

CHAMPAIGN COUNTY BOARD COMMITTEE OF THE WHOLE

Justice & Social Services/Policy, Personnel, & Appointments/Finance Agenda
County of Champaign, Urbana, Illinois
Tuesday, October 9, 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 – September 11, 2012 (*to be distributed*)

IV. Approval of Agenda/Addenda

V. Public Participation

VI. Communications

VII. Justice & Social Services:

A. Agency Presentation – Animal Control

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 – August 2012
2. Emergency Management Agency – August 2012
3. Head Start – August 2012, September 2012, and October 2012
4. Probation & Court Services – August 2012
5. Public Defender – August 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. Letter of Resignation from the Local Foods Policy Council – Lisa Meid Hamelberg (*for Information Only*) 1
2. Letter of Resignation from the Local Foods Policy Council – Sarah Riddle (*for Information Only*) 2
3. Local Foods Policy Council – 1 Unexpired Term Ending 5/31/2014 3-4
Applicant:
 - Maya Bauer

B. County Clerk

1. September 2012 Report 5

- C. County Administrator
 - 1. Administrative Services Monthly Report – September 2012 6-8
 - 2. Recommendation for FY2013 Insurance Program – Property, Liability, Worker’s Compensation 9-12

- D. Other Business
 - 1. County Board Rules Changes (*previously presented in September*) 13-30

- E. Chair’s Report

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

IX. Finance:

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

- B. Auditor
 - 1. Monthly Report– September 2012 31-38

- C. Budget Amendments/Transfers
 - 1. Budget Transfer #12-00014 39
 - Fund/Dept: 080 General Corporate-071 Public Properties
 - Total Amount: \$60,000
 - Reason: Transfer Needed to Pay for Upcoming Projects in the Brookens Building – Money is available Due to Several Open Positions Throughout This Year

 - 2. Budget Amendment #12-00056 40
 - Fund/Dept: 613 Court’s Automation Fund-030 Circuit Clerk
 - Increased Appropriations: \$2,295
 - Increased Revenue: \$2,295
 - Reason: Pursuant to an Agreement by the Justice System’s Governing Board, it was Agreed that the Position of JANO Project Manager would be Eligible for Health Insurance and that this would be Paid out of the Probation Service Fund. This Completes the Transfer from that Fund into Automation Fund to Pay for that Insurance.

 - 3. Budget Amendment #12-00057 41
 - Fund/Dept: 675 Victim Advocacy Grant-Illinois Criminal Justice Information Authority-041 States Attorney
 - Increased Appropriations: \$173
 - Increased Revenue: None: from Fund Balance
 - Reason: Increase in Revenue of \$173 for Victim Advocacy Program Director Being Approved to work an Additional 7.5 Hours in January 2012. The Hours of the Victim Advocacy Program Director Have Been Reduced To 30 Hours a Week.

 - 4. Budget Amendment #12-00058 42
 - Fund/Dept: 080 General Corporate-042 Coroner
 - Increased Appropriations: \$2,387
 - Increased Revenue: \$2,387
 - Reason: Salary Stipend Paid by State to County Official

- 5. Budget Amendment #12-00059 43
Fund/Dept: 850 G.I.S. Joint Venture-623G.I.S. –Odd Years
Increased Appropriations: \$16,000
Increased Revenue: None: from Fund Balance
Reason: The GIS Consortium Move Out of the RPC Requires Purchase of Office Furniture for Staff, Which is an Additional Expense in FY2012. The Funding for Furniture Comes From the GIS Consortium Fund Balance, Which Information has Been Provided to and Acknowledged by the GIS Policy Committee

- D. Sheriff
 - 1. Approval of New World Systems Maintenance Contract 44-48

- E. IT Director
 - 1. Request for Waiver of Hiring Freeze 49

- F. County Administrator
 - 1. General Corporate Fund FY2012 Budget Projection Report 50-52
 - 2. General Corporate Fund Budget Change Report 53
 - 3. Recommendation for Amendment to Staffing Budget 54-55
 - 4. Request for Waiver of Hiring Freeze 56-57
 - 5. Approval of JANO Systems Maintenance Agreement 58-68
 - 6. FY2013 Budget Update

- G. Other Business

- H. Chair’s Report

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

- X. Other Business:
 - A. Approval of September 11, 2012 Committee of the Whole Closed Session Minutes

- XI. Adjourn

FROM THE DESK OF
LISA MEID HAMELBERG

August 22, 2012

Tod Satterthwaite
Chair, Local Foods Policy Council
Champaign County Board Office
Brookens Administration Center
1776 E Washington Street
Urbana IL 61802

Dear Tod,

It is with regret that I am writing to inform you of my decision to resign my position on the Local Foods Policy Council, effective immediately.

It has become clear to me in our short time meeting as a council that a number of familial and professional conflicts of interest are likely to continue to arise, and I feel it's best for me to make room for someone who can more freely support proposed statements of policy by the Council. Planned and current developments by a family business, as well as current SURFACE 51 client relationships, prevent me from comfortably doing so.

I, of course, remain a staunch proponent of local foods and the idea of a governmental unit to shape policy friendly to all aspects of production and distribution of same. I hope that the council will consider me an ally and a resource in any future public outreach efforts and would welcome involvement at another level.

Sincerely yours,

Lisa Meid Hamelberg

Ranae Wolken

Subject: FW: This week's meeting

From: Tod Satterthwaite [todsatterthwaite@gmail.com]
Sent: Wednesday, August 22, 2012 8:33 AM
To: Pius Weibel
Subject: Fwd: This week's meeting

Pius,

Here is Sarah's resignation email and my response to her.

Tod

----- Forwarded message -----

From: **Tod Satterthwaite** <todsatterthwaite@gmail.com>
Date: Fri, Aug 17, 2012 at 12:36 PM
Subject: Re: This week's meeting
To: Sarah Riddle <skeeter.cgfc@gmail.com>

Hi Sarah,

Thanks for letting me know about the date of your last meeting. As far as your replacement is concerned, my understanding is that the County Board Chair, Pius Weibel, will make the appointment. I don't know what process he will use to fill the vacancy, he may be able to go ahead and appoint Maya, but he may well have to open the position up to qualified applicants from throughout the County.

I'll let him know about the vacancy and about Maya's willingness to serve.

Thanks, Tod

On Fri, Aug 17, 2012 at 11:18 AM, Sarah Riddle <skeeter.cgfc@gmail.com> wrote:

Tod,
This next meeting will be the last that I will be able to attend. If it still works for the council and the county, I have a person from the coop that can step into my seat. Her name is Maya Bauer and she is the Education Coordinator here at the coop. My thought was to have her attend this upcoming meeting and begin to get a feel for the work we are doing. I have also created a binder for her with all of our agendas, minutes, and resources. Let me know what you think.

Thanks!

Skeeter

--
Skeeter Riddle
Produce Manager
Common Ground Food Coop

--

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM

PLEASE TYPE OR PRINT IN BLACK INK

NAME: MAYA BAUER

ADDRESS: 300 S. BROADWAY AVE SUITE 166 URBANA IL 61801
Street City State Zip Code

EMAIL: COMMONGROUND-OUTREACH@GMAIL.COM PHONE: 217-239-8117

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: LOCAL FOODS POLICY COUNCIL

BEGINNING DATE OF TERM: PRESENT ENDING DATE: MARCH 2014

The Champaign County Board appreciates your interest in serving your community. A clear understanding of your background and philosophies will assist the County Board in establishing your qualifications. Please complete the following questions by typing or legibly printing your response. IN ORDER TO BE CONSIDERED FOR APPOINTMENT, OR REAPPOINTMENT, A CANDIDATE MUST COMPLETE AND SIGN THIS APPLICATION.

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

AS THE EDUCATION COORDINATOR AT COMMON GROUND FOOD
CO OP I FEEL STRONGLY ABOUT ACTING IN SUPPORT OF
LOCAL FOODS AND LOCAL FOODS POLICY INITIATIVES. FURTHERMORE,
AS A REPRESENTATIVE FOR A LOCAL BUSINESS I WOULD FILL ONE OF
THE DESIGNATED LOCAL BUSINESS SEATS, AS DETERMINED BY RESOLUTION
NO. 2009

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

I BELIEVE STRONGLY IN THE COLLABORATION OF COUNTY AND
BUSINESS PARTNERS, AS WELL AS THE EDUCATIONAL INSTITUTIONS AND
THE FARM BUREAU - BETWEEN THESE ORGANIZATIONS WE
HAVE THE KNOWLEDGE AND CAPACITY TO MAKE RECOMMENDATIONS
THAT CAN IMPROVE THE VIABILITY OF LOCAL FOODS INITIATIVES.

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

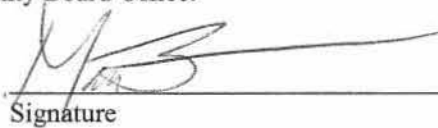
TO MY KNOWLEDGE THE LOCAL FOODS POLICY COUNCIL
HAS NO PROPERTY HOLDINGS NOR MANAGEMENT, DOES NOT EMPLOY STAFF,
LEVY TAX, NOR COLLECT FEES.

4. Can you think of any relationship or other reason that might possibly constitute a conflict of interest if you are selected to serve on the body for which you are applying? (This question is not meant to disqualify you; it is only intended to provide information.) Yes No If yes, please explain:

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

Yes No If no, please explain:

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



Signature

8.29.2012

Date



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
SEPTEMBER
2012

Liquor Licenses & Permits	-
Marriage License	2,625.00
Civil Union Licenses	100.00
Interests	17.28
State Reimbursements	-
Vital Clerk Fees	12,226.00
Tax Clerk Fees	2,617.29
Refunds of Overpayments	10.00
TOTAL	17,595.57
Additional Clerk Fees	1,790.00



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 SEPTEMBER 2012

VACANT POSITIONS LISTING

VACANT POSITIONS LISTED ON DATA BASE SEPTEMBER, 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	CUSTODIAN	\$10.61	1950	\$20,689.50	1965	\$20,848.65
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	PT MCO	\$11.51	1040	\$11,970.40	1048	\$12,062.48
-- TOTAL --			\$175.53		\$330,838.30		\$333,383.21

UNEMPLOYMENT REPORT

Notice of claims received – 9 total

- 5-Nursing Home
- 2 – State’s Attorney
- 2 – Head Start

Employer Protests Filed - 3

- 3-Nursing Home

Benefit Determinations

- 8 – Nursing Home benefits denied

Administrative Law Judge Decision

- 1 – Nursing Home benefits denied
- 1 – BOR benefits approved

Appeal of denial by Claimant

- 2 – Nursing Home

Telephone hearing scheduled

- 2 – Nursing Home

PAYROLL REPORT

SEPTEMBER PAYROLL INFORMATION

<u>Pay Group</u>	<u>9/7/2012</u>		<u>9/21/2012</u>	
	<u>EE's Paid</u>	<u>Total Payroll \$\$</u>	<u>EE's Paid</u>	<u>Total Payroll \$\$</u>
General Corp	504	\$846,589.36	501	\$860,026.14
Nursing Home	212	\$244,250.46	226	\$265,364.43
RPC/Head Start	203	\$248,929.38	205	\$257,565.39
Total	919	\$1,339,769.20	932	\$1,382,955.96

HEALTH INSURANCE/BENEFITS REPORT

September, 2012

Total Number of Employee Enrolled: 708

General County Union:

Single: 252; Family 88; Waiver 46

Nursing Home Union:

Single: 64; Family 6; Waiver 18

Non-bargaining employees:

Single: 140; Family 59; Waiver 35

Life Insurance Premium paid by County: \$1,814.67

Health Insurance Premium paid by County: \$313,287.94

Health Reimbursement Account Contribution paid by County: \$12,729.00

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

September 2012: 8.24%

September 2012: 1 of 572 Employees left Champaign County

WORKERS' COMPENSATION REPORT

Entire County Report	September 2012
New Claims	11
Closed Claims	11
Open Claims	33

EEO REPORT

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

September EEO Report - General County Only	Legal Secretary - State's Attorney	SEPTEMBER - TOTALS
Total Applicants Applied	19	19
Male	1	1
Female	18	18
Undisclosed	0	0
Caucasian	12	12
African-American	5	5
Asian or Pacific Islander	0	0
Hispanic	0	0
Native American or Alaskan Native	0	0
Two of more races	2	2
Undisclosed	0	0
Veteran Status	2	2
Disability	0	0

ADMINISTRATIVE SUPPORT to COUNTY BOARD REPORT

Agendas Posted	11	Meetings Staffed	7	Minutes Posted	10
Appointments Posted	55	Notification of Appointment		Contracts Posted	1
Calendars Posted	5	Resolutions Prepared	23	Ordinances Prepared	2



CHAMPAIGN COUNTY ADMINISTRATIVE SERVICES

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

ADMINISTRATIVE SUPPORT
INFORMATION TECHNOLOGY
MICROGRAPHICS
PURCHASING
PHYSICAL PLANT
SALARY ADMINISTRATION

MEMORANDUM

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

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

DATE: October 1, 2012

RE: FY2013 RENEWAL of INSURANCE POLICIES – Property, Liability & Worker’s Compensation

Working through the County’s Broker – Dimond Brothers Insurance Agency – the County has received renewal proposals for the County’s liability and worker’s compensation FY2013 insurance coverage from the following companies: Cincinnati Insurance Company; Chartis; Capitol Indemnity; and Illinois Counties Risk Management Trust (ICRMT). Detailed information regarding the policies purchased is attached for your review.

The premium proposals received include the following for the period from December 1, 2012 – November 30, 2013:

1. Property/inland marine/boiler and machinery coverage provided by Cincinnati Insurance Company in the amount of \$143,114; *(reflects an increase of \$7,315 or 5.39% over the FY2012 premium rate of \$135,799)*
2. Liability coverage for Champaign County provided by ICRMT in the amount of \$498,260; *(reflects an increase of \$20,131 or 4.21% over the FY2012 premium rate of \$478,129)*
3. Pollution Legal Liability coverage for the Champaign County Nursing Home provided by Chartis in the amount of \$17,927; *(reflects a \$0/0% increase over the FY2012 premium of \$17,927)*
4. Student Accidental Death & Dismemberment coverage for the Champaign County Head Start Program provided by Capitol Indemnity in the amount of \$876; *(reflects a \$0/0% increase over the FY2012 rate of \$876)*
5. Worker’s Compensation coverage for Champaign County provided by ICRMT in the amount of \$175,965 *(reflects a \$7,555 decrease or -4.12% decrease over the FY2012 rate of \$183,520.)*

6. Primary Flood coverage through NFIP/Selective as required by federal law for properties located in flood plain. The following properties will be covered by this coverage: 101 E. Main, 204 E. Main and 108 S. Webber. Premium amount of \$10,693.

The total \$846,835 cost of all premiums reflects a \$30,584 or 3.75% increase over the total FY2012 rate of \$816,251.

RECOMMENDED ACTION:

Policy, Personnel & Appointments recommends to the County Board approval of insurance coverage for liability and worker's compensation for FY2013 from December 1, 2012 – November 30, 2013 through plans and premiums provided as follows:

1. ***Property/inland marine/boiler and machinery coverage provided by Cincinnati Insurance company in the amount of \$143,114;***
2. ***Liability coverage for Champaign County provided by ICRMT in the amount of \$498,260;***
3. ***Pollution Legal Liability coverage for the Champaign County Nursing Home provided by Chartis in the amount of \$17,927;***
4. ***Student Accidental Death & Dismemberment coverage for the Champaign County Head Start program provided by Capitol Indemnity in the amount of \$876;***
5. ***Worker's Compensation coverage for Champaign County provided ICRMT in the amount of \$175,965.***
6. ***Primary Flood coverage through NFIB/Selective for the following county properties: 101 E. Main, 204 E. Main, 108 S. Webber, in the amount of \$10,693.***

Thank you for your consideration of this recommendation. We will be present at your meeting on October 9, 2012 if you have additional questions or concerns.

Attachments

PREMIUM SUMMARY

Line of Business	Expiring Premium 2012	Renewal Premium 2013	% Change
ICRMT			
Crime	\$ 9,722	\$ 9,893	1.76%
Automobile Liability	\$ 36,159	\$ 37,785	4.50%
Auto Physical Damage (Highway)	\$ 3,387	\$ 190	-94.39%
Auto Physical Damage (EMA)	\$ 385	\$ 14	-96.36%
General Liability (Nursing Home)	\$ 85,848	\$ 85,317	-0.62%
Errors & Omissions	\$ 50,329	\$ 64,683	28.52%
General Liability (County)	\$ 81,426	\$ 83,539	2.59%
Law Enforcement Liability	\$ 44,143	\$ 56,853	28.79%
Excess Liability (County)	\$ 131,730	\$ 124,966	-5.13%
Excess Liability (Nursing Home)	\$ 35,000	\$ 35,020	0.06%
Total ICRMT	\$ - 478,129	\$ - 498,260	4.21%
Workers Compensation	\$ - 183,520	\$ - 175,965	-4.12%
<i>Payroll</i>	<i>\$ 35,179,250</i>	<i>\$ 35,245,356</i>	<i>0.19%</i>
Cincinnati			
Property (County)	\$ 68,863	\$ 73,875	7.28%
Property (Nursing Home)	\$ 20,442	\$ 21,200	3.71%
Inland Marine	\$ 39,702	\$ 39,931	0.58%
Boiler & Machinery	\$ 6,792	\$ 8,108	19.38%
Total Cincinnati	\$ - 135,799	\$ - 143,114	5.39%
NFIP/Selective - Primary Flood Insurance			
101 E Main	\$ -	\$ 4,380	
204 E Main	\$ -	\$ 4,380	
108 S Webber	\$ -	\$ 1,933	
Total NFIP/Selective	\$ -	\$ - 10,693	
Capitol Indemnity			
Student AD&D	\$ - 876	\$ - 876	0.00%
Chartis			
Pollution Legal Liability	\$ - 17,927	\$ - 17,927	0.00%
Total Premium 2012	\$ 816,251	\$ 846,835	3.75%

CHANGES IN COVERAGE:

- 1. Flood coverage, when on a primary basis and in a hazardous flood zone, must now be purchased through a NFIP (National Flood Insurance Program) approved carrier for Primary Coverage. This has changed Cincinnati's coverage to excess coverage over the three noted locations in the policy. These locations will be covered by NFIP approved carrier Selective Insurance (A/XII) for the maximum amount the NFIP will sell \$500,000. Cincinnati's coverage will then be excess over this amount up to \$5,000,000.**
- 2. Underinsured and Uninsured Motorist's Coverage has been removed from the policy, as this coverage may actually open exposure to the county up to the \$250,000 SIR. If any County employees are injured in an accident while driving for a work purpose, workers compensation provides coverage for their injuries, not UM/UIM. If an employee was injured having the coverage may actually offer them an opportunity to come back against the County to collect extra, which would include the \$250,000 SIR. We feel this exposure is better removed to provide the correct protection for the County.**

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

Memorandum

To: Champaign County Board, County Administrator Deb Busey

From: County Board Chair C. Pius Weibel

Date: September 20, 2012

RE: A Proposed Change in the County Board Rules

1. Add the following line to Rule 12.F.3.
 - i) Items which require Board action with a time period that does not allow the item to be presented at either a committee or COW meeting of the Board.

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 oversight.
- g) Solid Waste oversight.
- 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.
 - c) 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 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

AUDITOR'S REPORT TO COUNTY BOARD
PERIOD ENDING 9/30/12

FUND	NAME	F Y 2 0 1 1				F Y 2 0 1 2						
		-BUDGET-		ACTUALS		BEGINNING (12/01/11)	-BUDGET-		CHANGE	-ACTUALS-		YTD %
		FINAL	CURRENT MONTH	YEAR-TO DATE	YTD %		CURRENT MONTH	YEAR-TO DATE		CURRENT MONTH	YEAR-TO DATE	
074	2003 NURS HM BOND DBT SRV											
	REVENUE	6,232,737	561,094	6,228,809	100	1,471,363	1,471,363	0	507,652	1,398,813	95	
	EXPENDITURE	6,200,768	0	6,089,431	98	1,625,258	1,625,258	0	0	1,624,673	100	
075	REGIONAL PLANNING COMM											
	REVENUE	15,287,304	560,732	11,032,025	72	12,721,628	12,848,843	127,215	545,902	8,847,032	69	
	EXPENDITURE	16,227,104	722,213	10,878,683	67	14,065,165	14,192,380	127,215	639,291	8,710,729	61	
076	TORT IMMUNITY TAX FUND											
	REVENUE	1,118,682	388,763	1,116,592	100	1,147,135	1,147,135	0	400,025	1,102,356	96	
	EXPENDITURE	1,502,000	521,747	1,444,791	96	1,495,040	1,577,040	82,000	61,976	847,701	54	

CHAMPAIGN COUNTY

AUDITOR'S REPORT TO COUNTY BOARD
PERIOD ENDING 9/30/12

FUND	NAME	FY 2011				FY 2012					
		-BUDGET- FINAL	CURRENT MONTH	ACTUALS YEAR-TO DATE	YTD %	BEGINNING (12/01/11)	-BUDGET- CURRENT (AS OF 9/30/12)	CHANGE	CURRENT MONTH	ACTUALS YEAR-TO DATE	YTD %
080	GENERAL CORPORATE										
010	COUNTY BOARD										
	REVENUE	336,968	136	310,456	92	313,750	313,750	0	49	227,970	73
	EXPENDITURE	271,833	20,759	268,806	99	290,151	304,151	14,000	19,659	231,989	76
013	DEBT SERVICE										
	REVENUE	710,688	33,602	403,209	57	708,708	708,708	0	33,586	370,826	52
	EXPENDITURE	403,261	0	401,526	100	401,437	401,437	0	0	353,471	88
016	ADMINISTRATIVE SERVICES										
	REVENUE	144,426	4,294	56,397	39	83,220	83,220	0	2,394	41,012	49
	EXPENDITURE	1,011,941	27,824	975,286	96	613,248	583,519	29,729-	23,986	501,218	86
017	COOPERATIVE EXTENSION SRV										
	REVENUE	399,056	139,109	398,945	100	408,991	408,991	0	142,722	393,302	96
	EXPENDITURE	399,056	170,277	398,766	100	408,991	408,991	0	30,530	250,759	61
020	AUDITOR										
	REVENUE	111,504	3,900	157,207	141	102,600	102,628	28	3,872	6,500	6
	EXPENDITURE	326,688	28,375	324,871	99	336,757	337,630	873	26,929	294,185	87
021	BOARD OF REVIEW										
	REVENUE	0	0	0		0	0	0	0	0	
	EXPENDITURE	122,317	8,170	121,320	99	117,567	115,667	1,900-	8,320	93,513	81
022	COUNTY CLERK										
	REVENUE	275,462	52,312	338,335	123	302,330	302,330	0	23,223	203,061	67
	EXPENDITURE	847,550	62,380	814,307	96	961,264	967,807	6,543	76,944	674,373	70
023	RECORDER										
	REVENUE	1,484,928	122,940	1,522,730	103	1,425,703	2,175,703	750,000	193,679	1,530,707	70
	EXPENDITURE	916,331	154,079	909,236	99	864,951	1,436,641	571,690	42,363	972,068	68
025	SUPERVISOR OF ASSESSMENT										
	REVENUE	42,675	5,831	62,112	146	35,293	37,093	1,800	5,639	28,582	77
	EXPENDITURE	411,093	61,822	378,382	92	353,768	359,905	6,137	48,702	291,745	81
026	COUNTY TREASURER										
	REVENUE	764,950	36,799	707,053	92	713,100	713,100	0	25,153	225,550	32
	EXPENDITURE	253,367	18,394	252,902	100	258,101	260,086	1,985	17,547	206,087	79
028	INFORMATION TECHNOLOGY										
	REVENUE	0	2,572	94,023	N.A.	107,586	107,586	0	4,472	11,941	11
	EXPENDITURE	401,317	54,335	385,179	96	803,111	844,975	41,864	42,280	632,570	75
030	CIRCUIT CLERK										
	REVENUE	2,112,645	158,938	1,968,722	93	2,024,500	2,024,500	0	160,107	1,383,066	68
	EXPENDITURE	1,114,804	80,529	1,090,988	98	1,091,741	1,095,557	3,816	76,667	824,185	75
031	CIRCUIT COURT										
	REVENUE	1,000	50	328	33	0	0	0	0	70	N.A.
	EXPENDITURE	1,030,427	87,764	1,026,101	100	1,039,084	1,042,015	2,931	75,588	856,804	82

CHAMPAIGN COUNTY

AUDITOR'S REPORT TO COUNTY BOARD
PERIOD ENDING 9/30/12

FUND	NAME	FY 2011				FY 2012					
		-BUDGET- FINAL	CURRENT MONTH	ACTUALS YEAR-TO DATE	YTD %	BEGINNING (12/01/11)	BUDGET- CURRENT (AS OF 9/30/12)	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	1,733	24,347	76	32,289	32,813	524	1,912	20,834	63
036	PUBLIC DEFENDER										
	REVENUE	127,358	34,471	215,518	169	235,289	235,289	0	10,389	183,367	78
	EXPENDITURE	997,362	76,144	988,407	99	1,045,091	1,046,309	1,218	79,144	819,118	78
040	SHERIFF										
	REVENUE	936,465	20,521	1,005,365	107	964,300	968,200	3,900	81,463	935,583	97
	EXPENDITURE	4,510,219	303,403	4,376,712	97	4,449,876	4,707,298	257,422	322,145	3,452,764	73
041	STATES ATTORNEY										
	REVENUE	1,469,978	116,764	1,249,391	85	1,433,808	1,433,808	0	119,375	1,100,936	77
	EXPENDITURE	2,060,516	145,913	2,041,115	99	2,085,798	2,126,211	40,413	152,115	1,672,753	79
042	CORONER										
	REVENUE	42,726	6,531	46,354	108	51,250	58,300	7,050	8,230	53,212	91
	EXPENDITURE	500,197	59,802	499,190	100	460,412	469,613	9,201	42,444	373,918	80
043	EMERGENCY MANAGEMENT AGCY										
	REVENUE	51,548	0	157,791	306	52,000	63,651	11,651	56,486	61,122	96
	EXPENDITURE	146,650	8,814	129,123	88	123,783	135,083	11,300	11,203	92,467	68
051	JUVENILE DETENTION CENTER										
	REVENUE	935,549	1,940	1,309,009	140	932,749	932,749	0	150	556,856	60
	EXPENDITURE	1,592,312	117,656	1,562,014	98	1,594,329	1,624,769	30,440	125,372	1,299,615	80
052	COURT SERVICES -PROBATION										
	REVENUE	477,232	0	634,412	133	477,232	477,232	0	0	244,595	51
	EXPENDITURE	1,418,905	106,069	1,396,318	98	1,421,419	1,446,950	25,531	109,579	1,130,441	78
057	DEPUTY SHERIFF MERIT COMM										
	REVENUE	0	0	0		0	0	0	0	0	
	EXPENDITURE	22,672	2,254	21,666	96	20,025	20,025	0	1,288	11,174	56
071	PUBLIC PROPERTIES										
	REVENUE	1,615,593	19,936	1,769,973	110	1,315,676	1,315,676	0	28,406	824,778	63
	EXPENDITURE	2,897,517	239,090	2,815,823	97	2,919,840	3,005,708	85,868	205,583	2,198,386	73
075	GENERAL COUNTY										
	REVENUE	17,855,635	3,438,762	18,244,617	102	18,438,984	18,438,984	0	3,516,333	15,913,375	86
	EXPENDITURE	3,052,119	214,212	2,914,420	95	3,212,767	2,907,563	305,204	204,918	2,308,041	79
077	ZONING AND ENFORCEMENT										
	REVENUE	59,025	2,752	56,643	96	170,700	170,700	0	6,955	190,114	111
	EXPENDITURE	346,153	25,348	296,127	86	336,077	336,077	0	22,397	258,030	77
124	REGIONAL OFFICE EDUCATION										
	REVENUE	0	0	0		0	0	0	0	0	
	EXPENDITURE	209,062	33,211	199,267	95	213,214	213,214	0	33,885	135,540	64

CHAMPAIGN COUNTY

AUDITOR'S REPORT TO COUNTY BOARD
PERIOD ENDING 9/30/12

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 9/30/12)	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	7,400	7,400	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	3,875	47,509	95	50,521	51,209	688	3,711	38,719	76
140	CORRECTIONAL CENTER										
	REVENUE	865,216	97,496	781,916	90	825,016	827,956	2,940	70,588	547,356	66
	EXPENDITURE	5,667,813	391,027	5,634,852	99	5,785,215	5,688,273	96,942-	438,772	4,396,397	77
141	STS ATTY SUPPORT ENFORCE										
	REVENUE	371,261	0	341,321	92	371,024	371,024	0	376	271,321	73
	EXPENDITURE	379,084	28,506	351,305	93	369,356	371,026	1,670	22,653	265,537	72
TOTAL	GENERAL CORPORATE										
	REVENUE	31,249,771	0	31,882,790	102	31,551,692	32,329,061	777,369	4,493,647	25,350,681	78
	EXPENDITURE	31,392,790	28,506	30,645,865	98	31,660,183	32,347,922	687,739	2,266,636	24,656,701	76

AUDITOR'S REPORT TO COUNTY BOARD
PERIOD ENDING 9/30/12

FUND	NAME	FY 2011				FY 2012						
		-BUDGET-		ACTUALS		BEGINNING	BUDGET-		ACTUALS-			
		FINAL	CURRENT MONTH	YEAR-TO DATE	YTD %	(12/01/11)	CURRENT (AS OF 9/30/12)	CHANGE	CURRENT MONTH	YEAR-TO DATE	YTD %	
081	NURSING HOME											
	REVENUE	15,296,331	6,849,550	14,234,071	93	14,997,726	15,690,875	693,149	359,275	7,121,796	45	
	EXPENDITURE	15,796,464	743,763	14,219,895	90	14,522,511	15,184,365	661,854	1,086,969	11,694,353	77	
083	COUNTY HIGHWAY											
	REVENUE	2,771,924	822,588	2,476,351	89	2,647,044	2,647,044	0	726,589	2,601,811	98	
	EXPENDITURE	2,891,102	249,934	2,818,844	98	2,645,862	2,645,862	0	133,565	1,729,208	65	
084	COUNTY BRIDGE											
	REVENUE	1,058,646	345,200	1,132,453	107	1,067,174	1,067,174	0	347,345	986,602	92	
	EXPENDITURE	1,031,000	119,464	458,330	44	1,066,000	1,066,000	0	124,188	579,499	54	
085	COUNTY MOTOR FUEL TAX											
	REVENUE	2,721,643	173,096	2,846,127	105	2,827,876	2,827,876	0	231,224	1,604,038	57	
	EXPENDITURE	3,775,404	101,430	3,466,038	92	2,827,205	2,827,205	0	48,061	746,451	26	
088	ILL. MUNICIPAL RETIREMENT											
	REVENUE	4,883,414	1,150,798	4,711,298	96	4,839,122	4,839,122	0	1,216,404	4,141,757	86	
	EXPENDITURE	4,884,984	308,104	4,646,775	95	4,820,774	4,820,774	0	327,563	3,482,490	72	
089	COUNTY PUBLIC HEALTH FUND											
	REVENUE	1,304,310	323,031	1,285,544	99	1,317,053	1,317,053	0	353,666	1,249,015	95	
	EXPENDITURE	1,304,310	334,869	1,291,485	99	1,316,561	1,379,459	62,898	104,612	911,625	66	
090	MENTAL HEALTH											
	REVENUE	4,079,037	1,315,736	4,116,528	101	4,060,124	4,060,124	0	1,348,150	3,891,669	96	
	EXPENDITURE	4,079,037	416,869	3,943,061	97	4,060,124	4,060,124	0	318,589	3,224,087	79	
091	ANIMAL CONTROL											
	REVENUE	483,649	39,859	574,015	119	584,765	584,765	0	38,486	426,485	73	
	EXPENDITURE	530,109	47,330	509,893	96	579,741	579,741	0	38,867	424,167	73	
092	LAW LIBRARY											
	REVENUE	68,225	5,746	65,943	97	68,100	68,100	0	5,926	48,222	71	
	EXPENDITURE	84,256	7,301	83,486	99	74,282	74,282	0	1,660	53,263	72	
103	HWY FED AID MATCHING FUND											
	REVENUE	8,323	2,968	8,453	102	7,303	7,303	0	2,931	8,373	115	
	EXPENDITURE	0	0	0		0	0	0	0	0		
104	EARLY CHILDHOOD FUND											
	REVENUE	7,279,475	667,170	6,999,175	96	7,859,795	7,859,795	0	453,357	5,287,814	67	
	EXPENDITURE	7,275,125	594,206	6,425,494	88	7,779,740	7,779,740	0	454,109	5,248,634	67	
105	CAPITAL ASSET REPLCMT FND											
	REVENUE	273,511	21	201,978	74	243,290	243,290	0	50	10,489	4	
	EXPENDITURE	956,983	4,485	484,666	51	843,747	976,750	133,003	0	210,960	22	
106	PUBL SAFETY SALES TAX FND											
	REVENUE	4,512,403	371,399	4,538,937	101	4,508,507	4,508,507	0	372,055	3,536,291	78	
	EXPENDITURE	4,211,132	0	3,930,362	93	4,428,826	4,658,826	230,000	13,417	4,014,592	86	
107	GEOGRAPHIC INF SYSTM FUND											
	REVENUE	282,100	22,174	252,926	90	252,000	252,000	0	26,122	214,872	85	
	EXPENDITURE	316,162	41,838	311,004	98	272,860	272,860	0	21,408	208,821	77	

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FUND	NAME	FY 2011				FY 2012					
		-BUDGET- FINAL	CURRENT MONTH	ACTUALS YEAR-TO DATE	YTD %	BEGINNING (12/01/11)	BUDGET- CURRENT (AS OF 9/30/12)	CHANGE	CURRENT MONTH	ACTUALS YEAR-TO DATE	YTD %
108	DEVLPMNTL DISABILITY FUND										
	REVENUE	3,585,739	1,250,040	3,575,053	100	3,677,507	3,677,507	0	1,251,881	3,448,101	94
	EXPENDITURE	3,588,739	299,382	3,550,078	99	3,675,382	3,675,382	0	306,462	2,983,949	81
109	DELINQ PREVENTN GRNT FUND										
	REVENUE	203,116	12	203,220	100	203,116	203,116	0	0	0	
	EXPENDITURE	203,116	11,775	199,626	98	203,116	203,116	0	0	128,100	63
110	WORKFORCE DEVELOPMENT FND										
	REVENUE	0	0	0		0	830,647	830,647	0	0	
	EXPENDITURE	0	0	0		0	830,647	830,647	0	0	
188	SOCIAL SECURITY FUND										
	REVENUE	2,770,393	574,955	2,573,369	93	2,778,005	2,778,005	0	641,270	2,332,696	84
	EXPENDITURE	2,766,542	194,732	2,596,306	94	2,774,005	2,774,005	0	204,326	2,075,572	75
303	COURT COMPLEX CONSTR FUND										
	REVENUE	1,200	26	622	52	2,000	2,000	0	61	607	30
	EXPENDITURE	0	0	0		100,000	174,200	74,200	0	145,361	83
304	HIGHWAY FACILTY CONST FND										
	REVENUE	0	4	89		450	450	0	11	104	23
	EXPENDITURE	0	0	0		0	0	0	0	0	
305	202 ART BARTELL BLDG CNST										
	REVENUE	2,200,200	13	2,004,881	91	250	250	0	14	281	112
	EXPENDITURE	2,200,000	19,568	1,541,819	70	472,816	472,816	0	1,424	373,783	79
350	HWY FACIL BOND DEBT SERV										
	REVENUE	199,663	5	199,968	100	202,995	202,995	0	7	101,447	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	20	225		500,000	500,000	0	19	170	
	EXPENDITURE	115,000	0	333		110,000	110,000	0	0	0	
475	RPC ECON DEVELOPMNT LOANS										
	REVENUE	521,700	21,244	365,288	70	438,450	438,450	0	15,626	221,679	51
	EXPENDITURE	525,000	8,832	155,984	30	438,000	438,000	0	192,560	269,136	61
476	SELF-FUNDED INSURANCE										
	REVENUE	1,955,373	764,344	2,038,360	104	2,137,800	2,172,980	35,180	100,734	986,153	45
	EXPENDITURE	1,890,762	126,659	1,429,723	76	1,912,613	1,947,793	35,180	27,944	1,009,609	52
610	WORKING CASH FUND										
	REVENUE	1,700	25	383	23	400	400	0	32	299	75
	EXPENDITURE	1,700	0	383	23	400	400	0	0	0	
611	COUNTY CLK SURCHARGE FUND										
	REVENUE	12,000	1,014	9,348	78	8,500	8,500	0	1,101	7,579	89
	EXPENDITURE	12,000	1,014	9,348	78	8,500	8,500	0	0	6,478	76
612	SHERIFF DRUG FORFEITURES										
	REVENUE	20,375	5	2,034	10	20,085	20,085	0	5,477	7,561	38
	EXPENDITURE	28,333	1,116	22,302	79	30,280	63,862	33,582	27,171	53,568	84

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FUND	NAME	FY 2011				FY 2012					
		-BUDGET- FINAL	CURRENT MONTH	ACTUALS YEAR-TO DATE	YTD %	BEGINNING (12/01/11)	BUDGET- CURRENT (AS OF 9/30/12)	CHANGE	CURRENT MONTH	ACTUALS YEAR-TO DATE	YTD %
613	COURT'S AUTOMATION FUND										
	REVENUE	289,399	19,790	256,168	89	250,250	250,250	0	23,525	185,287	74
	EXPENDITURE	387,495	9,534	383,552	99	347,373	347,373	0	13,488	265,215	76
614	RECORDER'S AUTOMATION FND										
	REVENUE	182,500	18,986	202,998	111	208,700	208,700	0	20,108	172,743	83
	EXPENDITURE	260,764	4,547	241,813	93	265,638	265,938	300	5,506	119,369	45
617	CHILD SUPPORT SERV FUND										
	REVENUE	52,500	4,106	42,246	80	600	600	0	41	622	104
	EXPENDITURE	150,240	4,131	48,306	32	102,435	102,435	0	5,880	55,019	54
618	PROBATION SERVICES FUND										
	REVENUE	363,500	44,536	424,916	117	401,500	414,500	13,000	41,070	383,742	93
	EXPENDITURE	431,404	9,240	428,377	99	468,075	481,075	13,000	12,587	370,313	77
619	TAX SALE AUTOMATION FUND										
	REVENUE	36,840	4,928	35,363	96	32,355	32,355	0	6,369	18,645	58
	EXPENDITURE	40,933	1,317	27,606	67	40,899	40,899	0	1,920	24,647	60
620	HEALTH-LIFE INSURANCE										
	REVENUE	5,640,158	414,645	5,118,854	91	5,128,766	5,128,766	0	421,903	4,323,878	84
	EXPENDITURE	5,640,158	414,102	5,111,453	91	5,128,738	5,128,738	0	423,573	4,295,947	84
621	STS ATTY DRUG FORFEITURES										
	REVENUE	55,000	1,359	59,968	109	27,040	27,040	0	2,847	25,896	96
	EXPENDITURE	65,100	374	64,307	99	27,000	27,000	0	217	1,444	5
627	PROPERTY TAX INT FEE FUND										
	REVENUE	61,000	127	71,278	117	60,120	60,120	0	9	2,384	4
	EXPENDITURE	60,100	0	60,100	100	60,120	60,120	0	0	11,439	19
628	ELECTN ASSIST/ACCESSIBLTY										
	REVENUE	100,000	10,000	37,972	38	168,339	168,339	0	0	19,741	12
	EXPENDITURE	100,000	10,000	37,963	38	168,339	168,339	0	21,642	132,896	79
629	COUNTY HISTORICAL FUND										
	REVENUE	25	0	1	4	10	10	0	0	502	5020
	EXPENDITURE	0	0	0		0	0	0	0	0	
630	CIR CLK OPERATION & ADMIN										
	REVENUE	84,300	7,527	104,865	124	120,100	120,100	0	8,794	109,401	91
	EXPENDITURE	88,145	0	80,347	91	120,000	120,000	0	0	0	
632	CIR CLK ELCTRNC CITATIONS										
	REVENUE	0	1,352	12,653		0	0	0	1,802	15,201	
	EXPENDITURE	0	0	0		0	0	0	0	0	
633	STS ATTY RECORDS AUTOMATN										
	REVENUE	0	0	0		0	0	0	441	1,105	
	EXPENDITURE	0	0	0		0	0	0	0	0	
641	ACCESS INITIATIVE GRANT										
	REVENUE	1,078,424	120,456	904,860	84	1,502,531	1,569,225	66,694	137,495	1,186,670	76
	EXPENDITURE	1,466,464	151,134	1,257,730	86	1,502,531	2,002,531	500,000	317,486	1,461,796	73

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FUND	NAME	FY 2011				FY 2012					
		-BUDGET-		ACTUALS		BEGINNING (12/01/11)	BUDGET-		CHANGE	ACTUALS	
		FINAL	CURRENT MONTH	YEAR-TO DATE	YTD %		CURRENT MONTH	YEAR-TO DATE		YTD %	
658	JAIL COMMISSARY										
	REVENUE	26,000	20	28,516	110	26,000	26,000	0	4,293	40,832	157
	EXPENDITURE	24,950	465	22,201	89	26,000	26,000	0	1,156	14,082	54
659	COUNTY JAIL MEDICAL COSTS										
	REVENUE	30,500	2,275	28,232	93	30,500	30,500	0	2,015	20,528	67
	EXPENDITURE	46,016	46,016	46,016	100	46,016	46,016	0	0	46,016	100
670	COUNTY CLK AUTOMATION FND										
	REVENUE	20,100	13,450	76,983	383	30,000	30,000	0	21,114	40,979	137
	EXPENDITURE	109,937	5,288	79,053	72	33,525	33,525	0	2,517	27,830	83
671	COURT DOCUMENT STORAGE FD										
	REVENUE	157,000	10,269	133,423	85	135,240	135,240	0	10,929	95,171	70
	EXPENDITURE	278,348	28,639	167,755	60	220,685	220,685	0	8,511	130,214	59
675	VICTIM ADVOCACY GRT-ICJIA										
	REVENUE	38,690	10,463	35,634	92	38,690	38,690	0	0	34,525	89
	EXPENDITURE	35,768	2,674	35,801	100	36,078	36,078	0	2,754	28,573	79
676	SOLID WASTE MANAGEMENT										
	REVENUE	1,700	4	1,318	78	1,600	1,600	0	6	1,754	110
	EXPENDITURE	5,450	0	0		2,875	2,875	0	400	704	24
677	JUV INTERVENTION SERVICES										
	REVENUE	50	1	13	26	15	15	0	0	0	
	EXPENDITURE	10,000	0	0		10,000	13,000	3,000	0	12,506	96
679	CHILD ADVOCACY CENTER										
	REVENUE	218,621	19,646	165,659	76	191,903	191,903	0	19,845	144,656	75
	EXPENDITURE	216,617	18,474	180,357	83	196,131	196,131	0	13,982	138,591	71
681	JUV INF SHARING SYS GRANT										
	REVENUE	11,250	0	6,985	62	11,812	11,812	0	0	1,820	15
	EXPENDITURE	11,250	0	7,276	65	11,812	11,812	0	1,246	2,094	18
685	DRUG COURTS PROGRAM										
	REVENUE	21,500	1,617	21,836	102	21,535	121,535	100,000	18,372	70,657	58
	EXPENDITURE	21,500	0	15,000	70	21,535	121,535	100,000	0	51,354	42
850	GEOG INF SYS JOINT VENTUR										
	REVENUE	512,942	120,485	559,168	109	470,297	470,297	0	22,952	337,601	72
	EXPENDITURE	512,053	57,745	496,459	97	469,770	469,770	0	34,423	396,551	84
TOTAL ALL FUNDS	REVENUE	19,916,693	17,240,783	117,292,593	589	10,999,158	13,642,412	2,643,254	14,208,969	82,169,133	602
	EXPENDITURE	23,952,214	6,272,392	112,653,889	470	13,312,685	16,887,303	3,574,618	7,268,086	83,196,229	493

REQUEST FOR BUDGET TRANSFER
NEEDING CHAMPAIGN COUNTY BOARD APPROVAL

BT NO. 12-00014

FUND 080 GENERAL CORPORATE

DEPARTMENT 071 PUBLIC PROPERTIES

TO LINE ITEM:

FROM LINE ITEM:

NUMBER/TITLE	\$ AMOUNT	NUMBER/TITLE
080-071-534.70 BROOKNS BLDG REPAIR-MAINT	60,000.	080-071-511.03 REG. FULL-TIME EMPLOYEES

EXPLANATION: TRANSFER NEEDED TO PAY FOR UPCOMING PROJECTS IN THE BROOKENS BUILDING - MONEY IS AVAILABLE DUE TO SEVERAL OPEN POSITIONS THROUGHOUT THIS YEAR

DATE SUBMITTED: 9-27-2012 Alan Reichart
 AUTHORIZED SIGNATURE
 APPROVED BY PARENT COMMITTEE: DATE: _____ * PLEASE SIGN IN BLUE INK *

APPROVED BY BUDGET AND FINANCE COMMITTEE: DATE: _____

FUND 613 COURT'S AUTOMATION FUND DEPARTMENT 030 CIRCUIT CLERK

INCREASED APPROPRIATIONS:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
613-030-513.06 EMPLOYEE HEALTH/LIFE INS	0	3,400	5,695	2,295
TOTALS	0	3,400	5,695	2,295

INCREASED REVENUE BUDGET:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
613-030-341.10 COURT FEES AND CHARGES	250,000	250,000	252,295	2,295
TOTALS	250,000	250,000	252,295	2,295

EXPLANATION: PURSUANT TO AN AGREEMENT BY THE JUSTICE SYSTEM'S GOVERNING BOARD, IT WAS AGREED THAT THE POSITION OF JANO PROJECT MANAGER WOULD BE ELIGIBLE FOR HEALTH INSURANCE AND THAT THIS WOULD BE PAID OUT OF THE PROBATION SERVICE FUND. THIS COMPLETES THE TRANSFER FROM THAT FUND INTO AUTOMATION FUND TO PAY FOR THAT INSURANCE.

DATE SUBMITTED: <i>9-10-12</i>	AUTHORIZED SIGNATURE ** PLEASE SIGN IN BLUE INK ** <i>Kevin S. Frank</i>
-----------------------------------	--

APPROVED BY BUDGET & FINANCE COMMITTEE: _____ DATE: _____

FUND 675 VICTIM ADVOCACY GRT-ICJIA DEPARTMENT 041 STATES ATTORNEY

INCREASED APPROPRIATIONS:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
675-041-511.03 REG. FULL-TIME EMPLOYEES	36,078	36,078	36,251	173
TOTALS	36,078	36,078	36,251	173

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: INCREASE IN REVENUE OF \$173 FOR VICTIM ADVOCACY PROGRAM DIRECTOR BEING APPROVED TO WORK AN ADDITIONAL 7.5 HRS IN JANUARY, 2012. THE HOURS OF THE VICTIM ADVOCACY PROGRAM DIRECTOR HAVE BEEN REDUCED TO 30 HOURS A WEEK.

DATE SUBMITTED:

09/24/12

AUTHORIZED SIGNATURE

** PLEASE SIGN IN BLUE INK **

APPROVED BY BUDGET & FINANCE COMMITTEE:

DATE:

FUND 080 GENERAL CORPORATE

DEPARTMENT 042 CORONER

INCREASED APPROPRIATIONS:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
080-042-511.40 STATE-PAID SALARY STIPEND	0	2,600	4,987	2,387
TOTALS	0	2,600	4,987	2,387

INCREASED REVENUE BUDGET:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
080-042-335.71 STATE REV-SALARY STIPENDS	0	2,600	4,987	2,387
TOTALS	0	2,600	4,987	2,387

EXPLANATION: SALARY STIPEND PAID BY STATE TO COUNTY OFFICIAL.

DATE SUBMITTED: 10/4/12 AUTHORIZED SIGNATURE Quane E. Northrup ** PLEASE SIGN IN BLUE INK **

APPROVED BY BUDGET & FINANCE COMMITTEE: _____ DATE: _____

FUND 850 GEOG INF SYS JOINT VENTUR DEPARTMENT 623 GEOG INFO SYSTEM-ODD YRS

INCREASED APPROPRIATIONS:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
850-623-544.33 FURNISHINGS, OFFICE EQUIP	2,500	2,500	18,500	16,000
TOTALS	2,500	2,500	18,500	16,000

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: THE GIS CONSORTIUM MOVE OUT OF THE RPC REQUIRES PURCHASE OF OFFICE FURNITURE FOR STAFF, WHICH IS AN ADDITIONAL EXPENSE IN FY2012. THE FUNDING FOR THE FURNITURE COMES FROM THE GIS CONSORTIUM FUND BALANCE, WHICH INFORMATION HAS BEEN PROVIDED TO AND ACKNOWLEDGED BY THE GIS POLICY COMMITTEE.

DATE SUBMITTED: _____ AUTHORIZED SIGNATURE *Cameron Moore* ** PLEASE SIGN IN BLUE INK **

APPROVED BY BUDGET & FINANCE COMMITTEE: _____ DATE: _____

NEW WORLD SYSTEMS CORPORATION
STANDARD SOFTWARE MAINTENANCE AGREEMENT

This Standard Software Maintenance Agreement (SSMA) between **New World** Systems Corporation (New World) and **Champaign County, IL** (**Customer**) sets forth the standard software maintenance support services provided by **New World**.

1. Service Period

This SSMA shall remain in effect for a period of five (5) years from (start date) 12/1/12 to (end date) 11/30/17.

2. Services Include

The following services or features are available under this SSMA:

- (a) Upgrades, including new releases, to the Licensed Standard Software (prior releases of Licensed Standard Software application packages are supported no longer than nine (9) months after a new release is announced by **New World**).
- (b) Temporary fixes to Licensed Standard Software (see paragraph 6 below).
- (c) Revisions to Licensed Documentation.
- (d) Reasonable telephone support for Licensed Standard Software on Monday through Friday from 8:00 a.m. to 8:00 p.m. (Eastern Time Zone).
- (e) Invitation to and participation in user group meetings.

Items a, b, and c above will be provided to **Customer** by electronic means.

Additional support services are available as requested by **Customer** using the then-current hourly rates or applicable fees.

3. Maintenance for Modified Licensed Standard Software and Custom Software

Customer is advised that if it requests or makes changes or modifications to the Licensed Standard Software, these changes or modifications (no matter who makes them) make the modified Licensed Standard Software more difficult to maintain. If **New World** agrees to provide maintenance support for Custom Software or Licensed Standard Software modified at **Customer's** request, then the additional **New World** maintenance or support services provided shall be billed at the then-current hourly fees plus reasonable expenses.

4. Billing

Maintenance costs will be billed annually as detailed on the following page. If taxes are imposed, they are the responsibility of the **Customer** and will be remitted to **New World** upon being invoiced.

5. Additions of Software to Maintenance Agreement

Additional Licensed Standard Software licensed from **New World** will be added to the SSMA per the terms of the contract adding the software. Maintenance costs for the additional software will be billed to **Customer** on a pro rata basis for the remainder of the current maintenance year and on a full year basis thereafter.

6. Requests for Software Correction on Licensed Standard Software

At any time during the SSMA period, if **Customer** believes that the Licensed Standard Software does not conform to the current specifications set forth in the user manuals, **Customer** must notify **New World** in writing that there is a claimed defect and specify which feature and/or report **Customer** believes to be defective. Before any notice is sent to **New World**, it must be reviewed and approved by the **Customer Liaison**. Documented examples of the claimed defect must accompany each notice. **New World** will review the documented notice and when a feature or report does not conform to the published specifications, **New World** will provide software correction service at no charge. A non-warranty request is handled as a billable Request for Service (RFS).

The no charge software correction service does not apply to any of the following:

- (a) situations where the Licensed Standard Software has been changed by anyone other than **New World** personnel;
- (b) situations where **Customer's** use or operations error causes incorrect information or reports to be generated; and;
- (c) requests that go beyond the scope of the specifications set forth in the current User Manuals.

7. Maintenance Costs for Licensed Standard Software Packages Covered for 400 Server

New World agrees to provide software maintenance at the costs listed below for the following **New World** Standard Software packages licensed by the **Customer**:

<u>Application Package</u>	<u>Number of Modules</u>
1. <i>Aegis</i> ® Law Enforcement Records Software	24
2. <i>Aegis</i> ® Public Safety Interface Software	6
3. <i>Aegis</i> ® Corrections Management Software	5
4. <i>Aegis</i> ® Business Office Software	5
5. <i>Aegis</i> ® Other Software for Public Safety	1
6. <i>Aegis</i> ® Photo Imaging Software	3
7. <i>Aegis</i> ® Data Management and Retrieval Tools	2
8. <i>Aegis</i> ® Aegis Graphical User Interface	2

ANNUAL
MAINTENANCE COST: See Below

<u>Period Covered</u>	<u>Annual Amount</u>	<u>Billing Date</u>
12/1/2012 to 11/30/2013	\$96,230	11/15/2012
12/1/2013 to 11/30/2014	\$99,120	11/15/2013
12/1/2014 to 11/30/2015	\$102,090	11/15/2014
12/1/2015 to 11/30/2016	\$105,150	11/15/2015
12/1/2016 to 11/30/2017	\$108,300	11/15/2016

Note: Unless extended by **New World**, the above costs are available for 90 days after submission of the costs to **Customer**. After 90 days, **New World** may change the costs.

ALL INVOICES ARE DUE FIFTEEN (15) DAYS FROM BILLING DATE.

8. Terms and Conditions

This Agreement is covered by the Terms and Conditions specified in the Licensing Agreement(s) for the software contained herein.

ACCEPTED BY:

Customer: Champaign County, IL

Name: _____

Title: _____

Date: _____

ACCEPTED BY:

New World Systems Corporation

Name: _____

Title: _____

Date: _____

By signing above, each of us agrees to the terms and conditions of this Agreement and as incorporated herein. Each individual signing represents that (s)he has the requisite authority to execute this Agreement on behalf of the organization for which (s)he represents and that all the necessary formalities have been met. If the individual is not so authorized then (s)he assumes personal liability for compliance under this Agreement.

Champaign County, IL (Aegis)

Licensed Application Software

At August, 2012

1. Aegis® Law Enforcement Records Software

- LE Records Multi-Jurisdiction Base
 - Base
 - Accidents Module
 - Arrest Module
 - Business Registry Module
 - Case Processing Module
 - Computer Aided Investigations Module
 - Federal Reports (UCR/IBR) Module
 - Geo-File Verification Module
 - Impounded Vehicles Module
 - Incident Tracking Module
 - Jacket Processing Module
 - Personnel / Education Module
 - Property Module
 - Traffic Tickets and Citations Module
 - Wants and Warrants Module
- LE Records Federal & State Compliance
- Field Investigations
- Case Management
- Pawn Shops
- Activity Reporting and Scheduling
- Index Cards
- Property Room Bar Coding
- Orders of Protection
- Narcotics Management

2. Aegis® Public Safety Interface Software

- AS/400 State/NCIC Interface
- On-Line Wants & Warrants Interface to State/NCIC
- On-Line Property Checks Interface to State/NCIC
- Identix Interface
- On-Line Jackets Interface to State/NCIC
- Vine Interface

3. Aegis® Corrections Management Software

- Corrections Management Base Package
- Commissary Accounting
- Enhanced Medical Tracking
- Enhanced Court Tracking
- Corrections Compliance

Champaign County, IL (Aegis)

Licensed Application Software

At August, 2012

- 4. Aegis® Business Office Software**
 - Business Office Base Package
 - Base
 - Civil Paper Processing Module
 - Income and Property Exclusions Module
 - Revenue and Collections Module
 - Business Office Federal and State Compliance
- 5. Aegis® Other Software for Public Safety**
 - SW Modifications
- 6. Aegis® Photo Imaging Software**
 - ID Badges
 - Capture/View Stations
 - Public Safety Line Ups/Mug Shots
 - Digital Imaging
- 7. Aegis® Data Management and Retrieval Tools**
 - Microsoft Word Interface
 - Data Analysis and Mapping
- 8. Aegis® Aegis Graphical User Interface**
 - Graphical User Interface - Server
 - Graphical User Interface - Clients



CHAMPAIGN COUNTY INFORMATION TECHNOLOGY SERVICES

1776 East Washington Street, Urbana, Illinois 61802-4581

Andy Rhodes, Information Technology Director

DATE: October 2, 2012

TO: Brendan McGinty, Deputy Chair County Finance and Champaign County Board Committee of the Whole

FROM: Andy Rhodes, Director of Information Technology

RE: Upcoming Vacancy

The programmer/analyst who oversees the Kronos HR/Payroll system and creates custom reports for various departments from that system has announced his intention to retire on November 30, 2012. Since the successful operation of the Kronos system is critical to the ability of the County to account for and properly pay personnel it is imperative that we have someone on staff to perform the functions of this programmer/analyst.

I would therefore request your approval to waive the 3 month hiring freeze waiting period in order to advertise and fill this position on December 1, 2012.

Thank you for your consideration of this request.

FY2012 General Corporate Fund Revenue Projection Report

October 3, 2012

SIGNIFICANT REVENUE LINE ITEMS/CATEGORIES	FY2011 YTD 9/30/2011	FY2011 ACTUAL Received	FY2012 BUDGET 12/1/2011	FY2012 Actual 9/30/2012	Projected % to be Received	Projected \$\$ to be Received	\$ Difference to Original Budget
PROPERTY TAXES (CURRENT)	\$7,780,748	\$8,069,033	\$8,285,724	\$7,971,989	100%	\$8,285,724	\$0
PROPERTY TAXES (ESCROW)	\$0	\$0	\$0	\$0	0%	\$0	\$0
PROPERTY TAXES (BACK)	\$0	\$3,010	\$5,200	\$0	100%	\$5,200	\$0
MOBILE HOME TAXES	\$25	\$8,814	\$8,500	\$0	100%	\$8,500	\$0
PAYMENT IN LIEU OF TAXES	\$1,287	\$4,929	\$4,500	\$1,345	100%	\$4,500	\$0
COUNTY HOTEL/MOTEL TAX	\$16,240	\$22,232	\$25,000	\$20,587	112%	\$27,936	\$2,936
COUNTY AUTO RENTAL TAX	\$12,485	\$19,140	\$15,000	\$21,654	202%	\$30,261	\$15,261
PENALTIES ON TAXES	\$154,602	\$678,071	\$674,000	\$213,621	101%	\$683,525	\$9,525
BUSINESS LICENSES & PERMITS	\$39,927	\$40,495	\$33,500	\$37,269	114%	\$38,272	\$4,772
NON-BUSINESS LIC. & PERMITS	\$671,265	\$821,218	\$1,326,500	\$1,073,035	97%	\$1,285,606	-\$40,894
FEDERAL GRANTS	\$444,587	\$594,999	\$456,477	\$338,938	102%	\$464,802	\$8,325
STATE GRANTS	\$187,176	\$218,090	\$213,911	\$174,579	100%	\$213,911	\$0
STATE SHARED REVENUE							
CORP. PERS. PROP. REPL. TAX	\$498,369	\$736,887	\$832,000	\$559,477	94%	\$785,205	-\$46,795
1% SALES TAX (UNINCORPOR.)	\$826,959	\$1,102,692	\$1,138,484	\$799,208	96%	\$1,090,271	-\$48,213
1/4% SALES TAX (ALL COUNTY)	\$3,722,086	\$5,009,241	\$5,145,952	\$3,859,093	101%	\$5,212,264	\$66,312
USE TAX	\$374,502	\$478,219	\$509,294	\$372,805	96%	\$487,254	-\$22,040
INHERITANCE TAX	\$0	\$32,698	\$165,709	\$328,274	198%	\$328,274	\$162,565
STATE REIMBURSEMENT	\$1,321,292	\$1,860,082	\$1,296,033	\$671,849	59%	\$766,640	-\$529,393
SALARY REIMBURSEMENT	\$207,981	\$228,813	\$293,360	\$337,228	138%	\$405,290	\$111,930
STATE REV./SALARY STIPENDS	\$38,900	\$38,900	\$40,728	\$48,500	119%	\$48,500	\$7,772
INCOME TAX	\$2,292,368	\$2,713,396	\$2,639,433	\$2,332,353	105%	\$2,777,699	\$138,266
IILETSB-POLICE TRAINING REIMBURSEMENT	\$0	\$0	\$17,000	\$20,365	120%	\$20,365	\$3,365
OFF-TRACK BETTING	\$34,402	\$41,142	\$55,000	\$34,148	100%	\$48,063	-\$6,937
LOCAL GOVERNMENT REVENUE							
LOCAL GOVERNMENT REIMBURSE.	\$424,779	\$592,188	\$521,281	\$450,854	126%	\$655,150	\$133,869
GENERAL GOVERNMENT	\$281,471	\$525,618	\$486,600	\$376,336	108%	\$523,998	\$37,398
FINES	\$3,025,987	\$4,048,232	\$4,433,950	\$3,058,125	93%	\$4,113,529	-\$320,421
FORFEITURES	\$704,954	\$906,733	\$1,065,000	\$765,858	97%	\$1,035,811	-\$29,189
INTEREST EARNINGS	\$18,533	\$53,034	\$25,000	\$6,676	140%	\$34,933	\$9,933
RENTS & ROYALTIES	\$12,952	\$21,194	\$19,500	\$9,659	81%	\$15,765	-\$3,735
GIFTS & DONATIONS	\$865,498	\$1,007,936	\$631,623	\$469,941	100%	\$631,623	\$0
OTHR FIN. SOURCES-FIX. ASSETS	\$11,444	\$21,444	\$7,500	\$10,687	202%	\$15,149	\$7,649
OTHR. MISC. REVENUE	\$15,238	\$15,922	\$8,000	\$12,708	159%	\$12,708	\$4,708
INTERFUND TRANSFERS	\$55,831	\$79,011	\$67,508	\$74,621	134%	\$90,234	\$22,726
INTERFUND REIMBURSEMENTS	\$775,943	\$1,433,309	\$1,463,463	\$773,452	100%	\$1,463,463	\$0
OTHER FINANCING SOURCES	\$124,386	\$456,061	\$418,331	\$125,445	100%	\$418,331	\$0
TOTALS	\$24,942,217	\$31,882,783	\$32,329,061	\$25,350,677	99%	\$32,028,757	-\$300,304

FY2012 General Corporate Fund Expenditure Projection Report

SIGNIFICANT EXPENDITURE LINE ITEMS/CATEGORIES	FY2011 YTD 9/30/2011	FY2011 ACTUAL 12/31/2011	FY2012 BUDGET 12/1/2011	FY2012 YTD 9/30/2012	Projected % TO BE SPENT	Projected \$ to be SPENT	\$ Difference to Original BUDGET (+/-)
PERSONNEL							
Regular Salaries & Wages	\$9,975,009	\$12,478,798	\$12,970,564	\$10,122,848	98.78%	\$12,812,493	-\$158,071
SLEP Salaries	\$5,372,994	\$6,771,176	\$6,990,464	\$5,488,886	99.38%	\$6,947,285	-\$43,179
SLEP Overtime	\$263,814	\$391,223	\$366,676	\$255,226	88.10%	\$323,040	-\$43,636
Fringe Benefits	\$2,185,338	\$2,623,967	\$2,653,214	\$2,187,289	98.93%	\$2,624,747	-\$28,467
COMMODITIES							
Postage	\$162,631	\$230,619	\$242,630	\$233,452	108.34%	\$262,876	\$20,246
Purchase Document Stamps	\$500,925	\$500,925	\$747,850	\$600,000	92.62%	\$692,637	-\$55,213
Gasoline & Oil	\$171,976	\$225,469	\$246,936	\$176,713	95.81%	\$236,592	-\$10,344
All Other Commodities	\$377,637	\$613,044	\$640,005	\$467,365	115.22%	\$737,406	\$97,401
SERVICES							
Gas Service	\$278,203	\$355,604	\$396,500	\$236,356	75.47%	\$299,225	-\$97,275
Electric Service	\$636,544	\$863,826	\$896,500	\$655,971	99.19%	\$889,194	-\$7,306
Medical/Professional Services	\$877,663	\$1,029,512	\$1,007,974	\$843,175	101.39%	\$1,021,980	\$14,006
All Other Services	\$2,938,704	\$3,565,621	\$4,009,231	\$2,758,338	90.04%	\$3,610,024	-\$399,207
CAPITAL							
Vehicles	\$64,957	\$182,942	\$335,000	\$42,306	100.00%	\$335,000	\$0
All Other Capital	\$68,280	\$121,920	\$37,842	\$0	100.00%	\$37,842	\$0
TRANSFERS							
To Capital Improvement Fund	\$123,028	\$123,028	\$86,884	\$0	100.00%	\$86,884	\$0
All Other Transfers	\$48,035	\$175,133	\$170,096	\$47,965	100.00%	\$170,096	\$0
DEBT REPAYMENT							
	\$384,300	\$393,050	\$549,556	\$540,806	100.00%	\$549,556	\$0
TOTAL	\$24,430,039	\$30,645,858	\$32,347,922	\$24,656,696	97.80%	\$31,636,878	-\$711,044

FY2012 General Corporate Fund Projection Summary Report

FUND BALANCE 11/30/11 (unaudited)	\$4,136,581	<i>Fund Balance Less Loan</i> \$3,803,454
BEGINNING FUND BALANCE % OF BUDGET -	13.06%	12.01%
	<i>Budgeted</i>	<i>Projected</i>
ADD FY2012 REVENUE	\$32,329,061	\$32,028,757
LESS FY2012 EXPENDITURE	\$32,347,922	\$31,636,878
Revenue to Expenditure Difference	-\$18,861	\$391,879
FUND BALANCE PROJECTION - 11/30/12	\$4,117,720	\$4,528,460
% OF 2012 Expenditure Budget	12.73%	14.31%
Outstanding Loan to Nursing Home	-\$333,127	-\$333,127
Unreserved Fund Balance Projection - 11/30/12	\$3,784,593	\$4,195,333
% of FY2012 Budget	11.70%	13.26%

GENERAL CORPORATE FUND - FY2012 BUDGET CHANGE REPORT

General Corporate Fund Original Budget As Of:	12/1/2011
Expenditure	\$31,660,183
Revenue	\$31,551,692
Revenue/Expenditure Difference	(\$108,491)

General Corporate Fund Budget As Of:		10/3/2012		
Expenditure	\$32,347,922	% Inc/Dec	2.17%	Revenue/Exp. (\$18,861)
Revenue	\$32,329,061	% Inc/Dec	2.46%	

EXPENDITURE CHANGES

Department	Description	Expenditure Change	Revenue Change	Difference
County Board	Intergovernmental Agreement to Challenge EPA Clinton Landfill Decision	\$14,000	\$0	(\$14,000)
State's Attorney	Appellate Prosecutor Contract	\$3,000	\$0	(\$3,000)
Coroner	Sale of Van/Purchase of Equipment	\$450	\$450	\$0
EMA	Local Emergency Planning Grant	\$6,800	\$6,800	\$0
Auditor	Salary Stipend	\$28	\$28	\$0
Supervisor of Assessments	Salary Stipend	\$1,800	\$1,800	\$0
State's Attorney	Benefits Payout	\$17,868	\$0	(\$17,868)
Correctional Center	Prior Fiscal Year Medical Bills	\$21,587	\$0	(\$21,587)
Coroner	Grant	\$4,000	\$4,000	\$0
Correctional Center	Court Security Staff for Courts Sound/Video Project	\$2,940	\$2,940	\$0
Recorder	Increase in Real Estate Transactions	\$300,000	\$450,000	\$150,000
Coroner	Salary Stipend	\$2,600	\$2,600	\$0
Sheriff	Salary Stipend	\$3,900	\$3,900	\$0
Public Properties	Re-Payment of Unused Grant	\$13,648	\$0	-\$13,648
State's Attorney	Benefits Payout	\$13,218	\$0	-\$13,218
Recorder	Additional RHSP Transactions	\$270,000	\$300,000	\$30,000
EMA	Homeland Security Grant	\$4,500	\$4,851	\$351
Veterans' Assistance Commission	Start-Up Costs	\$7,400	\$0	-\$7,400
TOTAL		\$687,739	\$777,369	\$93,545

Changes Attributable to Recurring Costs	\$607,365	\$762,778	\$155,413
Changes Attributable to 1-Time Expenses	\$80,374	\$14,591	(\$65,783)



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 & MEMBERS OF THE
CHAMPAIGN COUNTY BOARD COMMITTEE of the WHOLE**

FROM: Deb Busey, County Administrator

DATE: October 3, 2012

**RE: RECOMMENDATION FOR AMENDMENT to SCHEDULE of
AUTHORIZED POSITIONS**

ISSUE

The Administrative Services Department and Physical Plant Division seek to re-align the current positions authorized for the two departments to better address the current and future operational needs and requirements of the departments.

Article 9-2 of the Champaign County Personnel Policy titled Schedule of Authorized Positions & Salary Grid, states that "*Recommendation for additions or deletions to the Schedule of Authorized Positions will be made by committee approval initiated by the Finance Committee for recommendation to the County Board.*"

HISTORY

The Physical Plant Department Schedule of Authorized Positions includes a Building Services Assistant position. Prior to the creation of the Building and Grounds Manager position in the Physical Plant Department, the Building Services Assistant had responsibility for supervision of the custodial staff. This responsibility was removed when the Building and Grounds Manager position was filled, and the primary functions for the Building Services Assistant position are now consistent with responsibilities assumed by the job classification Administrative Assistant. The current incumbent provides support to the first County Board COW meeting each month, and provides support to the Physical Plant in management of their day-to-day accounting and budgeting activities.

Administrative Services currently has two Administrative Assistant positions assigned to the staffing budget. However, the incumbent in the Building Services Assistant position has been fulfilling responsibilities consistent with an Administrative Services Administrative Assistant position.

RECOMMENDATION

I recommend to the Finance Committee of the Whole the approval of the elimination of the Building Services Assistant position from the Physical Plant Schedule of Authorized Positions, and the addition of a third Administrative Assistant position to the Administrative Services Schedule of Authorized Positions.

Administrative Services staff already provides administrative and clerical support activities to the IT Department and Physical Plant Department with our Administrative Assistant positions. I envision this support to other related and smaller departments to expand in December, as I expect our Administrative Assistants to provide support to the GIS Consortium as it transitions out of RPC, and to the newly established VAC Program. None of these departments requires a full-time Administrative Assistant position, and we are able to combine our three positions to adequately cover the needs of all these departments.

The current incumbent in the Building Services Assistant position would continue on as the Administrative Assistant for the Administrative Services Department. The classification of the Building Services Assistant position is in Grade Range I of the County's salary schedule; and the Administrative Assistant position is in Grade Range F. The salary for the current incumbent in the Building Services Assistant position is within the salary range for the Administrative Assistant position. Initially, there would be no change in impact on the budget as a result of this change in the staffing budget.

However, the current incumbent has also tendered notice of her resignation at the end of December. The hire of an Administrative Assistant upon her resignation will generate some budget savings over what the current incumbent would have been paid in FY2013.

Upon approval of this adjustment to the Schedule of Authorized Positions, the funds for the newly created position will be transferred to the Administrative Services Budget from the Physical Plant Budget, with no requirement for additional funding or budget amendment to the FY2012 budget for either department.

REQUESTED ACTION

The Finance Committee of the Whole recommends to the County Board the following changes to the Schedule of Authorized Positions: elimination of the Building Services Assistant position from the Physical Plant Department Schedule of Authorized Positions, and the addition of an Administrative Assistant position to the Administrative Services Department Schedule of Authorized Positions, effective October 28, 2012.

Thank you for your consideration of this recommendation.



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 & MEMBERS OF THE
CHAMPAIGN COUNTY BOARD COMMITTEE of the WHOLE**

FROM: Deb Busey, County Administrator

DATE: October 3, 2012

RE: REQUEST for WAIVER of HIRING FREEZE

ISSUE

Ranae Wolken, Building Services Assistant/Administrative Assistant, has tendered her notice of resignation of employment with Champaign County effective December 28, 2012. This request is to waive the hiring freeze requirements established by Resolution No. 7601 with regard to this position vacancy.

REPORT

The Administrative Services Department, County Board, Physical Plant and IT Department operations have relied on three individuals fulfilling responsibilities of Administrative Assistants over the last two years. On December 1, 2012, the services to be provided by these three positions will expand to include support services to two new departments – the Champaign County VAC Program, and the Champaign County GIS Consortium. In addition, there is a possibility the next session of the County Board will include more committee meetings than the current two monthly COW meeting schedule, which will also increase the demand placed on these three positions.

The Administrative Services Department has successfully managed the support for the County Board, Physical Plant and IT Departments with the current allocation of three positions. We are prepared to expand that support to include two new departments in December 2012; however it is simply not feasible for two individuals to fulfill all of the duties and responsibilities that these three assistants currently cover on a day-to-day basis for any extended period of time.

REQUEST

I request the Finance Committee of the Whole approve a waiver of the hiring freeze as set forth in Resolution No. 7601 with regard to the Administrative Assistant position vacancy which will occur on December 28, 2012; and further request approval to fill that position in compliance with the Champaign County Personnel Policy.

Thank you for your consideration of this request.



**JANO JUSTICE SYSTEMS
PROGRAM MAINTENANCE AGREEMENT**

Effective Date: December 1, 2012

Name of Licensed Program and Description	Source Code Incl.?	Designated Machine: Type, Model and Serial Number	Distribution Medium
CLERICUS MAGNUS Integrated Justice System	Yes	One IBM Power i Server on the Champaign County Network.	N/A

Maintenance Period Start Date	Maintenance Period End Date	Total Period Maintenance Fee Amount	Maintenance Fee Payment Frequency	Electronic Customer Support?
December 1, 2012.	November 30, 2013	Year 1 - \$109,069.	Annual-Due by December 31 st of each year	Yes

Champaign County's Designated Contact Persons:	
Name: Kirk Bedwell	Phone: 217-384-3753

This Licensed Program Maintenance Agreement made as of the date set forth above (the "Effective Date") by and between JANO Technologies, Inc. DBA JANO Justice Systems, a Mississippi corporation, (hereinafter referred to as "JANO") with its principal office located at 4798 McWillie Drive, Suite D, Jackson, Mississippi, 39206 and the County of Champaign Illinois (hereinafter collectively referred to as the "Customer") with its principal office located at 1776 East Washington St., Urbana, Illinois, 61802.



RECITALS:

Whereas, JANO and Customer have entered into a Software License Agreement for RFP-2000-024 dated October 25, 2002 (the "Software License Agreement"); and

Whereas, JANO and Customer intend that JANO shall provide software maintenance and service for the software which is the subject of the Software License Agreement;

NOW THEREFORE, in consideration of the covenants and agreements contained herein, and for other good and valuable consideration, the sufficiency of which is hereby acknowledged, the parties agree as follows:

1. **Definitions.** This Agreement describes the services, fees and procedure whereby JANO will provide the Program Maintenance Services (as defined hereafter) to Customer. In this Agreement, the following terms shall have the following meanings:

a. **Licensed Program(s).** The term "Licensed Programs" or "Licensed Program" refers to the JANO computer program, including source code, commonly known as CLERICUS MAGNUS Integrated Justice Information System and which includes those modules listed in Exhibit A, attached hereto and incorporated herein, including both the standard and optional features, and delivered to and for the benefit of the Clerk of the Circuit Court.

b. **Associated Documentation.** The term "Associated Documentation" refers to any written materials relating to any Licensed Program including, without limitation, installation instructions, operating service manuals, and training materials provided by JANO in connection with any Licensed Program.

c. **Software.** The term "Software" refers to the Licensed Programs and Associated Documentation and any corrections, modifications, additions, revisions, or enhancements of the Licensed Programs and Associated Documentations, that are provide to the County pursuant to this Agreement or the Software License Agreement.



2. **Program Maintenance Services.** The following program maintenance services are provided by JANO under this Agreement (collectively, the “Program Maintenance Services”):

a. **Licensed Program Services:** JANO will attempt to duplicate any problem the County is having, and, if the problem is caused by a defect in the Software, JANO will promptly correct or provide a reasonable bypass for the defect. A “defect” is defined as any problem in the Software which causes it to deviate from the specifications and the warranties for such Software set forth in the Software License Agreement and the Prime Contract. A “reasonable bypass” is a temporary workaround that provides substantially all of the previously-existing functionality and features of the Software without involving any material increase in time, resources, or effort on the part of the County or its Affiliates, or any material degradation in performance of the Software. Corrections of defects will be made by JANO through distribution of Software fixes, either on magnetic media or via electronic customer support (as described below). Cumulative defect corrections will be included with new Software releases when such releases are distributed. The County agrees to provide JANO with reasonable access to any of the County’s computers, or to any of its information technology personnel, as needed and as reasonably requested, to assist JANO personnel in ascertaining the nature and extent of the problem and in determining possible solutions. JANO shall provide reasonable methods by which the County’s designated contact persons shall report problems or apparent defects with the Software (including providing a toll-free telephone number, a facsimile number, an email address, and the URL of a World-Wide Web site through which problem reports may be submitted). Upon receiving the report of any problem, JANO shall immediately assign appropriately qualified personnel and begin diligent efforts to determine the cause of, and to promptly resolve, such problem. JANO shall continuously use its best efforts to resolve critical problems (i.e., those in which all or a substantial portion of the functionality of a Licensed Program or the System is unavailable for use by a significant number of the County’s or its Affiliates end-users) within eight (8) hours after such problem was reported. JANO shall use all commercially reasonable efforts to resolve non-critical problems within two (2) days, or as soon as commercially reasonable given the nature and extent of the impact of such problem upon the County and its Affiliates. JANO shall keep the County reasonably updated as to the status of all reported, but unresolved, problems.



b. Licensed Program Releases. From time to time, updates and releases of the Licensed Programs will be distributed by JANO to its customers (including the County) and shall include, but shall not be limited to, performance improvements, cumulative corrections or fixes, revisions, or enhancements that have been made to the Software since the last release or initial installation (each such update or release, a "Program Release"). JANO shall make available to the County any Program Releases necessary for the County to maintain compatibility with the most current releases and versions of the underlying operating system and database software (and the most current fixes and patches to such releases and versions) within a reasonable amount of time after such releases, versions, fixes, or patches become generally and commercially available to the licensed users of such software. The County shall be offered each Program Release by JANO at approximately the same time that such Program Release is made generally available to JANO's other customers. The County shall have the right, but not the obligation, to install any such Program Release. Installation of a Program Release is the County's responsibility. If the County has made modifications or additions to the Licensed Programs, JANO cannot be responsible for the successful installation of any Program Release, or for the correct operation, in conjunction with the new release, of any change or addition the County has made. Program Releases must be installed within 180 days after JANO makes the release generally available to its customers (including the County). JANO assumes no responsibility for any Licensed Program defects contained in prior Program Releases in the event that a new Program Release has been made available by JANO but is not installed by the County within such 180 day time period, and JANO cannot guarantee that hotline questions regarding such prior Program Releases will be properly or correctly answered. To the extent consistent with the foregoing provisions of this paragraph, each party shall reasonably cooperate with the other with respect to the County's migrating to new releases and versions of operating system or database software (or fixes and patches to such releases and versions) and each party shall use commercially reasonable efforts to keep the other party reasonably well-informed, both prior to and following any such migrations, regarding any problems that might reasonably be anticipated and any problems actually encountered.

c. Telephone Hotline Support: Telephone Hotline Support shall be provided to the County during JANO's normal business hours of 8:00 a.m. to 5:00 p.m. Central time (whether standard or daylight time, as applicable), Monday



through Friday. The County agrees to follow any reasonable hotline guidelines, as disseminated by JANO to the County, from time to time, reasonably in advance of when such guidelines take effect. For example, JANO asks that the County inform the JANO operator that the County's call is a hotline call for a particular Licensed Program (giving its name). Telephone Hotline Support includes, but is not limited to, application support and problem resolution for all Licensed Programs, answering "how to" questions, and responding to general inquires.

d. Electronic Customer Support: Electronic Customer Support is provided by JANO by electronically connecting the JANO computer to the County's computer via communication line, allowing JANO to remotely troubleshoot problems and distribute Software fixes to the County electronically. In order to utilize this Electronic Customer Support, the County is required to have, at the County's expense, communications support (hardware, system software, and a telephone connection) that is compatible with JANO, the specifications of which shall be promptly provided to the County in writing upon request. The County must authorize JANO to establish this service and, once authorized, JANO shall promptly establish such service. The parties shall jointly establish the reasonable security ground rules that will be followed. For example, JANO shall be required to obtain the County's written approval to view or change the County's or its Affiliates' data files while performing on-line troubleshooting or corrections. The County may be subject to pay any other telephone toll charges reasonably incurred by JANO in providing electronic customer support. Such charges will be itemized and billed to the County monthly, as provided for in this Agreement.

e. Licensed Program Currency: When an entity other than the County or any of its Affiliates, or a change in applicable laws or regulations, requires a change to be made in a data file layout or a report, or some other change to existing Licensed Program functionality, JANO will promptly make the necessary modifications to the Licensed Programs to comply with those required changes. Modifications necessitated by changes applicable laws or regulations, or by changes required by a regulatory agency, shall be made without charge. When changes are required by the County or any of its Affiliates and those changes require modifications to existing Licensed Program functionality, JANO has the option of charging the County for the specified changes at the rate of \$132.50 per hour.



3. **Fees, Invoicing and Payment.** The County agrees to pay all undisputed invoiced amounts, according to the terms specified in this Agreement. Payment of an invoice shall be due within thirty (30) days after the County's receipt of the invoice, absent notice by the County of any discrepancies or failure by JANO to provide the Program Maintenance Services in accordance with this Agreement. For each subsequent year of the Initial Maintenance Period (and for each Renewal Maintenance Period, as defined below), the Total Maintenance Period Fee, including the annual fee listed on page 1 of this Agreement, and any additional fees in accordance with Section 7 hereof, shall be invoice by JANO, and payable by the County, on an annual basis, by December 31st of each fiscal year of the contract.

4. **Miscellaneous.** Each party agrees that: (a) it shall not use the other party's name trademarks, trade names, service marks, logos, or other designations in any promotion or publication without the other party's prior written consent (and specifically with regard to JANO, JANO shall not reflect or represent in any promotion or publication that the County or any of its Affiliate approve of, or advocate the use of, the Software, without the County's prior written consent); (b) all information provided by the other party (and with respect to the County, its Affiliates) that could reasonably be considered confidential shall be kept in strict confidence and shall not be disclosed to any third party without the third party signing a reasonable confidentiality agreement; (c) it will notify the other party of any breach of this Agreement and allow the other party a reasonable opportunity (not more than thirty (30) days) to cure any such breach and comply with the terms hereof before it claims that the other party has breached any of its obligations under this Agreement; and (d) if any legal action is taken or initiated as a result of this Agreement, all costs of that legal action, including reasonable legal fees, will be paid by the non-prevailing party.

5. **The County's Responsibilities.** The County agrees: (a) to provide JANO with reasonable access to the County's facilities as necessary for JANO to fulfill its obligations, and if the County becomes aware of any reasonably unsafe conditions, or hazardous materials, to which JANO personnel would be exposed at any of the County's facilities, the County agrees to promptly notify JANO; and (b) to appoint a contact person for the County and one for each of its Affiliates, which contact persons shall have completed all the appropriate JANO training, and who, upon JANO's reasonable request, will disseminate JANO's instructions or corrections throughout the County's organization.



6. **Term and Termination.** At the expiration of the Initial Maintenance Period (as defined on the first page of this Agreement), and upon expiration of each subsequent Renewal Maintenance Period (as defined below), the County shall have the right to purchase maintenance services for an additional twelve (12) month period (each such period, a "Renewal Maintenance Period"), on the same terms and conditions as set forth in this Agreement. JANO shall give the County ninety (90) days written notice prior to the expiration of the Initial Maintenance Period and of each Renewal Maintenance Period, of its intent to seek a change in the applicable annual maintenance fee. Any such change in the annual maintenance fee for Renewal Maintenance Periods shall be negotiated by the parties in good faith. Either party may terminate this Agreement upon thirty (30) days written notice if the other party is in material breach of any of the terms of this Agreement, provided the breaching party is given prior written notice thereof and reasonable time (not to exceed thirty (30) days) to cure such breach. In the event JANO ceases offering the Program Maintenance Services or maintaining the Licensed Programs for any reason, then the County shall have the right to obtain from JANO, or its successors or representatives acting on behalf of JANO, such documentation as JANO shall have for, and immediate access to, the Software's source code so that the County may maintain its normal use of, and may modify as necessary, the Licensed Programs. Such documentation and source code shall be licensed to the County without additional charge, in accordance with the terms and conditions set forth in the Software License Agreement.

7. **Upgrade Impact on Maintenance Fees.** In the event the Licensed Programs are upgraded via custom programming or the purchase of new features, under a separate written agreement between the parties (other than the Prime Contract or the Software License Agreement), the Maintenance Period Fee will also be increased by an amount equal to a fraction (where the numerator is the number of months remaining till the anniversary date of the then current maintenance period and the denominator is 12) times the annual maintenance period fee for the custom programming or new features purchased by the County which will be 14% of the software cost.

8. **Assignment.** Neither party shall assign or in any other manner transfer or convey this Agreement, or any rights, duties, or obligations under this Agreement, without the prior written consent of the other party.



9. **Amendment.** This Agreement may be amended only in writing signed by both JANO and the County.

10. **Applicable Law and Venue.** This Agreement shall be construed in accordance with, and any and all disputes arising out of or in connection with this Agreement shall be governed by, the laws of the State of Illinois, without regard to conflict of law provisions thereof. In the event any party commences any legal or equitable action or proceeding to enforce the provisions of this Agreement, or to seek damages as a result of the breach of this Agreement, such action or proceeding shall be brought in a state court in the State of Illinois or in the United States District Court for the Central District of Illinois, and each of the parties hereby expressly consents to the jurisdiction of such courts over themselves and the subject matter of such actions or proceedings.

11. **Relationship of the Parties.** The parties acknowledge and agree that JANO is an independent contractor. The personnel of one party shall not in any way be considered agents or employees of the other. To the extent provided for by law, each party shall be responsible for the acts of its own employees. Each party shall be responsible for Workers' Compensation coverage for its own personnel. Further, JANO represents that it has complied, and warrants that it shall comply, with all federal, state and local laws and regulations regarding business permits and licenses that may be required for its performance under this Agreement and JANO warrants that it shall comply with all applicable laws and regulations in its performance under this Agreement.

12. **Confidentiality of the County Information.** JANO acknowledges that it may have access to confidential information of the County and its Affiliates because of its access to the County's and its Affiliates' records and facilities. JANO shall not use or review any written or verbal information which, by its nature and under the circumstances is confidential, including, but not limited to, information in court files (such as name, addresses, and nature of the matter), and any other information the County or its Affiliates deems confidential and notifies JANO of same. JANO shall in no event disclose any information as to which disclosure is prohibited by applicable law.



or suit, or take any other action, to the extent that it shall deem necessary or appropriate to enforce the rights of the County hereunder.

18. **Non-Solicitation.** Each party has gone to considerable time, effort, and expense to develop well-trained, experienced, and professional employees, and considers its employees to be an important asset of its organization. Therefore, except with the prior written consent of the other party, neither party shall, during the term of this Agreement and for one (1) year after expiration or termination thereof, solicit, attempt to hire, or hire any current or former employee of the other party, unless such person has not been employed by the other party for a period of at least one (1) year.

19. **Problem Reporting.** All issues with the Licensed Programs shall be reported using the JANO online website. A monthly review is to be held to discuss the progress being made on resolution of the problems. All work stoppage issues are to receive priority and should be resolved within three hours of first report. Problems are to be expedited based upon severity and length of time outstanding.

[SIGNATURE PAGE FOLLOWS.]



IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the Effective Date set forth above.

**THE COUNTY OF CHAMPAIGN,
ILLINOIS:**

**JANO Technologies, Inc. DBA
JANO Justice Systems:**

By _____
Chair, Champaign County Board

By _____
Vasco L. Bridges Jr., President

Date: _____

Date: _____

ATTEST:

By: _____
Champaign County Clerk