

CHAMPAIGN COUNTY BOARD COMMITTEE OF THE WHOLE
Justice & Social Services/Policy, Personnel, & Appointments/Finance Agenda
County of Champaign, Urbana, Illinois
Tuesday, February 12, 2013 – 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 – January 15, 2013 (*to be distributed*)
- IV. Approval of Agenda/Addenda**
- V. Public Participation**
- VI. Communications**
- VII. Policy, Personnel, & Appointments:**
- A. Appointments/Reappointments
1. Lincoln Legacy Committee – Term 3/1/2013-02/29/2015 1-2
Applicant:
• Heather Tucker (*incumbent*)
2. Community Action Board –Term Ending 12/31/2015 (*Client Representative*) 3-4
Applicant:
• Cedric Jones
3. Sangamon Drummer Drainage District
Steve Day – Resignation (*for information only*) 5-6
4. Sangamon Drummer Drainage District – Unexpired Term Ending 8/31/2015 7-8
Applicant:
• Steven Hawthorne
- B. County Clerk
1. January 2013 Report 9
- C. Regional Planning Commission
1. Ordinance Amending Ordinance No. 635, Establishing Procedures for Grant Application, Consideration, Acceptance and Renewal/Extension 10-11
- D. Mental Health Board/Developmental Disabilities Board
1. Memorandum Regarding Statute Revisions – (55 ILCS 105/) County Care for Persons with Developmental Disabilities Act 12-13
- a. Statutory Authority for DD Board Appointments 14-15
- b. CCDDDB By-Laws, Section Regarding Board Membership 16

E. <u>Board of Review</u>	
1. Board of Review Annual Report	17-18
F. <u>Sheriff</u>	
1. Resolution Regarding the Champaign County Sheriff’s Merit Commission	19
G. <u>County Administrator</u>	
1. Administrative Services Monthly Report – January 2013	20-22
2. Renewal of One-Year Term of Consulting Agreement with Gallagher Benefit Services Inc.	23-32
3. Request Review of GIS Consortium Positions by Job Content Evaluation Committee	33
4. Recommendation Regarding Supervision of Champaign County EMA	34-40
5. Job Content Evaluation Committee Recommendation for Circuit Clerk Position	41-45
H. <u>Other Business</u>	
1. Amended 2013 County Board Calendar of Meetings	46-49
2. Proposed Rule 8 Changes (<i>deferred from January</i>)	50
I. <u>Chair’s Report</u>	
J. <u>Designation of Items to be Placed on the County Board Consent Agenda</u>	

VIII. Finance:

A. Treasurer

1. Monthly Reports – January 2013 - Reports are available on the Treasurer’s webpage at <http://www.co.champaign.il.us/TREAS/reports.htm>
2. Resolution Authorizing the County Board Chair to Cancel the Appropriate Certificate of Purchase on a Mobile Home, Permanent Parcel No. 15-025-0324 51

B. Auditor

1. Monthly Reports – January 2013 - Reports are available on the Auditor’s webpage at <http://www.co.champaign.il.us/auditor/monthlyreports.htm>

C. Nursing Home

1. Monthly Report 52-72

D. Budget Amendments/Transfers

1. Budget Amendment #13-00012 73
Fund/Dept. 091 Animal Control-047 Animal Control Administration
Increased Appropriations: \$5,000
Increased Revenue: None: from Fund Balance
Reason: Add Postage Line
2. Budget Amendment #13-00014 74
Fund/Dept: 614 Recorder’s Automation Fund-012 Arraignment Court, 023 Recorder
Increased Appropriations: \$700
Increased Revenue: \$700
Reason: To Cover Rates for Unemployment Insurance

- D. Children’s Advocacy Center
 - 1. Application for FY2014 Funding from the Champaign County Mental Health Board 75-78
 - 2. Application for Renewal of Violent Crime Victims Assistance Grant 79-85
- E. State’s Attorney
 - 1. Renewal of Violent Crime Victims Assistance Grant 86-91
- F. Facilities Director
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- G. County Administrator
 - 1. General Corporate Fund FY2013 Budget Report 93-95
 - 2. General Corporate Fund FY2013 Budget Change Report 96
 - 3. Resolution for the Abatement and Reduction of Taxes Heretofore Levied for the Payment of Bonds 97-100
 - 4. Resolution Authorizing Loan to the General Corporate Fund from the Public Safety Sales Tax Fund 101
 - 5. Job Content Evaluation Committee Recommendation for Circuit Clerk Position 41-45
 - 6. Nursing Home Loan 102-111
 - a. Recommendation for Action Regarding the Loan from General Corporate Fund to the Nursing Home
 - b. Resolution No. 7689 – Approving Repayment Guidelines of the Loan to the Nursing Home (*information only*)
- H. Chair’s Report
- I. Designation of Items to be Placed on the Consent Agenda
- IX. Justice & Social Services:**
 - A. 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 – November 2012, December 2012
 - 2. Emergency Management Agency – January 2013
 - 3. Head Start – November 2012, December 2012, and January 2013
 - 4. Probation & Court Services – December 2012
 - 5. Public Defender – December 2012
 - 6. Veterans’ Assistance Commission – January 2013
 - B. Other Business
 - C. Chair’s Report
 - 1. Sheriff’s Drone Report
- X. Other Business**
- XI. Adjournment**

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM

PLEASE TYPE OR PRINT IN BLACK INK

NAME: Heather Tucker

ADDRESS: 1805 County Road 300 N Philo IL 61864
Street City State Zip Code

EMAIL: _____ PHONE: 766-2381

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: Lincoln Legacy Committee

BEGINNING DATE OF TERM: March 2013 ENDING DATE: February 2015

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

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

I have served with this group for two years as an appointed member and for several years prior as a consultant. I have volunteered with the Museum of the Grand Prairie for many years. My experience in public relations, media relations, and fundraising are of particular interest to this group.

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?

This group is responsible for maintaining and promoting the Lincoln exhibit in the courthouse.

We do this to the best of our ability taking public comment into consideration and spending our donated funds wisely.

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

I have been a part of this group since the formative stages of the exhibit at the courthouse. Our


funds are donated and we use them as the donors intended - to maintain, enhance and promote the Lincoln exhibit.

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

1/31/13

Date

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM

PLEASE PRINT IN BLACK INK

NAME: Cedric Jones PHONE: 217-372-0500 FAX: _____

ADDRESS: 1403 Collier Dr. Rantoul IL 61866
Street City State Zip

NAME OF APPOINTMENT BODY OR BOARD: CCRC Community Action Board

TITLE OF APPOINTMENT REQUESTED: client representative

BEGINNING DATE OF TERM REQUEST: Jan 1 2013 ENDING DATE: Dec 31, 2015

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

The Champaign County Board

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

Being that I, myself, am a youth I believe gives me a 1st hand perspective of the interests of today's youth. I am a peer mediator at Central highschool, a peer juror for the RPC, and I am a student council member. I have participated in a variety of clubs such as Drama, Creative writing, and the baseball team. Giving me a broader look into different activities & people.

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?

Yes, I can provide input into program decisions & planning. I believe my responsibilities as a board member would be to provide information and be a strong voice for the youth. Coming up with new ideas to bring to the table.

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

I have been an active member of RPC's peer court going on 2 years. I know some of the staff at RPC, and know that the goal is to ultimately better the community.

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

Yes _____ No

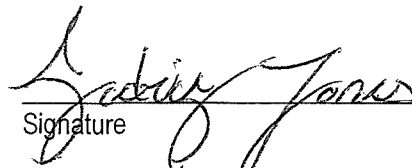
If yes, please explain:

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

Yes No _____

If no, please explain:

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



Signature

Date: 1-8-12

Law Offices of
TEPPER, MANN & COTTRELL, P.C.

National City Bank Building
507 South Broadway Avenue
P.O. Box 548
Urbana, Illinois 61803
Telephone (217) 328-4300
Facsimile (217) 328-4310

ARTHUR L. MANN
JAMES D. COTTRELL

RECEIVED

JAN 17 2013

CHAMPAIGN COUNTY
ADMINISTRATIVE SERVICES

MICHAEL TEPPER
(Deceased)

January 16, 2013

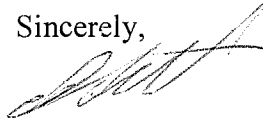
C. Pius Weibel
Champaign County Chairman
1776 E. Washington St.
Urbana, Illinois 61802

Re: Sangamon Drummer Drainage District

Dear Chairman:

Enclosed please find a Resignation for Commissioner Mr. Steve Day, Commissioner for the above District. The District is searching for his replacement, and we will keep you advised as to their progress.

Sincerely,



James D. Cottrell

IN THE CIRCUIT COURT OF THE SIXTH JUDICIAL CIRCUIT
CHAMPAIGN COUNTY, ILLINOIS

RECEIVED

In the matter of SANGAMON AND)
DRUMMER DRAINAGE DISTRICT,)
in the County of Champaign and)
State of Illinois)

No. 97-MC-9

JAN 17 2013

CHAMPAIGN COUNTY
ADMINISTRATIVE SERVICES

RESIGNATION OF COMMISSIONER

I, Steve Day, Commissioner of the above district, do hereby resign my
Commission, effective immediately.

Dated this 31 day of October, 2012.



Steve Day

Prepared by:
James D. Cottrell of
TEPPER, MANN & COTTRELL, P.C.
507 S. Broadway Avenue
Urbana, Illinois 61801
Telephone: (217) 328-4300
Facsimile: (217) 328-4310

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507 South Broadway Avenue
P.O. Box 548
Urbana, Illinois 61803
Telephone (217) 328-4300
Facsimile (217) 328-4310

ARTHUR L. MANN
JAMES D. COTTRELL

MICHAEL TEPPER
(Deceased)

February 1, 2013

RECEIVED

FEB - 5 2013

**CHAMPAIGN COUNTY
ADMINISTRATIVE SERVICES**

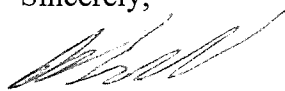
Alan Kurtz
Champaign County Chairman
1776 E. Washington St.
Urbana, Illinois 61802

Re: Sangamon Drummer Drainage District
No. 97-MC-9

Dear Chairman:

Enclosed please find an application for Mr. Hawthorne, as Commissioner of the above District. We have had a recent resignation, and we request that Mr. Hawthorne replace Mr. Day.

Sincerely,



James D. Cottrell

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM
Fire, Drainage & Cemetery

NAME: Steven Hawthorne PHONE: _____ FAX: _____

ADDRESS: 443 E 80 N Road Foosland, IL 61845
Street City State of Illinois Zip

TITLE OF APPOINTMENT REQUESTED: Sangamon And Drummer Drainage Commissioner

BEGINNING DATE OF TERM REQUESTED: 7-2012 ENDING DATE OF TERM REQUESTED 7-2015

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

THE CHAMPAIGN COUNTY BOARD

1. What experience and backgrounds do you have which you believe qualifies you for this appointment?

I have been a landowner within the District for many years, and am involved in the Agricultural field, and am familiar with Agricultural issues, and Drainage issues related to the same.

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

I am familiar with the District's operations, its boundaries, the existing Commissioners, and all District operations, at this time.

3. Are you aware of any conflict of interest which would prevent you from being appointed as, or in performing any of the duties of, a commissioner/trustee of the district for which you are requesting appointment? _____ yes X no.

If yes, explain.

Steven Hawthorne
Signature

Date: 1-26-2013



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
JANUARY
2013

Liquor Licenses & Permits	-
Civil Union License	75.00
Marriage License	1,550.00
Interests	34.12
State Reimbursements	-
Vital Clerk Fees	12,576.50
Tax Clerk Fees	7,170.51
Refunds of Overpayments	<u>36.00</u>
TOTAL	21,442.13
Additional Clerk Fees	1,850.00

ORDINANCE NO.

**AN ORDINANCE AMENDING ORDINANCE NUMBER 635 –
AN ORDINANCE ESTABLISHING PROCEDURES for GRANT APPLICATION,
CONSIDERATION, ACCEPTANCE and RENEWAL/EXTENSION**

WHEREAS, the County Board adopted Ordinance No. 635 on October 16, 2001 – an Ordinance Establishing Procedures for Grant Application, Consideration, Acceptance and Renewal/Extension; and

WHEREAS, the County Board Chair and Executive Director of the Regional Planning Commission have requested a change to Ordinance No. 635 with regard to grants sought and received by the Regional Planning Commission, in order to eliminate undue administrative burden because of the high volume of grants managed by the Regional Planning Commission, which of necessity are awarded to Champaign County; and

WHEREAS, to better facilitate the management of grants by the Regional Planning Commission, the County Board Chair and Executive Director of the Regional Planning Commission recommend the following paragraph be added to Ordinance No. 635:

7. Grants that are sought by and awarded to the Regional Planning Commission in Funds 075 and 475 shall not be subject to the afore-mentioned requirements of this Ordinance. The County Board Chair is hereby authorized to execute grant documents on behalf of the Regional Planning Commission, when the granting agency requires execution of the grant by the County Board Chair. With this exception, the County Board notes that all grants received by the Regional Planning Commission are documented in the annual budget which is approved by the County Board, and/or documented with a budget amendment during the fiscal year which is also subject to approval by the County Board. None of the grants received and administered by the Regional Planning Commission shall ever become an expense or demand upon the County's General Corporate Fund.

NOW, THEREFORE, BE IT AND IT IS HEREBY ORDAINED by the County Board of Champaign County, Illinois Ordinance No. 635 is amended with the addition of the following language:

7. Grants that are sought by and awarded to the Regional Planning Commission in Funds 075 and 475 shall not be subject to the afore-mentioned requirements of this Ordinance. The County Board Chair is hereby authorized to execute grant documents on behalf of the Regional Planning Commission, when the granting agency requires execution of the grant by the County Board Chair. With this exception, the County Board notes that all grants received by the Regional Planning Commission are documented in the annual budget which is approved by the County Board, and/or documented with a budget amendment during the fiscal year which is also subject to approval by the County Board. None of the grants

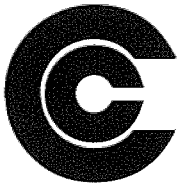
received and administered by the Regional Planning Commission shall ever become an expense or demand upon the County's General Corporate Fund.

PRESENTED, PASSED, APPROVED and RECORDED this 21st day of February, A.D. 2013.

ATTEST:

Alan Kurtz, Chair
Champaign County Board

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



CHAMPAIGN COUNTY MENTAL HEALTH BOARD

CHAMPAIGN COUNTY BOARD FOR CARE AND TREATMENT OF PERSONS WITH A DEVELOPMENTAL DISABILITY

BRIEFING MEMORANDUM

Date: January 15, 2013
Memo To: Al Kurtz, Champaign County Board Chair
Deb Busey, Champaign County Administrator
From: Peter Tracy, Executive Director
Subject: Statute Revisions – (55 ILCS 105/) County Care for Persons with
Developmental Disabilities Act

The purpose of this memorandum is to notify you of changes in the County Care for Persons with Developmental Disabilities Act (55 ILCS 105/) that may require your attention and possible action. The statutory authority for the Champaign County Developmental Disabilities Board (CCDDDB) is derived from this legislation.

Background

The Association of Community Mental Health Authorities of Illinois (ACMHAI), the trade association which represents Developmental Disabilities Boards (i.e., 377 Boards) and Mental Health Boards (i.e., 708 Boards) tracks all relevant legislation and introduces legislation to benefit people with disabilities in Illinois. In 2009, revisions to the County Care for Persons with Developmental Disabilities were proposed to increase the number of persons appointed to a 377 Board from three (3) people to five (5) people. In addition, references to “mental retardation” were replaced with “intellectually disabled” to bring the law into line with current terminology.

ACMHAI was interested in the possibility of increasing the size of 377 Boards as a means of improving the possibility of communication between board members. The requirements of the Open Meetings Act are such that a three (3) member board is prohibited from all intra-board communication unless the meeting is formally posted. Increasing the membership to five (5) does not address this inherent communication barrier. Ultimately the revised Act was authorized by the General Assembly, but did not come to my attention until earlier this month.

Description of Revisions in the Act

The primary change in that Act which requires your consideration is the permissive language in 55 ILCS 105/Sec. 3 (b) states:

The county board of any county that has established a 3-member board under this section may, by ordinance or resolution, provide that the county board for the care and treatment of persons with a developmental disability in that county shall consist of 5 members. Within 60 days after the ordinance or resolution is adopted, the presiding officer of the county, with the advice and consent of the county board, shall appoint 2 additional members. One member

shall serve for a term expiring on June 30 of the second year following his or her appointment, and one shall serve for a term expiring on June 30 of the third year following his or her appointment. Their successors shall serve for 3-year terms.

In addition to this section which give counties the discretionary authority to increase the number of members to five (5), other language changes pertain to the elimination of references to mental retardation and referendum process.

Analysis

The decision whether to increase the number of members of Champaign County Developmental Disabilities Board (CCDDB) is the purview of Champaign County Board. To do so, it is necessary for the Champaign County Board to pass an ordinance or resolution. Within sixty days following adoption of the ordinance or resolution, the Champaign County Board Chair, with the advice and consent of the Champaign County Board, shall appoint the two additional members to the CCDDB under terms as specified in the Act. The following are my opinions concerning the impact of increasing from three to five CCDDB members.

- This change would have no impact on the intra-board communication problem. Whether three or five members, no two members of the CCDDB could communicate without posting a formal CCDDB meeting.
- This change would have the potential of increasing diversity of opinions and having broader community representation on the CCDDB. Such diversity appears to be of increasing value to stakeholders, locally and statewide.

My Opinion

With respect to the Champaign County Board and recognizing that the decision and authority rests with them, I support the expansion of the Board from three to five members. This change will not address the cumbersome communication issues, but it does increase community participation in CCDDB policy and decision making.

Statutory Authority for DD Board Appointments

(55 ILCS 105/3) (from Ch. 91 1/2, par. 203)

Sec. 3. County board for care and treatment of persons with a developmental disability.

(a) When any county has authority to levy a tax for the purpose of this Act, the presiding officer of the county board with the advice and consent of the county board, shall appoint a board of 3 directors who shall administer this Act. The board shall be designated the "(name of county) County Board for Care and Treatment of Persons with a Developmental Disability". The original appointees shall be appointed for terms expiring, respectively, on June 30 in the first, second and third years following their appointment as designated by the appointing authority. All succeeding terms shall be for 3 years and appointments shall be made in like manner. Vacancies shall be filled in like manner for the balance of the unexpired term. Each director shall serve until his successor is appointed. Directors shall serve without compensation but shall be reimbursed for expenses reasonably incurred in the performance of their duties.

(b) The county board of any county that has established a 3-member board under this Section may, by ordinance or resolution, provide that the county board for care and treatment of persons with a developmental disability in that county shall consist of 5 members. Within 60 days after the ordinance or resolution is adopted, the presiding officer of the county, with the advice and consent of the county board, shall appoint the 2 additional members. One member shall serve for a term expiring on June 30 of the second year following his or her appointment, and one shall serve for a term expiring on June 30 of the third year following his or her appointment. Their successors shall serve for 3-year terms.

(Source: P.A. 96-295, eff. 8-11-09.)

(55 ILCS 105/4) (from Ch. 91 1/2, par. 204)

Statutory Authority for DD Board Appointments

Sec. 4. The directors shall meet in July, annually, and elect one of their number as president and one as secretary, and shall elect such other officers as they deem necessary. They shall adopt such rules for the administration of this Act as may be proper and expedient. They shall report to the court, from time to time, a detailed statement of their administration.

The board shall have exclusive control of all money paid into the Fund for Persons with a Developmental Disability and shall draw upon the county treasurer for all or any part of that fund required by the board in the performance of its duties and exercise of its powers under this Act.

The board may establish, maintain and equip facilities within the county, for the care and treatment of persons with a developmental disability together with such auxiliary facilities connected therewith as the board finds necessary. For those purposes, the board may acquire, to be held in its name, real and personal property within the county by gift, grant, legacy, purchase or lease and may occupy, purchase, lease or erect an appropriate building or buildings for the use of such facilities and all related facilities and activities.

The board may provide for the care and treatment of persons with a developmental disability who are not residents of the county and may establish and collect reasonable charges for such services.

(Source: P.A. 88-380; 88-388; 89-585, eff. 1-1-97.)

CCDDB BY-LAWS – SECTION REGARDING BOARD MEMBERSHIP

- C. Members of the Champaign County Developmental Disabilities Board (CCDDB) shall be residents of Champaign County and, as nearly as possible, be representative of interested groups of the community concerned with developmental disabilities as well as the general public. To the extent possible, members of the CCDDB shall represent the geographic areas of the County. Members may be representative of local health departments, medical societies, local comprehensive health planning agencies, hospital boards and lay associations. No member of the CCDDB may be a full-time or part-time employee of the Office of Developmental Disabilities (DHS?ODD) or a Board member or employee of any facility or service operating under contract to the CCDDB. The term of office for each member shall be three (3) years. All terms shall be measured from the first day of July within the calendar year of appointment. Vacancies shall be filled for an expired term in the same manner as original appointments.

- D. Any member of the CCDDB may be removed by the appointing officer for absenteeism, neglect of duty, misconduct, or malfeasance in office, after being given a written statement of the charges and an opportunity to be heard thereon.

BOARD OF REVIEW

Champaign County
Illinois

Telephone (217) 384-3758
FAX (217) 384-3762

Brookens Administrative Center
1776 E. Washington
Urbana, IL 61802-4581



January 31, 2013

Alan Kurtz, Chairman
Champaign County Board
1776 E Washington
Urbana, IL 61802

Board of Review Yearly Report

The Board of Review (Laura Sandefur, Mark Whitsitt, Elizabeth Burgener-Patton) has completed its work for the 2012 assessment year. We officially signed the assessment books on January 31, 2013, and forwarded them to the County Clerk.

Board of Review Summary of Work

	<u>2011</u>	<u>2012</u>
Complaint Appeals	2104	2113
PTAB Appeals	8	2
Applications for Exemptions	74	146
Certificates of Error (corrections to tax bills)	230	252
Omitted Properties	24	27
Board's Own Motions (changes other than complaints)	838	835
Requests for > \$100,000 Assessed Value	46	29

Of Special Interest:

- 1) Mark Whitsitt and Elizabeth Burgener-Patton were sworn in as new BOR members on July 2, 2012.
- 2) The Board of Review rules and procedures were updated and adopted. Updates included extended hours from 8:00am to 4:00 pm for hearing complaints, revising the appeal form to be more user friendly, as well as accepting complaints via email to better serve taxpayers.
- 3) There were a total of 2,143 complaints filed of which 1098 were answered by 09/21/2012. The remaining 1032 were divided by township between the three board members. All 1032 remaining complaints were viewed and comparables were identified to establish values. As of 12/14/2012, 99% of the complaints were answered, allowing the assessor's office to tie out townships without the typical end of year rush. All complaints have been subsequently answered.

- 4) All in all, the transition to the new Board of Review went as well as could be expected. The Supervisor of Assessments and his entire office staff were extremely helpful, supportive and patient in training the new members. They all did everything they could to make Mark and Liz's addition to the Board an easy, pleasant experience.

Based on this past year's experience, we have identified some areas which we plan on improving for next year to make the tax appeal process even more taxpayer friendly.

Please don't hesitate to stop by or call with any questions or concerns regarding 2012 or 2013. We welcome any suggestions you have as well.

Elizabeth Burgener-Patton
Chairman, Board of Review

RESOLUTION NO. _____

RESOLUTION REGARDING THE CHAMPAIGN COUNTY SHERIFF'S MERIT COMMISSION

WHEREAS, the Champaign County Board was authorized to create a Sheriff's Merit Commission pursuant to the Sheriff's Merit Commission Law, 55 ILCS 5/3-8001 et seq; and

WHEREAS, the Champaign County Board has created a Sheriff's Merit Commission, in Resolution Number 489, "Champaign County Sheriff's Department Merit Commission"; and

WHEREAS, pursuant to the Sheriff's Merit Commission Law, 55 ILCS 5/3-8007, the Commission has the duties, pursuant to recognized merit principles of public employment, of certification for employment and promotion, and, upon complaint of the sheriff or states attorney, to discipline or discharge as the circumstances may warrant; and

WHEREAS, the Sheriff Merit Commission Law, 55 ILCS 5/3-8009, requires the Commission to, pursuant to recognized merit principles of public employment, formulate, adopt and put into effect its own rules, regulations and procedures for its operation and the transaction of its business; and to set standards and qualifications for each class; and

WHEREAS, the Champaign County Board approved and adopted Rules and Regulations, Administrative Procedures, for the operation of a Merit System, in Resolution Number 506, "Champaign County Sheriff Department Merit Commission"; and

WHEREAS, the Champaign County Board recognizes the duty and the authority of the Commission to, pursuant to recognized merit principles of public employment, formulate, adopt and put into effect its own rules, regulations and procedures for its operation and the transaction of its business, and to set standards and qualifications for each class, without the approval or consent of the County Board.

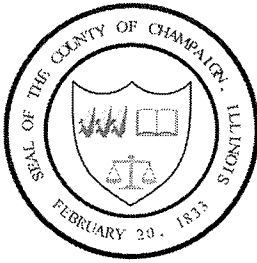
NOW, THEREFORE, BE IT ORDAINED by the County Board of Champaign County that Resolution Number 506, "Champaign County Sheriff Department Merit Commission" is hereby rescinded.

PRESENTED, PASSED, APPROVED, AND RECORDED this 21st day of February, A.D. 2013.

ATTEST:

Alan Kurtz, Chair
Champaign County Board

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



CHAMPAIGN COUNTY ADMINISTRATIVE SERVICES

1776 East Washington Street, Urbana, Illinois 61802-4581

ADMINISTRATIVE, BUDGETING, PURCHASING, & HUMAN RESOURCE
MANAGEMENT SERVICES

Deb Busey, County Administrator

ADMINISTRATIVE SERVICES – MONTHLY HR REPORT
JANUARY 2013

VACANT POSITIONS LISTING

VACANT POSITIONS LISTED ON DATA BASE
JANUARY, 2013

FUND	DEPT	POSITION TITLE	HOURLY RATE	REG HRS	REG SAL	FY 2013 HRS	FY '13 SAL
80	22	DEPUTY COUNTY CLERK	\$11.74	1950	\$22,893.00	1950	\$22,893.00
80	28	PC APPLICATIONS PRG	\$23.97	1950	\$46,741.50	1950	\$46,741.50
80	30	ADMIN SECRETARY	\$13.82	1950	\$26,949.00	1950	\$26,949.00
80	30	LEGAL CLERK	\$11.74	1950	\$22,893.00	1950	\$22,893.00
80	40	CLERK	\$11.74	1950	\$22,893.00	1950	\$22,893.00
80	40	DEP SHRF--PATROL	\$21.34	2080	\$44,387.20	2080	\$44,387.20
80	41	LEAD PROSECUTOR	\$30.34	1950	\$59,163.00	1950	\$59,163.00
80	71	SKILLED TRADES	\$18.01	2080	\$37,460.80	2080	\$37,460.80
80	140	DEP SHRF--CORR	\$18.48	2080	\$38,438.40	2080	\$38,438.40
80	140	DEP SHRF--CORR	\$18.48	2080	\$38,438.40	2080	\$38,438.40
80	140	DEP SHRF--CORR	\$18.48	2080	\$38,438.40	2080	\$38,438.40
80	140	PT MASTER CONTROL	\$11.74	1040	\$12,209.60	1040	\$12,209.60
-- TOTAL --			\$209.88		\$410,905.30		\$410,905.30

UNEMPLOYMENT REPORT

Notice of Claims received – 12 total

- 5 – Nursing Home
- 4 – Physical Plant
- 1 – Corrections
- 1 – Auditor
- 1 – Sheriff

Employer Protests Filed – 4 total

- 2 – Nursing Home
- 1 – Auditor
- 1 - Corrections

Benefit Determinations

- 1 – Nursing Home benefits allowed
- 5 – Nursing Home benefits denied

Notice of Telephone Hearing

- 1 – Nursing Home

Notice of Pending Appeal

- 3 – Nursing Home

PAYROLL REPORT

JANUARY PAYROLL INFORMATION

Pay Group	1/11/2013		1/25/2013	
	EE's Paid	Total Payroll \$\$	EE's Paid	Total Payroll \$\$
General Corp	492	\$923,678.31	506	\$864,619.61
Nursing Home	206	\$246,924.15	220	\$244,762.19
RPC/Head Start	213	\$260,571.32	218	\$268,953.48
Total	911	\$1,431,173.78	944	\$1,378,335.28

HEALTH INSURANCE/BENEFITS REPORT

January, 2013

Total Number of Employees Enrolled: 731

General County Union:

Single 235; EE+spouse 25; EE+child(ren) 44; Family 38; waived 49

Nursing Home Union:

Single 65; EE+ spouse 10; EE+child(ren) 3; Family 0; waived 14

Non-bargaining employees:

Single 132; EE+spouse 27; EE+child(ren) 22; Family 29; waived 38

Life Insurance Premium paid by County: \$1,877.59

Health Insurance Premium paid by County: \$332,034.70

Health Reimbursement Account contribution paid by County: \$18,492.00

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

January 2013 : 5.92%

January 2013 : 3 of 552 Employees left Champaign County

WORKERS' COMPENSATION REPORT

<u>Entire County Report</u>	<u>January 2013</u>	<u>January 2012</u>
New Claims (1/1 – 1/31)	7	5
Closed Claims (1/1 – 1/31)	2	9
Open Claims	32	18

(Ongoing #, total number of open claims as of 1/31)

Year to Date Total (Open Claims for the year)

January 2012 9

January 2013 7 21

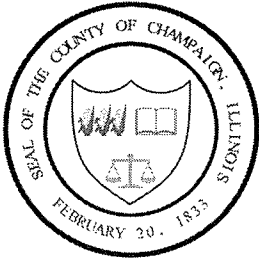
EEO REPORT

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

January EEO Report - General County Only	Programmer (IT)	Skilled Trades (Physical Plant)	Correctional Officer (CCSO)	JANUARY - TOTALS
Total Applicants Applied	8	29	50	87
Male	5	28	41	74
Female	3	0	9	12
Undisclosed	0	1	0	1
Caucasian	6	22	37	65
African-American	0	5	11	16
Asian or Pacific Islander	2	0	0	2
Hispanic	0	0	1	1
Native American or Alaskan Native	0	1	0	1
Two of more races	0	1	1	2
Undisclosed	0	0	0	0
Veteran Status	0	4	14	18
Disability	0	0	0	0

ADMINISTRATIVE SUPPORT to COUNTY BOARD REPORT

Agendas Posted	13	Meetings Staffed	5	Minutes Posted	6
Appointments Posted	2	Notification of Appointment	2	Contracts Posted	0
Calendars Posted	5	Resolutions Prepared	13	Ordinances Prepared	2



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: James Quisenberry, Deputy Chair of Policy, Personnel & Appointments,
and MEMBERS of the CHAMPAIGN COUNTY BOARD**

FROM: Deb Busey, County Administrator

DATE: February 4, 2013

**RE: Approval of First Additional Renewal Year for Consulting Agreement
with Gallagher Benefit Services**

ISSUE:

In March 2011, the County Board approved a Consulting Agreement with Gallagher Benefit Services, Inc. to provide employee benefits consulting services for a term of 24 months, through April 1, 2013, which agreement gives the client the option of renewing the relationship for up to three additional one-year terms, renewable one term at a time. This recommendation is to enact the first one-year renewal year option with Gallagher Benefit Services, to allow them to continue providing benefits consulting services through April 1, 2014.

ANALYSIS:

Over the two-year period the County has worked with Gallagher Benefit Services, we have gained the following benefits from the relationship:

1. We have established a Labor Management Health Insurance Committee, and our broker through Gallagher – John Malachowski – has been instrumental in providing educational presentations to the members of the Committee.
2. John Malachowski, through the resources of Gallagher Benefit Services, has brought formulaic analysis of statistical information provided by Health Alliance Medical Plans (HAMP) in the annual renewal process, and is fully able to understand and interpret that statistical information. This has resulted in a better overall base understanding of health insurance costs by the members of the Health Insurance Committee, and has also resulted in an ability to challenge some of the information presented by HAMP, resulting in their making some corrections/edits to that information resulting in improved premium proposals.
3. Other services required by the Consulting Agreement have been met to the complete satisfaction of the County, and in many areas in an exemplary manner.

4. The County's total health insurance cost increases under the assistance provided by Gallagher Benefit Services was:
 - a. 0.34% in FY2012;
 - b. 5.17% in FY2013;in both years increases that are below national and local trends and averages.
5. Working with John Malachowski, the Labor Management Health Insurance Committee is prepared to begin the consideration of recommending to the County Board moving to a self-funded Health Insurance Program.

For all of the above reasons, I recommend the County Board enact the option to renew this agreement for the first of three potential renewal years. The continuity of these services as we continue to move forward in just the 2nd year of the Labor Management Health Insurance Committee, and in considering a transition to a self-funded health insurance option, is of great benefit to the County.

The fee charged by Gallagher Benefit Services for FY2011 and FY2012 was \$40,000 each year. The fees paid by the County to the County's prior broker in FY2010 were \$77,000. At this time, with the one year renewal option for the period from April 1, 2013-March 31, 2014, Gallagher Benefit Services proposes an increase to \$50,000 for their annual fee. That figure has been included in the FY2013 Health Insurance Fund budget.

OPTIONS AVAILABLE TO THE COUNTY BOARD

1. Approve First Additional Renewal Year for Consulting Agreement with Gallagher Benefit Services for the period April 1, 2013 – March 31, 2014.
2. Direct an RFQ for Broker Services for Employee Benefits be prepared and released.

RECOMMENDATION:

I recommend the approval of the First Additional Renewal Year for Consulting Agreement with Gallagher Benefit Services for the period April 1, 2013 – March 31, 2014 with a total annual fee in the amount of \$50,000.

Thank you for your consideration of this recommendation. The Consulting Agreement Renewal with Gallagher Benefit Services, Inc. is attached for your information.

attachments

CONSULTING AGREEMENT

This Consulting Agreement (this "Agreement") is made between Gallagher Benefit Services, Inc., a Delaware corporation ("GBS"), and Champaign County (the "Client").

The Client wishes to enter into a consulting relationship with GBS with the terms and conditions set forth in this Agreement, and GBS is willing to accept such a consulting relationship.

In consideration of and in reliance upon the previous paragraph and the terms and conditions contained in this Agreement, the Client and GBS agree as follows:

1. Engagement

The Client engages GBS as an employee benefits consultant as stated in this Agreement and GBS accepts this engagement. During the time that GBS is performing services for the Client under this Agreement, and for all purposes outlined in this document, GBS' status will be that of an independent contractor of the Client.

2. Term and Termination

The Effective Date of this Agreement is *April 1, 2013*. The term of GBS' engagement under this Agreement (the "Consulting Period") will begin as of the Effective Date and will remain in effect for twelve (12) months from the Effective Date, with options for two additional renewal years. The client shall have the option of renewing the relationship for up to two additional one-year terms, renewable one term at a time. The Client's decision to renew shall be provided to GBS at least ninety (90) days prior to the termination of the then current term, to allow the parties the opportunity to negotiate a fee for the renewal term.

Either party may terminate this Agreement by giving the other party at least thirty (30) days written notice of its intent to terminate. In the event such termination is effective during the Consulting Period (including any renewed Consulting Period), Client shall be responsible to GBS for any services performed prior to the date of termination and GBS shall be responsible to Client to continue to provide services in connection with the coverages placed with the carriers listed in Section 4 below until the date of termination of this Agreement.

3. Services

GBS will provide employee benefits management consulting services to the Client and consult with its employees, representatives, agents and contractors as to such matters as more fully described in Exhibit A attached to this Agreement and incorporated herein. GBS will perform other services as the Client and GBS mutually agree in writing.

4. Compensation

Subject to any changes as may be mutually agreed by the parties, GBS will receive, as compensation for its services under this Agreement, an initial fee in the amount of \$50,000.00 for services rendered from the Effective Date of this agreement through March 31, 2014.

In the event an insurance company cancels or refuses to renew an insurance coverage that had been placed by GBS, on behalf of the Client, GBS will use its best efforts to obtain appropriate replacement coverage from another insurance company.

(a) GBS Is Not a Fiduciary Under ERISA. To the extent that one or more of the Client's employee benefit plans are subject to the Employee Retirement Income Security Act, as amended (ERISA) and in spite of any other provision of this Agreement to the contrary, the parties agree and acknowledge that:

(i) GBS' services under this Agreement are not intended in any way to impose on GBS or any of its affiliates a fiduciary status under the Employee Retirement Income Security Act of 1974, as amended ("ERISA") ; and

(ii) this Agreement does not provide GBS, and the Client will not cause or permit GBS to assume, without prior written consent of GBS, any:

- (A) discretionary authority or discretionary control respecting management of any "employee benefit plan" within the meaning of Section 3(3) of ERISA (an "ERISA Plan"),
- (B) authority or control respecting management or disposition of the assets of any ERISA Plan, or
- (C) discretionary authority or discretionary responsibility in the administration of any ERISA Plan.

(b) Reliance. In the performance of its duties, GBS may rely upon, and will have no obligation to independently verify the accuracy, completeness, or authenticity of, any written instructions or information provided to GBS by the Client or its designated representatives and reasonably believed by GBS to be genuine and authorized by the Client.

(c) No Practice of Law. GBS will not be obligated to perform, and the Client will not request performance of, any services which may constitute unauthorized practice of law. The Client will be solely responsible for obtaining any legal advice, review or opinion as may be necessary to ensure that its own conduct and operations, including the engagement of GBS under the scope and terms as provided herein, conform in all respects with applicable State and Federal laws and regulations (including ERISA, the Internal Revenue Code, State and securities laws and implementing regulations) and, to the extent that the Client has foreign operations, any applicable foreign laws and regulations.

(d) Subcontractors. GBS may cause another person or entity, as a subcontractor of GBS, to provide some or all of the services required to be performed by GBS hereunder.

(e) Conflict of Interest. GBS' engagement under this Agreement will not prevent it from taking similar engagements with other clients who may be competitors of the Client. GBS will, nevertheless, exercise care and diligence to prevent any actions or conditions which could result in a conflict with Client's best interest.

(f) Acknowledgements. In connection with GBS' services under this Agreement, Client agrees that:

(i) Although GBS will apply its professional judgment to access those insurance companies it believes are best suited to insure the Client's risks, there can be no assurance that the insurance companies GBS has accessed are the only or are the best suited ones to insure the Client's risks.

(ii) Any compensation of the types described above and disclosed to it does not constitute a conflict of interest and the Client expressly waives any claims alleging any such conflict of interest.

(iii) The final decision to choose any insurance Client has been made by the Client in its sole and absolute discretion. The Client understands and agrees that GBS does not take risk, and that GBS does not guarantee the financial solvency or security of any insurance company.

(iv) The compensation payable to GBS is solely for the services set forth under this Agreement, including Exhibit A. Any additional administrative, claims representative or other services (collectively, "Additional Services") will be governed by the terms of a separate agreement covering the Additional Services.

(v) The Client is responsible for immediate payment of GBS' fees (if applicable) and payment of premiums for all insurance placed by GBS on Client's behalf. If any amount is not paid in full when due, including premium payments to insurance companies, that nonpayment will constitute a material breach of this Agreement that will allow GBS to immediately terminate this Agreement, at its option, without notice to the Client, and may allow an insurance company for the Client's risks to cancel any applicable policies in accordance with the terms of such policies.

5. *Confidentiality*

(a) Client Information. GBS recognizes that certain confidential information may be furnished by the Client to GBS in connection with its services pursuant to this Agreement ("Confidential Information"). GBS agrees that it will disclose Confidential Information only to those who, in GBS' reasonable determination, have a need to know such information. Confidential Information will not include information that (i) is in the possession of GBS prior to its receipt of such information from the Client, (ii) is or becomes publicly available other than as a result of a breach of this Agreement by GBS, or (iii) is or can be independently acquired or developed by GBS without violating any of its obligations under this Agreement. However, disclosure by GBS of any Confidential Information pursuant to the terms of a valid and effective subpoena or order issued by a court of competent jurisdiction, judicial or administrative agency or by a legislative body or committee will not constitute a violation of this Agreement.

(b) HIPAA Privacy. In spite of Sections 6(a) above, GBS and the Client will each comply with any prohibitions, restrictions, limitations, conditions, or other requirements to the extent they apply to them directly or indirectly pursuant to the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") and its implementing regulation concerning privacy of individually identifiable health information as set forth in 45 CFR Parts 160-164, as amended from time to time. Where required, the Client, as a representative of the health plans and GBS will enter into a separate Business Associate Agreement.

(c) Use of Names; Public Announcements. No party will use, in any commercial manner, the names, logos, trademarks or other intellectual property of the other party without its prior written consent. Except as may be required by law, no party will issue any press releases or make any public announcements of any kind regarding the relationship between the parties without the other party's prior consent.

6. *Indemnification*

(a) GBS agrees to indemnify, defend, protect, save, and keep harmless Client from any and all loss, cost, damage, or exposure arising from the negligent acts or omissions of GBS.

(b) Client agrees to indemnify, defend, protect, save, and keep harmless GBS, its affiliates and subsidiaries, from any and all loss, cost, damage, or expense from:

(i) any financial obligation to pay premiums to any insurer, excess insurer, or reinsurer;

(ii) the legality or validity of the operations, organization, or structure of Client;
and

(iii) the negligent acts or omissions of Client.

7 *Notices*

Any notices, requests and other communications pursuant to this Agreement will be in writing and will be deemed to have been duly given, if delivered in person or by courier, telegraphed, or by facsimile transmission (provided that the sender received electronic confirmation of receipt by recipient) or sent by express, registered or certified mail, postage prepaid, addressed as follows:

If to the Client: Champaign County
 1776 E. Washington
 Champaign, IL 61802
 Attention: Debra Busey
 217.384.3896

If to GBS: Gallagher Benefit Services, Inc.
 101 S. Main Street, Ste. 200
 Decatur, IL 62523
 Attention: John Malachowski
 Fax: 217.223.3332

Either party may, by written notice to the other, change the address to which notices to such party are to be delivered or mailed.

8 *Miscellaneous*

(a) Severability. The various provisions and subprovisions of this Agreement are severable and if any provision or subprovision or part thereof is held to be unenforceable by any court of competent jurisdiction, then such enforceability will not affect the validity or enforceability of the remaining provisions or subprovisions or parts thereof in this Agreement.

(b) Entire Agreement; Amendment. This Agreement, including all exhibits hereto, constitutes the entire agreement between the parties and supersedes all prior agreements and understandings, whether oral or written, between the parties regarding the subject matter hereof. This Agreement may be modified or amended only by a written instrument executed by both parties.

(c) Governing Law., Rule of Construction. This Agreement will be construed, interpreted and enforced in accordance with the laws of the State of [state where Client is located] without giving effect to the choice of law principles thereof or any canon, custom or rule of law requiring construction against the drafter.

(d) Successors. This Agreement shall be binding upon and shall inure to the benefit of all assigns, transferees and successors in the interest of the parties hereto.

(e) Counterparts. This Agreement may be executed by the parties in several counterparts, each of which shall be deemed to be an original copy.

(f) Survival of Provisions. Sections 2, 4, 6 and 7 will survive the termination of this Agreement.

[The remainder of this page intentionally left blank. The parties' signatures appear on the following page.]

IN WITNESS WHEREOF, the parties hereto have caused this Consulting Agreement to be duly executed on the date first written above.

COUNTY OF CHAMPAIGN

By: _____

Name: _____

Title: County Board Chair

GALLAGHER BENEFIT SERVICES, INC.

By: John T. Malachowski

Name: John T. Malachowski

Title: Vice President, Client Development

EXHIBIT A
SCOPE OF SERVICES

RENEWAL ANALYSIS:

- Review and evaluate carrier projections
- Create financial modeling reports using proprietary Apex software
- Coordinate carrier negotiations
- Create employee contribution modeling reports
- Review identified benchmarks of projected plan costs
- Develop "working" rates for Client analysis and approval
- Assist with budget projections
- Provide renewal alternatives with cost impact of benefit plan changes

PERIODIC PLAN FINANCIAL REPORTS: (FREQUENCY TO BE MUTUALLY AGREED UPON)

- Summary of plan costs
- Analysis of actual vs. budget
- Employee contributions
- Large claims tracking
- Utilization review

- Comparison to prior claim period
- Plan trends

ANNUAL FINANCIAL REPORTS (END OF YEAR ACCOUNTING):

- Executive summary of program expenses
- Comparison of current costs to renewal costs
- Future plan costs projections
- Dollars saved by contract negotiation
- Percent of benefit dollars paid by employee

LEGISLATIVE AND CORPORATE COMPLIANCE SUPPORT:

- Provide legislative updates, including Technical Bulletins and Directions newsletters
- Evaluate plan design to assist with compliance with state and federal regulations
- Conduct periodic seminars on regulatory issues
- Assist with the review and evaluation of COBRA and HIPAA compliance procedures
- Provide general information and guidance to assist with compliance with ERISA, FMLA, USERRA, Medicare Part D and other Federal legislation that directly affects the administration of plan benefits
- Provide template or sample compliance notices, certificates of creditable coverage and enrollment forms as reasonably requested by Client

CARRIER MARKETING AND NEGOTIATIONS, AS DIRECTED BY CLIENT:

- Work with Client to develop a strategy to identify goals, analyze program costs and review both current and alternative funding arrangements
- Manage the renewal process with the current carrier to control costs
- Implement carrier renewal strategies with Client
- Manage RFP development that tailors the RFP to the desires, needs and financial directions provided by Client
- Explore alternative funding solutions

- Evaluate vendor responses to track variations in coverage and costs as they are identified
- Conduct finalist interviews, when appropriate to investigate and document intangibles such as personalities, service orientation and responsiveness
- Draft renewal analysis report, based on renewal negotiation, covers program and claims cost projections as well as complete information on benefit designs
- Facilitate decision process by coordinating close collaboration and discussions among the GBS team and Client

DAY TO DAY ADMINISTRATIVE ASSISTANCE

- Assist County employees in settling claims or grievances relating to insurance benefit issues.

EMPLOYEE EDUCATION PROGRAMS:

- Monthly benefit communication directed to employees

COMMUNICATION MATERIALS:

- Assist with the drafting and distribution of participant Satisfaction Surveys, if determined appropriate by client
- Assist with the drafting and distribution of Open Enrollment-New Member Orientation summary information and any other communications pertaining to the health and welfare program
- Provide annual open enrollment guidance and employee meeting materials, including coordinating and participating in open enrollment meetings
- Connect2MyBenefits Website Employee Communication Portal

BENEFIT ADMINISTRATION ASSESSMENT:

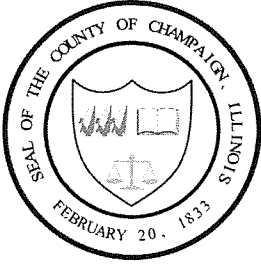
- Periodic evaluation of internal plan enrollment and benefit termination processes
- Review, coordinate and implement Client agreed upon plan "best practices" to help limit plan liability and increase participant satisfaction

MARKET BENCHMARKING STUDIES:

- Industry Surveys

BENEFIT PLAN DESIGN (OR REDESIGN):

- Help Client identify business and HR objectives that impact benefits
- Review with Client possible benefit strategies to meet their objectives
- Help Client evaluate/review current scope of benefits package — e.g., types & levels of coverage
- Work with Client to develop funding and contribution strategies
- Assist with budget projections for design alternatives



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: James Quisenberry, Deputy Chair-Policy, Personnel & Appointments & Members of the Champaign County Board Committee of the Whole

FROM: Deb Busey, County Administrator

DATE: February 4, 2013

RE: REQUEST for EVALUATION of GIS POSITIONS

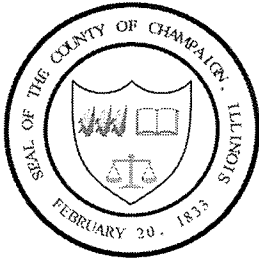
The recent move of the GIS Consortium from administrative oversight by the Regional Planning Commission to General County requires the positions within the Consortium be reviewed, evaluated and classified under the County's system for position classification. I am writing to request the approval of the Policy, Personnel & Appointments Committee to submit the six GIS positions to the Job Content Evaluation Committee for review, evaluation and classification under the County's system.

Upon review and evaluation by the Job Content Evaluation Committee, a recommendation will be provided to the Policy, Personnel & Appointments Committee for approval, and then forwarded to the Finance Committee and ultimately the County Board to document the appropriate classifications of these positions within the County system. This is all consistent with Article 9 of the Champaign County Personnel Policy, setting forth the guidelines for salary administration.

REQUESTED ACTION:

The Policy, Personnel and Appointments Committee, approves the referral of the six GIS Consortium positions to the Job Content Evaluation Committee for evaluation and review to determine position classification and description.

Thank you for your consideration of this issue.



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: James Quisenberry, Deputy Chair of Policy, Personnel & Appointments,
and MEMBERS of the CHAMPAIGN COUNTY BOARD**

FROM: Deb Busey, County Administrator

DATE: January 29, 2013

**RE: Supervision of Champaign County Emergency Management Agency
(EMA)**

ISSUE:

The Champaign County EMA has historically been a stand-alone operation, within the General Corporate Fund, headed by an appointed EMA Coordinator and staffed with one full-time Assistant. With the announcement by John Carlson, current County EMA Director, of his intent to leave this position with the County, I thought we should review the structure for the County's Emergency Management Agency to see if there is opportunity to improve it.

ANALYSIS:

Currently, the County EMA Coordinator is an appointed official, and pursuant to the County Personnel Policy is selected by the County Administrator, with appointment approved by the County Board. The Coordinator is one of two positions in the County EMA Department, a budget included in the General Corporate Fund. The Coordinator reports to the County Administrator.

Over the last decade, emergency management has grown to a very robust and comprehensive responsibility within county government. Although there has been a significant expansion of responsibility, the County's EMA has not grown or expanded at all in terms of staffing and resources. At the same time, many of the issues dealt with in EMA are also issues that are dealt with by the Sheriff, and by his command and patrol staff as emergency management relates to public safety.

The Illinois Emergency Management Agency Act (20 ILCS 3305), anticipates and allows that a County may appoint the county's EMA responsibility to the Sheriff. For Champaign County, if the County Board appointed the Sheriff as EMA Coordinator, the Sheriff would delegate the responsibility to one of his command staff, who could then provide supervision and oversight to the two-person civilian staff that we would still maintain in the EMA budget. Benefits to this approach over the current structure are:

1. The Sheriff has command staff who are already trained and versed in mandatory standards and training related to emergency management, and could provide more comprehensive and knowledgeable oversight, direction, and supervision to the civilian staff assigned to EMA;
2. Resource sharing of staff and equipment is better achieved when the two operations of EMA and the Sheriff's Office are linked under the supervision of the Sheriff (e.g. – in the event of an emergency, civilian county officials may be consumed with their own personal issues while some professional management staff in the Sheriff's Office would likely always be available);
3. The discipline of staffing management through a command structure such as used by the Sheriff's Office is an added benefit, as it is the type of structure utilized by all the public safety operations which integrate and work with the EMA on a daily basis, and most particularly in an emergency situation when the Emergency Operations Center is utilized.

It is my belief that for all these reasons, the Sheriff is in a better position to oversee and supervise the operation and staffing of the EMA than the County Administrator is. This structure of placing EMA under the jurisdiction of the Sheriff is currently in effect and working in the following counties: Boone, Kankakee, Kendall, Macon, Ogle, and Whiteside.

To ensure this structure recommendation does not pose issues of concern for our major partners, this proposal has been presented to both the Cities of Champaign and Urbana, and to the University of Illinois. In all instances, there is support for this transition for Champaign County EMA. A letter of support from the University of Illinois is included with this Memo for your information.

RECOMMENDATION:

I recommend the responsibility for EMA Coordinator be appointed to the Sheriff of Champaign County.

REQUESTED ACTION:

The Policy, Personnel & Appointments Committee recommends to the County Board that the EMA Coordinator responsibility be appointed to the Sheriff.

Thank you for your consideration of this recommendation. The current EMA Coordinator Job Description is attached for your review, as well as the letter of support from the University of Illinois.

attachments

Champaign County Job Description

Job Title: EMA Coordinator
Department: EMA (Emergency Management Agency)
Reports To: County Administrator
FLSA Status: Exempt
Grade Range: K
Prepared Date: August, 2009

SUMMARY Maintains a current operational emergency operation plan for the County.

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

Responsible for maintaining an emergency operation plan for the County. Coordinates disaster planning efforts with local EMA organizations, public safety departments, area hospitals, the news media and the University of Illinois Risk Management unit as well as the State of Illinois Management Agency.

Meets with appropriate agencies to update an on-site coordination plan which eliminates duplication efforts and confusion during emergency situations. Reviews contingency plans in the event of possible manmade and natural disasters, shares information with area emergency coordinators and prepares proposals for new equipment and procedures.

Responsible for the activation of emergency plans in accordance with established policy and is on 24-hour call. Monitors news and severe weather situations. In emergencies, contacts all required, designated and volunteer staff in order to secure divers, communications personnel, storm spotters and other necessary resources, equipment and personnel.

Responsible for requesting state assistance and enrolling and discharging volunteers during emergency situations.

Coordinates the County's responsibilities for development of Public Safety Plans and the rewrite/update of current emergency and disaster plans (SARA Title III Hazardous Materials Plan, Champaign County All Hazard Plan, the Terrorism Consequence Management and the Pandemic flu Plan).

Meets with staff from schools, nursing homes and businesses and provides assistance to developing emergency plans for each facility. Works to secure joint purchases of equipment and shared training costs in order to reduce EMA unit expense.

Ensures that the general public receives reasonable notification of emergency situations and meets with the media to encourage cooperation.

Responsible for the County to maintain an Emergency Operation Plan that meets State and Federal mandates for accreditation in order to be allowed to participate in State and Federal

grant programs.

Responsible for exercising the County plans with Public Safety Departments and private agencies.

SUPERVISORY RESPONSIBILITIES Directly supervises 1-2 employees in EMA and up to 18 volunteer personnel during various emergencies and other activities. Also strongly influences individuals and organizations involved with emergencies throughout the County. Carries out supervisory responsibilities in accordance with the County's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

During emergencies, one or more of the following may also report to the Coordinator: Chief of Communications, Chief of Disaster Response, Chief of Scuba Team and Chief of Special Vehicles.

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

EDUCATION and/or EXPERIENCE Bachelor's Degree in Emergency Planning. Three to five years of experience in emergency management and/or supervising disaster plan response operations. Knowledge of State and Federal system operations. Knowledge of grant process.

LANGUAGE SKILLS Ability to read and interpret documents such as Federal and State regulations, operating and maintenance instructions, and procedure manuals. Ability to write reports and correspondence. Ability to speak effectively before groups of employees, public safety employees or the general public.

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

REASONING ABILITY Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in written or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS As required.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Normal physical activity, although during times of emergencies, individual may encounter difficult situations such as severe weather, flooding or possible manmade catastrophe. The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk; sit; and talk; or hear.

The employee is occasionally required to use hands to finger, handle, or feel; and reach with hands and arms. The employee must occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision and color vision.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. Normal office conditions unless involved with directing on-site disaster recovery. The noise level in the work environment is usually quiet.

UNIVERSITY OF ILLINOIS
AT URBANA - CHAMPAIGN

Division of Public Safety

Police Department
1110 West Springfield Avenue
Urbana, IL 61801



January 22, 2013

Sheriff Dan Walsh
Champaign County Sheriff's Department
204 East Main Street
Urbana, Illinois 61801

Sheriff Walsh,

I am writing to express my support for the proposed realignment of Champaign County Emergency Management services. It came to my attention on January 17th, 2013 that the current Director of Champaign County Emergency Management (John Carlson) intends to retire on January 31st. Upon learning of Director Carlson's pending retirement, I learned that Lieutenant Shane Cook of the Champaign County Sheriff's Office was a probable candidate to replace Director Carlson. I fully support Lieutenant Cook to fulfill this important position.

I have worked closely with Lieutenant Cook both as a police officer and in my current role as the Emergency Planning Lieutenant with the University of Illinois Police Department. Lieutenant Cook and I served together as police officers with the Rantoul Police Department and currently serve together with the Champaign County Emergency Planners Group that was led by Director Carlson. Lieutenant Cook is a consummate professional who is well versed in emergency response protocols and is extremely intelligent. I have full confidence that Lieutenant Cook can build upon his current knowledge of emergency management and utilize the resources of the current Deputy Director of Champaign County Emergency Management (John Dwyer) to expand his expertise in this ever growing discipline.

I spoke with Deputy Director Dwyer on January 18th, 2013 and he advised he would welcome the opportunity to work directly with Lieutenant Cook. Deputy Director Dwyer stated he respected the knowledge base Lieutenant Cook would bring to the position and believed their partnership would benefit all emergency service personnel in Champaign County. The proposed realignment of Champaign County Emergency Management reporting directly to you as the Sheriff was also appealing to Deputy Director Dwyer.

Having Champaign County Emergency Management report directly to the Champaign County Sheriff's Office has several benefits that would increase the overall effectiveness of our interagency partners. First, having a direct reporting line to the Champaign County Sheriff's Office would expedite resource requests during emergency situations.

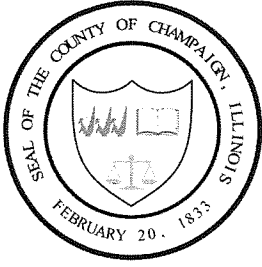
Having a clear chain of command that reports directly to a major resource entity in Champaign County would increase our collective ability to dispatch personnel and/or other equipment in a timely manner. Secondly, having Champaign County Emergency Management working closely with a major law enforcement agency on a daily basis will establish and solidify relationships that will undoubtedly be needed during emergency situations. Lastly, and perhaps most important, having Champaign County Emergency Management be led by the Sheriff of Champaign County adds an increased level of credibility to the discipline. It is imperative that emergency management agencies have a confident and respected leader that can make difficult decisions and effectively manage stressful situations. We are fortunate to have a strong and confident individual leading the Champaign County Sheriff's Office that has these character traits.

The administration and law enforcement professionals of the University of Illinois at Urbana-Champaign fully endorse the proposed realignment and look forward to the opportunity of serving together to protect and increase the safety of all members of Champaign County.

Please don't hesitate to contact our office directly if any representative from Champaign County would like to speak with us in more detail about this issue.

Respectfully,

Lieutenant Todd Short
University of Illinois Police Department
Office of Campus Emergency Planning
1110 West Springfield Avenue
Urbana, Illinois 61801
(217)-244-4877
tshort@illinois.edu



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: James Quisenberry, Deputy Chair of Policy, Personnel & Appointments;
Christopher Alix, Deputy Chair of Finance;
And MEMBERS of the CHAMPAIGN COUNTY BOARD**

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

DATE: February 4, 2013

RE: REVIEW and RECOMMENDATION for CIRCUIT CLERK ADMINISTRATIVE SECRETARY

Pursuant to direction from the Policy, Personnel & Appointments Committee of the Whole on January 15, 2013, the Job Content Evaluation Committee has met to review and re-evaluate the classification and job description of the Administrative Secretary position in the Circuit Clerk's Office.

REPORT:

The Job Content Evaluation Committee reviewed the submitted position analysis questionnaire that had been completed and approved by Circuit Clerk Katie Blakeman. The Committee was also provided with an updated job description for this position. Ms. Blakeman also met with the Committee and explained the proposed changes for the position in terms of additional management and supervisory responsibilities which will be added to this position with respect to office organization initiatives being implemented by Ms. Blakeman. Based upon the information received, the Job Content Evaluation Committee has classified this position in Grade G. The Committee also recommends a change in job title to Executive Assistant to the Circuit Clerk, with other appropriate changes to the job description (included as an attachment to this Memorandum).

This is a non-bargaining unit position which is currently vacant because the previous incumbent retired as of December 31, 2012. The FY2013 hourly rates pursuant to the County's approved Salary Ranges for Grade Range G is \$16.33/hour/minimum, \$20.41/hour/mid-point, and \$24.50/hour/maximum.

REQUESTED ACTION for POLICY, PERSONNEL & APPOINTMENTS:

The Policy, Personnel & Appointments Committee recommends to the Finance Committee approval of classification of the Circuit Clerk Executive Assistant to the Circuit Clerk position to Grade Range G.

REQUESTED ACTION for FINANCE:

The Finance Committee recommends to the County Board approval of classification of the Executive Assistant to the Circuit Clerk position to Grade Range G.

Thank you for your consideration of this recommendation

cc: Katie Blakeman, Circuit Clerk

attachments

CHAMPAIGN COUNTY SALARY ADMINISTRATION PROGRAM
JOB CONTENT EVALUATION COMMITTEE REPORT

Date of Request: January 15, 2013

RE-EVALUATION OF POSITION

Department Requesting: Circuit Clerk
Position Title: Executive Assistant to Circuit Clerk
Current Job Points: 325
Current Classification Range: E
FY2013 Current Range Minimum Salary: \$13.82
FY2013 Current Range - Incumbent Salary: N/A
Bargaining Unit: N/A
FLSA Status: Non-Exempt

Job Evaluation Committee Recommendation: ReClassification

Recommended Title: Executive Assistant to the Circuit Clerk
Re-Evaluated Job Points: 434
Recommended Classification Range: G
Recommended Range Minimum Salary: \$18.02
Contractual Salary for Incumbent: N/A
Bargaining Unit: N/A
FLSA Status: Non-Exempt

Date of Job Evaluation Committee Recommendation: February 4, 2013

Champaign County Job Description

Job Title: Executive Assistant to Circuit Clerk
Department: Circuit Clerk
Reports To: Circuit Clerk
FLSA Status: Non-exempt
Grade Range: G
Prepared Date: February, 2013

SUMMARY Assists and acts in a confidential capacity to perform administrative and secretarial duties for the Circuit Clerk of Champaign County, including matters regarding the formulation, determination and effectuation of the management policies of the department regarding labor relations. This position is excluded from the bargaining units.

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

Manages schedule of Department Head. Arranges appointments and coordinates meetings as required. Assists in departmental budget preparation by gathering data required for budget projections, performing routine mathematical calculations such as percentages and types budget documents. Maintains records of subsequent budgetary expenditures. Serves as payroll backup.

Performs purchasing tasks for the department by contacting vendors, preparing and typing requisitions, approving invoices for payment and maintaining records of purchases. Responsible for maintaining inventory of general office supplies, ordering all items needed for day-to-day operations.

Responsible for general office management tasks, such as: processing mail, organizing meetings, maintenance of Circuit Clerk web content, answering department head phone line, and serving as primary department contact both internally and externally, including all advertising.

Responsible for several special projects, such as: maintaining records of all Circuit and County Administrative Orders, the administration of annual drainage district elections, supervision of Jury Commission and issuance of Jury Summons, the coordination of RSVP volunteers, preparation of all quarterly and annual statistical reporting, and maintenance and revision of all Circuit Court forms. Position serves as Health and Safety Officer for the Circuit Clerk's Office, and processes Workman's Compensation claims.

Prepares memorandums outlining and explaining administrative procedures and policies to supervisory workers, and monitors compliance. Answers written, telephone and in-person inquiries from the public regarding departmental procedures.

SUPERVISORY RESPONSIBILITIES Provides direction and may periodically

supervise 3-4 employees. Carries out supervisory responsibilities in accordance with the collective bargaining agreement, the County's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

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

EDUCATION and/or EXPERIENCE Graduation from a 2-year program with some word processing and personal computer training supplemented by 5 or more years of administrative experience or equivalent combination of education and experience. Requires good knowledge of County government operations.

LANGUAGE SKILLS Ability to write reports, business correspondence and policy and procedure recommendations. Ability to effectively present information and respond to questions from individuals, groups and the general public.

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

REASONING ABILITY Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

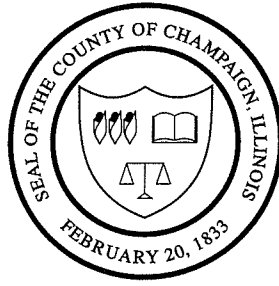
CERTIFICATES, LICENSES, REGISTRATIONS As required.

PHYSICAL DEMANDS While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel; and talk; or hear. The employee is occasionally required to stand; walk; and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus.

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

Alan Kurtz
Chair
email: akurtz@co.champaign.il.us

Jon Schroeder
Vice-Chair



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

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

BOARD 2013 CALENDAR OF MEETINGS - AMENDED
ALL MEETINGS HELD IN THE LYLE SHIELDS MEETING ROOM,
Brookens Administrative Center, 1776 East Washington, Urbana, IL
(unless otherwise noted)

January 8, 2013 - 6pm	Environment & Land Use Committee
January 10, 2013 - 6pm	County Facilities Committee
January 11, 2013 - 9am	Highway Committee (at the County Highway Facility)
January 15, 2013 - 6pm	Committee of the Whole (<i>Policy, Personnel & Appointments, Justice & Social Services, Finance</i>)
January 24, 2013 - 7pm	COUNTY BOARD
January 29, 2013 - 6pm	Reserved for County Board Study Session, if required
February 5, 2013 - 6pm	County Facilities Committee
February 7, 2013 - 6pm	Environment & Land Use Committee
February 8, 2013 - 9am	Highway Committee (at the County Highway Facility)
February 12, 2013 - 6pm	Committee of the Whole (<i>Policy, Personnel & Appointments, Justice & Social Services, Finance</i>)
February 21, 2013 - 7pm	COUNTY BOARD
February 28, 2013 - 6pm	Reserved for County Board Study Session, if required
March 5, 2013 - 6pm	County Facilities Committee
March 7, 2013 - 6pm	Environment & Land Use Committee
March 8, 2013 - 9am	Highway Committee (at the County Highway Facility)
March 12, 2013 - 6pm	Committee of the Whole (<i>Policy, Personnel & Appointments, Justice & Social Services, Finance</i>)
March 21, 2013 - 7pm	COUNTY BOARD

March 26, 2013 – 6pm	<i>Reserved for County Board Study Session, if required</i>
April 2, 2013 – 6pm	County Facilities Committee
April 4, 2013 – 6pm	Environment & Land Use Committee
April 5, 2013 – 9am	Highway (at the County Highway Facility)
April 11, 2013 – 6pm*	Committee of the Whole (<i>Policy, Personnel & Appointments, Justice & Social Services, Finance</i>) (*Moved to Thursday because of Election on April 9 th)
April 18, 2013 – 7pm	COUNTY BOARD
April 23, 2013 – 6pm	<i>Reserved for County Board Study Session, if required</i>
May 7, 2013 – 6pm	County Facilities Committee
May 9, 2013 – 6pm	Environment & Land Use Committee
May 10, 2013 – 9am	Highway (at the County Highway Facility)
May 14, 2013 – 6pm	Committee of the Whole (<i>Policy, Personnel & Appointments, Justice & Social Services, Finance</i>)
May 23, 2013 – 7pm	COUNTY BOARD
May 28, 2013 – 6pm	<i>Reserved for County Board Study Session, if required</i>
June 4, 2013 – 6pm	County Facilities Committee
June 6, 2013 – 6pm	Environment & Land Use Committee
June 7, 2013 – 9am	Highway (at the County Highway Facility)
June 11, 2013 – 6pm	Committee of the Whole (<i>Policy, Personnel & Appointments, Justice & Social Services, Finance</i>)
June 20, 2013 – 7pm	COUNTY BOARD
June 25, 2013 – 6pm	<i>Reserved for County Board Study Session, if required</i>
July 2, 2012 – 6pm	County Facilities Committee
July 2, 2013 – 7:30pm	Environment & Land Use Committee (*Note change in date/time due to July 4 th Holiday)
July 5, 2013 – 9am	Highway (at the County Highway Facility)
July 9, 2013 – 6pm	Committee of the Whole (<i>Policy, Personnel & Appointments, Justice & Social Services, Finance</i>)
July 18, 2013 – 7pm	COUNTY BOARD

July 23, 2013 – 6pm	<i>Reserved for County Board Study Session, if required</i>
August 6, 2013 – 6pm	County Facilities Committee
August 8, 2013 – 6pm	Environment & Land Use Committee
August 9, 2013 – 9am	Highway (at the County Highway Facility)
August 13, 2013 – 6pm	Committee of the Whole (<i>Policy, Personnel & Appointments, Justice & Social Services, Finance</i>)
August 22, 2013 – 7pm	COUNTY BOARD
August 26, 27 & 28, 2013 – 6pm	<i>FY2014 Legislative Budget Hearings</i>
September 3, 2013 – 6pm	County Facilities Committee
September 5, 2013 – 6pm	Environment & Land Use Committee
September 6, 2013 – 9am	Highway (at the County Highway Facility)
September 10, 2013 – 6pm	Committee of the Whole (<i>Policy, Personnel & Appointments, Justice & Social Services, Finance</i>)
September 19, 2013 – 7pm	COUNTY BOARD
September 24, 2013 – 6pm	<i>Reserved for County Board Study Session, if required</i>
October 8, 2013 – 6pm	County Facilities Committee
October 10, 2013 – 6pm	Environment & Land Use Committee
October 11, 2013 – 9am	Highway (at the County Highway Facility)
October 15, 2013 – 6pm	Committee of the Whole (<i>Policy, Personnel & Appointments, Justice & Social Services, Finance</i>)
October 24, 2013 – 7pm	COUNTY BOARD
October 29, 2013 – 6pm	<i>Reserved for County Board Study Session, if required</i>
November 5, 2013 – 6pm	County Facilities Committee
November 7, 2013 – 6pm	Environment & Land Use Committee
November 8, 2013 – 9am	Highway (at the County Highway Facility)
November 12, 2013 – 6pm	Committee of the Whole (<i>Policy, Personnel & Appointments, Justice & Social Services, Finance</i>)
November 21, 2013 7pm	COUNTY BOARD

November 26, 2013 – 6pm *Reserved for County Board Study Session, if required*

December 3, 2013 – 6pm County Facilities Committee
December 5, 2013 – 6pm Environment & Land Use Committee
December 6, 2013 – 9am Highway (at the County Highway Facility)

December 10, 2013 – 6pm Committee of the Whole (*Policy, Personnel & Appointments, Justice & Social Services, Finance*)

December 19, 2013 – 7pm COUNTY BOARD

Proposed Rules Change-Deferred from January

Rule 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, **unless said changes are being proposed as the Rules to be adopted by the County Board at the Biennial Organizational Meeting, in which case the fourteen (14) day advance notice requirement shall not imply, but such changes shall require a 2/3 majority of County Board Members for approval**

RECEIVED

FEB 06 2019

C. C. TREAS. OFF

02-13-001

RESOLUTION



WHEREAS, pursuant to the authority of 35 ILCS 516/35 the County of Champaign, as Trustee for the Taxing Districts, has undertaken a program to collect delinquent mobile home taxes;

WHEREAS, Pursuant to this program, the County of Champaign, as Trustee for the Taxing Districts, has acquired an interest in the following described mobile home:

MH PARK: CANDLEWOOD ESTATES
VIN: 2038108H
YR/SQ FT: 1973 / 600
Page: 116A Book: 19

PERMANENT PARCEL NUMBER: 15-025-0324

As described in certificate(s): 49 sold on October 24, 2008

Commonly known as: 324 MCLEAN ST

and it appearing to the Budget & Finance Committee that it would be to the best interest of the County to accept full payment of the delinquent taxes, penalties, interest, and costs from the owner of an interest in said property.

WHEREAS, Gabriel Ledezma, has paid \$1,286.50 for the full amount of taxes involved and a request for surrender of the tax sale certificate has been presented to the Budget & Finance Committee and at the same time it having been determined that the County shall receive \$558.83 as a return for its Certificate(s) of Purchase. The County Clerk shall receive \$45.00 for cancellation of Certificate(s) and to reimburse the revolving account the charges advanced from this account. The remainder is the amount due the agent for his services.

THEREFORE, your Budget & Finance Committee recommends the adoption of the following resolution:

BE IT RESOLVED BY THE COUNTY BOARD OF CHAMPAIGN COUNTY, ILLINOIS, that the Chairman of the Board of Champaign County, Illinois, authorizes the cancellation of the appropriate Certificate(s) of Purchase on the above described mobile home for the sum of \$558.83 to be paid to the Treasurer of Champaign County, Illinois, to be disbursed according to law. This resolution to be effective for sixty (60) days from this date and any transaction between the above parties not occurring within this period shall be null and void.

ADOPTED by roll call vote this _____ day of _____, _____

ATTEST:

CLERK

COUNTY BOARD CHAIRMAN

SURRENDER

02-13-001

Champaign County Nursing Home
Actual vs Budget Statement of Operations

12/31/12

1

Description	Actual	Budget	Variance	YTD Actual	YTD Budget	Variance
Operating Income						
Miscellaneous Revenue						
Lunch Reimbursement	540.00	525.00	15.00	540.00	525.00	15.00
Late Charge, NSF Check Charge	1,895.72	1,334.00	561.72	1,895.72	1,334.00	561.72
Other Miscellaneous Revenue	20.00	717.00	(697.00)	20.00	717.00	(697.00)
Total Miscellaneous Revenue	2,455.72	2,576.00	(120.28)	2,455.72	2,576.00	(120.28)
Medicare A Revenue						
Medicare A	231,485.39	201,154.00	30,331.39	231,485.39	201,154.00	30,331.39
ARD - Medicare A	16,789.22	14,568.00	2,221.22	16,789.22	14,568.00	2,221.22
NH Pt_Care - Medicare Advantage/ Hmo	52,973.75	42,629.00	10,344.75	52,973.75	42,629.00	10,344.75
ARD_Pt Care - Medicare Advantage/ HMO		884.00	(884.00)		884.00	(884.00)
Total Medicare A Revenue	301,248.36	259,235.00	42,013.36	301,248.36	259,235.00	42,013.36
Medicare B Revenue						
Medicare B	18,755.49	39,052.00	(20,296.51)	18,755.49	39,052.00	(20,296.51)
Total Medicare B Revenue	18,755.49	39,052.00	(20,296.51)	18,755.49	39,052.00	(20,296.51)
Medicaid Revenue						
Medicaid Title XIX (IDHFS)	335,488.37	341,342.00	(5,853.63)	335,488.37	341,342.00	(5,853.63)
ARD - Medicaid Title XIX (IDHFS)	123,845.37	155,113.00	(31,267.63)	123,845.37	155,113.00	(31,267.63)
Patient Care-Hospice	40,247.55	8,071.00	32,176.55	40,247.55	8,071.00	32,176.55
ARD Patient Care - Hospice	37,799.68	5,842.00	31,957.68	37,799.68	5,842.00	31,957.68
Total Medicaid Revenue	537,360.97	510,368.00	27,012.97	537,360.97	510,368.00	27,012.97
Private Pay Revenue						
VA-Veterans Nursing Home Care	20,154.03	11,507.00	8,647.03	20,154.03	11,507.00	8,647.03
ARD - VA - Veterans Care		2,923.00	(2,923.00)		2,923.00	(2,923.00)
Nursing Home Patient Care - Private Pay	274,061.41	273,516.00	545.41	274,061.41	273,516.00	545.41
Nursing Home Beauty Shop Revenue	3,371.50	3,731.00	(359.50)	3,371.50	3,731.00	(359.50)
Medical Supplies Revenue	5,409.35	5,594.00	(184.65)	5,409.35	5,594.00	(184.65)
Patient Transportation Charges	1,086.75	1,626.00	(539.25)	1,086.75	1,626.00	(539.25)
ARD Patient Care- Private Pay	87,101.50	84,475.00	2,626.50	87,101.50	84,475.00	2,626.50
Total Private Pay Revenue	391,184.54	383,372.00	7,812.54	391,184.54	383,372.00	7,812.54
Adult Day Care Revenue						
VA-Veterans Adult Daycare	3,343.20	2,500.00	843.20	3,343.20	2,500.00	843.20
IL Department Of Aging-Day Care Grant (Title XX)	9,968.10	12,917.00	(2,948.90)	9,968.10	12,917.00	(2,948.90)
Adult Day Care Charges-Private Pay	361.15	4,667.00	(4,305.85)	361.15	4,667.00	(4,305.85)
Total Adult Day Care Revenue	13,672.45	20,084.00	(6,411.55)	13,672.45	20,084.00	(6,411.55)
Total Income	1,264,697.53	1,214,687.00	50,010.53	1,264,697.53	1,214,687.00	50,010.53

Operating Expenses

Administration

Reg. Full-Time Employees	23,217.40	29,665.00	6,447.60	23,217.40	29,665.00	6,447.60
Temp. Salaries & Wages	1,638.86	903.00	(735.86)	1,638.86	903.00	(735.86)
Per Diem		209.00	209.00		209.00	209.00
Overtime	265.26	103.00	(162.26)	265.26	103.00	(162.26)
TOPS - Balances	(1,320.49)	1,185.00	2,505.49	(1,320.49)	1,185.00	2,505.49
TOPS - FICA	(101.02)	90.00	191.02	(101.02)	90.00	191.02
Social Security - Employer	1,754.33	2,210.00	455.67	1,754.33	2,210.00	455.67
IMRF - Employer Cost	2,171.06	2,866.00	694.94	2,171.06	2,866.00	694.94
Workers' Compensation Insurance	1,923.32	1,707.00	(216.32)	1,923.32	1,707.00	(216.32)
Unemployment Insurance	78.02	500.00	421.98	78.02	500.00	421.98

Monday, February 04, 2013

3:35 PM

Champaign County Nursing Home
Actual vs Budget Statement of Operations

12/31/12

2

Description	Actual	Budget	Variance	YTD Actual	YTD Budget	Variance
Employee Health/Life Insurance	3,859.20	4,840.00	980.80	3,859.20	4,840.00	980.80
IMRF - Early Retirement Obligation	3,465.44	3,510.00	44.58	3,465.44	3,510.00	44.56
Employee Development/Recognition	33.97	154.00	120.03	33.97	154.00	120.03
Employee Physicals/Lab	1,500.00	1,922.00	422.00	1,500.00	1,922.00	422.00
Stationary & Printing		322.00	322.00		322.00	322.00
Books, Periodicals & Manuals	69.00	11.00	(58.00)	69.00	11.00	(58.00)
Copier Supplies	770.65	749.00	(21.65)	770.65	749.00	(21.65)
Postage, UPS, Federal Express	330.27	619.00	288.73	330.27	619.00	288.73
Operational Supplies	1,306.51	2,133.00	826.49	1,306.51	2,133.00	826.49
Audit & Accounting Fees	4,023.50	3,661.00	(362.50)	4,023.50	3,661.00	(362.50)
Attorney Fees		7,249.00	7,249.00		7,249.00	7,249.00
Professional Services	28,732.85	50,250.00	21,517.15	28,732.85	50,250.00	21,517.15
Job Required Travel Expense	68.84	165.00	96.16	68.84	165.00	96.16
Insurance	22,441.67	20,620.00	(1,821.67)	22,441.67	20,620.00	(1,821.67)
Property Loss & Liability Claims		481.00	481.00		481.00	481.00
Computer Services	8,461.67	4,203.00	(4,258.67)	8,461.67	4,203.00	(4,258.67)
Telephone Services	1,510.62	1,475.00	(35.62)	1,510.62	1,475.00	(35.62)
Automobile Maintenance		48.00	48.00		48.00	48.00
Legal Notices, Advertising	218.00	3,924.00	3,706.00	218.00	3,924.00	3,706.00
Photocopy Services	1,100.00	870.00	(230.00)	1,100.00	870.00	(230.00)
Public Relations	292.10	3.00	(289.10)	292.10	3.00	(289.10)
Dues & Licenses	1,625.06	1,115.00	(510.08)	1,625.08	1,115.00	(510.08)
Conferences & Training		389.00	389.00		389.00	389.00
Finance Charges, Bank Fees	1,283.69	218.00	(1,065.69)	1,283.69	218.00	(1,065.69)
Cable/Satellite TV Expense	2,474.32	2,465.00	(9.32)	2,474.32	2,465.00	(9.32)
IPA Licensing Fee	46,511.50	53,444.00	6,932.50	46,511.50	53,444.00	6,932.50
Fines & Penalties		1,225.00	1,225.00		1,225.00	1,225.00
Depreciation Expense	60,511.20	61,763.00	1,251.80	60,511.20	61,763.00	1,251.80
Interest-Tax Anticipation Notes Payable		583.00	583.00		583.00	583.00
Interest- Bonds Payable	10,840.83	11,133.00	292.17	10,840.83	11,133.00	292.17
Total Administration	231,057.65	278,982.00	47,924.35	231,057.65	278,982.00	47,924.35
Environmental Services						
Reg. Full-Time Employees	25,731.56	30,627.00	4,895.44	25,731.56	30,627.00	4,895.44
Overtime	2,406.24	751.00	(1,655.24)	2,406.24	751.00	(1,655.24)
TOPS - Balances	(1,866.24)	1,274.00	3,140.24	(1,866.24)	1,274.00	3,140.24
TOPS- FICA	2,208.33	97.00	(2,111.33)	2,208.33	97.00	(2,111.33)
Social Security - Employer	2,121.05	2,328.00	206.95	2,121.05	2,328.00	206.95
IMRF - Employer Cost	2,792.06	3,138.00	345.94	2,792.06	3,138.00	345.94
Workers' Compensation Insurance	1,963.04	1,735.00	(228.04)	1,963.04	1,735.00	(228.04)
Unemployment Insurance	188.29	833.00	644.71	188.29	833.00	644.71
Employee Health/Life Insurance	6,283.49	7,236.00	952.51	6,283.49	7,236.00	952.51
Operational Supplies	5,178.13	4,744.00	(434.13)	5,178.13	4,744.00	(434.13)
Gas Service	12,000.00	12,106.00	106.00	12,000.00	12,106.00	106.00
Electric Service	19,054.33	21,891.00	2,836.67	19,054.33	21,891.00	2,836.67
Water Service	2,586.30	2,307.00	(279.30)	2,586.30	2,307.00	(279.30)
Pest Control Service	482.00	554.00	72.00	482.00	554.00	72.00
Waste Disposal & Recycling	4,745.27	4,125.00	(620.27)	4,745.27	4,125.00	(620.27)
Equipment Rentals	258.00	260.00	2.00	258.00	260.00	2.00
Sewer Service & Tax	1,500.00	1,634.00	134.00	1,500.00	1,634.00	134.00
Total Environmental Services	87,631.85	95,640.00	8,008.15	87,631.85	95,640.00	8,008.15
Laundry						
Reg. Full-Time Employees	7,744.88	9,083.00	1,338.12	7,744.88	9,083.00	1,338.12
Overtime	418.08	229.00	(189.08)	418.08	229.00	(189.08)
TOPS Balances	215.91	507.00	291.09	215.91	507.00	291.09

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Description	Actual	Budget	Variance	YTD Actual	YTD Budget	Variance
TOPS - FICA	16.52	38.00	21.48	16.52	38.00	21.48
Social Security - Employer	612.44	688.00	75.58	612.44	688.00	75.56
IMRF - Employer Cost	806.22	928.00	121.78	806.22	928.00	121.78
Workers' Compensation Insurance	587.26	515.00	(72.26)	587.26	515.00	(72.26)
Unemployment Insurance		233.00	233.00		233.00	233.00
Employee Health/Life Insurance	2,258.00	1,782.00	(476.00)	2,258.00	1,782.00	(476.00)
Laundry Supplies	755.00	1,601.00	846.00	755.00	1,601.00	846.00
Linen & Bedding	1,559.12	1,374.00	(185.12)	1,559.12	1,374.00	(185.12)
Total Laundry	14,973.43	16,978.00	2,004.57	14,973.43	16,978.00	2,004.57
Maintenance						
Reg. Full-Time Employees	3,251.24	4,105.00	853.76	3,251.24	4,105.00	853.76
Overtime		26.00	26.00		26.00	26.00
TOPS - Balances	(124.74)	223.00	347.74	(124.74)	223.00	347.74
TOPS - FICA	(9.55)	17.00	26.55	(9.55)	17.00	26.55
Social Security - Employer	247.54	312.00	64.46	247.54	312.00	64.46
IMRF - Employer Cost	325.81	421.00	95.19	325.81	421.00	95.19
Workers' Compensation Insurance	243.30	228.00	(15.30)	243.30	228.00	(15.30)
Unemployment Insurance		145.00	145.00		145.00	145.00
Employee Health/Life Insurance	573.20	4.00	(569.20)	573.20	4.00	(569.20)
Gasoline & Oil	2,614.34	12.00	(2,602.34)	2,614.34	12.00	(2,602.34)
Ground Supplies		23.00	23.00		23.00	23.00
Maintenance Supplies	2,700.59	4,682.00	1,981.41	2,700.59	4,682.00	1,981.41
Professional Services		20.00	20.00		20.00	20.00
Automobile Maintenance	377.08	573.00	195.92	377.08	573.00	195.92
Equipment Maintenance	2,170.88	1,758.00	(412.88)	2,170.88	1,758.00	(412.88)
Equipment Rentals	275.60		(275.60)	275.60		(275.60)
Nursing Home Building Repair/Maintenance	5,296.30	7,500.00	2,203.70	5,296.30	7,500.00	2,203.70
Conferences & Training		243.00	243.00		243.00	243.00
Landscaping Services		4.00	4.00		4.00	4.00
Parking Lot/Sidewalk Maintenance	325.00	961.00	636.00	325.00	961.00	636.00
Nursing Home Building Construction/Improvements		778.00	778.00		778.00	778.00
Total Maintenance	18,266.59	22,035.00	3,768.41	18,266.59	22,035.00	3,768.41
Nursing Services						
Reg. Full-Time Employees	110,537.95	111,176.00	638.05	110,537.95	111,176.00	638.05
Reg. Part-Time Employees		2,911.00	2,911.00		2,911.00	2,911.00
Temp. Salaries & Wages	15,619.57	27,780.00	12,160.43	15,619.57	27,780.00	12,160.43
Overtime	60,650.52	40,254.00	(20,396.52)	60,650.52	40,254.00	(20,396.52)
TOPS - Balances	2,368.01	3,706.00	1,337.99	2,368.01	3,706.00	1,337.99
No Benefit Full-Time Employees	76,201.18	86,145.00	9,943.82	76,201.18	86,145.00	9,943.82
No Benefit Part-Time Employees	41,073.59	30,710.00	(10,363.59)	41,073.59	30,710.00	(10,363.59)
TOPS - FICA	181.16	283.00	101.84	181.16	283.00	101.84
Social Security - Employer	22,889.14	22,525.00	(364.14)	22,889.14	22,525.00	(364.14)
IMRF - Employer Cost	28,318.76	27,043.00	(1,275.76)	28,318.76	27,043.00	(1,275.76)
Workers' Compensation Insurance	18,316.12	16,533.00	(1,783.12)	18,316.12	16,533.00	(1,783.12)
Unemployment Insurance	3,337.74	5,833.00	2,495.26	3,337.74	5,833.00	2,495.26
Employee Health/Life Insurance	18,812.50	17,316.00	(1,496.50)	18,812.50	17,316.00	(1,496.50)
Books, Periodicals & Manuals	139.95	64.00	(75.95)	139.95	64.00	(75.95)
Stocked Drugs	1,853.18	3,333.00	1,479.82	1,853.18	3,333.00	1,479.82
Pharmacy Charges-Public Aid	2,038.99	992.00	(1,046.99)	2,038.99	992.00	(1,046.99)
Oxygen	60.50	3,333.00	3,272.50	60.50	3,333.00	3,272.50
Incontinence Supplies	10,023.55	9,000.00	(1,023.55)	10,023.55	9,000.00	(1,023.55)
Pharmacy Charges - Insurance	4,231.59	6,666.00	2,434.41	4,231.59	6,666.00	2,434.41
Equipment < \$2,500	5,246.54		(5,246.54)	5,246.54		(5,246.54)
Operational Supplies	22,162.36	15,240.00	(6,922.36)	22,162.36	15,240.00	(6,922.36)

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Description	Actual	Budget	Variance	YTD Actual	YTD Budget	Variance
Pharmacy Charges-Medicare	14,669.56	13,449.00	(1,220.56)	14,669.58	13,449.00	(1,220.58)
Medical/Dental/Mental Health	3,400.00	1,616.00	(1,784.00)	3,400.00	1,616.00	(1,784.00)
Professional Services	25,880.57	5,000.00	(20,880.57)	25,880.57	5,000.00	(20,880.57)
Job Require Travel		81.00	81.00		81.00	81.00
Laboratory Fees	2,894.83	2,013.00	(881.83)	2,894.83	2,013.00	(881.83)
Equipment Rentals	7,433.13	4,084.00	(3,349.13)	7,433.13	4,084.00	(3,349.13)
Dues & Licenses		45.00	45.00		45.00	45.00
Conferences & Training		526.00	526.00		526.00	526.00
Contract Nursing Services	53,531.28	50,000.00	(3,531.28)	53,531.28	50,000.00	(3,531.28)
Medicare Medical Services	133.03	6,250.00	6,116.97	133.03	6,250.00	6,116.97
Medical/ Health Equipment		449.00	449.00		449.00	449.00
Total Nursing Services	552,005.30	514,358.00	(37,649.30)	552,005.30	514,358.00	(37,649.30)
Activities						
Reg. Full-Time Employees	12,269.08	16,666.00	4,396.92	12,269.08	16,666.00	4,396.92
Overtime	119.93	38.00	(81.93)	119.93	38.00	(81.93)
TOPS - Balances	6.95	250.00	243.05	6.95	250.00	243.05
TOPS - FICA	0.53	19.00	18.47	0.53	19.00	18.47
Social Security - Employer	905.18	1,245.00	339.82	905.18	1,245.00	339.82
IMRF - Employer Cost	1,191.50	1,677.00	485.50	1,191.50	1,677.00	485.50
Workers' Compensation Insurance	930.95	923.00	(7.95)	930.95	923.00	(7.95)
Unemployment Insurance	230.03	308.00	77.97	230.03	308.00	77.97
Employee Health/Life Insurance	2,800.69	3,012.00	211.31	2,800.69	3,012.00	211.31
Operational Supplies	325.83	245.00	(80.83)	325.83	245.00	(80.83)
Professional Services		125.00	125.00		125.00	125.00
Conferences & Training		81.00	81.00		81.00	81.00
Total Activities	18,780.67	24,589.00	5,808.33	18,780.67	24,589.00	5,808.33
Social Services						
Reg. Full-Time Employees	6,834.88	11,489.00	4,654.12	6,834.88	11,489.00	4,654.12
Temp. Salaries & Wages		601.00	601.00		601.00	601.00
Overtime	66.47	387.00	320.53	66.47	387.00	320.53
TOPS - Balances	(190.55)	533.00	723.55	(190.55)	533.00	723.55
TOPS - FICA	(14.58)	40.00	54.58	(14.58)	40.00	54.58
Social Security - Employer	520.01	918.00	397.99	520.01	918.00	397.99
IMRF - Employer Cost	684.52	1,176.00	491.48	684.52	1,176.00	491.46
Workers' Compensation Insurance	511.59	690.00	178.41	511.59	690.00	178.41
Unemployment Insurance		275.00	275.00		275.00	275.00
Employee Health/Life Insurance	1,694.80	2,076.00	381.20	1,694.80	2,076.00	381.20
Books, Periodicals & Manuals		58.00	58.00		58.00	58.00
Professional Services	7,634.70	235.00	(7,399.70)	7,634.70	235.00	(7,399.70)
Conferences & Training		121.00	121.00		121.00	121.00
Total Social Services	17,741.84	18,599.00	857.16	17,741.84	18,599.00	857.16
Physical Therapy						
Reg. Full-Time Employees	4,152.96	4,377.00	224.04	4,152.96	4,377.00	224.04
Overtime	8.31	3.00	(5.31)	8.31	3.00	(5.31)
TOPS - Balances	(192.49)	324.00	516.49	(192.49)	324.00	516.49
TOPS - FICA	(14.73)	24.00	38.73	(14.73)	24.00	38.73
Social Security - Employer	308.46	339.00	30.54	308.46	339.00	30.54
IMRF - Employer Cost	406.04	431.00	24.96	406.04	431.00	24.96
Workers' Compensation Ins.	309.55	242.00	(67.55)	309.55	242.00	(67.55)
Unemployment Insurance		91.00	91.00		91.00	91.00
Employee Health/Life Insurance	1,141.20	1,204.00	62.80	1,141.20	1,204.00	62.80
Professional Services	29,087.51	43,916.00	14,828.49	29,087.51	43,916.00	14,828.49
Total Physical Therapy	35,206.81	50,951.00	15,744.19	35,206.81	50,951.00	15,744.19

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Description	Actual	Budget	Variance	YTD Actual	YTD Budget	Variance
Occupational Therapy						
Reg. Full-Time Employees	2,066.42	2,102.00	35.58	2,066.42	2,102.00	35.58
Overtime	(11.31)		11.31	(11.31)		11.31
TOPS - Balances	(131.00)	36.00	167.00	(131.00)	36.00	167.00
TOPS - FICA	(10.02)	2.00	12.02	(10.02)	2.00	12.02
Social Security - Employer	158.87	149.00	(7.87)	156.87	149.00	(7.87)
IMRF - Employer Cost	206.51	217.00	10.49	206.51	217.00	10.49
Workers' Compensation Ins.	153.79	116.00	(37.79)	153.79	116.00	(37.79)
Unemployment Insurance		46.00	46.00		46.00	46.00
Employee Health/Life Insurance	570.60	602.00	31.40	570.60	602.00	31.40
Professional Services	28,506.06	40,231.00	11,724.94	28,506.06	40,231.00	11,724.94
Total Occupational Therapy	31,507.92	43,501.00	11,993.08	31,507.92	43,501.00	11,993.08
Speech Therapy						
Professional Services	9,664.85	13,724.00	4,059.15	9,664.85	13,724.00	4,059.15
Total Speech Therapy	9,664.85	13,724.00	4,059.15	9,664.85	13,724.00	4,059.15
Food Services						
Reg. Full-Time Employees	37,426.42	39,617.00	2,190.58	37,426.42	39,617.00	2,190.58
Reg. Part-Time Employees	1,813.60	2,422.00	608.40	1,813.60	2,422.00	608.40
Overtime	4,830.69	1,471.00	(3,359.69)	4,830.69	1,471.00	(3,359.69)
TOPS - Balances	(732.84)	498.00	1,230.84	(732.84)	498.00	1,230.84
TOPS - FICA	(58.06)	38.00	94.06	(56.06)	38.00	94.06
Social Security - Employer	3,321.52	3,222.00	(99.52)	3,321.52	3,222.00	(99.52)
IMRF - Employer Cost	4,372.26	4,344.00	(28.26)	4,372.26	4,344.00	(28.26)
Workers' Compensation Insurance	2,921.04	2,406.00	(515.04)	2,921.04	2,406.00	(515.04)
Unemployment Insurance	751.78	1,083.00	331.22	751.78	1,083.00	331.22
Employee Health/Life Insurance	7,369.00	7,803.00	434.00	7,369.00	7,803.00	434.00
Food	41,232.61	36,083.00	(5,149.61)	41,232.61	36,083.00	(5,149.61)
Nutritional Supplements	3,385.59	2,500.00	(885.59)	3,385.59	2,500.00	(885.59)
Operational Supplies	4,805.07	3,756.00	(1,049.07)	4,805.07	3,758.00	(1,049.07)
Professional Services	2,600.59	2,616.00	15.41	2,600.59	2,616.00	15.41
Equipment Rentals	404.95	394.00	(10.95)	404.95	394.00	(10.95)
Dues & Licenses		13.00	13.00		13.00	13.00
Conferences & Training		83.00	83.00		83.00	83.00
Total Food Services	114,446.22	108,349.00	(6,097.22)	114,446.22	108,349.00	(6,097.22)
Barber & Beauty						
Reg. Full-Time Employees	4,171.45	4,446.00	274.55	4,171.45	4,446.00	274.55
Overtime	(18.68)	4.00	22.68	(18.68)	4.00	22.68
TOPS - Balances	(212.08)	155.00	367.08	(212.08)	155.00	367.08
TOPS - FICA	(16.22)	11.00	27.22	(16.22)	11.00	27.22
Social Security - Employer	280.53	242.00	(38.53)	280.53	242.00	(38.53)
IMRF - Employer Cost	369.28	336.00	(33.28)	369.28	336.00	(33.28)
Workers' Compensation Insurance	310.49	246.00	(64.49)	310.49	246.00	(64.49)
Unemployment Insurance		166.00	166.00		166.00	166.00
Employee Health/Life Insurance	1,141.20	1,204.00	62.80	1,141.20	1,204.00	62.80
Operational Supplies		118.00	118.00		118.00	118.00
Total Barber & Beauty	6,025.97	6,928.00	902.03	6,025.97	6,928.00	902.03
Adult Day Care						
Reg. Full-Time Employees	9,284.48	12,908.00	3,623.52	9,284.48	12,908.00	3,623.52
Temp. Salaries & Wages		32.00	32.00		32.00	32.00
Overtime	28.10	50.00	21.90	28.10	50.00	21.90
TOPS - Balances	(536.74)	340.00	876.74	(536.74)	340.00	876.74

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Description	Actual	Budget	Variance	YTD Actual	YTD Budget	Variance
TOPS - FICA	(41.06)	26.00	67.06	(41.06)	26.00	67.06
Social Security - Employer	697.05	958.00	260.95	697.05	958.00	260.95
IMRF - Employer Cost	917.54	1,288.00	370.46	917.54	1,288.00	370.46
Workers' Compensation Insurance	691.29	718.00	26.71	691.29	718.00	26.71
Unemployment Insurance		250.00	250.00		250.00	250.00
Employee Health/Life Insurance	2,282.40	2,598.00	315.60	2,282.40	2,598.00	315.60
Books, Periodicals & Manuals		30.00	30.00		30.00	30.00
Gasoline & Oil	1,069.41	1,319.00	249.59	1,069.41	1,319.00	249.59
Operational Supplies	37.10	35.00	(2.10)	37.10	35.00	(2.10)
Conferences & Training		25.00	25.00		25.00	25.00
Total Adult Day Care	14,429.57	20,577.00	6,147.43	14,429.57	20,577.00	6,147.43
Alzheimers and Related Disord						
Reg. Full-Time Employees	23,993.84	22,433.00	(1,580.84)	23,993.84	22,433.00	(1,560.84)
Overtime	13,488.09	11,837.00	(1,651.09)	13,488.09	11,837.00	(1,651.09)
TOPS - Balances	148.21	369.00	240.79	146.21	389.00	240.79
No Benefit Full-Time Employees	21,713.22	21,746.00	32.78	21,713.22	21,746.00	32.78
No Benefit Part-Time Employees	14,249.75	12,785.00	(1,464.75)	14,249.75	12,785.00	(1,464.75)
TOPS - FICA	11.34	29.00	17.66	11.34	29.00	17.66
Social Security - Employer	5,546.06	5,145.00	(401.06)	5,546.06	5,145.00	(401.06)
IMRF - Employer Cost	7,300.49	6,942.00	(358.49)	7,300.49	6,942.00	(358.49)
Workers' Compensation Insurance	4,580.14	1,895.00	(2,685.14)	4,580.14	1,895.00	(2,685.14)
Unemployment Insurance	1,512.36	1,500.00	(12.36)	1,512.36	1,500.00	(12.36)
Employee Health/Life Insurance	4,522.40	3,783.00	(739.40)	4,522.40	3,783.00	(739.40)
Operational Supplies		77.00	77.00		77.00	77.00
Conferences & Training		238.00	238.00		238.00	238.00
ARD - Contract Nursing	23,072.83	5,833.00	(17,239.83)	23,072.83	5,833.00	(17,239.83)
Total Alzheimers and Related Disorders	120,138.73	94,632.00	(25,506.73)	120,136.73	94,632.00	(25,506.73)
Total Expenses	1,271,877.40	1,309,841.00	37,963.60	1,271,877.40	1,309,841.00	37,963.60
Net Operating Income	(7,179.87)	(95,154.00)	87,974.13	(7,179.87)	(95,154.00)	87,974.13
NonOperating Income						
Local Taxes						
Current-Nursing Home Operating	86,530.67	86,531.00	(0.33)	86,530.67	86,531.00	(0.33)
Total Local Taxes	86,530.67	86,531.00	(0.33)	86,530.67	86,531.00	(0.33)
Miscellaneous NI Revenue						
Investment Interest		84.00	(84.00)		84.00	(84.00)
Restricted Donations	424.28	417.00	7.28	424.28	417.00	7.28
Total Miscellaneous NI Revenue	424.28	501.00	(76.72)	424.28	501.00	(76.72)
Total NonOperating Income	86,954.95	87,032.00	(77.05)	86,954.95	87,032.00	(77.05)
Net Income (Loss)	79,775.08	(8,122.00)	87,897.08	79,775.08	(8,122.00)	87,897.08

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Champaign County Nursing Home
Historical Statement of Operations

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Description	01/12	02/12	03/12	04/12	05/12	06/12	07/12	08/12	09/12	10/12	11/12	12/12	Total
Operating Income													
Miscellaneous Revenue													
Lunch Reimbursement	138	946	594	477	591	500	206	240	200	511	1,818	540	6,761
Late Charge, NSF Check Charge	3,236	(386)	541	3,010	1,637	1,753	3,294	3,405	1,564	(436)	1,330	1,896	20,844
Other Miscellaneous Revenue	318	1,761	531	1,432	210	29	381	159	133	10	(868)	20	4,116
Total Miscellaneous Revenue	3,692	2,321	1,666	4,919	2,438	2,282	3,880	3,804	1,897	85	2,281	2,456	31,720
Medicare A Revenue													
Medicare A	220,897	208,444	182,809	144,263	150,371	156,996	102,518	140,572	158,293	159,041	139,773	231,485	1,995,463
ARD - Medicare A	16,726	11,075	26,113	21,571	4,564	3,077	5,623			3,804	1,131	16,789	110,475
NH Pt_Care - Medicare Advantage/ H	29,424	26,465	54,742	11,402	48,176	25,697	41,537	33,667	44,637	80,330	43,211	52,974	492,263
ARD_Pt Care - Medicare Advantage/				4,875									4,875
Total Medicare A Revenue	267,048	245,984	263,665	182,112	203,112	185,770	149,679	174,239	202,930	243,175	184,115	301,248	2,603,076
Medicare B Revenue													
Medicare B	32,308	29,922	45,762	40,831	53,402	45,732	43,986	45,821	54,140	56,408	35,605	18,755	502,673
Total Medicare B Revenue	32,308	29,922	45,762	40,831	53,402	45,732	43,986	45,821	54,140	56,408	35,605	18,755	502,673
Medicaid Revenue													
Medicaid Title XIX (IDHFS)	302,179	288,543	318,981	360,936	348,187	351,217	343,239	389,706	422,984	419,644	353,451	335,488	4,234,555
ARD - Medicaid Title XIX (IDHFS)	153,644	133,641	160,121	143,567	141,715	129,674	136,422	109,763	140,913	172,491	128,795	123,845	1,674,589
Patient Care-Hospice	4,609	6,609	7,700	12,592	9,959	26,431	29,335	18,695	19,460	25,510	28,301	40,248	229,447
ARD Patient Care - Hospice	3,778	3,320	3,549	6,067	12,477	9,441	10,796	15,598	18,105	21,906	23,470	37,800	166,306
Total Medicaid Revenue	464,209	432,112	490,350	523,162	512,337	516,762	519,792	533,762	601,462	639,551	534,016	537,381	6,304,896
Private Pay Revenue													
VA-Veterans Nursing Home Care	7,368	12,569	14,520	13,653	13,436	13,003	15,386	14,303	13,003	15,820	16,253	20,154	169,467
ARD - VA - Veterans Care	8,885												8,885
Nursing Home Patient Care - Private	285,390	245,293	232,772	205,854	263,659	261,982	312,215	255,603	204,987	230,313	264,945	274,061	3,037,077
Nursing Home Patient Care - Private										(9,122)			(9,122)
Nursing Home Beauty Shop Revenue	3,903	3,617	3,656	3,484	3,836	3,666	3,855	3,603	3,576	3,831	3,598	3,372	43,994
Medical Supplies Revenue	7,798	3,441	5,093	5,007	4,823	1,742	5,837	8,334	1,868	7,371	4,945	5,409	61,668
Patient Transportation Charges	1,637	2,703	2,003	886	1,391	27	1,211	1,162	250	502	1,048	1,087	13,906
ARD Patient Care- Private Pay	79,231	79,562	35,444	78,862	91,963	88,117	80,745	126,620	97,003	46,603	101,680	87,102	992,932
Total Private Pay Revenue	394,211	347,185	293,488	307,746	379,109	368,537	419,250	409,624	320,686	295,318	392,469	391,185	4,318,808
Adult Day Care Revenue													
VA-Veterans Adult Daycare	2,810	2,559	3,269	3,198	3,212	2,982	3,056	2,840	3,053	4,116	3,226	3,343	37,664
IL Department Of Aging-Day Care Gra	10,634	9,721	12,617	13,721	16,612	16,173	15,293	17,313	12,294	14,763	9,787	9,968	158,897

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**Champaign County Nursing Home
Historical Statement of Operations**

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Description	01/12	02/12	03/12	04/12	05/12	06/12	07/12	08/12	09/12	10/12	11/12	12/12	Total
Adult Day Care Charges-Private Pay	5,310	6,371	3,643	3,082	3,348	3,916	4,250	4,551	3,448	4,681	2,722	361	45,681
Total Adult Day Care Revenue	18,754	18,650	19,528	20,001	23,172	23,072	22,599	24,703	18,795	23,559	15,735	13,672	242,241
Total Income	1,180,222	1,076,174	1,114,458	1,078,772	1,173,571	1,142,154	1,159,185	1,191,953	1,199,911	1,258,096	1,164,222	1,264,698	14,003,414

Operating Expenses

Administration

Reg. Full-Time Employees	31,149	28,688	29,177	28,724	29,943	29,873	36,458	38,225	32,864	32,134	39,986	23,217	380,438
Temp. Salaries & Wages	782	621	971	562	955	1,196	840	774	1,229	1,190	1,145	1,639	11,904
Per Diem	180	180	315	159	274	207	225	180	180	135	35		2,070
Overtime	251	11	16	8	329	171	96	77	292	171	170	265	1,857
TOPS - Balances	1,083	1,755	1,698	(98)	1,327	5,715	(2,316)	(2,001)	(2,287)	2,794	(11,269)	(1,320)	(4,918)
TOPS - FICA	83	134	130	(8)	102	437	(177)	(153)	(175)	214	(862)	(101)	(376)
Social Security - Employer	2,169	2,064	2,197	2,122	2,265	2,334	2,735	2,854	2,453	2,394	3,259	1,754	28,602
IMRF - Employer Cost	2,751	2,637	2,763	2,723	2,862	2,934	3,493	3,661	3,062	3,017	4,223	2,171	36,298
Workers' Compensation Insurance	1,791	1,570	1,669	1,620	1,710	1,719	2,064	2,158	1,886	1,049	3,305	1,923	22,463
Unemployment Insurance	2,397	395	1,281	711	600	465	279	108	68	73	(131)	78	6,323
Employee Health/Life Insurance	4,195	4,195	4,871	4,739	4,739	4,882	4,739	4,739	4,739	4,393	3,776	3,859	53,869
IMRF - Early Retirement Obligation	3,475	3,475	3,475	3,475	3,475	3,475	3,475	3,475	3,475	3,475	3,356	3,465	41,575
Employee Development/Recognition	90	34	49	26	525	147	59	49	86	(53)	53	34	1,100
Employee Physicals/Lab	1,119	2,006	1,744	1,745	1,615	1,905	2,478	3,715	3,794	4,432	898	1,500	26,952
Stationary & Printing		1,701		99		202	111		173		357		2,644
Books, Periodicals & Manuals												69	69
Copier Supplies	582	893	636	602	674	609	432	548	548	914	731	771	7,940
Postage, UPS, Federal Express	956	808	804	386	421	736	501		1,072	953	335	330	7,302
Operational Supplies	1,511	2,125	3,518	1,058	1,128	1,156	3,251	1,889	588	958	516	1,307	19,005
Audit & Accounting Fees	3,625	3,625	3,625	3,625	3,625	6,225	3,625	3,625	3,625	3,625	8,408	4,024	51,281
Architect Fees		3,082											3,082
Attorney Fees	8,117	13,878	7,998	4,450	5,287	864	6,409	1,073	3,986	7,765	5,952		65,777
Engineering Fees											5,550		5,550
Professional Services	35,045	34,936	33,237	38,582	32,856	29,151	23,882	24,579	30,518	40,813	6,424	28,733	358,753
Job Required Travel Expense	479	(45)	249	123	129	119	144	155	136	141	204	69	1,902
Insurance	10,731	14,508	10,241	20,731	24,731	24,981	24,731	24,731	24,731	24,808	48,776	22,442	276,142
Property Loss & Liability Claims	2,671	(76)	38		227	42							2,902
Computer Services	3,230	3,222	4,008	2,939	3,309	4,220	3,318	3,309	4,284	3,309	5,232	8,462	48,843
Telephone Services	1,430	1,487	664	2,011	1,585	1,382	1,613	1,617	1,404	1,420	1,371	1,511	17,495
Automobile Maintenance	290												290
Legal Notices, Advertising	4,071	2,194	6,278	3,467	3,428	4,213	6,520	3,578	2,764	2,145	1,914	218	40,788
Photocopy Services	1,005	1,041	1,041	1,041	1,041	2,082	1,041		1,224	1,047	1,499	1,100	13,162
Public Relations				23		217	153	739	(133)	188	33	292	1,513
Dues & Licenses		(175)	1,925	1,625	1,625	1,625	1,625	1,625	3,615	1,700	1,325	1,625	18,141
Conferences & Training			1,267		1,047	327		342	72	548	435		4,037

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**Champaign County Nursing Home
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Description	01/12	02/12	03/12	04/12	05/12	06/12	07/12	08/12	09/12	10/12	11/12	12/12	Total
Finance Charges, Bank Fees	(12,792)	2,711	1,981	3,128	1,803	1,953	1,835	1,878	1,626	1,624	22,497	1,284	29,526
Cable/Satellite TV Expense	2,379	2,472	2,472	2,472	2,472	2,474	2,474	2,474	2,474	2,474	2,474	2,474	29,586
IPA Licensing Fee	11,300	10,571	11,300	43,082	45,219	45,019	47,356	47,726	46,973	49,049	439,588	46,512	843,691
Fines & Penalties			1,430	5,850							90		7,370
General Liability Claims											35,000		35,000
Furnishings, Office Equipment													
Depreciation Expense	61,222	60,774	60,762	60,762	60,762	60,638	60,638	60,638	60,638	60,638	66,948	60,511	734,933
Transfers to General Corporate Fund								3,960					3,960
Interest-Tax Anticipation Notes Payabl					2,173	2,633	246	381	222		(18)		5,637
Interest- Bonds Payable	11,425	11,425	11,425	11,425	11,425	11,425	11,425	11,425	11,425	11,425	11,425	10,841	136,518
Total Administration	198,794	218,922	215,254	253,989	255,685	257,753	255,780	254,154	253,634	270,961	715,010	231,058	3,380,995
Environmental Services													
Reg. Full-Time Employees	30,394	30,130	31,531	30,744	31,471	35,104	30,874	31,216	29,073	32,364	32,612	25,732	371,244
Overtime	2,394	38			1,207	4	1,193		1,196		1,672	2,406	10,109
TOPS - Balances	521	929	2,329	1,174	1,673	(143)	(1,909)	67	564	819	(3,512)	(1,866)	647
TOPS- FICA	40	71	178	90	128	(11)	(146)	5	43	63	(269)	2,208	2,401
Social Security - Employer	2,073	2,278	2,380	2,292	2,416	2,640	2,368	2,304	2,243	2,394	2,766	2,121	28,276
IMRF - Employer Cost	2,735	2,999	3,133	3,016	3,180	3,476	3,117	3,033	2,953	3,151	3,708	2,792	37,294
Workers' Compensation Insurance	1,552	1,666	1,744	1,700	1,740	1,941	1,707	1,726	1,608	979	2,818	1,963	21,148
Unemployment Insurance	2,889	640	1,672	1,454	1,415	1,471	1,221	484	233	249	123	188	12,040
Employee Health/Life Insurance	5,998	6,543	6,725	7,087	7,604	7,274	7,060	6,515	5,970	6,256	5,574	6,283	78,899
Operational Supplies	4,312	5,502	4,141	5,177	4,326	4,112	3,680	4,962	2,118	7,071	4,123	5,178	54,701
Gas Service	16,395	13,385	8,570	11,429	11,624	6,457	4,324	4,745	4,332	10,742	18,942	12,000	122,943
Electric Service	20,871	18,949	23,096	23,953	25,634	26,580	29,833	29,796	30,000	20,769	22,429	19,054	290,964
Water Service	2,476	2,273	2,233	2,165	2,250	2,172	2,644	2,290	2,172	2,697	2,474	2,586	28,433
Pest Control Service	468	468	468	954	468	482	942	932	482	482	482	482	7,108
Waste Disposal & Recycling	5,247	5,448	5,745	5,735	5,119	2,737	2,462	6,004	3,245	6,955	3,840	4,745	57,281
Equipment Rentals	258	258	258	258	258	258	258	258	258	258	18	258	2,856
Conferences & Training										221			221
Sewer Service & Tax	1,437	1,573	2,738	1,278	1,400	1,286	1,760	1,413	1,500	(161)	2,787	1,500	18,511
Total Environmental Services	100,060	93,148	96,940	98,505	101,913	95,839	91,388	95,753	87,990	95,310	100,587	87,632	1,145,066
Laundry													
Reg. Full-Time Employees	9,723	8,728	8,410	9,035	8,711	10,496	9,465	9,983	8,997	9,973	8,976	7,745	110,241
Overtime	748			5	361		368		243		554	418	2,697
TOPS Balances	722	313	1,025	196	183	(569)	(824)	(480)	(301)	83	(878)	216	(313)
TOPS - FICA	55	24	78	15	14	(44)	(63)	(37)	(23)	6	(67)	17	(24)
Social Security - Employer	665	652	627	675	677	795	735	746	691	746	775	612	8,396
IMRF - Employer Cost	877	858	825	889	891	1,046	968	983	909	982	1,044	806	11,078
Workers' Compensation Insurance	510	483	465	500	482	580	523	552	498	308	804	587	6,292
Unemployment Insurance	891	218	451	477	428	432	371	208	80		(41)		3,516

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**Champaign County Nursing Home
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Description	01/12	02/12	03/12	04/12	05/12	06/12	07/12	08/12	09/12	10/12	11/12	12/12	Total
Employee Health/Life Insurance	1,612	1,612	1,662	1,612	1,612	1,662	1,612	1,609	1,609	1,675	1,642	2,258	20,178
Laundry Supplies	1,860	2,315	1,170	1,323	1,545	1,442	2,218	1,062	1,137	1,691	1,771	755	18,287
Linen & Bedding	1,118	1,843	809	1,314	1,065	1,735		462	638	2,946	771	1,559	14,261
Total Laundry	18,782	17,046	15,521	16,042	15,967	17,576	15,372	15,089	14,479	18,410	15,352	14,973	194,608
Maintenance													
Reg. Full-Time Employees	3,536	3,315	4,242	4,904	5,237	5,155	5,089	5,400	4,696	4,667	3,747	3,251	53,239
Overtime		4		4	148		11						166
TOPS - Balances	(427)	50	796	415	456	243	(527)	259	(29)	(407)	(328)	(125)	376
TOPS - FICA	(33)	4	61	32	35	19	(40)	20	(2)	(31)	(25)	(10)	29
Social Security - Employer	236	254	323	372	408	392	386	409	356	355	300	248	4,040
IMRF - Employer Cost	312	334	426	490	537	516	508	539	468	468	401	326	5,325
Workers' Compensation Insurance	182	183	235	271	290	285	281	299	260	176	308	243	3,013
Unemployment Insurance	366	14	228	264	272	273	268	194	96		(19)		1,956
Employee Health/Life Insurance	3	3	3	5	5	550	550	550	550	572	1,105	573	4,468
Gasoline & Oil		7		65		1,227					(1,227)	2,614	2,687
Ground Supplies	138												138
Maintenance Supplies	10,720	4,530	3,674	6,017	7,346	2,022	3,179	2,448	1,613	3,526	4,033	2,701	51,810
Professional Services		123											123
Automobile Maintenance	163	520	931	482	560	2,228	209	398	1,217	447	109	377	7,640
Equipment Maintenance	769	385	676	4,439	2,804	919	1,730	1,903	4,005	992	5,098	2,171	25,891
Equipment Rentals	(241)						19	19	18	18	241	276	349
Nursing Home Building Repair/Mainte	4,330	14,903	9,295	7,512	10,795	(2,616)	6,984	5,648	991	12,711	14,243	5,296	90,092
Conferences & Training			486		959						35		1,480
Landscaping Services					24								24
Parking Lot/Sidewalk Maintenance	2,010	2,300	1,134	267							213	325	6,249
Nursing Home Building Construction/I	1,731		(2,496)								(2,894)		(3,659)
Total Maintenance	23,796	26,929	20,012	25,539	29,874	11,212	18,647	18,085	14,238	23,495	25,340	18,267	255,434
Nursing Services													
Reg. Full-Time Employees	109,564	108,259	110,704	110,697	113,272	116,140	99,965	99,994	107,151	104,893	94,265	110,538	1,285,440
Reg. Part-Time Employees	3,862	2,632	2,625	2,678	2,106	3,034	2,632	1,050	1,237	105	(478)		21,482
Temp. Salaries & Wages	33,071	22,415	19,317	21,600	31,655	35,961	31,389	17,871	17,269	17,502	15,801	15,620	279,471
Overtime	58,167	20,766	28,825	36,344	50,153	44,808	43,276	38,133	45,250	36,169	62,571	60,651	525,114
TOPS - Balances	3,797	2,209	7,981	3,671	(331)	(16,671)	(5,659)	2,322	(1,708)	(11,270)	5,624	2,368	(7,667)
No Benefit Full-Time Employees	73,743	74,213	84,010	103,593	93,197	93,527	92,422	91,783	95,048	98,213	87,366	76,201	1,063,316
No Benefit Part-Time Employees	26,705	25,143	30,485	35,354	37,934	40,988	40,037	36,736	38,293	46,659	44,261	41,074	443,668
TOPS - FICA	290	169	611	281	(25)	(1,275)	(433)	178	(131)	(862)	430	181	(587)
Social Security - Employer	21,454	18,897	20,790	23,398	24,950	25,415	23,365	21,533	23,001	22,909	23,683	22,889	272,287
IMRF - Employer Cost	24,649	22,575	25,309	27,718	28,814	29,406	27,387	26,421	26,789	28,329	30,254	28,319	325,969
Workers' Compensation Insurance	14,174	12,716	13,667	15,148	15,404	15,997	14,734	13,683	14,323	8,169	20,972	18,316	177,303
Unemployment Insurance	28,378	(4,671)	11,991	9,789	8,709	7,535	6,409	4,425	3,245	2,655	2,859	3,338	84,662

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**Champaign County Nursing Home
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Description	01/12	02/12	03/12	04/12	05/12	06/12	07/12	08/12	09/12	10/12	11/12	12/12	Total
Employee Health/Life Insurance	14,377	16,135	16,947	17,068	16,532	16,498	14,937	13,853	14,395	15,055	15,796	18,813	190,405
Books, Periodicals & Manuals					381	89	120	591			113	140	1,434
Stocked Drugs	2,996	3,448	2,778	4,497	5,146	2,263	1,179	2,577	13,315	4,312	2,133	1,853	46,497
Pharmacy Charges-Public Aid	1,464	517	1,275	855	979	2,164	1,886	2,879	1,144	1,181	2,698	2,039	19,082
Oxygen	3,816	3,402	4,223	3,155	3,116	3,560	3,788	3,005	2,102	3,061	(355)	61	32,932
Incontinence Supplies	7,278	16,294	8,209	6,727	10,797	8,248	9,235	10,660	5,435	8,185	11,449	10,024	112,542
Pharmacy Charges - Insurance	6,298	18,232	8,344	2,913	2,883	2,550	2,995	2,425	3,275	4,425	2,850	4,232	61,422
Equipment < \$2,500								2,100	110	686	3,079	5,247	11,222
Operational Supplies	12,617	14,520	21,618	13,678	12,365	12,138	16,727	16,700	11,771	24,791	12,183	22,162	191,270
Pharmacy Charges-Medicare	13,000	15,307	15,276	12,150	8,050	8,725	7,018	7,275	9,175	8,875	8,800	14,670	128,320
Medical/Dental/Mental Health			6,400	1,600	1,600	1,600	16,000	3,400	3,400	3,400	16,000	3,400	56,800
Professional Services	10,740	10,501	18,117	19,996	22,133	21,807	19,465	25,636	18,693	21,366	35,195	25,881	249,529
Job Require Travel				182	305		766			208	239		1,700
Laboratory Fees	2,574	2,425	1,918	2,397	1,547	1,713	990		1,697		1,638	2,895	19,793
Equipment Rentals	4,092	6,491	5,707	712	2,016	2,319	4,490	4,536	3,734	4,749	5,891	7,433	52,171
Dues & Licenses	120		150							160			430
Conferences & Training	99		959	519	1,080	129	1,218	352	168		607		5,131
Contract Nursing Services	49,073	68,000	74,099	47,435	37,695	35,478	44,561	61,900	52,788	50,462	28,609	53,531	603,632
Medicare Medical Services	1,202	1,568	1,904	2,679	21,643	840	4,943	1,419	1,344	5,329	3,580	133	46,584
Medical/ Health Equipment	1,175	1,496									(2,671)		
Total Nursing Services	528,774	483,658	544,242	526,834	554,103	514,985	525,843	513,437	512,473	509,558	535,443	552,005	6,301,355
6													
Activities													
Reg. Full-Time Employees	14,475	14,036	14,345	13,719	20,084	11,674	9,844	10,943	11,616	14,472	14,187	12,269	161,664
Overtime					231	347	192	102				120	992
TOPS - Balances	1,341	244	414	107	(7,446)	(717)	(544)	251	377	(561)	(303)	7	(6,828)
TOPS - FICA	103	19	32	8	(570)	(55)	(42)	19	29	(43)	(23)	1	(522)
Social Security - Employer	1,007	1,022	1,075	1,022	1,529	909	747	823	869	1,083	1,122	905	12,113
IMRF - Employer Cost	1,327	1,345	1,415	1,345	2,012	1,196	983	1,084	1,144	1,426	1,510	1,192	15,979
Workers' Compensation Insurance	792	754	793	759	1,111	646	544	605	642	438	1,217	931	9,232
Unemployment Insurance	1,620	(222)	759	662	554	492	374	313	327	293	222	230	5,624
Employee Health/Life Insurance	2,725	2,726	2,807	2,725	2,725	2,263	2,180	2,180	2,180	2,290	2,758	2,801	30,359
Books, Periodicals & Manuals							60		61				121
Equipment < \$2,500													
Operational Supplies	177	322	349	362	132	142	133	254	387	609	848	326	4,042
Professional Services	125	125	125	125	125	125	125	125	125	249			1,372
Conferences & Training			486								(122)		365
Total Activities	23,692	20,369	22,600	20,833	20,486	17,021	14,597	16,700	17,759	20,257	21,416	18,781	234,511
Social Services													
Reg. Full-Time Employees	11,906	11,470	11,337	10,971	11,743	11,611	11,582	11,505	10,682	11,544	16,108	6,835	137,295
Temp. Salaries & Wages	462	722	536	419	1,435	2,111	1,917	727					8,329

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12/31/12 Champaign County Nursing Home
Historical Statement of Operations 6

Description	01/12	02/12	03/12	04/12	05/12	06/12	07/12	08/12	09/12	10/12	11/12	12/12	Total
Overtime	201	156	367	17	62	18	19	37			56	66	998
TOPS - Balances	732	154	899	6	949	413	642	307	108	709	(7,488)	(191)	(2,761)
TOPS - FICA	56	12	69		73	32	49	23	8	54	(573)	(15)	(211)
Social Security - Employer	837	882	908	845	983	1,037	1,005	910	790	854	1,289	520	10,860
IMRF - Employer Cost	1,059	1,088	1,141	1,071	1,150	1,152	1,127	1,124	1,040	1,124	1,722	685	13,483
Workers' Compensation Insurance	680	641	662	630	729	759	746	676	591	353	1,247	512	8,225
Unemployment Insurance	841	569	634	374	391	306	134	37	1		(27)		3,259
Employee Health/Life Insurance	1,607	1,607	2,201	2,151	2,151	2,212	2,151	2,151	2,151	2,239	2,195	1,695	24,513
Books, Periodicals & Manuals					349								349
Operational Supplies						41	(41)				153		153
Professional Services	125	776	125	125	125	125	125	125	125		4,915	7,635	14,324
Conferences & Training			486		238						(122)		603
Total Social Services	18,506	18,075	19,364	16,609	20,376	19,816	19,456	17,622	15,496	16,878	19,477	17,742	219,417
Physical Therapy													
Reg. Full-Time Employees	4,728	4,111	4,300	4,097	4,503	4,561	4,307	4,503	3,912	4,502	4,574	4,153	52,251
Overtime			22						4		4	8	39
TOPS - Balances	168	193	583	501	186	(225)	276	(789)	24	563	(38)	(192)	1,249
No Benefit Full-Time Employees					390	(390)							
TOPS - FICA	13	15	45	38	14	(17)	21	(60)	2	43	(3)	(15)	96
Social Security - Employer	266	304	320	303	407	344	319	333	290	333	260	308	3,788
IMRF - Employer Cost	351	401	421	399	439	452	420	439	382	439	508	406	5,056
Workers' Compensation Ins.	228	227	238	227	249	252	238	249	216	141	399	310	2,974
Unemployment Insurance	303	209	227	216	222	172	84	6			(16)		1,424
Employee Health/Life Insurance	1,089	1,089	1,122	1,089	1,089	1,122	1,089	1,089	1,089	1,133	1,111	1,141	13,254
Professional Services	29,420	30,508	31,789	32,888	40,139	35,862	35,489	36,294	35,729	33,724	27,194	29,088	398,125
Total Physical Therapy	36,566	37,057	39,067	39,759	47,638	42,134	42,243	42,064	41,649	40,879	33,993	35,207	478,255
Occupational Therapy													
Reg. Full-Time Employees	2,427	1,851	2,144	2,046	1,851	2,786	2,144	2,241	1,949	2,241	2,211	2,066	25,957
Overtime												(11)	(11)
TOPS - Balances	90	173	194	(32)	(75)	(7)	208	(23)	(105)	232	(150)	(131)	373
TOPS - FICA	7	13	15	(2)	(6)	(1)	16	(2)	(8)	18	(11)	(10)	29
Social Security - Employer	144	140	163	155	96	183	163	170	148	170	260	157	1,948
IMRF - Employer Cost	190	185	214	204	224	240	214	224	195	224	250	207	2,570
Workers' Compensation Ins.	119	102	119	113	124	132	119	124	108	70	195	154	1,479
Unemployment Insurance	157	99	114	111	113	114	12				(8)		712
Employee Health/Life Insurance	545	545	561	545	545	561	545	545	545	567	556	571	6,627
Professional Services	32,324	31,130	32,541	30,171	32,346	32,783	29,087	31,385	34,539	32,227	24,661	28,506	371,699
Total Occupational Therapy	36,000	34,238	36,064	33,311	35,218	36,792	32,507	34,664	37,370	35,748	27,964	31,508	411,383
Speech Therapy													

**Champaign County Nursing Home
Historical Statement of Operations**

12/31/12

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Description	01/12	02/12	03/12	04/12	05/12	06/12	07/12	08/12	09/12	10/12	11/12	12/12	Total
Professional Services	10,376	8,467	11,501	9,617	9,350	10,424	11,493	10,491	12,496	13,241	8,867	9,665	125,986
Total Speech Therapy	10,376	8,467	11,501	9,617	9,350	10,424	11,493	10,491	12,496	13,241	8,867	9,665	125,986
Food Services													
Reg. Full-Time Employees	39,440	36,822	39,904	38,844	40,683	40,438	37,592	38,950	38,453	41,655	37,058	37,426	467,266
Reg. Part-Time Employees	1,807	2,773	3,078	2,383	2,634	2,150	2,566	2,284	1,664	1,599	2,109	1,814	26,861
Overtime	4,632	176	173	375	1,404	1,999	2,531	609	1,445	171	3,993	4,831	22,339
TOPS - Balances	26	665	2,521	(798)	124	(456)	(3,591)	1,427	(266)	(2,770)	(882)	(733)	(4,731)
TOPS - FICA	2	51	193	(61)	10	(35)	(275)	109	(20)	(212)	(67)	(56)	(362)
Social Security - Employer	3,010	2,918	3,227	3,111	3,344	3,374	3,192	3,127	3,114	3,248	3,487	3,322	38,473
IMRF - Employer Cost	3,959	3,841	4,247	4,095	4,402	4,441	4,202	4,117	4,074	4,275	4,683	4,372	50,707
Workers' Compensation Insurance	2,243	2,146	2,381	2,280	2,356	2,395	2,221	2,280	2,219	1,343	3,477	2,921	28,261
Unemployment Insurance	4,678	(786)	2,297	1,953	1,884	1,844	1,385	773	691	761	955	752	17,187
Employee Health/Life Insurance	7,055	7,058	7,275	7,061	7,061	7,275	7,058	5,969	5,969	6,255	6,120	7,369	81,524
Food	31,321	38,692	39,649	38,746	38,221	40,658	37,477	38,406	35,976	40,160	37,310	41,233	457,848
Nutritional Supplements	2,725	2,913	4,238	3,295	3,444	3,985	3,155	3,779	2,944	2,600	2,706	3,386	39,169
Equipment < \$2,500										1,262			1,262
Operational Supplies	2,259	3,702	5,404	3,374	3,288	6,450	2,822	4,338	4,829	3,300	4,431	4,805	49,003
Professional Services	3,064	2,905	2,609	2,553	2,253	2,542	3,476	9,785	5,971	5,138	3,297	2,601	46,195
Equipment Rentals	721	405	405	405	405	405	405	405	405	405	405	405	5,176
Dues & Licenses			80										80
Conferences & Training			486		933						(122)		1,299
Total Food Services	106,942	104,281	118,169	107,616	112,445	117,465	104,217	116,358	107,468	109,188	108,960	114,446	1,327,555
Barber & Beauty													
Reg. Full-Time Employees	4,899	4,129	4,326	4,129	4,514	4,829	4,326	4,523	3,933	4,523	4,387	4,171	52,689
Overtime					28							(19)	9
TOPS - Balances	193	418	516	(138)	47	(272)	129	(601)	(13)	67	(375)	(212)	(240)
TOPS - FICA	15	32	39	(11)	4	(21)	10	(46)	(1)	5	(29)	(16)	(18)
Social Security - Employer	207	230	241	230	253	324	241	252	219	252	382	281	3,109
IMRF - Employer Cost	244	302	317	303	333	427	317	331	239	331	452	369	3,966
Workers' Compensation Insurance	239	228	239	228	250	267	239	250	217	141	394	310	3,005
Unemployment Insurance	309	212	227	218	223	228	23				(16)		1,424
Employee Health/Life Insurance	1,089	1,089	1,122	1,089	1,089	1,122	1,089	1,089	1,089	1,133	1,111	1,141	13,254
Operational Supplies	184		209		159	216	207		272	104	6		1,357
Total Barber & Beauty	7,379	6,642	7,236	6,049	6,900	7,121	6,581	5,798	5,955	6,557	6,312	6,026	78,556
Adult Day Care													
Reg. Full-Time Employees	14,301	12,796	13,374	12,771	13,760	14,459	13,375	13,234	12,145	13,971	14,086	9,284	157,557
Temp. Salaries & Wages		29	86			363	104		456				1,037
Overtime	11	10	20	9	234	77	62	132	45	59	75	28	762
TOPS - Balances	235	(610)	(571)	295	2,017	295	40	(246)	162	6	(3,883)	(537)	(2,799)

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Champaign County Nursing Home
Historical Statement of Operations

12/31/12

Description	01/12	02/12	03/12	04/12	05/12	06/12	07/12	08/12	09/12	10/12	11/12	12/12	Total
TOPS - FICA	18	(47)	(44)	23	154	23	(1,699)	1,683	12		(297)	(41)	(214)
Social Security - Employer	885	962	1,009	953	1,043	1,126	1,009	995	943	1,045	1,154	697	11,821
IMRF - Employer Cost	1,169	1,263	1,319	1,255	1,372	1,446	1,318	1,309	1,196	1,376	1,543	918	15,484
Workers' Compensation Insurance	719	709	745	706	761	820	745	732	697	438	1,203	691	8,966
Unemployment Insurance	875	614	712	637	499	229	16		24		(48)		3,558
Employee Health/Life Insurance	2,178	2,178	2,244	2,696	2,696	2,773	2,696	2,696	2,696	2,806	2,751	2,282	30,694
Books, Periodicals & Manuals					90								90
Gasoline & Oil	675	1,040	1,398	1,450	1,246	94		2,495	1,200	1,042	1,770	1,069	13,478
Operational Supplies	12	66	35	48	38	34		31	43	4	43	37	390
Field Trips/Activities							16						43
Conferences & Training				150		78		165	25				418
Automobiles, Vehicles		(16)										16	
Total Adult Day Care	21,076	18,994	20,327	20,992	23,910	21,818	17,683	23,226	19,643	20,750	18,439	14,430	241,286
Alzheimers and Related Disord													
Reg. Full-Time Employees	20,866	23,096	22,548	20,274	21,959	24,826	24,433	29,105	25,109	27,042	24,774	23,994	288,026
Overtime	19,839	7,387	14,047	6,642	8,451	8,192	10,772	10,471	9,745	5,645	12,247	13,488	126,927
TOPS - Balances	1,592	587	3,214	(216)	(2,241)	291	206	248	1,412	(144)	(759)	148	4,338
No Benefit Full-Time Employees	24,959	23,784	16,930	17,716	21,246	23,651	20,641	24,355	19,967	19,583	20,383	21,713	254,929
No Benefit Part-Time Employees	11,674	9,486	13,828	13,168	14,441	14,701	14,217	16,805	18,801	20,428	15,063	14,250	176,861
TOPS - FICA	122	45	246	(16)	(171)	22	1,718	(1,683)	108	(11)	(58)	11	332
Social Security - Employer	5,073	4,775	5,089	4,360	4,992	5,427	5,299	6,113	5,577	5,503	5,875	5,546	63,629
IMRF - Employer Cost	6,699	6,286	6,699	5,740	6,571	7,143	6,945	8,047	7,341	7,244	7,874	7,300	83,891
Workers' Compensation Insurance	3,192	2,966	3,069	2,829	3,188	3,494	3,279	3,886	142	5,440	5,398	4,580	41,462
Unemployment Insurance	7,801	276	3,367	2,139	2,069	1,848	1,364	1,442	1,215	1,282	1,111	1,512	25,427
Employee Health/Life Insurance	3,243	3,243	3,342	3,782	3,782	3,347	3,237	3,778	3,778	3,943	3,866	4,522	43,866
Operational Supplies	14		403	43					42		42		545
Conferences & Training			486		928				21	1,581	(1,655)		1,361
ARD - Contract Nursing	4,001	8,883	8,975	10,120	7,255	12,758	8,545	12,170	18,242	29,340	15,355	23,073	158,717
Total Alzheimers and Related Disord	109,076	90,814	102,244	86,580	92,469	105,701	100,656	114,737	111,502	126,878	109,517	120,139	1,270,312
Total Expenses	1,239,820	1,178,640	1,268,540	1,262,276	1,326,334	1,275,656	1,256,464	1,278,178	1,252,150	1,308,107	1,746,675	1,271,877	15,664,720
Net Operating Income	(59,599)	(102,466)	(154,082)	(183,504)	(152,763)	(133,504)	(97,279)	(86,225)	(52,239)	(50,011)	(582,454)	(7,180)	(1,661,306)
NonOperating Income													
Local Taxes													
Current-Nursing Home Operating	86,119	86,119	86,187	86,147	86,023	86,119	86,119	86,119	86,119	86,119	75,056	86,531	1,022,777
Back Tax-Nursing Home Operating											1,589		1,589
Mobile Home Tax											1,127		1,127
Payment in Lieu of Taxes								167					167
Total Local Taxes	86,119	86,119	86,187	86,147	86,023	86,119	86,119	86,286	86,119	86,119	77,772	86,531	1,025,659

Champaign County Nursing Home													9
Historical Statement of Operations													
12/31/12													
Description	01/12	02/12	03/12	04/12	05/12	06/12	07/12	08/12	09/12	10/12	11/12	12/12	Total
Miscellaneous NI Revenue													
Prior Period Adjustment				32,549			(12,600)				405,877		425,825
Investment Interest	142	170	111	119	89	98	107	77	67	86	208		1,274
Restricted Donations	275	500	1,543	60	384	100	498	270	574		347	424	4,975
Total Miscellaneous NI Revenue	417	670	1,654	32,728	472	198	(11,995)	347	641	86	406,432	424	432,074
Total NonOperating Income	86,536	86,789	87,840	118,875	86,496	86,317	74,124	86,633	86,760	86,205	484,204	86,955	1,457,734
Net Income (Loss)	26,937	(15,677)	(66,242)	(64,629)	(66,267)	(47,187)	(23,154)	408	34,521	36,194	(98,250)	79,775	(203,572)

12/31/12

Champaign County Nursing Home
Balance Sheet

1

ASSETS

Current Assets

Cash

Cash	\$1,361,324.04
Petty Cash	\$300.00
Total Cash	<u>\$1,361,624.04</u>

Rec., Net of Uncollectible Amounts

Accts Rec-Nursing Home Private Pay	\$807,618.09
Accts Rec-Nursing Home Med Adv/ HMO/ Ins	\$855,892.60
Total Rec., Net of Uncollectible Amounts	<u>\$1,663,510.69</u>

Rec., Net of Uncollectible Amounts

Accts Rec-Nursing Home Hospice	\$222,761.99
Allowance for Uncollectible Accts-Private Pay	(\$12,932.00)
Allowance for Uncollectible Accts-Patient Care P	(\$2,323.00)
Allowance for Uncollectible Accts-Patient Care H	(\$309.00)
Total Rec., Net of Uncollectible Amounts	<u>\$207,197.99</u>

Accrued Interest

Property Tax Revenue Receivable	\$86,658.67
Total Accrued Interest	<u>\$86,658.67</u>

Intergvt. Rec., Net of Uncollectibl

Due from Collector Funds	\$419.53
Due From Other Funds	\$76.01
Due from Other Governmental Units	\$442,304.60
Due from IL Public Aid	\$695,871.41
Due from IL Department of Aging-Title XX	\$108,209.60
Due from US Treasury-Medicare	\$597,291.07
Due From VA-Adult Daycare	\$10,123.46
Due From VA-Nursing Home Care	\$57,757.31
Allowance for Uncollectible Accts-IPA	(\$17,564.00)
Allow For Uncollectible Accts-IL Dept Of Aging	(\$545.00)
Allowance for Uncollectible Accts-Medicare	(\$10,258.00)
Allowance For Uncollectible Accts-VA Adult Day C	(\$76.00)
Allowance for Uncollectible Accts-VA Veterans Nu	(\$443.00)
Total Intergvt. Rec., Net of Uncollectibl	<u>\$1,883,166.99</u>

Prepaid Expenses

Prepaid Expenses	\$62,462.90
Stores Inventory	\$20,473.27
Total Prepaid Expenses	<u>\$82,936.17</u>

Long-Term Investments

Patient Trust Cash, Invested	\$7,860.27
Total Long-Term Investments	<u>\$7,860.27</u>
Total Current Assets	<u>\$5,292,954.82</u>

12/31/12

Champaign County Nursing Home
Balance Sheet

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Fixed Assets

Nursing Home Buildings	\$23,223,630.04
Improvements not Buildings	\$469,743.52
Equipment, Furniture & Autos	\$1,313,192.18
Construction in Progress	\$0.00
Accumulated Depreciation-Land Improvements	(\$217,938.69)
Accumulated Depreciation-Equipment, Furniture, &	(\$777,770.47)
Accumulated Depreciation-Buildings	(\$3,426,173.08)
Total Fixed Assets	<u>\$20,584,683.50</u>
Total ASSETS	<u><u>\$25,877,638.32</u></u>

LIABILITIES & EQUITY**Current Liabilities**

A/R Refunds	\$0.00
Accounts Payable	\$1,882,931.69
Salaries & Wages Payable	(\$66,338.38)
Interest Payable - Bonds	(\$2,501.54)
Due to General Corporate Fund	\$333,141.98
Due to Others (Non-Government)	(\$143.58)
Tax Anticipation Notes Payable	\$914,000.00
Total Current Liabilities	\$3,061,090.17

Non-Current Liabilities

Nursing Home Patient Trust Fund	\$7,860.27
Bonds Payable	\$3,065,000.00
Accrued Compensated Absences	\$339,095.94
Total Non-Current Liabilities	\$3,411,956.21
Total Current Liabilities	\$6,473,046.38

Equity

Revenues	\$0.00
Retained Earnings-Unreserved	\$19,309,975.28
Year To Date Earnings	\$14,841.58
Contributed Capital	\$0.00
Total Equity	\$19,404,591.94
Total LIABILITIES & EQUITY	\$25,877,638.32

Champaign County Nursing Home
Statement of Cash Flows (Indirect Method)
1 Month
November 30, 2012 through December 31, 2012

CASH FLOW FROM OPERATING ACTIVITIES:

Net Income (Loss) - YTD	\$	79,775
Depreciation Expense		60,511
(Incr.)/Decr. in Accounts Receivable		(131,340)
(Incr.)/Decr. in Prepaid Expenses		1,625
(Incr.)/Decr. in Inventory		-
(Incr.)/Decr. in Patient Trust		(56)
Incr./(Decr.) in Accounts Payable		(130,857)
Incr./(Decr.) in Salaries and Wages Payable		8,613
Incr./(Decr.) in Interest Payable		(57,711)
Incr./(Decr.) in Accrued Com. Absences		(413)
Incr./(Decr.) in Other Liabilities		56
		56
Net Cash Provided by Operating Activities		(169,797)

CASH FLOW FROM INVESTING ACTIVITIES:

Purchase of Equipment		-
Improvements (CIP)		-
Net Cash Provided by Investing Activities		-

CASH FLOW FROM FINANCING ACTIVITIES:

Increase in Tax Anticipation Note		914,000
(Decrease) in Bonds Payable		(170,000)
Increase in Equity Adjustment		-
		-
Net Cash Provided by Financing Activities		744,000

Total Cash Flow		574,203
Beginnng Cash Flow - 11/30/2012		787,421
		787,421
ENDING CASH - 12/31/2012	\$	1,361,624

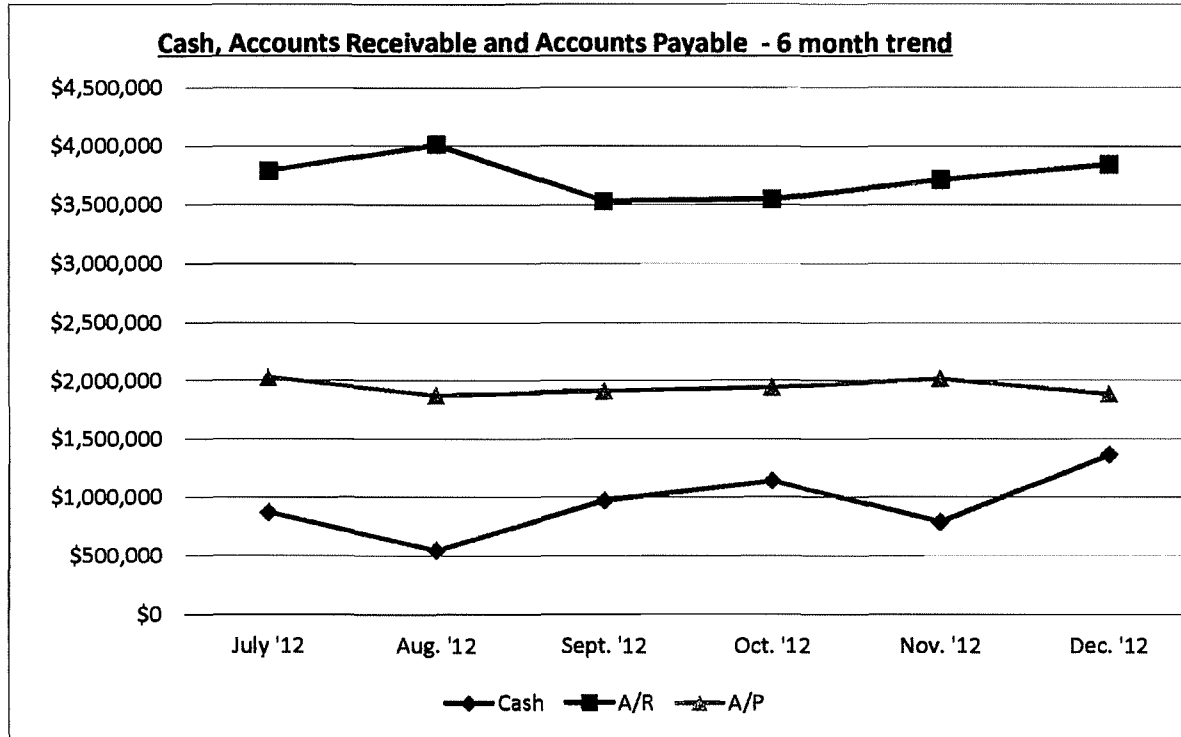
Champaign County Nursing Home
Monthly Statements of Cash Flow (Indirect Method)
July 31, 2012 through December 31, 2012

	<u>July '12</u>	<u>Aug. '12</u>	<u>Sept. '12</u>	<u>Oct. '12</u>	<u>Nov. '12</u>	<u>Dec. '12</u>
<u>CASH FLOW FROM OPERATING ACTIVITIES:</u>						
Net Income (Loss) - Monthly	\$ (23,154)	\$ 408	\$ 34,521	\$ 36,194	\$ (98,250)	\$ 79,775
Depreciation Expense	60,638	60,638	60,638	60,638	66,948	60,511
(Incr.)/Decr. in Accounts Receivable	(58,717)	(222,711)	480,770	(19,808)	(163,032)	(131,340)
(Incr.)/Decr. in Prepaid Expenses	12,356	12,356	12,356	12,356	12,356	1,625
(Incr.)/Decr. in Inventory	-	-	-	-	-	-
(Incr.)/Decr. in Patient Trust	430	(145)	(164)	(705)	1,329	(56)
Incr./(Decr.) in Accounts Payable	(54,985)	(157,664)	36,459	35,624	70,387	(130,857)
Incr./(Decr.) in Salaries and Wages Payable	43,142	58,501	33,364	52,039	(205,539)	8,613
Incr./(Decr.) in Interest Payable	11,425	11,425	11,425	11,426	11,425	(57,711)
Incr./(Decr.) in Accrued Com. Absences	(14,929)	799	(2,222)	(10,633)	(26,096)	(413)
Incr./(Decr.) in Other Liabilities	(430)	146	163	705	(1,330)	56
Net Cash Provided (Used) by Operating Activities	<u>(24,224)</u>	<u>(236,247)</u>	<u>667,310</u>	<u>177,836</u>	<u>(331,802)</u>	<u>(169,797)</u>
<u>CASH FLOW FROM INVESTING ACTIVITIES:</u>						
Purchase of Equipment	-	-	-	(7,540)	(6,051)	-
Improvements (CIP)	-	(13,527)	13,527	-	(13,527)	-
Net Cash Provided (Used) by Investing Activities	<u>-</u>	<u>(13,527)</u>	<u>13,527</u>	<u>(7,540)</u>	<u>(19,578)</u>	<u>-</u>
<u>CASH FLOW FROM FINANCING ACTIVITIES:</u>						
Incr./(Decr.) in Tax Anticipation Note	(13,065)	(76,268)	(254,923)	-	-	914,000
Incr./(Decr.) in Bonds Payable	-	-	-	-	-	(170,000)
Incr./(Decr.) in Equity Adjustment	-	-	-	(53)	53	-
Net Cash Provided (Used) by Financing Activities	<u>(13,065)</u>	<u>(76,268)</u>	<u>(254,923)</u>	<u>(53)</u>	<u>53</u>	<u>744,000</u>
Total Cash Flow	(37,289)	(326,042)	425,914	170,243	(351,327)	574,203
Beginning Cash Balance (Prior Month's)	905,922	868,633	542,591	968,505	1,138,748	787,421
MONTH ENDING CASH BALANCE	<u>\$ 868,633</u>	<u>\$ 542,591</u>	<u>\$ 968,505</u>	<u>\$ 1,138,748</u>	<u>\$ 787,421</u>	<u>\$ 1,361,624</u>

**Champaign County Nursing Home
July 31, 2012 through December 31, 2012**

Key Balance Sheet Items Charted Below:

	<u>July '12</u>	<u>Aug. '12</u>	<u>Sept. '12</u>	<u>Oct. '12</u>	<u>Nov. '12</u>	<u>Dec. '12</u>
Cash	868,633	542,591	968,505	1,138,748	787,421	1,361,624
A/R	3,784,412	4,007,123	3,526,354	3,546,162	3,709,194	3,840,535
A/P	2,028,983	1,871,319	1,907,778	1,943,402	2,013,789	1,882,932



FUND 091 ANIMAL CONTROL

DEPARTMENT 047 ANIMAL CONTROL ADMIN

INCREASED APPROPRIATIONS:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
091-047-522.06 POSTAGE, UPS, FED EXPRESS	0	0	5,000	5,000
TOTALS	0	0	5,000	5,000

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: ADD POSTAGE LINE

DATE SUBMITTED:

1-17-13

AUTHORIZED SIGNATURE

** PLEASE SIGN IN BLUE INK **

APPROVED BY BUDGET & FINANCE COMMITTEE:

DATE:

RECEIVED

JAN 17 2013

CHAMPAIGN COUNTY AUDITORS OFFICE

REQUEST FOR BUDGET AMENDMENT

BA NO. 13-00014

FUND 614 RECORDER'S AUTOMATION FND DEPARTMENT 012 ARRAIGNMENT COURT
 614 RECORDER'S AUTOMATION FND 023 RECORDER

INCREASED APPROPRIATIONS:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
614-012-513.05 UNEMPLOYMENT INSURANCE	0	0	700	700
TOTALS	0	0	700	700

INCREASED REVENUE BUDGET:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
614-023-341.33 RECORDING FEES	125,000	125,000	125,700	700
TOTALS	125,000	125,000	125,700	700

EXPLANATION: TO COVER INCREASED RATES FOR UNEMPLOYMENT INSURANCE

DATE SUBMITTED:	AUTHORIZED SIGNATURE <i>Jim M. Coon</i>	** PLEASE SIGN IN BLUE INK **
-----------------	--	-------------------------------

APPROVED BY BUDGET & FINANCE COMMITTEE: _____ DATE: _____



January 30, 2013

Christopher Alix, Deputy Chair
Champaign County Board
Brookens Administrative Center
1776 E. Washington Street
Urbana, IL 61802

RE: Application for FY 2014 Funding from the
Champaign County Mental Health Board

Dear Mr. Alix and Finance Committee Members:

Enclosed for the Committee's consideration is a copy of our application for continued grant funding from the Champaign County Mental Health Board. The deadline for submission of this application is February 15, 2013, and the funds will be awarded for the 12-month period beginning July 1, 2013. This application was approved by the CAC Governing Board at its meeting on January 24, 2013.

As you can see, we are requesting renewal of an existing grant. The Children's Advocacy Center has received a similar grant from the Mental Health Board in each of the last several years. Please note that there is no match requirement for this grant and that acceptance of the grant requires no financial contribution by Champaign County. In addition, renewal of this grant was contemplated during preparation of the FY 2013 County budget; therefore, a budget amendment will not be necessary.

Also enclosed is the Champaign County Application Form For Grant Consideration, Acceptance, Renewal/Extension, together with the required Financial Impact Statement.



NATIONAL
CHILDREN'S
ALLIANCE®

ACCREDITED
MEMBER

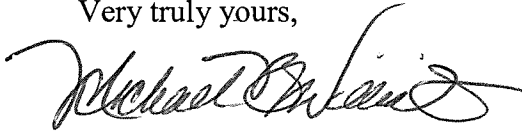
Champaign County Children's Advocacy Center
201 W. Kenyon Road, Suite 1 • Champaign, IL 61820 • Phone: 217.384.1266 • Fax: 217.344.1214

Mr. Christopher Alix
January 30, 2013
Page Two

On behalf of the Children's Advocacy Center, I am requesting that the Committee approve the acceptance of this grant and forward its recommendation for acceptance to the full County Board.

Thank you for your time and consideration and I encourage you to contact me at 384-1266 if you have any questions or concerns regarding the enclosed application.

Very truly yours,

A handwritten signature in black ink, appearing to read "Michael B. Williams". The signature is fluid and cursive, with a large initial "M" and "W".

Michael B. Williams
Executive Director

Enclosures

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

Department: Champaign County Children's Advocacy Center
Grant Funding Agency: Champaign County Mental Health Board
Amount of Grant: \$37,080
Begin/End Dates for Grant Period: July 1, 2013 - June 30, 2014
Additional Staffing to be Provided by Grant: None
Application Deadline: February 15, 2013
Parent Committee Approval of Application: _____
Is this a new grant, or renewal or extension of an existing grant? Renewal
If renewal of existing grant, date grant was first obtained: 2000

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

If yes, please summarize the anticipated impact: _____

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

If yes, please summarize the anticipated space need: _____

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


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

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

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

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

DATE: 01/30/2013

SIGNED: 
Department Head

Notice of Award of Grant Received on
Approved by Parent Committee: _____
Approved by County Board: _____
Approved by Grant Executive Committee: _____

COUNTY OF CHAMPAIGN
FINANCIAL IMPACT STATEMENT

Resolution/Ordinance _____
(circle one)

Current Year Annual Expenditure Estimate:

Number of Positions 1 Partial Personnel \$ 36,580
Services:
~~Commodities~~ \$ 500
Contractual: \$ _____
Capital: \$ _____

Long Term Expenditure Estimate: \$37,080 per annum

Current Year Annual Revenue Estimate: \$37,080

Long Term Revenue Estimate: \$37,080 per annum

Parent Committee Approval/Recommendation to County Board

Name of Parent Committee

Date



January 28, 2013

Christopher Alix, Deputy Chair
Champaign County Board
Brookens Administrative Center
1776 E. Washington Street
Urbana, IL 61802

RE: Renewal of Violent Crime Victims Assistance Grant

Dear Mr. Alix and Finance Committee Members:

Enclosed for the Committee's consideration is a copy of our completed application for continued grant funding from the Violent Crime Victims Assistance Program administered by the Illinois Attorney General's Office. The deadline for submission of this application is February 1, 2013, and the funds will be awarded for the 12-month period beginning July 1, 2013. This application was approved by the CAC Governing Board at its meeting on January 24, 2013.

As you can see, we are requesting renewal of an existing grant. The Children's Advocacy Center has received a similar grant from the Illinois Attorney General's Office each year since January 2000. For State FY2014 beginning July 1, 2013, we are requesting grant funding in the amount of \$14,535, which will be used to pay a portion of the salary of the CAC Case Manager. Please note that there is no match requirement for this grant and that acceptance of the grant requires no financial contribution by Champaign County. In addition, renewal of this grant was contemplated during preparation of the FY2013 County budget; therefore, a budget amendment will not be necessary.

Also enclosed is the Champaign County Application Form For Grant Consideration, Acceptance, Renewal/Extension, together with the required Financial Impact Statement.



NATIONAL
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ACCREDITED
MEMBER

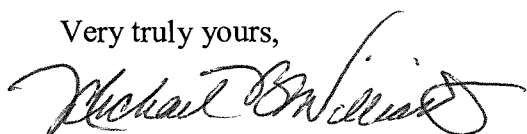
Champaign County Children's Advocacy Center
201 W. Kenyon Road, Suite 1 • Champaign, IL 61820 • Phone: 217.384.1266 • Fax: 217.344.1214

Mr. Christopher Alix
January 28, 2013
Page Two

On behalf of the Children's Advocacy Center, I am requesting that the Committee approve the acceptance of this grant and forward its recommendation for acceptance to the full County Board.

Thank you for your time and consideration and I encourage you to contact me at 384-1266 if you have any questions or concerns regarding the enclosed application.

Very truly yours,

A handwritten signature in cursive script, appearing to read "Michael B. Williams". The signature is written in black ink and is positioned to the right of the typed name.

Michael B. Williams
Executive Director

Enclosures

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

Department: Children's Advocacy Center (679)

Grant Funding Agency: Illinois Attorney General

Amount of Grant: \$14,535

Begin/End Dates for Grant Period: 07/01/2013 - 06/30/2014

Additional Staffing to be Provided by Grant: None

Application Deadline: 02/01/2013

Parent Committee Approval of Application: _____

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

If renewal of existing grant, date grant was first obtained: 2000

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

If yes, please summarize the anticipated impact: _____

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

If yes, please summarize the anticipated space need: _____

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

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

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

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

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

DATE: 01/28/2013

SIGNED: 
Department Head

Notice of Award of Grant Received on _____
Approved by Parent Committee: _____
Approved by County Board: _____
Approved by Grant Executive Committee: _____

COUNTY OF CHAMPAIGN
FINANCIAL IMPACT STATEMENT

Resolution/Ordinance _____
(circle one)

Current Year Annual Expenditure Estimate:

Number of Positions 1 (partial) Personnel \$ 14,535

Commodities: \$ _____

Contractual: \$ _____

Capital: \$ _____

Long Term Expenditure Estimate: \$14,535 per annum

Current Year Annual Revenue Estimate: \$14,535

Long Term Revenue Estimate: \$14,535 per annum

Parent Committee Approval/Recommendation to County Board

Name of Parent Committee

Date

APPLICATION COVER SHEET

**OFFICE OF THE ATTORNEY GENERAL
VIOLENT CRIME VICTIMS ASSISTANCE PROGRAM
FY14 GRANT APPLICATION**

APPLICANT ORGANIZATION:

1. AGENCY NAME: Champaign County Children's Advocacy Center

TYPE OF PROGRAM: (CHOOSE ONE)

Bias Violence CAC CASA Child Victimization (non-CAC or CASA) Community Based
 Domestic Violence DUI Elder Abuse Homicide Survivor Hospital Based
 Police Based Prosecution Sexual Assault Training and Technical Assistance Therapy

ADDRESS: 201 W. Kenyon Road, Suite 1

CITY: Champaign

ZIP CODE: 61820

TELEPHONE: (217) 384-1266

FAX #: (217) 344-1214

E-MAIL: mwilliams@co.champaign.il.us

FEIN #: 37-6006910

CHARITABLE TRUST #: N/A

NAME OF AUTHORIZED OFFICIAL (CHIEF EXECUTIVE OFFICER/EXECUTIVE DIRECTOR/STATE'S ATTORNEY): State's Attorney Julia Rietz, CAC Board Chair
(Type name)

NAME OF CHIEF FINANCIAL OFFICER: Dr. Kathleen Buetow, Treasurer
(Type name)

GRANT CONTACT PERSON: Michael B. Williams
(Type name)

PHONE # (217) 384-1266

E-MAIL: mwilliams@co.champaign.il.us

2. FY14 AMOUNT REQUESTED \$14,535.00

FY13 AMOUNT FUNDED (if applicable): \$14,535.00

FY13 VCVA GRANT NUMBER (if applicable): 13-0400

2. **ORGANIZATION TYPE:**

- Government Entity
 Not-for-profit Corporation

DESCRIBE YOUR SERVICE AREA:

- Urban Suburban Rural

NUMBER OF YEARS AGENCY HAS PROVIDED VICTIM SERVICES:

12

5. **COUNTIES SERVED:**

Champaign

6. **IMPORTANT NOTICE:**

This state office is requesting disclosure of information that is necessary to accomplish the statutory purpose as outlined under 725 ILCS 240/ et seq. This application will not be processed unless all the information is provided.

7. **APPLICANT CERTIFICATION:**

To the best of my knowledge, the data and statements in this application are true and correct and the application complies with all format requirements. The applicant agrees to comply with all state/federal statutes and rules/regulations applicable to the program.

AUTHORIZED OFFICIAL: (CHIEF EXECUTIVE OFFICER/EXECUTIVE DIRECTOR/STATE'S ATTORNEY)

Julia Rietz

Type Name

State's Attorney and CAC Board Chair

Title

Signature

1.29.13

Date

AGENCY REQUIREMENTS:

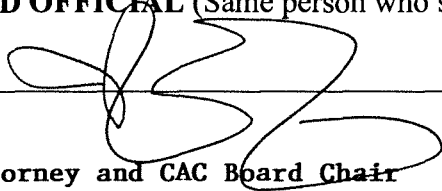
The agency applying for funding certifies that they have developed and implemented the following requirements (please check). Target dates must be included for those which are yet to be developed. **If a requirement does not apply to your agency, please indicate in the comments section why it does not apply.** Copies of policies, rules, and fee schedules must be available for inspection.

- Reasonable accommodation policy for persons with disabilities. (Compliance with ADA requirements.)
- Written policies for a drug free workplace.
- Written policies for non-discrimination.
- Written procedures for client intake.
- Written policies for client rights.
- Written policies for volunteer training.
- Written personnel policies and procedures.
- Rules to govern conflict of interest situations.
- Fee schedule with detailed charges for specific victim services.

Comments: The only volunteers who work directly with clients are our interns. The CAC Executive Director orients interns as to the operations of the CAC and is responsible for the ongoing training, supervision and evaluation of interns. The CAC does not have any interns at the present time. The CAC does not charge fees for victim services.

AUTHORIZED OFFICIAL (Same person who signed previous page)

Signature: _____



State's Attorney and CAC Board Chair

Title

1.25.13

Date

Julia R. Rietz
State's Attorney



Courthouse
101 East Main Street
P. O. Box 785
Urbana, Illinois 61801
Phone (217) 384-3733
Fax (217) 384-3816
email: statesatty@co.champaign.il.us

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

January 28, 2013

Christopher Alix
Deputy Chair
Finance Committee
Champaign County Board Office
Brookens Administration Center
1776 E. Washington Street
Urbana, IL 61802

Re: Renewal of Violent Crime Victims Assistance Grant

Dear Deputy Chair and County Board Members:

Enclosed for the Committee's consideration is a copy of our application for grant funding from the Violent Crime Victims Assistance Program through the Illinois Attorney General's Office. Grant funds will be awarded for the 12-month period beginning July 1, 2013 – June 30, 2014. We are requesting continuation of an existing grant in the amount of \$24,700. We are requesting a \$2,470 increase in revenue from last year's funding of \$22,230. The proceeds of this grant partially fund the salary of a Victim Witness Advocate in this office. The State's Attorney's Office first obtained this grant December 5, 1985.

Also, please find enclosed the Champaign County Application Form for Grant Consideration, Acceptance, Renewal/Extension, together with the required Financial Impact Statement.

On behalf of the Champaign County State's Attorney's Office, I respectfully request that the Committee approve the renewal of the grant and forward the recommendation to the County Board.

Sincerely,

A handwritten signature in black ink, appearing to be "JR Rietz", written over a circular stamp or seal.

Julia R. Rietz
State's Attorney

Enclosure

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

Department: 041 - State's Attorney
Grant Funding Agency: Office of the Illinois Attorney General
Amount of Grant: \$24,700
Begin/End Dates for Grant Period: July 1, 2013 - June 30, 2014
Additional Staffing to be Provided by Grant: 1
Application Deadline: February 1, 2013
Parent Committee Approval of Application: Finance
Is this a new grant, or renewal or extension of an existing grant? Renewal
If renewal of existing grant, date grant was first obtained: December 5, 1985

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

If yes, please summarize the anticipated impact: _____

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

If yes, please summarize the anticipated space need: _____

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

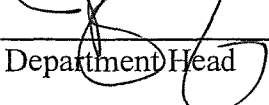
The activity or service provided can be terminated in the event the grant revenues are discontinued.

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

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

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

DATE: January 29, 2013

SIGNED: 
Department Head

Notice of Award of Grant Received on
Approved by Parent Committee: _____
Approved by County Board: _____
Approved by Grant Executive Committee: _____

COUNTY OF CHAMPAIGN
FINANCIAL IMPACT STATEMENT

Resolution/Ordinance _____
(circle one)

Current Year Annual Expenditure Estimate:

Number of Positions 1

Commodities: \$ _____

Contractual: \$ _____

Capital: \$ _____

Personnel \$ 61,559 (Salary & Fringes)
Requested Grant Funds \$24,700
Proceeds of this grant partially fund
salary of Victim Witness Advocate

Long Term Expenditure Estimate:

FY 14 Remainder of estimated salary after revenue expended \$20,707

FY 14 Estimated Fringes \$16,152

Current Year Annual Revenue Estimate:

FY 13 \$22,230 (July 1, 2012 - June 30, 2013)

Long Term Revenue Estimate:

\$24,700 (July 1 - June 30)

Parent Committee Approval/Recommendation to County Board

Name of Parent Committee

Date

APPLICATION COVER SHEET

**OFFICE OF THE ATTORNEY GENERAL
VIOLENT CRIME VICTIMS ASSISTANCE PROGRAM
FY14 GRANT APPLICATION**

APPLICANT ORGANIZATION:

1. AGENCY NAME: CHAMPAIGN COUNTY STATE'S ATTORNEY'S OFFICE

TYPE OF PROGRAM: (CHOOSE ONE)

- Bias Violence CAC CASA Child Victimization (non-CAC or CASA) Community Based
 Domestic Violence DUI Elder Abuse Homicide Survivor Hospital Based
 Police Based Prosecution Sexual Assault Training and Technical Assistance Therapy

ADDRESS: 101 E. Main Street

CITY: Urbana

ZIP CODE: 61801

TELEPHONE: 217-384-3733

FAX #: 217-384-3816

E-MAIL: schapin@co.champaign.il.us

FEIN #: 376006910

CHARITABLE TRUST #: _____

NAME OF AUTHORIZED OFFICIAL (CHIEF EXECUTIVE OFFICER/EXECUTIVE DIRECTOR/STATE'S ATTORNEY): Julia Rietz
(Type name)

NAME OF CHIEF FINANCIAL OFFICER: Daniel Welch
(Type name)

GRANT CONTACT PERSON: Susan Chapin
(Type name)

PHONE # 217-384-3733

E-MAIL: schapin@co.champaign.il.us

2. FY14 AMOUNT REQUESTED \$24,700

FY13 AMOUNT FUNDED (if applicable): \$22,230

FY13 VCVA GRANT NUMBER (if applicable): 13-0410

2. **ORGANIZATION TYPE:**

- Government Entity
 Not-for-profit Corporation

DESCRIBE YOUR SERVICE AREA:

- Urban Suburban Rural

NUMBER OF YEARS AGENCY HAS PROVIDED VICTIM SERVICES:

27

5. **COUNTIES SERVED:**

Champaign

6. **IMPORTANT NOTICE:**

This state office is requesting disclosure of information that is necessary to accomplish the statutory purpose as outlined under 725 ILCS 240/ et seq. This application will not be processed unless all the information is provided.

7. **APPLICANT CERTIFICATION:**

To the best of my knowledge, the data and statements in this application are true and correct and the application complies with all format requirements. The applicant agrees to comply with all state/federal statutes and rules/regulations applicable to the program.

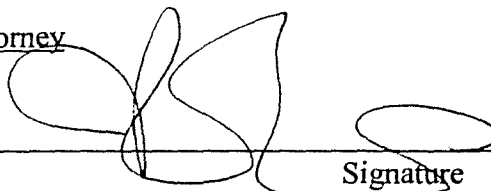
AUTHORIZED OFFICIAL: (CHIEF EXECUTIVE OFFICER/EXECUTIVE DIRECTOR/STATE'S ATTORNEY)

Julia Rietz

Type Name

State's Attorney

Title



Signature

1.14.13

Date

AGENCY REQUIREMENTS:

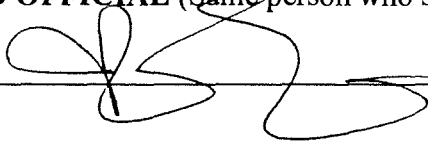
The agency applying for funding certifies that they have developed and implemented the following requirements (please check). Target dates must be included for those which are yet to be developed. **If a requirement does not apply to your agency, please indicate in the comments section why it does not apply.** Copies of policies, rules, and fee schedules must be available for inspection.

- Reasonable accommodation policy for persons with disabilities. (Compliance with ADA requirements.)
- Written policies for a drug free workplace.
- Written policies for non-discrimination.
- Written procedures for client intake.
- Written policies for client rights.
- Written policies for volunteer training.
- Written personnel policies and procedures.
- Rules to govern conflict of interest situations.
- Fee schedule with detailed charges for specific victim services.

Comments: The Champaign County State's Attorney's Office is exempt from assessing fees for services provided by the Victim Witness Advocate.

AUTHORIZED OFFICIAL (Same person who signed previous page)

Signature: _____



Title

State's Attorney

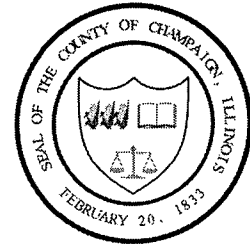
Date

1.14.13

CHAMPAIGN COUNTY PHYSICAL PLANT

1776 EAST WASHINGTON STREET, URBANA, ILLINOIS 61802-4581

FACILITIES & GROUNDS MANAGEMENT SERVICES



Alan Reinhart, Facilities Director

DATE: 2-6-2013

TO: Christopher Alix, Deputy Chair County Finance and Champaign County Board Committee of the Whole

FROM: Alan Reinhart, Facilities Director

RE: Physical Plant Vacancy

On January 11, 2013, a Skilled Trades Worker resigned from the Physical Plant. We had just finished accepting applications to fill the other vacant Skilled Trades position when I received this resignation. Once again this left us in the position of having one (1) Skilled Trades employee trying to carry the work load of three (3).

The Physical Plant is already operating on reduced staffing levels due to the budget cuts in the previous years. To train a new employee to all of the County Buildings and to acquire a basic understanding of the building systems and how they interact with one another takes a 3 minimum of 30 days. With the arrival of spring approaching quickly and this being the highest work load season for the Physical Plant, being short of staff will be difficult. Cleaning and start up of every building air conditioning system will be taking place soon and it is difficult to manage the daily demands for repairs and maintenance of the County facilities when not fully staffed without the extra work required for spring.

I would therefore request your approval to waive the 3 month hiring freeze so we may fill this position as soon as possible.

Thank you for your consideration of this request.

FY2013 General Corporate Fund Revenue Projection Report

February 6, 2013

SIGNIFICANT REVENUE LINE ITEMS/CATEGORIES	FY2012 YTD 1/31/2012	FY2012 Final Actual 12/31/2012	FY2013 BUDGET 12/1/2012	FY2013 YTD 1/31/2013	Projected % to be Received	Projected \$\$ to be Received	\$ Difference to Original Budget
PROPERTY TAXES (CURRENT)	\$0	\$8,255,678	\$8,686,118	\$0	100%	\$8,686,118	\$0
PROPERTY TAXES (BACK)	\$0	\$12,844	\$5,200	\$0	100%	\$5,200	\$5,200
MOBILE HOME TAXES	\$0	\$9,116	\$8,500	\$0	100%	\$8,500	\$8,500
PAYMENT IN LIEU OF TAXES	\$0	\$1,345	\$4,500	\$2,421	100%	\$4,500	\$0
COUNTY HOTEL/MOTEL TAX	\$0	\$26,177	\$21,000	\$1,684	125%	\$26,196	\$5,196
COUNTY AUTO RENTAL TAX	\$2,366	\$29,933	\$30,000	\$2,650	106%	\$31,944	\$1,944
PENALTIES ON TAXES	\$2,604	\$694,211	\$677,000	\$5,983	100%	\$677,000	\$0
BUSINESS LICENSES & PERMITS	\$620	\$37,364	\$40,500	\$400	92%	\$37,364	-\$3,136
NON-BUSINESS LIC. & PERMITS	\$163,076	\$1,410,816	\$1,195,425	\$234,457	119%	\$1,424,924	\$229,499
FEDERAL GRANTS	\$31,626	\$391,947	\$423,762	\$28,700	100%	\$423,762	\$0
STATE GRANTS	\$35,131	\$203,962	\$196,785	\$8,049	100%	\$196,785	\$0
CORP. PERS. PROP. REPL. TAX	\$4,294	\$688,933	\$782,641	\$57,085	97%	\$760,100	-\$22,541
1% SALES TAX (UNINCORPOR.)	\$103,217	\$1,043,741	\$1,155,478	\$116,575	111%	\$1,286,021	\$130,543
1/4% SALES TAX (ALL COUNTY)	\$410,451	\$5,158,766	\$5,389,687	\$442,376	102%	\$5,494,126	\$104,439
USE TAX	\$38,074	\$494,737	\$495,626	\$41,576	103%	\$509,935	\$14,309
INHERITANCE TAX	\$42,764	\$328,274	\$0	\$0	0%	\$0	\$0
STATE REIMBURSEMENT	\$0	\$674,978	\$1,320,153	\$503,153	100%	\$1,320,153	\$0
SALARY REIMBURSEMENT	\$2,748	\$422,714	\$307,471	\$45,429	118%	\$363,415	\$55,944
STATE REV./SALARY STIPENDS	\$0	\$48,500	\$48,500	\$0	100%	\$48,500	\$0
INCOME TAX	\$322,478	\$2,948,008	\$2,870,635	\$268,179	104%	\$2,971,578	\$100,943
POLICE TRAINING REIMBURSEMENT	\$0	\$20,365	\$25,472	\$0	100%	\$25,472	\$0
OFF-TRACK BETTING	\$7,189	\$47,200	\$55,000	\$4,270	80%	\$44,108	-\$10,892
LOCAL GOVERNMENT REVENUE	\$54,258	\$569,615	\$535,580	\$55,886	100%	\$535,580	\$0
LOCAL GOVERNMENT REIMBURSE.	\$42,450	\$563,306	\$563,182	\$32,367	100%	\$563,182	\$0
GENERAL GOVERNMENT	\$385,329	\$4,113,942	\$4,196,398	\$390,133	99%	\$4,171,468	-\$24,930
FINES	\$70,453	\$1,014,698	\$1,017,000	\$79,153	93%	\$950,807	-\$66,193
FORFEITURES	\$1,250	\$28,878	\$30,000	\$1,515	100%	\$30,000	\$0
INTEREST EARNINGS	\$1,484	\$14,553	\$14,400	\$940	75%	\$10,851	-\$3,549
RENTS & ROYALTIES	\$45,179	\$584,808	\$591,514	\$48,692	100%	\$591,514	\$0
GIFTS & DONATIONS	\$9,550	\$12,687	\$7,500	\$4,630	169%	\$12,687	\$5,187
OTHR FIN. SOURCES--FIX. ASSETS	\$8,309	\$27,104	\$4,000	\$0	100%	\$4,000	\$0
OTHR. MISC. REVENUE	\$12,585	\$91,262	\$79,105	\$40,730	102%	\$80,687	\$1,582
INTERFUND TRANSFERS	\$81,742	\$1,495,136	\$1,329,440	\$66,438	100%	\$1,329,440	\$0
INTERFUND REIMBURSEMENTS	\$974	\$402,997	\$413,903	\$663	100%	\$413,903	\$0
TOTALS	\$1,880,198	\$31,868,595	\$32,521,475	\$2,484,133	102%	\$33,039,818	\$532,043

FY2013 General Corporate Fund Expenditure Projection Report

SIGNIFICANT EXPENDITURE LINE ITEMS/CATEGORIES	FY2012 YTD 1/31/2012	FY2012 Final Actual 12/31/2012	FY2013 BUDGET 12/1/2012	FY2013 YTD 1/31/2013	PROJECTED % TO BE SPENT	PROJECTED \$ TO BE SPENT	\$ DIFFERENCE TO ORIGINAL BUDGET (+/-)
PERSONNEL							
Regular Salaries & Wages	\$1,802,690	\$12,804,410	\$13,167,485	\$1,732,114	97.72%	\$12,867,130	-\$300,355
SLEP Salaries	\$984,413	\$6,946,772	\$7,179,916	\$961,262	99.46%	\$7,140,803	-\$39,113
SLEP Overtime	\$51,746	\$371,447	\$456,685	\$59,584	96.92%	\$442,622	-\$14,063
Fringe Benefits	\$429,996	\$2,625,138	\$2,733,105	\$436,341	95.79%	\$2,618,048	-\$115,057
COMMODITIES							
Postage	\$66,681	\$237,503	\$243,817	\$50,882	96.01%	\$234,079	-\$9,738
Purchase Document Stamps	\$120,000	\$870,000	\$748,150	\$120,000	100.00%	\$748,150	\$0
Gasoline & Oil	\$16,940	\$236,781	\$251,090	\$7,050	100.00%	\$251,090	\$0
All Other Commodities	\$57,221	\$608,126	\$649,703	\$70,341	100.00%	\$649,703	\$0
SERVICES							
Gas Service	\$46,653	\$300,072	\$400,000	\$38,180	88.01%	\$352,049	-\$47,951
Electric Service	\$54,782	\$872,397	\$900,000	\$54,427	108.15%	\$973,320	\$73,320
Medical/Professional Services	\$170,275	\$1,089,242	\$1,075,117	\$226,388	99.57%	\$1,070,494	-\$4,623
All Other Services	\$519,069	\$3,575,200	\$3,919,929	\$490,805	99.71%	\$3,908,561	-\$11,368
CAPITAL							
Vehicles	\$0	\$228,237	\$153,740	\$76,740	100.00%	\$153,740	\$73,740
All Other Capital	\$0	\$88,686	\$45,860	\$4,957	100.00%	\$45,860	\$38,810
TRANSFERS							
To Capital Improvement Fund	\$0	\$86,319	\$123,278	\$0	100.00%	\$123,278	\$36,394
All Other Transfers	\$0	\$167,205	\$176,262	\$0	100.00%	\$176,262	\$6,166
DEBT REPAYMENT							
	\$399,544	\$549,556	\$545,536	\$399,991	100.00%	\$545,536	-\$3,710
TOTAL	\$4,720,012	\$31,657,090	\$32,769,673	\$4,729,061	98.57%	\$32,300,725	-\$317,548

FY2013 General Corporate Fund - Fund Balance Projection Report

	<i>Budgeted</i>	<i>Projected</i>
FUND BALANCE 11/30/12 (<i>unaudited</i>)	\$4,348,086	\$4,014,959
BEGINNING FUND BALANCE % OF BUDGET -	13.27%	12.25%
	<i>Budgeted</i>	<i>Projected</i>
ADD FY2013 REVENUE	\$32,521,475	\$33,039,818
LESS FY2013 EXPENDITURE	\$32,769,673	\$32,300,725
Revenue to Expenditure Difference	-\$248,198	\$739,093
FUND BALANCE PROJECTION - 11/30/13	\$4,099,888	\$5,087,179
% OF 2013 Expenditure Budget	12.51%	15.52%
Outstanding Loan to Nursing Home	-\$333,127	-\$333,127
Unreserved Fund Balance Projection - 11/30/12	\$3,766,761	\$4,754,052
% of FY2012 Budget	11.49%	14.51%

GENERAL CORPORATE FUND - FY2013 BUDGET CHANGE REPORT

General Corporate Fund Original Budget As Of:	12/1/2012
Expenditure	\$32,643,640
Revenue	\$32,517,745
Revenue/Expenditure Difference	(\$125,895)

General Corporate Fund Budget As Of:		2/7/2013	
Expenditure	\$32,769,673	% Inc/Dec	0.39%
Revenue	\$32,521,475	% Inc/Dec	0.01%
			Revenue/Exp. (\$248,198)

EXPENDITURE CHANGES

Department	Description	Expenditure Change	Revenue Change	Difference
Sheriff	Re-Encumber Purchase of Vehicles from FY2012	\$85,585	\$0	(\$85,585)
County Board	Re-Encumber Funds Pledged for Clinton Landfill Legal Challenge	\$13,642	\$0	(\$13,642)
Public Properties	Re-Encumber Funds for Downtown Correctional Center Repair/Maintenance	\$5,960	\$0	(\$5,960)
County Board	Appropriate Funds for Participation in Mahomet Aquifer Sole Source Coalition	\$14,000	\$0	(\$14,000)
EMA	Grant Award for Training Exercises	\$3,730	\$3,730	\$0
IT	Re-Encumber Funds for Lyle Shields Meeting Room Remodel	\$3,116	\$0	(\$3,116)
TOTAL		\$126,033	\$3,730	(\$122,303)

Changes Attributable to Recurring Costs	\$0	\$0	\$0
Changes Attributable to 1-Time Expenses	\$126,033	\$3,730	(\$122,303)

RESOLUTION NO.

**RESOLUTION FOR THE ABATEMENT AND REDUCTION OF
TAXES HERETOFORE LEVIED FOR THE PAYMENT OF BONDS**

WHEREAS, The Champaign County Board has heretofore adopted Ordinance No. 592, An Ordinance Authorizing the Issuance of \$23,800,000 General Obligation (Public Safety Sales Tax Alternate Revenue Source) Bonds, Series 1999, of the County of Champaign, Illinois; and

WHEREAS, The Champaign County Board has heretofore adopted Ordinance No. 605, An Ordinance Authorizing the Issuance of \$5,000,000 General Obligation (Public Safety Sales Tax Alternate Revenue Source) Bonds, Series 1999, of the County of Champaign, Illinois; and

WHEREAS, The Champaign County Board has heretofore adopted Resolution No. 4765, a Resolution Authorizing the Issuance of General Obligation Refunding Bonds, Series 2004A, and General Obligation Refunding Bonds (Public Safety Sales Tax Alternate Revenue Source), Series 2004B, of the County of Champaign, Illinois; and

WHEREAS, The Champaign County Board has heretofore adopted Resolution No. 4920, a Resolution Authorizing the Issuance of General Obligation Refunding Bonds, Series 2005A, and General Obligation Refunding Bonds (Public Safety Sales Tax Alternate Revenue Source), Series 2005B, of the County of Champaign, Illinois; and

WHEREAS, The Champaign County Board has heretofore adopted Ordinance No. 774, An Ordinance Authorizing the Issuance of \$2,450,000 Taxable General Obligation Bonds (Alternate Revenue Source), Series 2006, of the County of Champaign, Illinois; and

WHEREAS, The Champaign County Board has heretofore adopted Ordinance No. 786, An Ordinance Authorizing the Issuance of \$4,000,000 General Obligation (General Sales Tax Alternate Revenue Source) Bonds, Series 2006A, of the County of Champaign, Illinois; and

WHEREAS, The Champaign County Board has heretofore adopted Ordinance No. 817, An Ordinance Authorizing the Issuance of \$5,955,000 General Obligation (Public Safety Sales Tax Alternate Revenue Source) Bonds, Series 2007A, of the County of Champaign, Illinois; and

WHEREAS, The Champaign County Board has heretofore adopted Ordinance No. 817, An Ordinance Authorizing the Issuance of \$1,480,000 General Obligation (General Sales Tax Alternate Revenue Source) Bonds, Series 2007B, of the County of Champaign, Illinois; and

WHEREAS, The Champaign County Board has determined that pursuant to the collection of the public safety sales tax in the calendar year 2012, an abatement of the 2012 Levy of Taxes in the amount of \$400,125 to pay the principal of and interest on the General Obligation Bonds, Series 1999 as adopted with Ordinance No. 592 is appropriate, and that said abatement shall be in the amount of \$400,125; and

Resolution No.

WHEREAS, The Champaign County Board has determined that pursuant to the collection of the public safety sales tax in the calendar year 2012, an abatement of the 2012 Levy of Taxes in the amount of \$1,205,000 to pay the principal of and interest on the General Obligation Bonds, Series 2000 as adopted with Ordinance No. 605 is appropriate, and that said abatement shall be in the amount of \$1,205,000; and

WHEREAS, The Champaign County Board has determined that an abatement of the 2012 Levy of Taxes in the amount of \$2,025,000 to pay the principal of and interest on the General Obligation Refunding Bonds, Series 2004A as adopted with Resolution No. 4765 is appropriate, and that said abatement shall be in the amount of \$2,025,000; and

WHEREAS, The Champaign County Board has determined that pursuant to the collection of the public safety sales tax in calendar year 2012, an abatement of the 2012 Levy of Taxes in the amount of \$1,205,000 to pay the principal of and interest on the General Obligation Refunding Bonds (Public Safety Sales Tax Alternate Revenue Source), Series 2004B as adopted with Resolution No. 4765 is appropriate, and that said abatement shall be in the amount of \$1,205,000; and

WHEREAS, The Champaign County Board has determined that an abatement of the 2012 Levy of Taxes in the amount of \$758,838 to pay the principal of and interest on the General Obligation Bonds, Series 2005A as adopted with Resolution No. 4920 is appropriate, and that said abatement shall be in the amount of \$758,838; and

WHEREAS, The Champaign County Board has determined that pursuant to the collection of the public safety sales tax in the calendar year 2012, an abatement of the 2012 Levy of Taxes in the amount of \$2,055,711 to pay the principal of and interest on the General Obligation Bonds, Series 2005B as adopted with Resolution No. 4920 is appropriate, and that said abatement shall be in the amount of \$2,055,711; and

WHEREAS, The Champaign County Board has determined that an abatement of the 2012 Levy of Taxes in the amount of \$600,000 to pay the principal of and interest on the General Obligation Bonds, Series 2006 as adopted with Ordinance No. 774 is appropriate, and that said abatement shall be in the amount of \$600,000; and

WHEREAS, The Champaign County Board has determined that an abatement of the 2012 Levy of Taxes in the amount of \$310,090 to pay the principal of and interest on the General Obligation Bonds, Series 2006A as adopted with Ordinance No. 786 is appropriate, and that said abatement shall be in the amount of \$310,090; and

WHEREAS, The Champaign County Board has determined that pursuant to the collection of the public safety sales tax in the calendar year 2012, an abatement of the 2012 Levy of Taxes in the amount of \$459,639 to pay the principal of and interest on the General Obligation Bonds (Public Safety Sales Taxes Alternate Revenue Source), Series 2007A as adopted with Ordinance No. 817 is appropriate, and that said abatement shall be in the amount of \$459,639; and

Resolution No.

WHEREAS, The Champaign County Board has determined that an abatement of the 2012 Levy of Taxes in the amount of \$200,813 to pay the principal of and interest on the General Obligation Bonds (General Sales Taxes Alternate Revenue Source), Series 2007B as adopted with Ordinance No. 817 is appropriate, and that said abatement shall be in the amount of \$200,813;

NOW, THEREFORE, BE IT AND IT IS HEREBY RESOLVED that the Champaign County Board directs the Champaign County Clerk to abate and reduce the taxes heretofore levied for the 2012 payment of bonds due pursuant to Ordinance No. 592, said abatement to be in the amount of \$400,125; and

BE IT FURTHER RESOLVED that the Champaign County Board directs the Champaign County Clerk to abate and reduce the taxes heretofore levied for the RY2012 payment of bonds due pursuant to Ordinance No. 605, said abatement to be in the amount of \$1,205,000; and

BE IT FURTHER RESOLVED that the Champaign County Board directs the Champaign County Clerk to abate and reduce the taxes heretofore levied for the RY2012 payment of the 2004A bonds due pursuant to Resolution No. 4765, said abatement to be in the amount of \$2,025,000; and

BE IT FURTHER RESOLVED that the Champaign County Board directs the Champaign County Clerk to abate and reduce the taxes heretofore levied for the RY2012 payment of the 2004B bonds due pursuant to Resolution No. 4765, said abatement to be in the amount of \$1,205,000; and

BE IT FURTHER RESOLVED that the Champaign County Board directs the Champaign County Clerk to abate and reduce the taxes heretofore levied for the RY2012 payment of the 2005A bonds due pursuant to Resolution No. 4920, said abatement to be in the amount of \$758,838; and

BE IT FURTHER RESOLVED that the Champaign County Board directs the Champaign County Clerk to abate and reduce the taxes heretofore levied for the RY2012 payment of the 2005B bonds due pursuant to Resolution No. 4920, said abatement to be in the amount of \$2,055,711; and

BE IT FURTHER RESOLVED that the Champaign County Board directs the Champaign County Clerk to abate and reduce the taxes heretofore levied for the RY2012 payment of the bonds due pursuant to Ordinance No. 774, said abatement to be in the amount of \$600,000; and

BE IT FURTHER RESOLVED that the Champaign County Board directs the Champaign County Clerk to abate and reduce the taxes heretofore levied for the RY2012 payment of the bonds due pursuant to Ordinance No. 786, said abatement to be in the amount of \$310,090; and

Resolution No.

BE IT FURTHER RESOLVED that the Champaign County Board directs the Champaign County Clerk to abate and reduce the taxes heretofore levied for the RY2012 payment of the 2007A bonds due pursuant to Ordinance No. 817, said abatement to be in the amount of \$459,639; and

BE IT FURTHER RESOLVED that the Champaign County Board directs the Champaign County Clerk to abate and reduce the taxes heretofore levied for the RY2012 payment of the 2007B bonds due pursuant to Ordinance No. 817, said abatement to be in the amount of \$200,813.

PRESENTED, ADOPTED, APPROVED, AND RECORDED this 21st day of February, A.D. 2013.

Alan Kurtz, Chair
Champaign County Board

ATTEST:

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

RESOLUTION NO.

AUTHORIZATION FOR LOAN TO THE GENERAL CORPORATE FUND FROM THE
PUBLIC SAFETY SALES TAX FUND

WHEREAS, The General Corporate Fund may need a loan of up to \$1,500,000 for a period not to exceed twelve months to cover cash shortfalls; and

WHEREAS, The Public Safety Sales Tax Fund has adequate reserves to make this short-term loan; and

WHEREAS, The loan can be traced to public safety expenditures for the period of the loan, including but not limited to, salaries and operating expenses for the offices of the Sheriff and the State's Attorney; and

WHEREAS, The FY2013 tax levy for the General Corporate Fund is \$8,277,127 and there are no outstanding tax anticipation warrants or notes;

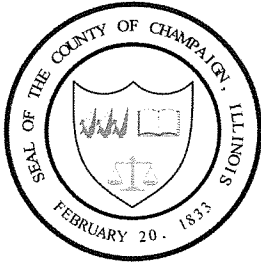
NOW, THEREFORE, BE IT RESOLVED That pursuant to 55 ILCS 5/5-1006.5, 55 ILCS 5/5-1016, 55 ILCS 5/3-10014, and the authority recognized in Gates V. Sweiter, 347 Ill. 353, 179 NE 837 (1932), the Champaign County Board approves a loan of up to \$1,500,000 from the Public Safety Sales Tax Fund to the General Corporate Fund for a period not to exceed twelve months; and

BE IT FURTHER RESOLVED That the County Auditor and County Treasurer are hereby authorized and requested to advance the above sum and to repay this advance within twelve months from the General Corporate Fund.

PRESENTED, ADOPTED, APPROVED, AND RECORDED This 21st day of February, A.D. 2013.

Alan Kurtz, Chair
Champaign County Board

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



CHAMPAIGN COUNTY ADMINISTRATIVE SERVICES

1776 East Washington Street, Urbana, Illinois 61802-4581

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

Deb Busey, County Administrator

MEMORANDUM

**TO: Christopher Alix, Deputy Chair of Finance and MEMBERS of the
CHAMPAIGN COUNTY BOARD**

FROM: Deb Busey, County Administrator

DATE: January 31, 2013

RE: Disposition of the Nursing Home Loan

ISSUE:

The Nursing Home Fund has an outstanding loan from the General Corporate Fund in the amount of \$333,142. The County Board needs to make a decision as to whether it will direct this loan be renewed, or forgiven.

HISTORY:

The Nursing Home experienced operating deficits from 2005-2008. From 2005-2007, the County General Corporate Fund transferred a total of \$1,583,380 to the Nursing Home Fund to cover these operational deficits. After the Nursing Home moved into its new facility in February 2007, the operation continued at a deficit, but rather than transfer the funds from the General Corporate Fund, the County Board chose to loan the funds from General Corporate to the Nursing Home. These loans occurred as follows:

1. March 29, 2007 - \$300,000 – Resolution No. 5891
2. October 21, 2008 - \$61,015 – Resolution No. 6073
3. December 18, 2007 - \$380,000 – Resolution No. 6330
4. June 19, 2008 - \$592,127 – Resolution No. 6583.

On December 18, 2008, the County Board adopted Resolution No. 6816 (attached for your reference), consolidating all of these loans into one loan in the total amount of \$1,333,142.

On August 20, 2009, the County Board approved Resolution No. 7086 (attached for your reference), approving a budget amendment of \$1,000,000 to the General Corporate Fund, acknowledging the receipt of proceeds from a legal settlement regarding the Nursing Home Construction, and transferring those proceeds to the Nursing Home Fund, resulting in the General Corporate Fund forgiving \$1,000,000 of the \$1,333,142 Nursing Home loan.

The County Board has annually renewed the \$333,142 loan from the General Corporate Fund to the Nursing Home Fund – on November 19, 2009 with Resolution No. 7187; on

November 18, 2010 with Resolution No. 7575; and on November 17, 2011 with Resolution No. 7948. The Loan was not renewed in November 2012, to provide an opportunity to the new County Board, seated in December 2012, to review this issue and determine the appropriate action for the future with regard to this loan.

The County Board did approve a Resolution Establishing Repayment Guidelines for the Nursing Home Loan on April 21, 2011 with Resolution No. 7689 (attached for your reference). Since this Resolution was adopted, the Nursing Home Fund has not met the established criteria for making an annual loan payment as set forth in the Resolution.

OPTIONS for COUNTY BOARD CONSIDERATION:

At this time, the County Board has two options with regard to this Loan.

- Option A - Adoption of Resolution Approving of Renewal of the Loan for another 12 month period
- Option B - Approval of an amendment to the General Corporate Fund Budget in the amount of \$333,142 to be transferred to the Nursing Home Fund from the General Corporate Fund in FY2013, to make permanent the grant of these funds from the General Corporate Fund to the Nursing Home.

DISCUSSION of OPTIONS:

Option A

- 1. Advantages
 - a. Maintains the status quo and anticipates that at some point the Nursing Home will repay this loan
- 2. Disadvantages
 - a. The statutory authority under which this loan is granted really anticipates that an inter-fund loan is for a short-term need, and should not extend beyond 12 months

Option B

- 1. Advantages
 - a. Clears an old loan off the accounting system, which results in cleaner documentation for the Annual CAFR, and for statements of the County's fund balance
 - b. The current General Corporate Fund Balance is healthy enough to remain at a level above 10%, even after this transfer is made
- 2. Disadvantages
 - a. Will generate a \$333,142 expenditure in the FY2013 budget, which could result in the County's General Corporate Fund budget ending FY2013 at a deficit of revenue to expenditure

REQUESTED ACTION:

That the Finance Committee recommend adoption of either Option A or Option B, to then be forwarded to the County Board for approval.

RESOLUTION NO. 6816

RESOLUTION AUTHORIZING RENEWAL OF LOANS FROM THE GENERAL CORPORATE FUND TO THE NURSING HOME FUND

WHEREAS, The Champaign County Board has previously approved loans from the General Corporate Fund to the Champaign County Nursing Home Fund as follows:

1. \$300,000 loan approved on March 29, 2007 by Resolution No. 5891, and renewed on April 24, 2008 by Resolution No. 6481;
2. \$61,015 loan approved on July 26, 2007 by Resolution No. 6073, and renewed on October 21, 2008 by Resolution No. 6752;
3. \$380,000 loan approved on December 18, 2007 by Resolution No. 6330;
4. \$592,127 loan approved on June 19, 2008 by Resolution No. 6583; and

WHEREAS, The outstanding loans totaling \$1,333,142 to the Nursing Home require renewal for the twelve month period beginning December 2008 for the 2009 fiscal year, as the Nursing Home is not in a position to repay the said loans; and

WHEREAS, The General Corporate Fund has access to adequate reserves to renew these loans; and

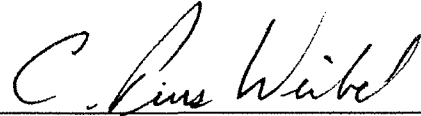
WHEREAS, The tax levy for the General Corporate Fund for FY2009 is \$7,467,612, and there are no outstanding tax anticipation warrants or notes; now, therefore, be it

RESOLVED, That pursuant to 55 ILCS 5/5-1006.5, 55 ILCS 5/5-1016, 55 ILCS 5/3-10014, and the authority recognized in Gates vs. Sweiter, 347 Ill. 353, 179 NE 837 (1932), the Champaign County Board approves the renewal and consolidation of loans totaling \$1,333,142 for a period not to exceed one additional year, said loans previously granted as follows:

1. \$300,000 loan approved on March 29, 2007 by Resolution No. 5891, and renewed on April 24, 2008 by Resolution No. 6481;
2. \$61,015 loan approved on July 26, 2007 by Resolution No. 6073, and renewed on October 21, 2008 by Resolution No. 6752;
3. \$380,000 loan approved on December 18, 2007 by Resolution No. 6330;
4. \$592,127 loan approved on June 19, 2008 by Resolution No. 6583; and

RESOLVED, That the County Auditor and County Treasurer are hereby authorized and requested by the Champaign County Board to document the renewal and consolidation of these loans, and to repay this loan within one year from the Nursing Home Fund.

PRESENTED, ADOPTED, APPROVED AND RECORDED this 18th day of December, A.D. 2008.



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

ATTEST:



Mark Shelden
Mark Shelden, County Clerk and ex-officio
Clerk of the County Board

RESOLUTION NO. 7086

BUDGET AMENDMENT

August 2009

FY 2009

WHEREAS, The Finance Committee has approved the following amendment to the 2008-2009 budget;

NOW, THEREFORE, BE IT RESOLVED That the Champaign County Board approves the following amendment to the 2008-2009 budget; and

BE IT FURTHER RESOLVED That the County Auditor be authorized and is hereby requested to make the following amendment to the 2008-2009 budget.

Budget Amendment #09-00077

Fund 080 General Corporate
Dept. 075 General County

ACCOUNT DESCRIPTION

AMOUNT

Increased Appropriations:

571.81 To Nursing Home Fund 081

Total

\$1,000,000

\$1,000,000

Increased Revenue:

369.90 Other Misc. Revenue

Total


\$1,000,000


\$1,000,000

REASON: Revenue settlement from Farnsworth Group, Inc. for HVAC litigation. Proceeds being used to offset expenditure of \$1,000,000 of the \$1.3 million Nursing Home loan.

PRESENTED, ADOPTED, APPROVED, AND RECORDED this 20th day of August A.D. 2009.

ATTEST:


Mark Shelden, County Clerk
and ex-officio Clerk of the
Champaign County Board


C. Pius Weibel, Chair
Champaign County Board

RESOLUTION NO. 7689

RESOLUTION APPROVING THE REPAYMENT GUIDELINES OF THE LOAN TO THE NURSING HOME FUND FROM THE GENERAL CORPORATE FUND

WHEREAS, The Champaign County Board authorized renewal of a loan from the General Corporate Fund to the Nursing Home Fund with Resolution 7575 on November 18, 2010; and

WHEREAS, The Nursing Home Board of Directors has recommended the following guidelines for the repayment of the outstanding loan:

1. The Nursing Home will make a good faith payment of \$12,000/year, beginning in FY2011, toward the retirement of the outstanding principal on this loan;
2. With FY2011, and every fiscal year thereafter, within 60 days of the close of the Fiscal Year, the Nursing Home will evaluate its ability to make an additional lump sum payment toward the retirement of this loan. An additional lump sum payment shall be made at this point each year, if the all of following criteria have all been met:
 - a. Accounts Payable for the Nursing Home is current at 30 days out;
 - b. The Nursing Home has not issued tax anticipation warrants on the property tax revenues for the ensuing fiscal year; and
 - c. The Nursing Home had reserved \$200,000 toward capital repair and replacement in the fiscal year just ended; and
 - d. The fiscal year end cash balance for the Nursing Home Fund is equivalent to at least 10% of the operating budget for the ensuing fiscal year.

The Nursing Home Board of Directors will provide a report to the County Board by March 1st of each year, documenting whether or not a lump sum payment shall be made and the basis for that decision.

3. Regardless of the requirements set forth in Paragraph 2 herein, the Nursing Home shall make final payment of any outstanding principal balance due on this loan in FY2026; the year after the final bond payment for the \$4 million Nursing Home Construction Bonds has been made; and

WHEREAS, The Committee of the Whole has approved the guidelines for the repayment of the outstanding loan to the Nursing Home;

NOW, THEREFORE, BE IT RESOLVED That the Champaign County Board approves the repayment guidelines for the outstanding loan of \$333,142 to the Nursing Home Fund from the General Corporate Fund as follows:

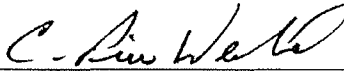
1. The Nursing Home will make a good faith payment of \$12,000/year, beginning in FY2011, toward the retirement of the outstanding principal on this loan;

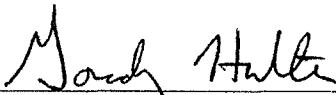
- 2. With FY2011, and every fiscal year thereafter, within 60 days of the close of the Fiscal Year, the Nursing Home will evaluate its ability to make an additional lump sum payment toward the retirement of this loan. An additional lump sum payment shall be made at this point each year, if the all of following criteria have all been met:
 - a. Accounts Payable for the Nursing Home is current at 30 days out;
 - b. The Nursing Home has not issued tax anticipation warrants on the property tax revenues for the ensuing fiscal year; and
 - c. The Nursing Home had reserved \$200,000 toward capital repair and replacement in the fiscal year just ended; and
 - d. The fiscal year end cash balance for the Nursing Home Fund is equivalent to at least 10% of the operating budget for the ensuing fiscal year.

The Nursing Home Board of Directors will provide a report to the County Board by March 1st of each year, documenting whether or not a lump sum payment shall be made and the basis for that decision.

Regardless of the requirements set forth in Paragraph 2 herein, the Nursing Home shall make final payment of any outstanding principal balance due on this loan in FY2026; the year after the final bond payment for the \$4 million Nursing Home Construction Bonds has been made

PRESENTED, ADOPTED, APPROVED, AND RECORDED This 21st day of April, A.D. 2011.


 C. Pius Weibel, Chair
 Champaign County Board

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

RESOLUTION NO. 7187

RESOLUTION AUTHORIZING RENEWAL OF A LOAN FROM THE GENERAL CORPORATE FUND TO THE NURSING HOME FUND

WHEREAS, The Nursing Home needs to renew a loan of \$333,142 for a period not to exceed one additional year to cover cash flow needs; and

WHEREAS, The General Corporate Fund has access to adequate reserves to renew this loan; and

WHEREAS, The tax levy for the General Corporate Fund for FY2009 is \$7,673,860 and there are no outstanding tax anticipation warrants or notes;

NOW, THEREFORE, BE IT RESOLVED That pursuant to 55 ILCS 5/5-1006.5, 55 ILCS 5/5-1016, 55 ILCS 5/3-10014, and the authority recognized in Gates V. Sweiter, 347 Ill. 353, 179 NE 837 (1932), the Champaign County Board approves renewal of a loan of \$333,142 from the General Corporate Fund to the Nursing Home for a period not to exceed one additional year; and

BE IT FURTHER RESOLVED That the County Auditor and County Treasurer are hereby authorized and requested to document the renewal of this loan and to repay this loan within one year from the Nursing Home Fund.

PRESENTED, ADOPTED, APPROVED, AND RECORDED This 19th day of November, A.D. 2009.



C. Pius Weibel, Chair
Champaign County Board

ATTEST: 

Mark Shelden, County Clerk
and ex-officio Clerk of the
Champaign County Board

RESOLUTION NO. 7575

RESOLUTION AUTHORIZING RENEWAL OF A LOAN FROM THE GENERAL CORPORATE FUND TO THE NURSING HOME FUND

WHEREAS, The Nursing Home needs to renew a loan of \$333,142 for a period not to exceed one additional year to cover cash flow needs; and

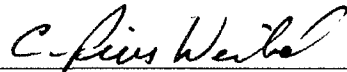
WHEREAS, The General Corporate Fund has access to adequate reserves to renew this loan; and

WHEREAS, The tax levy for the General Corporate Fund for FY2010 is \$7,673,171.06 and there are no outstanding tax anticipation warrants or notes;


NOW, THEREFORE, BE IT RESOLVED That pursuant to 55 ILCS 5/5-1006.5, 55 ILCS 5/5-1016, 55 ILCS 5/3-10014, and the authority recognized in Gates V. Sweiter, 347 Ill. 353, 179 NE 837 (1932), the Champaign County Board approves renewal of a loan of \$333,142 from the General Corporate Fund to the Nursing Home for a period not to exceed one additional year; and

BE IT FURTHER RESOLVED That the County Auditor and County Treasurer are hereby authorized and requested to document the renewal of this loan and to repay this loan within one year from the Nursing Home Fund.

PRESENTED, ADOPTED, APPROVED, AND RECORDED This 18th day of November, A.D. 2010.



C. Pius Weibel, Chair
Champaign County Board

ATTEST: 
Mark Shelden, County Clerk
and ex-officio Clerk of the
Champaign County Board

RESOLUTION NO. 7948

RESOLUTION AUTHORIZING RENEWAL OF A LOAN FROM THE GENERAL CORPORATE FUND TO THE NURSING HOME FUND

WHEREAS, The Nursing Home needs to renew a loan of \$333,142 for a period not to exceed one additional year to cover cash flow needs; and

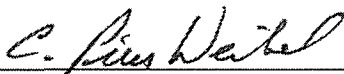
WHEREAS, The General Corporate Fund has access to adequate reserves to renew this loan; and

WHEREAS, The tax levy for the General Corporate Fund for FY2011 is \$7,703,519, and there are no outstanding tax anticipation warrants or notes;

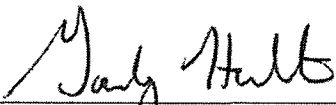
NOW, THEREFORE, BE IT RESOLVED That pursuant to 55 ILCS 5/5-1006.5, 55 ILCS 5/5-1016, 55 ILCS 5/3-10014, and the authority recognized in Gates V. Sweiter, 347 Ill. 353, 179 NE 837 (1932), the Champaign County Board approves renewal of a loan of \$333,142 from the General Corporate Fund to the Nursing Home for a period not to exceed one additional year; and

BE IT FURTHER RESOLVED That the County Auditor and County Treasurer are hereby authorized and requested to document the renewal of this loan and to repay this loan within one year from the Nursing Home Fund.

PRESENTED, ADOPTED, APPROVED, AND RECORDED This 17th day of November, A.D. 2011.



C. Pius Weibel, Chair
Champaign County Board

ATTEST: 

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