SIGN IN BLUE INK **

APPROVED BY BUDGET & FINANCE COMMITTEE: _____ DATE: _____

CHAMPAIGN COUNTY NURSING HOME BOARD of DIRECTORS

Mary Ellen O'Shaughnessey, Chair

Members: Jan Anderson, Ron Bensyl, Peter Czajkowski, Catherine Emanuel, LaShunda Hambrick, Robert Palinkas

July 9, 2012

Brendan McGinty, Deputy Chair of Finance and
Members of the Champaign County Board
1776 East Washington
Urbana, IL 61802

RE: Nursing Home Revenue Anticipation Notes

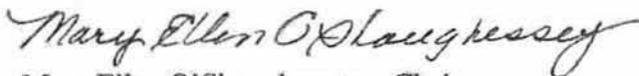
Dear Deputy Chair McGinty and Members of the Champaign County Board,

At our meeting on July 9, 2012, the Nursing Home Board of Directors discussed the issuance of Revenue Anticipation Notes (RAN) on behalf of the Nursing Home. We anticipate the need for cash management flexibility that can be achieved through these notes in the event that the State slows down on its Medicaid reimbursement payments to the Nursing Home. As previously constructed, the notes could offer only the guarantee of the state payments as collateral for borrowing the monies. Although MPA and Champaign County Treasurer Dan Welch met with several local banks, they were able to identify only one bank willing to consider the issuance of Revenue Anticipation Notes for the Nursing Home if the only guarantor of repayment is the State of Illinois.

We recommend the County Board's approval to list the County's General Corporate Fund to back the repayment of the Revenue Anticipation Notes, if in fact payments from the State are not received in appropriate time to maintain the repayment schedule. We fully anticipate that the State will make all of its Medicaid reimbursement payments – primarily because there are federal requirements on the State to do so. If the County can back the RAN on behalf of the Nursing Home, there is a likelihood that more banks will be willing to participate, which should improve the competitive process and resulting interest rates that will be paid by the Nursing Home for these notes. The issuance of the RANs will enable the Nursing Home to continue paying its vendors, even if there are delays in the reimbursements from the State over the next year.

Thank you for your consideration of this recommendation.

Respectfully submitted,



Mary Ellen O'Shaughnessey, Chair
Champaign County Nursing Home Board of Directors

xc: Members of the Nursing Home Board of Directors
Management Performance Associates
Dan Welch, Champaign County Treasurer



CHAMPAIGN COUNTY ADMINISTRATIVE SERVICES

1776 East Washington Street, Urbana, Illinois 61802-4581

*ADMINISTRATIVE, BUDGETING, PURCHASING, & HUMAN RESOURCE
MANAGEMENT SERVICES*

Deb Busey, County Administrator

MEMORANDUM

**TO: Brendan McGinty, Deputy Chair – Finance, and MEMBERS of the
CHAMPAIGN COUNTY BOARD**

FROM: Deb Busey, County Administrator

DATE: September 5, 2012

RE: ESTABLISHMENT of CHAMPAIGN COUNTY VAC

On March 22, 2012, the Champaign County Board adopted Resolution No. 8076, recognizing the establishment of the Champaign County Veterans Assistance Commission and its Constitution and By-Laws. Since that time, the Champaign County Board VAC Committee has been working with the Champaign County Veterans' Assistance Commission, and is now prepared to present the following items for approval and action by the County Board. The implementation of these requests will enable the establishment of the operation of the Champaign County VAC, pursuant to 330 ILCS 45/9, on December 1, 2012.

- 1. Approval of the Intergovernmental Agreement Between Champaign County and the Champaign County Veterans Assistance Commission** – this document was approved by the Champaign County Veterans Assistance Commission on August 13, 2012, and was approved by the County Board VAC Committee on May 21, 2012, with recommendation it come to the County Board after approval by the VAC. This document defines the relationship between the Champaign County Board and the Champaign County VAC.
- 2. Approval of the Veterans Assistance Commission of Champaign County Program** – this document was approved by the Champaign County Veterans Assistance Commission on August 13, 2012, and was approved by the County Board VAC Committee on July 9, 2012, with recommendation it come to the County Board after approval by the VAC. This document sets forth the parameters and guidelines under which the Champaign County VAC Program will be administered and implemented.
- 3. Approval of the Champaign County VAC FY2013 Budget** – this budget was presented to the County Board VAC Committee by the Champaign County VAC, and was approved by the County Board Committee on May 21, 2012. This budget is tentatively included in the General Corporate Fund FY2013 Budget

presented to the County Board at the Legislative Budget Hearing on August 28, 2012.

4. **Approval of Budget Amendment No.120052** – this amendment to the FY2012 General Corporate Fund budget represents funding requests presented by the Champaign County VAC to the County Board VAC Committee. The County Board VAC Committee approved these FY2012 expenditures on May 21, 2012. These are start-up costs for purchases to be made before December 1, 2012, to ensure the Champaign County VAC can open and be operational on December 1, 2012. These start up costs include:

a. Vetra Spec Software Program -	\$2,000
b. Phone – Purchase, set-up & installation	\$ 350
c. Signage -	\$ 50
d. Computer & Printer	\$2,300
e. Office Furniture	\$2,200
f. Books, Training Materials	\$ 500
<u>TOTAL</u>	<u>\$7,400</u>

Note: The original amount approved by the County Board VAC Committee was \$9,900, which included an additional \$2,500 for training in September for the VAC Superintendent. The Champaign County VAC was able to obtain this training at no cost.

5. **Approval of Creation of Position – VAC Superintendent** – At the request of the County Board VAC Committee, the Policy Committee approved the Job Content Evaluation Committee review and analysis of the proposed Superintendent position for the VAC. The Policy Committee, on May 15, 2012, approved a recommendation to the Finance Committee for the establishment of the VAC Superintendent position, with classification and job description as presented by the Job Content Evaluation Committee.

If you have questions with regard to the above action items presented to you on September 11, 2012 for the formal establishment of the Champaign County VAC, please feel free to contact either me or the members of the County Board VAC Committee:

Ralph Langenheim, Chair
Astrid Berkson
Lloyd Carter
Stan James
Stephanie Holderfield

attachments

**INTERGOVERNMENTAL AGREEMENT BETWEEN CHAMPAIGN COUNTY AND
THE CHAMPAIGN COUNTY VETERANS ASSISTANCE COMMISSION**

This Intergovernmental Agreement is made and entered into the 13 day of August, 2012, by and between the County of Champaign, a body politic and corporate, (Hereinafter "COUNTY") and the Champaign County Veterans Assistance Commission (hereinafter "VAC"), a local governmental unit established under the Military Veterans Assistance Act (330 ILCS 45/0.01 *et.seq.*) (the "Act").

RECITALS

WHEREAS, the COUNTY and VAC are public agencies within the meaning of the Illinois Intergovernmental Cooperation Act, as specified in 5 ILCS 220/1, *et.seq.*, and are authorized by Article 7, Section 10 of the Constitution of the State of Illinois to cooperate for public purposes; and

WHEREAS, the COUNTY has formally recognized the VAC by County Resolution No. 8076; and

WHEREAS, the VAC provides the valuable service of administering services and benefits to qualified indigent veterans in Champaign county, and/or their families or survivors; and

WHEREAS, the Champaign County Board has established certain rules and regulations for disbursement of benefits to the eligible veterans of Champaign County through the VAC, in accordance with the provision of the aforesaid statutes; and

WHEREAS, the Act provides for the oversight and distribution of benefits to eligible veterans, and provides requirements to support salaries, office space and necessary supplies for the administration of the VAC office; and

WHEREAS, the COUNTY and the VAC are desirous of fulfilling their respective responsibilities as set forth in the aforesaid statutes;

NOW, THEREFORE, in consideration of the mutual covenants and agreements contained herein the COUNTY and the VAC agree as follows:

1.0 VAC RESPONSIBILITIES

The VAC shall provide services and benefits to qualified indigent veterans in Champaign County, and/or their families or survivors in fulfillment of the Act. To fulfill its statutory duties, the VAC shall:

- 1.1 Ensure that information related to the eligible veterans program is distributed and that eligible veterans are contacted.
- 1.2 Assist in completion and review of applications for assistance in a timely manner following rules and procedures outlined in the Veterans Assistance commission Program (VACP).
- 1.3 Utilize forms agreed to by the VAC and COUNTY. The COUNTY and the VAC must review and approve any changes required in the documents.
- 1.4 Maintain a complete set of records on each case that includes all documentation required for a decision on eligibility, and maintained in such a way so as to provide for proper case management and ease of auditing.
 - 1.4.1 Required Documentation: Such eligibility documentation shall include, at a minimum, appropriate evidence of the veteran's military service, proof of residency in Champaign County, and any other such information as the Act may require.
 - 1.4.2 Other Documentation: Further documentation may include, but is not limited to, social security numbers, marriage certificates, birth certificates, driver's license numbers, legal decrees and court orders, verification of income, governmental assistance program documentation, history of prior residency in Champaign county, case notes, and information on referrals to other assistance programs. These records shall be made available to the COUNTY in order that the COUNTY may fulfill its general oversight responsibility over the benefits given and funds distributed through the VAC.
- 1.5 Follow the Payment and Audit procedures as outlined hereinafter:
 - 1.5.1 Payment of Vouchers: Amounts to be paid by the COUNTY for services to veterans in connection with this Agreement shall be processed through the regular Accounts Payable system of the COUNTY. All vouchers submitted for payment by the VAC or outside service providers shall meet the requirements of the COUNTY's accounts payable system. The payment of the vouchers submitted will be predicated upon the presumption that the individual(s) receiving assistance has/have been properly determined to be eligible under the program, and that administrative costs and salaries are properly allocated to the VAC Program. All payment vouchers submitted through the accounts payable system must be accompanied with a signed statement of claim (bill). Comments of such eligibility and cost allocation will be made during periodic audits of the program.
 - 1.5.2 Purchase of Supplies: Purchases of supplies, equipment and similar goods in connection with this Agreement shall be subject to the Champaign County Purchasing Policy and all applicable purchasing laws of the State.
 - 1.5.3 Periodic Audits: All amounts paid under this Agreement shall be subject to periodic audits by the COUNTY Auditor. These audits shall be performed during normal business hours and as often as deemed necessary by the COUNTY Auditor. The Auditor shall examine and evaluate the records and systems of internal control used by the VAC to determine and account for assistance payments for eligible veterans, administrative costs,

and any other costs related to this Agreement. The audit shall be conducted in accordance with generally accepted government auditing standards. The VAC shall maintain adequate documentation to allow for the audit of all records related to this Agreement. Such documentation shall include, but not be limited to, purchase orders, supply requisitions, invoices, travel records, time documents, payroll records, client contact data, and information necessary to determine program eligibility.

- 1.6 All payment vouchers shall be jointly reviewed by the VAC Superintendent and the County Board Chair, or his/her designee, in accordance with the rules and regulations approved by the County Board for the dispensation of benefits and the Act.
- 1.7 An approved set of by-laws that do not conflict with this Agreement or the requirements of the Act.
- 1.8 An approved program description, stating: eligibility requirements; assistance provided; and operating policies and procedures that do not conflict with this Agreement or the requirements of the Act.
- 1.9 Make every effort to ensure that the VAC office is adequately staffed to provide service during the normal business days and hours of the COUNTY administration building the VAC is situated in.
- 1.10 Evidence of appropriate and adequate liability insurance for directors, officers, agents, and employees. Insurance should include Fidelity Bond Coverage for VAC employees and commissioners when appropriate.

2.0 COUNTY RESPONSIBILITIES

The COUNTY shall conform to its statutory requirements by providing the VAC with the following:

- 2.1 The COUNTY shall provide the VAC with adequate office facilities in the primary administration building of the COUNTY that are necessary to successfully operate the VAC program, including, but is not limited to, office supplies, office furnishings, computer equipment and software, stationery, postage and printing services, as provided in the Act. Any goods provided by the COUNTY for VAC use shall be made in accordance with the Champaign County Purchasing Policy and all applicable purchasing laws of the State.
- 2.2 The COUNTY shall arrange for the office to be clearly marked as being the office of the Champaign County Veterans Assistance Commission.
- 2.3 The COUNTY shall maintain the resources provided pursuant to this Agreement in the same manner and custom as the COUNTY maintains all of its administrative office facilities.

3.0 COMPENSATION & BUDGET

The COUNTY, in recognition of the VAC's performance of the services and responsibilities delineated in this Agreement, shall provide compensation on the following basis:

- 3.1 The VAC Superintendent and employees required to administer the VAC program shall be compensated as provided for in the Act. The Superintendent and other employees of the VAC shall be employees of the VAC, and are not employees of the COUNTY. The managing of payroll and benefits by the COUNTY shall not make the VAC employees of the COUNTY, in accordance with the Act. The VAC employees will be eligible for the Illinois Municipal Retirement Fund (IMRF).
- 3.2 The VAC shall present a budget request to the COUNTY that represents the expenditures for the upcoming fiscal year in accordance with the budget schedule as followed by other COUNTY departments.

4.0 GENERAL PROVISIONS

- 4.1 The laws of the State of Illinois shall govern this Agreement. Venue for the resolution of any disputes or the enforcement of any rights pursuant to this agreement shall be in the 6th Judicial Circuit Court of Champaign County, Illinois.
- 4.2 This Agreement shall be in full force and effect for a period of four (4) years, upon which it shall renew upon written consent of the parties. This Agreement may be terminated by either party with or without cause by providing sixty (60) days written notice to the other party.
- 4.3 The invalidity or enforceability of any of the provisions of this Agreement shall not affect the validity or enforceability of the remainder of this Agreement.
- 4.4 This Agreement represents the entire agreement between the COUNTY and VAC and supersedes all prior negotiations, representations or agreements, either written or oral.
- 4.5 All notices, approvals or other communications that either party desires or is required to give to the other party under the terms of this Agreement shall be in writing and shall be considered to be properly given (i) if delivered by messenger; (ii) if mailed in the United States via certified or registered mail, postage prepaid, return receipt requested; (iii) if telefaxed or telegraphed or telecopied during normal business hours; (iv) if delivered by reputable express carrier, prepaid, the next business day after delivery to such carrier; or (v) by electronic mail with a return confirmation that the electronic message was received by the user during normal business hours, addressed to such party as follows below. Either party may at any time give notice in writing to the other party of a change of name, address, or telephone or facsimile number. Notice shall be given to the parties as follows:

To COUNTY:

Champaign County Board
 Attn: County Administrator
 Brookens Administrative Center
 1776 East Washington
 Urbana, IL 61802
dbusey@co.champaign.il.us

To VAC:

Champaign County VAC
 c/o Ron Hubert, Board President
 1303 Christopher Circle #4
 Urbana, IL 61802
Ronald.Hubert@comcast.net

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of the date first indicated above by their duly authorized representatives.

FOR the COUNTY:

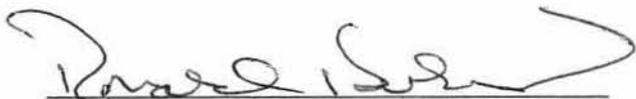
C. Pius Weibel, Chair
Champaign County Board

Date: _____

ATTEST:

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

FOR the VAC:



Ronald Hubert, President
Champaign County Veterans Assistance Commission

Date: _____

**VETERANS ASSISTANCE COMMISSION
OF CHAMPAIGN COUNTY
PROGRAM**

SECTION 1: INTRODUCTION

The Veterans Assistance Commission Program (VACP) is an assistance program of the VAC Executive Board, an entity composed of delegates from the major veterans organizations in Champaign County. The program is funded by the Champaign County Board under Illinois laws, for the benefit of veterans living in Champaign County. The program is designed to assist an individual veteran, his spouse, or the veteran's minor children through some difficult financial hardships.

The Veterans Assistance Program is not public aid, township general assistance, or welfare. It is assistance given exclusively to or on behalf of military veterans whose last discharge was honorable or who have been discharged under honorable conditions, and who have served a minimum of 180 days of active duty. Their military service in the Armed Forces of the United States is gratefully recognized and therefore this financial assistance has been made available. National Guard veterans must have been federalized for active duty for no less than 180 days to qualify for benefits.

Assistance is furnished to eligible recipients to alleviate difficult circumstances or to assist in attaining self-sufficiency. This assistance may include but not be limited to Emergency Assistance, Case Management, Advocacy, and Transportation Support. Eligibility for financial assistance shall be a household gross income of not more than 250% of the HUD established poverty level.

The VACP is a temporary financial assistance program and should not be considered as an on-going financial support program.

VAC financial assistance is never awarded in cash. Assistance, in all categories, is provided by the issuance of gift certificates to local merchants or by use of the Champaign County Payment Voucher and Champaign County Payment Check directly to the service provider and/or vendor. Payment vouchers must be signed by the applicant, VAC Superintendent or designee, and the Champaign County Board Chairman or designee. Any payment voucher of one thousand dollars (\$1,000.00) or more must also contain the signature of the service provider and/or vendor.

Applicants requesting assistance for the payment of debts must provide a statement-of-claim (invoice) from the vendor. The invoice should contain the vendor's name and address where the payment is to be mailed. The VAC requires the applicants to sign the invoice(s). The applicant's signature verifies that the payment is owed to the vendor. The VAC does not pay debts or future services in advance of the actual liability.

The VAC strongly recommends that, while their papers are being processed, applicants for Veterans Assistance also apply at the Champaign County Human Services Department, the Illinois Department of Public Aid, their local Township General Assistance Office, and area Resource Centers where food and clothing may be obtained. These referrals are made during the interview process. Failure to utilize staff referrals to other agencies may affect eligibility and/or levels of assistance.

SECTION II
RIGHTS, PRIVILEGES, AND RESPONSIBILITIES

The following are the rights, privileges, and responsibilities of applicants for assistance through the VAC Program.

Applicants have the following Rights and Privileges.

- * You have a right to file a written application for assistance and to receive help in completing the application.
- * You have the right not to be discriminated against because of your race, religion, national origin, gender, age, physical impairment or political affiliation.
- * You have the right of privacy regarding the information you provide to the VAC. It *must* be kept confidential unless the VAC requires disclosure of the information to determine your eligibility for assistance or to coordinate your assistance with other agencies.
- * You have a right to be treated with respect and in a courteous and considerate manner.
- * Your living arrangements must conform to VAC rules. The VAC has the right to deny rent payments to parents and to third parties in sub-lease situations.
- * You have a right to choose where you will obtain the goods and services for which the VAC will provide financial assistance. However, you may be required to get estimates in advance for the services you are requesting. As all bills are processed through the County Finance Department, vendors should not expect immediate payment. The VAC has no control over whether any provider will give you specific goods and services in exchange for payment by the VAC.
- * You have a right to ask questions about your application and inspect, in the presence of VAC personnel, the case file containing your records and information during regular VAC office hours. However, the case file may contain certain information which has been provided to the VAC on the condition that it would not be revealed to you. The VAC has a right to remove such confidential information from your case file before you see it.
- * You are encouraged to contact other agencies and apply to other programs that may be of assistance. A list will be furnished to you at the time of the interview.
- * You have a right to expect the VAC to make a decision on your application for assistance within 30 days. You have a right to a decision in writing. If your income and assets are more than VAC guidelines allow, you have a right to see how the VAC calculated them.

- * You have a right to appeal-in writing- any action, inaction, or decision of the VAC office to the President of the VAC Board or his/her designated representative. VAC staff will provide you with a "Notice of Appeal" and assist you in completing the form. The Board President will convene a hearing to examine your case. Hearing officers will include the following: Board President or designee, Judge Advocate or designee, and at least one other member. Their decision will be final.
- * You have a right to voluntarily repay the VAC for any assistance they provide to you. You are encouraged to do so.

Applicants have the following RESPONSIBILITIES.

- * You have the responsibility to treat the personnel working in the VAC office with courtesy and consideration. Any action or threat made by you to harm a VAC employee or behavior that is insulting and disrespectful may be grounds for denial of VAC assistance, expulsion from the building, and/or arrest.
- * You must complete a written "Application for Assistance". The application will contain information used in evaluating your case.
- * A current photograph of all applicants is required in the VAC case file.
- * You must keep all scheduled appointments with VAC personnel. If a circumstance arises that prevents you from keeping your appointment, you must contact the VAC promptly.
- * You must provide the VAC with all the information needed for a determination of your eligibility and must assist the VAC in obtaining any other documentation that may be required.
- * You must apply at the ILLINOIS DEPARTMENT OF HUMAN SERVICES (IDHS) office, and/or your township of residence if applicable, before assistance may be granted from the VACP. The *result* of your application from IDHS and your township is required documentation to add to your file before any assistance is provided from the VAC.
- * You must maintain current registration for employment at the Job Service section of the Illinois Department of Employment Security (IDES) and apply for unemployment compensation if eligible.
- * You must accept and follow through in good faith *any* referral by the VAC to any other agency or person or for any benefit that might alleviate your present needs. If you are referred to another human service agency for assistance and refuse to apply for help from that agency, the VAC will determine that you are ineligible for financial assistance on the basis that you failed to seek services and financial aid that might be available from a primary source.

- * You must notify the VAC of any change in your personal status such as a job change, an altered family situation, a different dependent status, or any other material fact that would alter your eligibility.
- * You must consent to and sign “Truth Acknowledgement” and “Release of Information” statements so the VAC can obtain information and verify data given on your application. Providing false, fraudulent, or misleading statements disqualifies applicants from receiving any assistance from the VAC and will result in criminal prosecution to the fullest extent of the law.

SECTION III

VETERANS ASSISTANCE COMMISSION PROGRAM ELIGIBILITY

In order to receive financial assistance, all applicants shall first prove his/her eligibility and submit information on all documents requested.

Right to Apply

Every veteran whose last discharge was honorable or who was discharged under honorable conditions from active duty of no less than 180 days with the Armed Forces of the United States, his/her spouse, and minor children has the right to submit a written application for Veterans Assistance. A completed application and appropriate evidence of the veteran’s military service (Discharge Certificate and/or Form DD 214) is required for consideration of eligibility.

Eligibility for Veterans Assistance to the surviving spouses and minor children of deceased veterans is also based upon the presentation of a Form DD 214 from the active Armed Forces of the United States given “Under Honorable Conditions”. In addition, a marriage certificate and birth certificates for minor children are required along with the veteran’s death certificate.

In exceptional cases, the review and re-grading of an applicant’s *less than honorable* discharge by the Veterans Administration will be considered by the VAC before a final determination of benefits is rendered.

Residency Requirements

Applicants must present valid documentation to prove residency. Current Utility bills, mortgage payment books, and rental payment slips are acceptable documents. Temporary shelters will be contacted by the VAC for residency confirmation. Persons who reside outside Champaign County will, as a courtesy, be referred to their home County for available services.

Income qualification standard

To be eligible for financial assistance from the VAC, the total income of the veteran Assistance Unit (veteran, spouse, and minor children) can be no more than two hundred and fifty percent (250%) of the Illinois Public Aid Standard of Need for the size of the applicant family. The following factors are taken into consideration:

- * VAC Board allowances based on State and County guidelines
- * The size of the family unit (veteran, spouse, and minor children)
- * The current and anticipated family income
- * The applicant's current employment status
- * The applicant's ability to remain employed

Eligibility Procedures/Rules

To be considered for assistance, the following steps must be followed:

1. The VAC Superintendent, Administrative Assistant/Secretary, or Caseworker must interview all applicants. Special arrangements will be made when the applicant cannot come to the VAC office due to a physical impairment.
2. Documentation of employment, application for unemployment compensation or proof of ineligibility for unemployment compensation is required. If an applicant is unemployed and not receiving unemployment compensation, documentation is required which states that he/she is seeking employment on a regular basis.
3. An applicant must validate his/her income or methods of support for the ninety (90) days prior to filing for assistance. This validation may include the signing of an *Estimated zero-income affidavit*.
4. Applicants who have voluntarily quit employment, or who have been terminated for cause, may be denied assistance through the VAC. In an event that unemployment insurance rulings have not been made related to an individual's particular case, assistance may be granted on a one-time basis.
5. If an applicant has dependent children and has little or no income, he/she must make an application to the Illinois Department of Human Services (IDHS) to determine eligibility for Temporary Assistance for Needy Families (TANF) and/or Medicaid, and/or the LINK Card Food Assistance Program.
6. Each eligible applicant for VAC assistance who is not exempt from employment shall apply to and maintain current registration with the Job Service Section at the Illinois Department of Employment Security before financial assistance can be authorized.
7. If a VACP applicant is not working due to a strike and the strike is not sanctioned by union management or is prohibited by law, eligibility for Veterans Assistance does not exist.

8. An applicant who is eligible for Veterans Administration or State of Illinois funding for school or vocational training benefits is strongly encouraged to apply for a course within an approved training program.

Application Process

In order to be considered for financial assistance from the VAC, a specific process of documentation must be followed. The requirements that must be met are outlined below.

1. An *Application for Assistance*, plus *Truth Acknowledgement* and *Release of Information* forms shall be completed in full and signed by the applicant.
2. Applicants shall identify income sources for their family, including future income, settlements, spousal income, and income of minor children or adult children living in the household. In order for future assistance to be awarded, statements concerning financial status must be sworn to and notarized. Applicants who claim *no* income shall be required to sign an *Estimated/zero income affidavit*.
3. Applicants are required to list their current and last home address, their current and/or last employer, and the inclusive dates of their employment.
4. Applicants are advised that expected future monetary settlements may affect the financial assistance being granted or may require mandatory reimbursement to the VAC when more income becomes available to the applicant.
5. Applicants are required to furnish the VAC, within thirty (30) days of the *Application for Assistance*, all the information required for the VAC to make a determination regarding eligibility. An additional fifteen (15) day extension may be granted at the request of the applicant, if a good reason is given.

Notice of Eligibility

Decisions concerning eligibility for assistance will be forwarded in writing to the applicant's current or last known address within thirty (30) days of the receipt of a completed application and all required documentation.

If the applicant is denied assistance by the VAC, a notice of this decision stating the reasons for denial and a "*Notice of Appeal*" will be mailed to the applicant's current or last known address.

The VAC is required to inform applicants of their right to appeal if any dissatisfaction is expressed and each and every time a denial of service is made.

SECTION IV

ASSISTANCE CATEGORIES

The VAC provides for the following basic needs:

FOOD- Food assistance is provided no more than four times a year in an amount determined by the VAC Executive Board using State and County guidelines. A thirty-day interval is required between each service. Veterans in need will be encouraged to utilize local food pantries. The VAC will supplement this assistance with food certificates at a rate established by the VAC Executive Board in amounts consistent with family size and established practices. The VAC will purchase these food certificates from chains that offer the most food for the dollar amount. The applicant may choose any store location that he/she wishes to patronize if that store will accept the issued certificates. If the needs of a family are severe, the VAC Superintendent is authorized to exceed the usual monthly allotment.

PERSONAL NEEDS – Family essentials for daily living may also be acquired through the use of food certificates. Personal needs include toilet items, paper products, personal hygiene items, first aid supplies, and over the counter medication such as aspirin or cold medicine.

MEDICAL – The VAC does not normally provide assistance to pay outstanding medical bills. Neither will payment be made for medical care or treatment on a continuing basis. Applications must be made to other agencies that provide for this type of assistance such as The Illinois Department of Human Services, Hines Veterans Hospital or local free clinics. The VAC may authorize necessary treatment, care and supplies for an applicant in the case of an emergency or urgent need.

The VAC may pay for prescribed medications on a temporary basis while the applicant is awaiting pharmaceutical supplies from the Veterans Administration program or from another medical assistance agency. The cost of this type of assistance must be authorized by the VAC prior to consideration for payment.

TELEPHONE – Under normal circumstances, telephone bills will not be paid. An exception would be if life threatening medical conditions exist within a family unit that make it mandatory that a telephone or cell phone be available at all times. This must be verified by a medical provider, doctor, or medical department to the satisfaction of the VAC. Only the basic service charge will be paid by the VAC.

SHELTER – Shelter includes rent, home mortgage payments, and mobile home payments as well as lot rental. Before shelter assistance will be provided, the applicant must present proof of ownership or tenancy in Champaign County. In cases where clients are living with relatives, payments will not be made.

Under normal conditions, the VAC will not pay security deposits. To qualify for housing assistance, a client must demonstrate the ability to pay subsequent housing obligations.

The VAC will normally pay for no more than one month of the rent owed and only one time in a twelve month period. Additional benefits may be approved in exceptional circumstances.

The VAC will *not* provide housing assistance if any of the following conditions exist:

- * The property is subject to a foreclosure proceeding.
- * The property is subject to a sales contract.
- * The tenants have been served with an eviction notice.
- * A tenant or mortgagee is more than one month delinquent unless the VAC obtains a commitment from another agency to also provide housing assistance.

EMERGENCY SHELTER – The VAC may arrange limited temporary shelter in cases of unexpected and unavoidable homelessness.

UTILITIES – Clients are required to apply for available programs such as LIHEAP from local agencies before obtaining help from the VAC. The VAC may provide a single payment for heating and cooking fuel, electricity, water, or natural gas consumed by an eligible veteran's immediate family. This benefit may be given only one time in a twelve-month period. The client must provide verification that he/she is responsible for the utility payments under the terms of the rental or lease agreement. Assistance for utility *deposits* is at the discretion of the VAC. Clients will be required to sign up for and faithfully participate in monthly budget plans sponsored by the utilities.

Home utility essentials such as water heaters, furnaces, and air conditioners will be considered for repair or replacement at the discretion of the VAC. The veteran's immediate family must meet all requirements for assistance. At least two estimates for equipment repair or replacement are required, as directed by the VAC, to ensure the lowest cost to the county.

TRANSPORTATION - The VAC may provide applicants assistance in obtaining and maintaining vehicles. *Proof of ownership and a valid drivers license is required.* Payments may be made for the following reasons:

- * An automobile purchase agreement payment *for a single month in a twelve month period.*
- * Limited essential automobile repairs (2 repair quotes required)
- * Six months coverage of *liability* automobile insurance (2 agency quotes required)
- * License and city sticker fees.

WORK RELATED EXPENSES – The VACP will consider assisting applicants with work related expenses such as the purchase of eye glasses, safety equipment like shoes, head gear, eye shields, etc. and work related clothing such as caps, coveralls, and gloves.

The VAC will evaluate each request for work related equipment on its own merits, with the knowledge that each client's needs may be different from another client's needs. The VAC understands that providing small items as these can result in big rewards for applicant veterans and their families.

OTHER – The VAC recognizes that uncommon and unusual circumstances may arise in all family units. The VAC will evaluate each case on its own merits as verifications are made and facts are documented.

BURIAL – Expenses Paid by County, 55 ILCS 5/5-27003, is an act to provide for the burial of needy deceased Military Veterans. This act provides, in part, that the County shall pay the expenses of such burial and headstone if the veteran or his/her spouse, or minor children are residing in Champaign County at the time of death. The County Board, in such counties under township organization, is authorized and directed to audit the account and pay the said expenses in a similar manner as other accounts against such county are audited and paid.

The VAC will provide morale support to the family of an eligible deceased veteran, his deceased spouse, or deceased minor child. At the request of surviving members the VAC may coordinate internment procedures with the office of the County Coroner, local funeral directors, the Veterans Administration, and other agencies as needed. Applications for benefits must be made using the two pages “Burial Report” forms and be accompanied by a copy of the death certificate of the deceased.

If requested by the surviving family members, the VAC may provide burial spaces for deceased veterans and members of their immediate families in local cemeteries in accordance with guidelines developed by the VAC Executive Board.

STATE OF ILLINOIS
COUNTY OF CHAMPAIGN

I, BRAD GOULD, SUPERINTENDENT OF THE VETERANS ASSISTANCE COMMISSION IN THE COUNTY AND STATE AFORESAID, AND KEEPER OF THE RECORDS AND FILES THEREOF, DO HEREBY CERTIFY THE AFORESAID DOCUMENT TO BE A TRUE AND CORRECT COPY OF THE PROGRAM OF THE VETERANS ASSISTANCE COMMISSION (VACP) ADOPTED BY THE VAC EXECUTIVE BOARD AT A MEETING HELD AT THE VFW POST 630, 1303 E. MAIN STREET, URBANA, ILLINOIS, ON THE 13TH DAY OF AUGUST, 2012

MEMBER AND SUPERINTENDENT OF THE
VETERANS ASSISTANCE COMMISSION
OF CHAMPAIGN COUNTY, ILLINOIS

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of the date indicated above by their duly authorized representatives.

C. Pius Weibel, Chair
Champaign County Board

DATE: _____

ATTEST:

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

FOR the VAC:

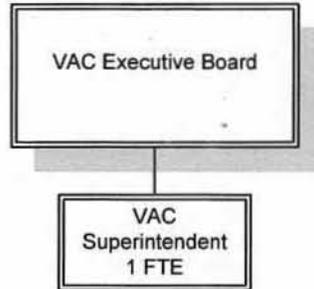


Ronald Hubert, President
Champaign County Veterans Assistance Commission

DATE: _____

VAC Program

VETERANS ASSISTANCE COMMISSION PROGRAM – 080-127



The Veterans Assistance Commission Program (VACP) is an assistance program of the Veterans Assistance Commission (VAC) Executive Board, an entity composed of delegates from the major veterans’ organizations in Champaign County. The program is created under the provisions of the Military Assistance Act 330 ILCS 545, and is funded by the Champaign County Board, for the benefit of veterans living in Champaign County. The program is designed to assist an individual veteran, his/her spouse, or the veteran’s minor children through some difficult financial hardships.

MISSION STATEMENT

To provide emergency financial and referral assistance to help Champaign County Veterans and their families through difficult times.

BUDGET HIGHLIGHTS

The Champaign County Veterans Assistance Commission Program (VACP) is being established for the first time effective December 1, 2012. The Champaign County Board formally recognized the Champaign County Veterans Assistance Commission (VAC) by County Board Resolution No. 8076 adopted on March 22, 2012. A special VAC Committee of the County Board worked with the Champaign County VAC Executive Board to develop the FY2013 budget and Intergovernmental Agreement between the County Board and VAC Executive Board, establishing oversight of the program.

At this time, there are no specific revenues to cover the expenditures of the Champaign County VACP, which will therefore be funded by general revenues within the County’s General Corporate Fund. Expenditures are largely comprised of the salary for the VAC Superintendent, and \$80,000 budgeted to be appropriated as aid to veterans.

FINANCIAL

Fund 080	Dept 127	2011 Actual	2012 Original	2012 Projected	2013 Budget
369	90	OTHER MISC. REVENUE	\$0	\$0	\$0

VAC Program

Fund 080 Dept 127			2011	2012	2012	2013
			Actual	Original	Projected	Budget
REVENUE TOTALS			\$0	\$0	\$0	\$0
511	3	REG. FULL-TIME EMPLOYEES PERSONNEL	\$0	\$0	\$0	\$40,500
			\$0	\$0	\$0	\$40,500
522	2	OFFICE SUPPLIES	\$0	\$0	\$0	\$150
522	3	BOOKS,PERIODICALS & MAN.	\$0	\$0	\$500	\$0
522	44	EQUIPMENT LESS THAN \$1000 COMMODITIES	\$0	\$0	\$2,300	\$0
			\$0	\$0	\$2,800	\$150
533	12	JOB-REQUIRED TRAVEL EXP	\$0	\$0	\$0	\$350
533	33	TELEPHONE SERVICE	\$0	\$0	\$350	\$150
533	42	EQUIPMENT MAINTENANCE	\$0	\$0	\$0	\$1,050
533	54	ASSISTANCE TO VETERANS	\$0	\$0	\$0	\$80,000
533	93	DUES AND LICENSES	\$0	\$0	\$0	\$350
533	95	CONFERENCES & TRAINING SERVICES	\$0	\$0	\$2,500	\$0
			\$0	\$0	\$2,850	\$81,900
544	33	FURNISHINGS, OFFICE EQUIP CAPITAL	\$0	\$0	\$4,200	\$0
			\$0	\$0	\$4,200	\$0
EXPENDITURE TOTALS			\$0	\$0	\$9,850	\$122,550

EXPENSE PER CAPITA					
Actual Dollars					
2008	2009	2010	2011	2012	
\$8.06	\$8.02	\$7.24	\$7.11	\$3.05	

FTE HISTORY					
2009	2010	2011	2012	2013	
N/A	N/A	N/A	N/A	1	

ALIGNMENT to STRATEGIC PLAN:

CB Goal 3 – Champaign County Promotes a Safe and Healthy Community

- To provide emergency assistance to veterans and their families during times of difficulty, to ensure their safety and well being.

VAC Program

OBJECTIVES

1. To provide aid and assistance to veterans and their family members;
2. To research and participate in activities to promote programs which provide support to veterans and their families;
3. To promote programs and understanding and utilization of services through public speaking;
4. To monitor program participation and effectiveness of programs;
5. To manage the demand for services within the available resources;

PERFORMANCE INDICATORS

INDICATOR	2011 Actual	2012 Projected	2013 Budgeted
Number of Veterans provided with assistance	N/A	N/A	
Number of Programs to which Referrals are Made	N/A	N/A	
Number of Public Speaking Engagements	N/A	N/A	
Total Dollars Allocated in Assistance	N/A	N/A	\$80,000

REQUEST FOR BUDGET AMENDMENT

BA NO. 12-00052

FUND 080 GENERAL CORPORATE

DEPARTMENT 127 VETERANS ASSISTNC COMSSN

INCREASED APPROPRIATIONS:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
080-127-522.44 EQUIPMENT LESS THAN \$1000	0	0	900	900
080-127-544.33 FURNISHINGS, OFFICE EQUIP	0	0	6,500	6,500
TOTALS	0	0	7,400	7,400

INCREASED REVENUE BUDGET:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
None: from Fund Balance				
TOTALS	0	0	0	0

EXPLANATION: START-UP COSTS FOR PURCHASES TO BE MADE BEFORE 12/01/2012, TO ENSURE THE CHAMPAIGN COUNTY VAC CAN OPEN AND BE OPERATIONAL ON 12/01/2012.

DATE SUBMITTED:

9-5-2012

AUTHORIZED SIGNATURE

** PLEASE SIGN IN BLUE INK **

Debra L. Busby

APPROVED BY BUDGET & FINANCE COMMITTEE:

DATE:



CHAMPAIGN COUNTY ADMINISTRATIVE SERVICES

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

ADMINISTRATIVE SUPPORT
DATA PROCESSING
MICROGRAPHICS
PURCHASING
PHYSICAL PLANT
SALARY ADMINISTRATION

MEMORANDUM

TO: Brendan McGinty, Deputy Chair of Finance;
And MEMBERS of the CHAMPAIGN COUNTY BOARD

FROM: Deb Bussey, County Administrator, and Job Content Evaluation Committee

DATE: July 27, 2012

RE: RECOMMENDATION – CREATION OF POSITION - VAC
SUPERINTENDENT

On May 15, 2012, the Policy, Personnel and Appointments Committee of the Whole approved the job classification and salary range for a new position titled VAC (Veterans Assistance Commission) Superintendent. Pursuant to the Champaign County Personnel Policy, the recommendation for the establishment of this new position within the Champaign County Staffing Budget is now forwarded to the Finance Committee of the Whole for consideration and approval. The following documents the information that was presented to, and approved by, the Policy, Personnel & Appointments COW.

VAC SUPERINTENDENT:

The Job Content Evaluation Committee reviewed the position analysis questionnaire that had been completed by the VAC Representative Brad Gould. The Committee was also provided with VAC Superintendent job description samples from other counties where established VACs are already in operation. Mr. Gould met with the Committee and explained the proposed requirements for the position in terms of the services to veterans to be provided through the VAC, including information regarding the potential software system that will be used to manage and document the services. Based upon the information received, the Job Content Evaluation Committee has classified this new position in H, with an established current salary range of \$34,437 minimum to \$51,655.50 maximum, with a mid-point of \$43,056. The Job Content Evaluation Committee Report and job description for this position are attached for your information.

REQUESTED ACTION for POLICY, PERSONNEL & APPOINTMENTS:

The Finance Committee approves the establishment of a new position – VAC Superintendent, classified in Grade Range H - with an effective date of December 1, 2012.

Thank you for your consideration of this recommendation.

attachments

CHAMPAIGN COUNTY SALARY ADMINISTRATION PROGRAM
JOB EVALUATION COMMITTEE REPORT

Date of Request:

April 10, 2012

EVALUATION OF NEW POSITION

Department Requesting: VAC
Recommended Position Title: Superintendent
Job Points 595
FLSA Status: Exempt
Recommended Salary Range: Grade Range H
Bargaining Unit Status: Non-Bargaining

FY2013 Salary Range - Grade H

	<u>Hourly</u>	<u>Annual</u>
Minimum	\$18.02	\$35,139.00
Mid-Point	\$22.52	\$43,914.00
Maximum	\$27.03	\$52,708.50

Date of Job Evaluation Committee Recommendation:

April 20, 2012

Champaign County Job Description

Job Title: Veteran's Assistance Commission Superintendent
Department: Veteran's Assistance Commission for Champaign County
Reports To: Veteran's Assistance Commission
FLSA Status: Exempt
Prepared Date: April 20, 2012

SUMMARY Under general direction, performs work of considerable difficulty in the development, implementation and supervision of programs and activities as delegated by the Veteran's Assistance Commission, and provides advocacy for the veteran client.

ESSENTIAL DUTIES and RESPONSIBILITIES include the following. Other duties may be assigned.

Coordinates and oversees programs intended to aid and assist veterans and their family members.

Develops and implements goals and objectives in accordance with the directives of the Veteran's Assistance Commission.

Supervises staff engaged in programs and activities to support the goals of the department.

Maintains knowledge of Federal, State and local programs, agencies and benefits which are available to veterans.

Researches and participates in activities to promote programs.

Utilizes internet resources to research programs for clients.

Develops and recommends annual operating budget.

Promotes understanding and utilization of programs through public speaking and various public relations activities.

Develops tracking mechanisms to monitor program participation and effectiveness.

Prepares reports, letters and other correspondence.

Maintains positive working relationships with community groups, non-profits and other external agencies, municipalities and townships.

Leads or coordinates group meetings or advisory groups.

SUPERVISORY RESPONSIBILITIES This position has limited supervisory

responsibilities.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE Two years of college level course work with emphasis in Human Services, Public or Business Administration, or related field and three to five years of experience in a human services, social services or veteran's services, including one year of supervisory experience; or an equivalent combination of training and experience.

LANGUAGE SKILLS Ability to read, analyze, and interpret regulations and policies to ensure program compliance. Ability to write reports, business correspondence, and procedure manuals. Ability to speak effectively before individuals, public groups and employees of the organization.

MATHEMATICAL SKILLS Ability to calculate figures and amounts such as discounts, interest, commissions, proportions and percentages.

REASONING ABILITY Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several variables in standardized situations. Ability to maintain positive working relationships with local agencies, non-profit and other community organizations, township offices and the general public.

CERTIFICATES, LICENSES, REGISTRATIONS Must be certified by the Illinois Veteran's Assistance Commission.

OTHER SKILLS and ABILITIES Considerable knowledge of Federal, State and local programs and resources available to veterans and their families; considerable knowledge of local community organizations and service groups; considerable knowledge of the process for assisting indigent veterans with temporary monetary relief as defined under the Illinois Statutes; considerable knowledge of applicable Federal, State and local regulations and laws; considerable knowledge of the principles and practices of social services work; good knowledge of supervisory practices; good knowledge of government accounting and budgeting processes. Skill in operating computer software programs and peripheral equipment.

OTHER QUALIFICATIONS This position requires the incumbent to be an honorable discharged veteran of the United States Armed Forces. The position may require certification as an Information and Referral Specialist; or the ability to obtain certification within the first year of employment.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to sit; use hands

to finger, handle, or feel; reach with hands and arms; and talk; or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Normal office conditions. The noise level in the work environment is moderate.



CHAMPAIGN COUNTY ADMINISTRATIVE SERVICES

1776 East Washington Street, Urbana, Illinois 61802-4581

*ADMINISTRATIVE, BUDGETING, PURCHASING, & HUMAN RESOURCE
MANAGEMENT SERVICES*

Deb Busey, County Administrator

MEMORANDUM

**TO: Brendan McGinty, Deputy Chair- Finance and MEMBERS of the
CHAMPAIGN COUNTY BOARD COMMITTEE of the WHOLE**

FROM: Deb Busey, County Administrator

DATE: September 5, 2012

**RE: Recommendation for FY2013 Health Insurance Premium
Contributions for Non-Bargaining Employees**

ISSUE:

Each year when the County Board approves the health insurance plans to be offered to employees in the ensuing fiscal year, the County Board also determines the premium contributions for Non-Bargaining Employees.

REPORT:

This health insurance premium contribution recommendation is for all non-bargaining employees of Champaign County except for the employees of the Regional Planning Commission and Nursing Home.

Following is a listing of the current employee and employer health insurance premium contributions for county employees as defined by the County's bargaining contracts:

Employee Group	Monthly Contributions	
	Employee Contribution for Single Coverage	Employer Contribution for Dependent Coverage
AFSCME - Circuit Clerk	\$7.50	\$0.00
AFSCME - Circuit Court	\$7.50	\$0.00
AFSCME - General County	\$7.50	\$0.00
AFSCME - Head Start	\$7.50	\$0.00
AFSCME - Highway	\$7.50	\$0.00
AFSCME - Nursing Home Nurses	\$22.00	\$0.00
AFSCME - Nursing Home	\$16.00	\$0.00

AFSCME - State's Attorney	\$7.50	\$0.00
FOP - Adult & Juvenile Probation Officers	\$7.50	\$0.00
FOP - Corrections	\$0.00	\$0.00
FOP - Corrections - Sergeants	\$0.00	\$0.00
FOP - Court Security	\$10.00	\$30.00
FOP - Law Enforcement & Sergeants	\$10.00	\$30.00

In FY2012, the non-bargaining employee contribution to the single premium was \$0, and the non-bargaining employer contribution to the family premium was \$17.50.

It is recommended that the non-bargaining employees contribute \$10 to the single premium in FY2013, and that the County will contribute \$30 to the non-bargaining family premium in FY2013.

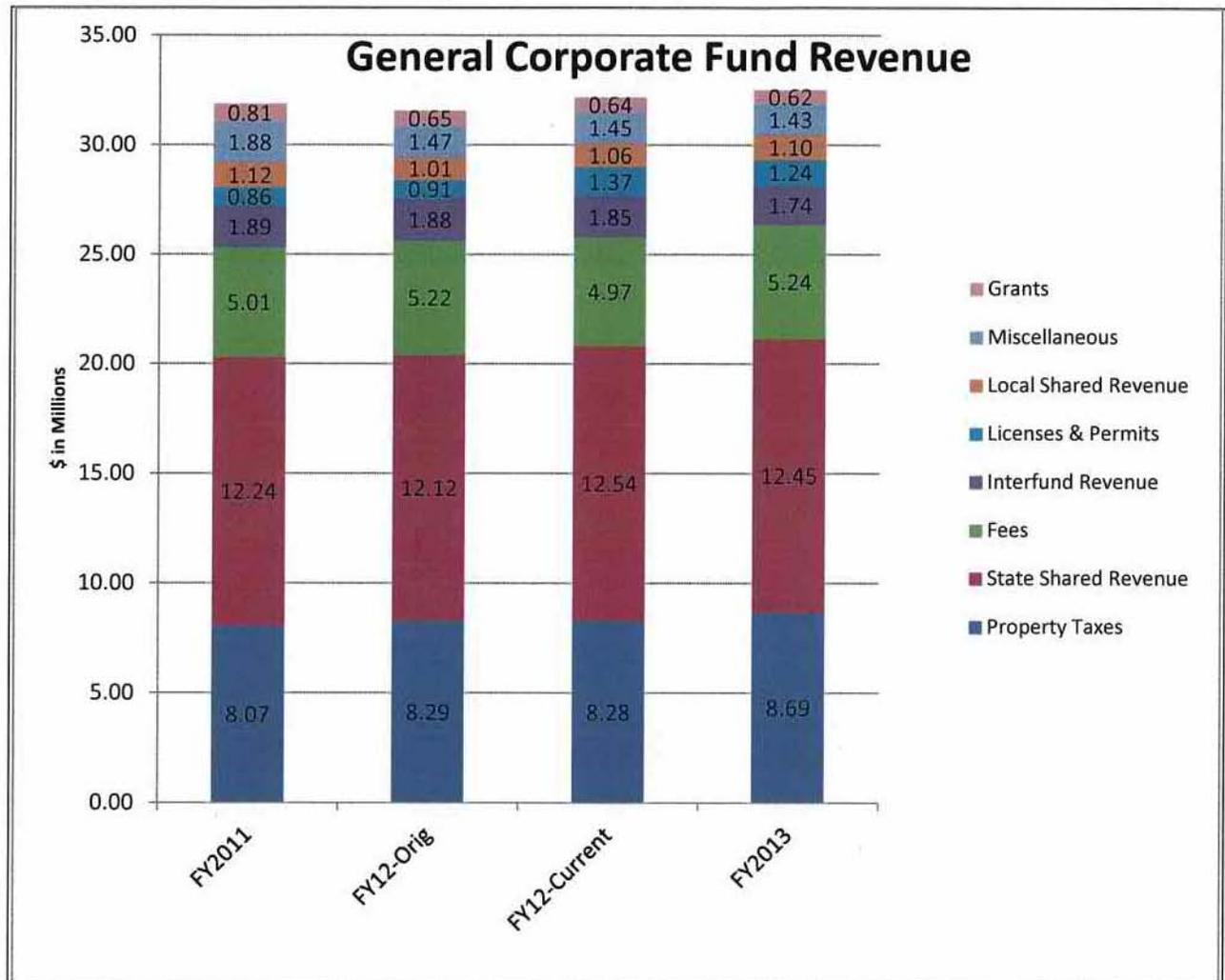
REQUESTED ACTION:

The Finance Committee of the Whole recommends to the County Board that the non-bargaining employees, with the exception of the Nursing Home and Regional Planning Commission employees, will contribute \$10/month to the cost of the employee premium for health insurance in FY2013, and that the County will contribute \$30/month to the cost of dependent coverage for those employees who enroll in it for FY2013.

Thank you for your consideration of this request. I will be present at your meeting on September 11th if you have additional questions.

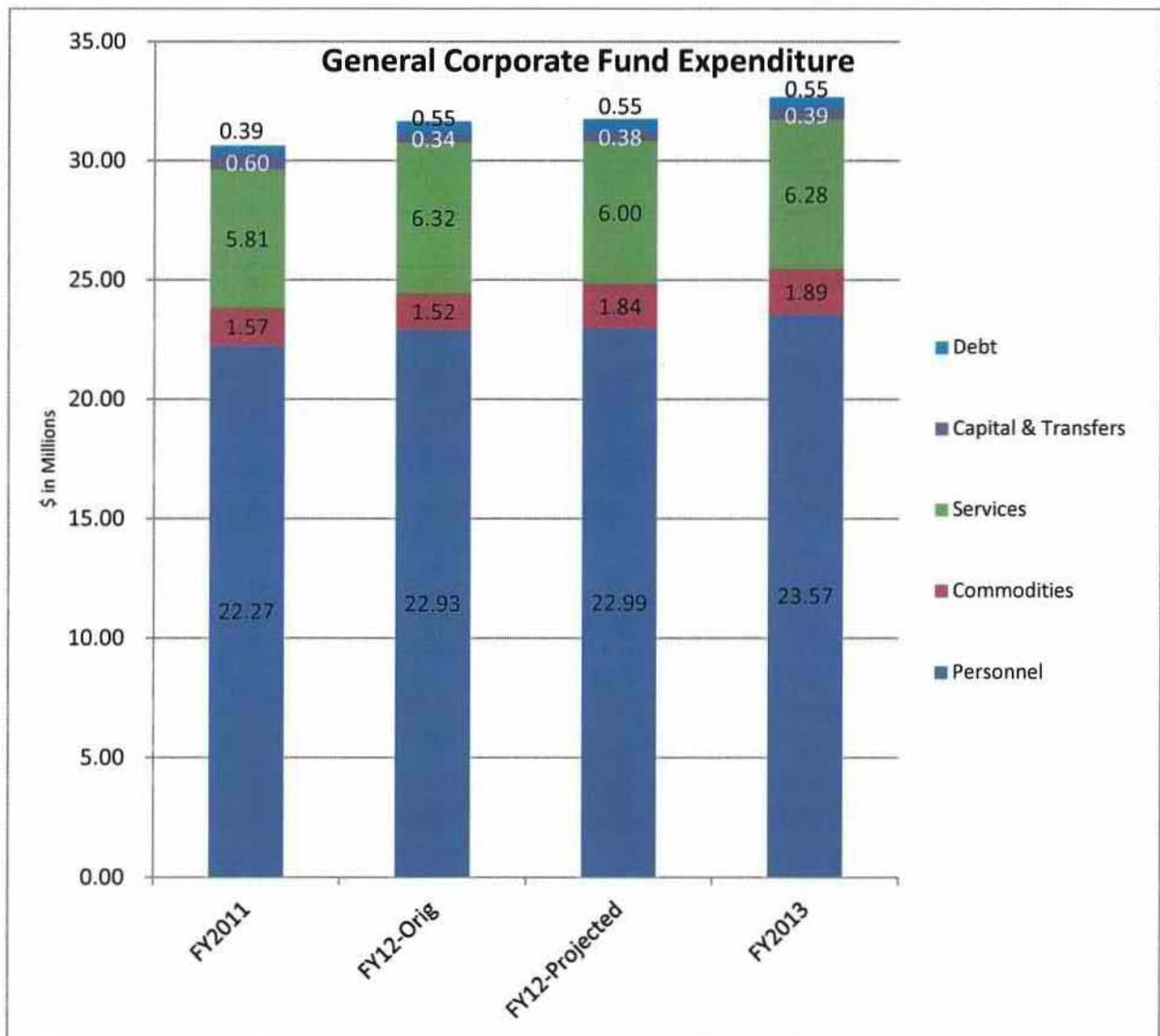
GENERAL CORPORATE FUND BUDGET SUMMARY OVERVIEW

GENERAL CORPORATE FUND REVENUE	FY2011	FY2012 Original	FY2012 Projected	FY2013
Property Taxes	\$8,069,033	\$8,285,724	\$8,284,914	\$8,686,118
State Shared Revenue	\$12,242,069	\$12,124,665	\$12,539,529	\$12,450,663
Fees	\$5,008,001	\$5,223,500	\$4,967,766	\$5,243,398
Grants	\$813,090	\$654,737	\$638,707	\$616,817
Inter-fund Revenue	\$1,889,372	\$1,878,854	\$1,851,083	\$1,743,343
Licenses & Permits	\$861,713	\$910,000	\$1,365,325	\$1,235,925
Local Shared Revenue	\$1,117,808	\$1,007,881	\$1,063,106	\$1,098,762
Miscellaneous	\$1,881,703	\$1,466,331	\$1,454,942	\$1,430,219
TOTAL	\$31,882,789	\$31,551,692	\$32,165,372	\$32,505,245

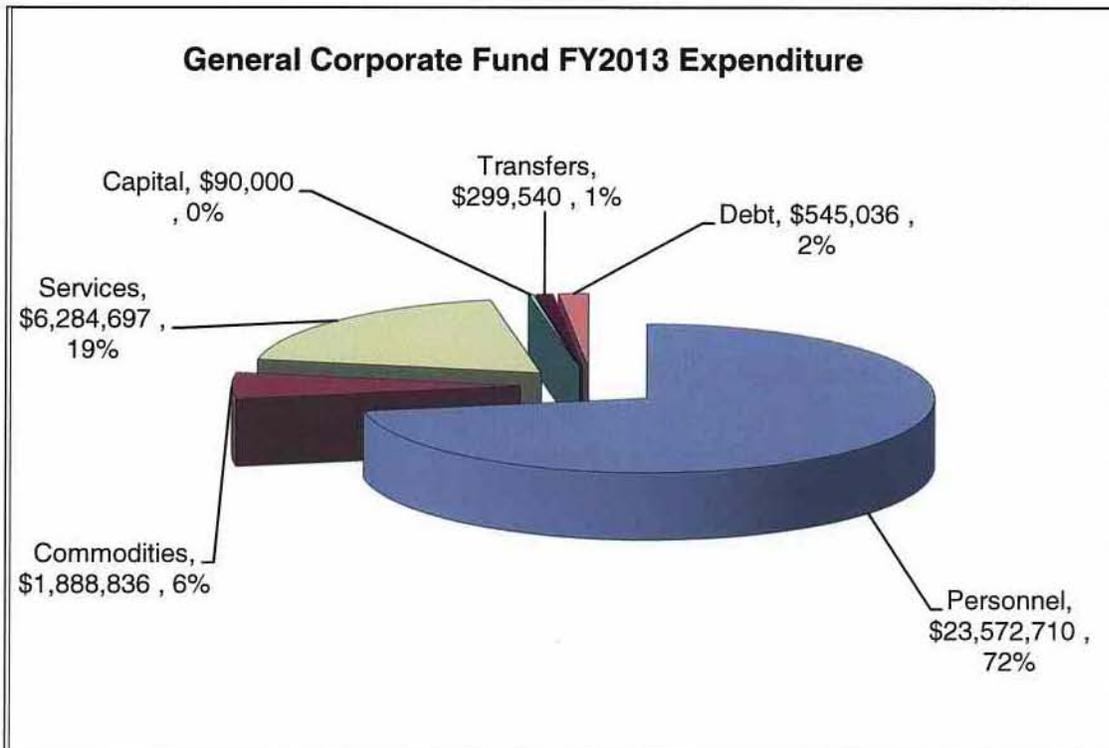
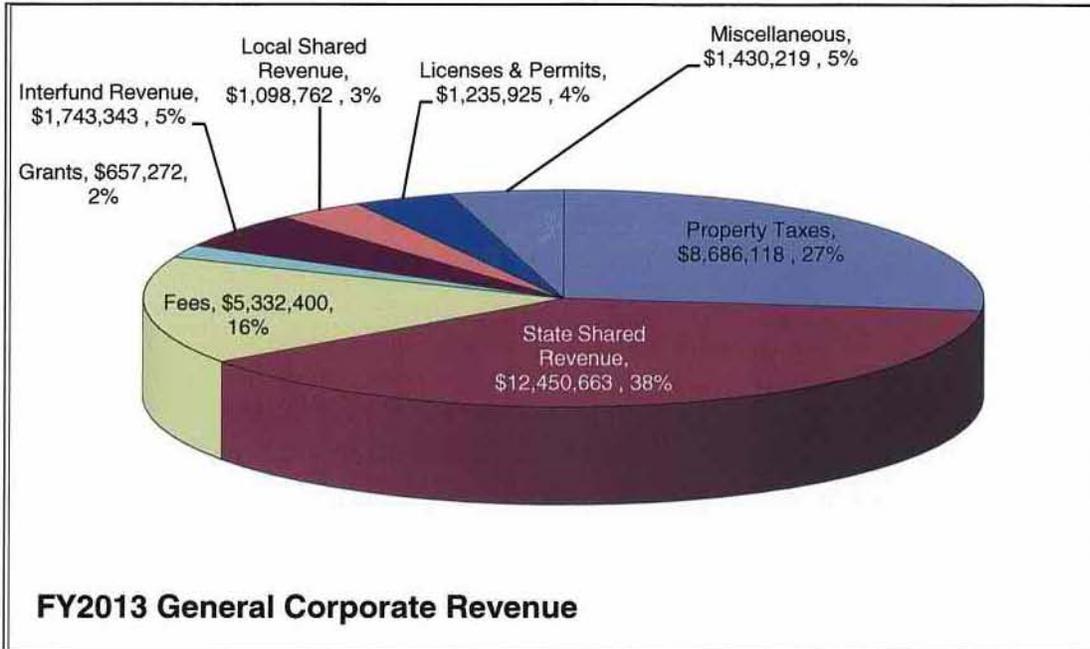


GENERAL CORPORATE FUND BUDGET SUMMARY OVERVIEW

GENERAL CORPORATE FUND EXPENDITURE	FY2011	FY2012 - Original	FY2012 - Projected	FY2013
Personnel	\$22,265,166	\$22,932,993	\$22,993,559	\$23,572,710
Commodities	\$1,570,060	\$1,517,182	\$1,844,146	\$1,888,836
Services	\$5,814,565	\$6,316,732	\$5,996,567	\$6,284,697
Capital	\$304,862	\$87,050	\$124,200	\$90,000
Transfers	\$298,162	\$256,980	\$254,090	\$299,540
Debt	\$393,050	\$549,246	\$549,041	\$545,036
TOTAL	\$30,645,865	\$31,660,183	\$31,761,603	\$32,680,819

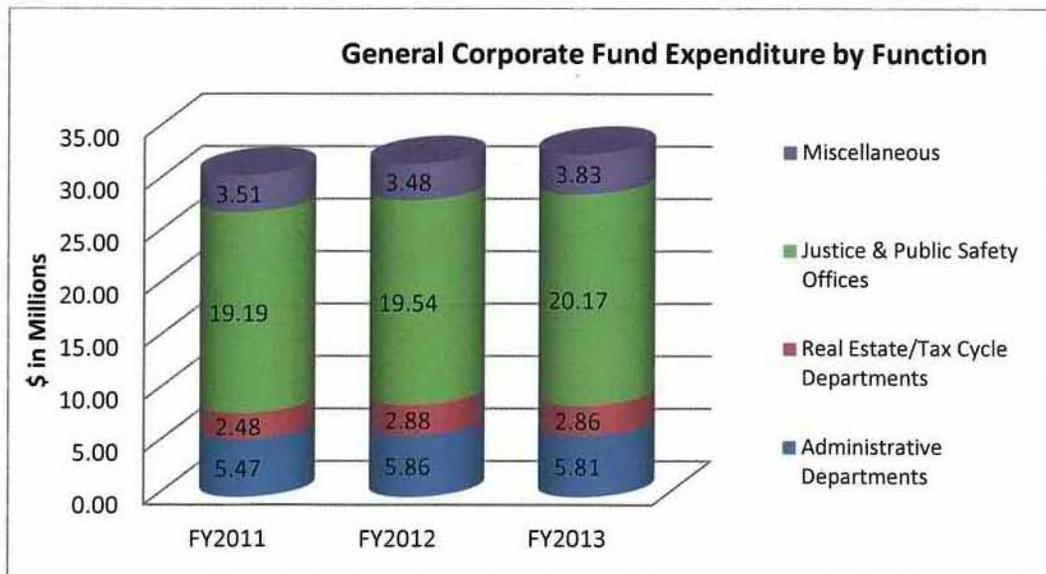


GENERAL CORPORATE FUND BUDGET SUMMARY OVERVIEW

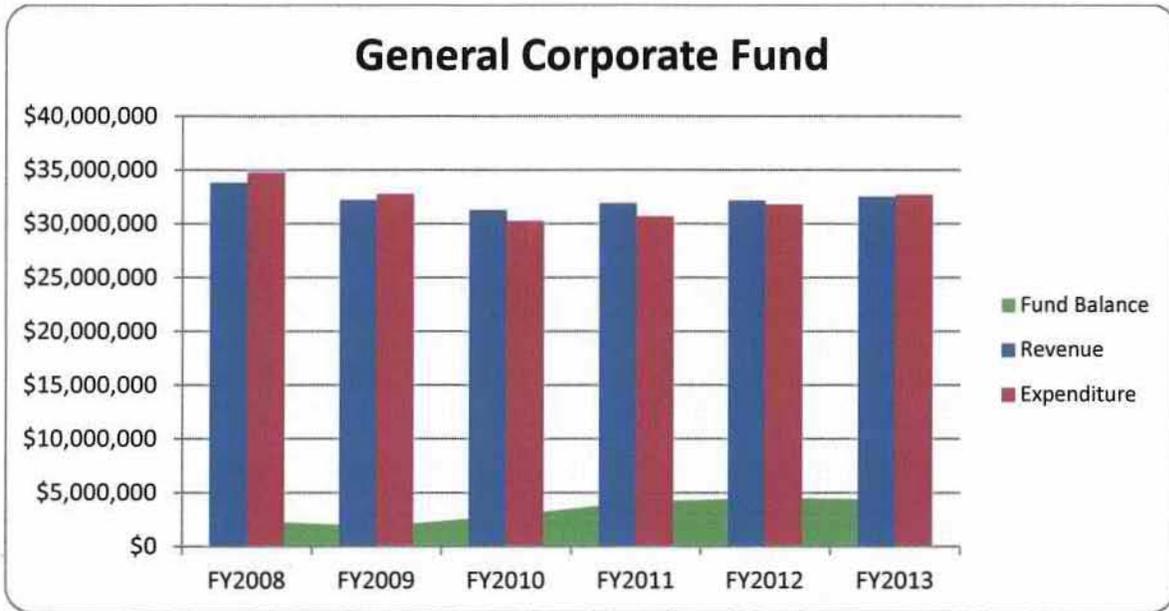


GENERAL CORPORATE FUND BUDGET SUMMARY OVERVIEW

EXPENDITURE	FY2011 Actual	FY2012 Projected	FY2013 Budget	FY2013 - \$ Change	FY2013 - % Change
County Board	\$268,806	\$295,758	\$293,021	(\$2,737)	-0.93%
Debt Service	\$401,526	\$401,437	\$398,575	(\$2,862)	-0.71%
Adm. Services	\$975,286	\$568,874	\$575,809	\$6,935	1.22%
IT	\$385,179	\$845,193	\$850,501	\$5,308	N/A
Auditor	\$324,871	\$356,640	\$344,451	(\$12,189)	-3.42%
Public Properties	\$2,815,823	\$3,049,633	\$3,005,937	(\$43,696)	-1.43%
Planning & Zoning	\$296,127	\$343,042	\$344,907	\$1,865	0.54%
Bd of Review	\$121,320	\$116,631	\$119,727	\$3,096	2.65%
County Clerk	\$814,307	\$968,307	\$922,735	(\$45,572)	-4.71%
Recorder	\$909,236	\$1,174,991	\$1,203,657	\$28,666	2.44%
Supv Assessments	\$378,382	\$360,855	\$363,236	\$2,381	0.66%
Treasurer	\$252,902	\$260,066	\$254,803	(\$5,263)	-2.02%
Circuit Clerk	\$1,138,497	\$1,147,756	\$1,160,744	\$12,988	1.13%
Courts	\$1,050,448	\$1,054,292	\$1,077,697	\$23,405	2.22%
Public Defender	\$988,407	\$1,034,468	\$1,063,865	\$29,397	2.84%
Sheriff	\$4,398,378	\$4,573,883	\$4,735,494	\$161,611	3.53%
Corrections	\$5,634,852	\$5,661,173	\$5,937,637	\$276,464	4.88%
State's Atty	\$2,392,420	\$2,439,643	\$2,458,138	\$18,495	0.76%
JDC	\$1,562,014	\$1,587,577	\$1,642,877	\$55,300	3.48%
Court Services	\$1,396,318	\$1,417,550	\$1,471,446	\$53,896	3.80%
Coroner	\$499,190	\$493,092	\$494,042	\$950	0.19%
EMA	\$129,123	\$125,975	\$131,623	\$5,648	4.48%
Extension Education	\$398,766	\$407,862	\$408,991	\$1,129	0.28%
Reg Ofc Education	\$199,267	\$203,310	\$206,598	\$3,288	1.62%
VAC	\$0	\$9,850	\$122,550	\$112,700	1144.16%
General County	\$2,914,420	\$2,863,745	\$3,091,758	\$228,013	7.96%
TOTAL	\$30,645,865	\$31,761,603	\$32,680,819	\$919,216	2.89%



GENERAL CORPORATE FUND BUDGET SUMMARY OVERVIEW



	FY2008	FY2009	FY2010	FY2011	FY2012	FY2013
Revenue	\$33,817,776	\$32,211,007	\$31,266,586	\$31,882,789	\$32,165,372	\$32,505,245
Expenditure	\$34,732,522	\$32,754,870	\$30,245,714	\$30,645,865	\$31,761,603	\$32,680,819
Fund Balance	\$2,397,754	\$1,853,899	\$2,874,771	\$4,136,581	\$4,540,350	\$4,364,776

FY2013 Revenue	\$32,505,245
FY2013 Expenditure	\$32,680,819
<i>Revenue to Expenditure Deficit</i>	<i>-\$175,574</i>
<i>Deficit as % of Total Budget</i>	<i>-0.54%</i>

FUND BALANCE PROJECTION	
FY2013 Budget	\$32,680,819
10% Fund Balance	\$3,268,082
12.5% Fund Balance	\$4,085,102
 Projected FY2012 Ending Fund Balance	 \$4,540,350
% of FY2013 Budget	13.89%
Adjusted Fund Balance - Subtracting Outstanding Loan to Nursing Home of \$333,127	\$4,207,223
Adjusted Fund Balance as % of FY2013 Budget	12.87%

GENERAL CORPORATE FUND BUDGET SUMMARY OVERVIEW

SUMMARY of NEW FUNDING REQUESTS PRESENTED with FY2013 BUDGET

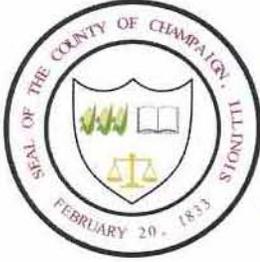
Department	Project Title	FY2013	FY2014	FY2015
Auditor	Additional 1/2 Time Accountant	\$18,382	\$19,000	\$19,500
IT	Additional Programmer Position	\$69,002	\$68,342	\$69,709
Public Defender	Part Time Investigator	\$11,149	\$11,858	\$11,858
Public Defender	Legal Secretary	--	\$13,475	\$26,949
Public Defender	Part-Time Social Worker			\$8,492
Coroner	Purchase & Replace X-Ray Equipment	\$53,000	\$5,000	\$5,000
Coroner	Purchase of Freezer for Morgue Facility	\$35,000	\$3,000	\$3,000
Physical Plant	Elevator Upgrades - PB 092-0054	\$15,000	\$75,000	
County Board	Increase Conference & Training to allow up to 5 Board Members to attend annual NACO Conference	\$8,000	\$8,000	\$8,000
TOTAL ALL REQUESTS		\$248,553	\$242,695	\$191,528

COUNTY BOARD ACTION/DIRECTION REGARDING NEW FUNDING REQUESTS:

NEW REVENUE REQUEST PRESENTED with FY2013 BUDGET

ITEM	ANNUAL REVENUE INCREASE
Increase Marriage License & Civil Union Fee from \$30 to \$75, as authorized by statute	\$49,500

COUNTY BOARD ACTION/DIRECTION REGARDING NEW REVENUE REQUEST:



CHAMPAIGN COUNTY ADMINISTRATIVE SERVICES

1776 East Washington Street, Urbana, Illinois 61802-4581

*ADMINISTRATIVE, BUDGETING, PURCHASING, & HUMAN RESOURCE
MANAGEMENT SERVICES*

Deb Busey, County Administrator

MEMORANDUM

TO: Brendan McGinty – Deputy Chair of Finance and MEMBERS of the COUNTY BOARD

FROM: Deb Busey, County Administrator

DATE: September 5, 2012

RE: FY2013 FEE INCREASE RECOMMENDATION

ISSUE:

As a part of the annual budget process, we have conducted a review of the fees assessed by the various offices of County Government. As a result of this review, and in light of the current fiscal challenge to the General Corporate Fund, I am writing to request your consideration of an increase to the Marriage License and Civil Union Fee.

REPORT:

Currently, the Marriage License and Civil Union Fees are both set at \$30, with \$5 of the fee going to the State, and the remaining \$25 deposited into the General Corporate Fund – County Clerk revenue budget. Pursuant to 55 ILCS 5/4-4001, the statutory maximum for the marriage license/civil union fee is \$75. The current \$30 fee for marriage licenses (\$25 to be received by the County) was established by the County Board in October 2011. At that time, the fee was increased from the previous \$20, with \$15 deposited with the County, which had been established in December, 1981.

An increase of the marriage license and civil union license fees to the statutory maximum would generate an additional \$49,500 in annual revenue for the General Corporate Fund, based on the average annual number of 1,000 marriage licenses, and average annual number of 100 civil union licenses. The addition of \$49,500 in revenue would improve the current General Corporate Fund FY2013 budget deficit from \$175,574 to a deficit of \$126,074.

RECOMMENDED ACTION:

The Finance Committee recommends to the County Board approval of an increase to the marriage license and civil union fees, pursuant to 55 ILCS 5/4-4001, to a total fee of \$75 for each marriage and civil union license, effective on December 1, 2012.

Thank you for your consideration of this recommendation.