

**CHAMPAIGN COUNTY BOARD COMMITTEE OF THE WHOLE**  
**Justice & Social Services/Policy, Personnel, & Appointments/Finance Agenda**  
**County of Champaign, Urbana, Illinois**  
**Tuesday, May 14, 2013 – 6:00 p.m.**

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**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 – April 11, 2013 1-7
- IV. Approval of Agenda/Addenda**
- V. Public Participation**
- VI. Communications**
- VII. Finance:**
- A. Treasurer
1. Monthly Reports – April 2013 - Reports are available on the Treasurer’s webpage at <http://www.co.champaign.il.us/TREAS/reports.htm>
2. Letter to Champaign County Taxing Districts Regarding Presence Health (Provena) Property Taxes 8-9
- B. Auditor
1. Monthly Reports – April 2013 - Reports are available on the Auditor’s webpage at <http://www.co.champaign.il.us/auditor/monthlyreports.htm>
- C. Nursing Home Monthly Report 10-31
- D. Budget Amendments/Transfers 32-34
1. Budget Amendment #13-00020  
Fund/Dept: 850 Geographic Information Systems Joint Venture-111 GIS Consortium  
Increased Appropriations: \$14,205  
Increased Revenue: \$14,205  
Reason: Pass Through Money for Base Station Agreement and ESRI Maintenance
2. Budget Amendment #13-00021 35  
Fund/Dept: 080 General Corporate-042 Coroner  
Increased Appropriations: \$625  
Increased Revenue: \$625  
Reason: To Cover Additional Equipment Grant Money Received From Public Health Grant
3. Budget Amendment #13-00023 36-38  
Fund/Dept: 671 Court Document Storage Fund-030 Circuit Clerk  
Increased Appropriations: \$44,000

Increased Revenue: None: from Fund Balance  
Reason: Increase to Document Storage Expenditure to Pay for Judicial Systems Jury Software

4. Budget Amendment #13-00024 39  
Fund/Dept: 613 Court’s Automation Fund-030 Circuit Clerk  
Increased Appropriations: \$44,000  
Increased Revenue: \$44,000  
Reason: Increase Expenditure from Document storage Fund to Court Automation to Pay for Judicial Systems Jury Software

E. Children’s Advocacy Center 40-52

1. Approval of Application, & If Awarded, Acceptance of National Children’s Alliance Chapter Sub-Awardee Grant

F. Circuit Clerk

1. Ordinance Electing Not to Be Subject to the Provisions of the Illinois Clerks of the Courts Act, 705 ILCS 105/27.6 53  
2. Overview of Circuit Clerk Operations & Revenue

G. County Administrator

1. General Corporate Fund FY2013 Budget Report (*to be distributed*)  
2. General Corporate Fund FY2013 Budget Change Report (*to be distributed*)  
3. FY2014 Non-Bargaining Employee Salary Recommendation 54-59  
4. Resolution Establishing the Budget Process for FY2014 60-62  
5. IMRF Report (*for information only*) 63-64

H. Other Business

I. Chair’s Report

J. Designation of Items to be Placed on the Consent Agenda

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

A. Appointments/Reappointments –(*Italics indicate incumbent*)

1. Resolution 8435 Appointing Steven Hawthorne to the Sangamon & Drummer Drainage District Unexpired Term Ending 8/31/2015 65-68
2. Sangamon Valley Public Water District – 3 Vacancies 69-71  
Term June 1, 2013-May 31, 2018  
Applicants:  
• *Robert Buchanan*  
• *Michael Melton*  
• *Robert M. Guthrie*
3. Penfield Water District – 2 Vacancies 72  
Term June 1, 2013-May 31, 2018

|  |         |
|--|---------|
| Applicants:  |         |
| • <i>Randall Zindars</i>   |         |
| 4. Dewey Community Public Water District – 2 Vacancies   | 73      |
| Term June 1, 2013-May 31, 2018   |         |
| Applicants:  |         |
| • <i>William Roller</i>  |         |
| 5. Board of Review-1 Vacancy (R) *County Board Chair’s Nominee   | 74-91   |
| Term June 1, 2013-May 31, 2015   |         |
| Applicants:  |         |
| • *Dianne Hays   |         |
| • Patricia Languard  |         |
| • Vicki Cook   |         |
| 6. Urbana-Champaign Sanitary District -1 Vacancy (D)   | 92-95   |
| Term June 1, 2013-May 31, 2016   |         |
| Applicant:   |         |
| • <i>Jennifer Putman</i>   |         |
| 7. Rural Transit Advisory Group – ( <i>Seniors Representative</i> )  | 96-97   |
| Unexpired Term Ending 11/30/2014   |         |
| Applicant:   |         |
| • Mary Sleeth  |         |
| B. <u>County Clerk</u>   |         |
| 1. April 2013 Report   | 98      |
| C. <u>State’s Attorney</u>   |         |
| 1. Request to Send Proposed Chief of Civil Division Position to Job Content Evaluation Committee for Review                | 99-102  |
| D. <u>County Administrator</u>   |         |
| 1. Administrative Services Monthly Report – April 2013   | 103-105 |
| 2. Request to Send Proposed Deputy County Administrator of Finance Position to Job Content Evaluation Committee for Review | 106-110 |
| E. <u>Legislative Update</u>   |         |
| 1. Opposition to HB 924  | 111-115 |
| 2. Support of HB 961   | 116-117 |
| 3. Opposition to SB 1469   | 118-119 |
| F. <u>Other Business</u>   |         |
| G. <u>Chair’s Report</u>   |         |
| H. <u>Designation of Items to be Placed on the County Board Consent Agenda</u>   |         |

**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 – March 2013
2. Emergency Management Agency – April 2013
3. Head Start – April 2013
4. Probation & Court Services – March 2013 & 1<sup>st</sup> Quarter Statistical Report
5. Public Defender – March 2013
6. Veterans’ Assistance Commission – April 2013

B. Other Business

C. Chair’s Report

**X. Other Business**

**XI. Adjournment**



1 **CHAMPAIGN COUNTY BOARD**  
2 **COMMITTEE OF THE WHOLE MINUTES**  
3

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4  
5 **Finance/ Justice & Social Services/Policy, Personnel, & Appointments**  
6 **Thursday, April 11, 2013**  
7 **Lyle Shields Meeting Room**  
8

9 **MEMBERS PRESENT:** Christopher Alix, Astrid Berkson, Lloyd Carter, Lorraine  
10 Cowart, Aaron Esry, Stan Harper, Josh Hartke, Stan James, John  
11 Jay, Jeff Kibler, Alan Kurtz, Ralph Langenheim, Gary Maxwell,  
12 Jim McGuire, Diane Michaels, Max Mitchell, Patti Petrie,  
13 James Quisenberry, Giraldo Rosales, Jon Schroeder, Rachel  
14 Schwartz  
15

16 **MEMBERS ABSENT:** Michael Richards  
17

18 **OTHERS PRESENT:** Katie Blakeman (Circuit Clerk), Beth Brunk (Administrative  
19 Assistant), Deb Busey (County Administrator), John Farney  
20 (Auditor), Kay Rhodes (Administrative Assistant), Dan Welch  
21 (Treasurer)  
22

23 **CALL TO ORDER**  
24

25 Kurtz called the meeting to order at 6:00 p.m.  
26

27 **ROLL CALL**  
28

29 Rhodes called the roll. Alix, Berkson, Carter, Cowart, Esry, Harper, Hartke, James, Jay,  
30 Langenheim, Maxwell, McGuire, Michaels, Mitchell, Petrie, Quisenberry, Rosales, Schroeder,  
31 Schwartz, and Kurtz were present at the time of roll call, establishing the presence of a  
32 quorum.  
33

34 **APPROVAL OF MINUTES**  
35

36 **MOTION** by Maxwell to approve the March 12, 2013 Committee of the Whole  
37 minutes; seconded by Rosales. **Motion carried with unanimous support.**  
38

39 **APPROVAL OF AGENDA/ADDENDA**  
40

41 **MOTION** by James to approve the agenda/addenda; seconded by Carter. **Motion**  
42 **carried with unanimous support.**  
43

44 **PUBLIC PARTICIPATION**  
45

46 There was no public participation.  
47

48 **COMMUNICATIONS**

49  
50 Cowart asked the County Board for a moment of silence in remembrance of Mr. Lyle  
51 Shields, former County Board member for forty-one years and County Board Chair.

52  
53 Kurtz thanked everyone for the cards and emails during his own recent illness.

54  
55 **POLICY, PERSONNEL, & APPOINTMENTS**

56 **Appointments/Reappointments**

57  
58 **OMNIBUS MOTION** by James to recommend County Board approval of the  
59 appointments of the following to their respective Fire Protection District, Term May 1, 2013-  
60 April 30, 2016: Clifford Gorman – Philo FPD; Mervin Maier – Thomasboro FPD; Roger  
61 Ponton Jr. – Sangamon FPD; Norman Paul - St. Joseph-Stanton; Jeff White – Ivesdale FPD;  
62 Patricia Chancellor – Eastern Prairie FPD; Dennis Butler – Pesotum FPD; Frederick Seibold –  
63 Sadorus FPD; Roger Hayden – Tolono FPD; Mark McDuffy – Edge-Scott FPD; Tod Courtney  
64 – Windsor Park FPD; Ken Osterbur – Ogden-Royal FPD; Bernie Magsamen – Scott FPD; and  
65 Lacy Taylor – Broadlands-Longview FPD; seconded by Berkson.

66  
67 Petrie expressed her concern that many of the applicants seemed to have conflicts of  
68 interest and hoped that in the future more applicants would be encouraged to apply. Petrie was  
69 also unclear how recently appointed members of these public bodies were monitored in order  
70 to ensure the required completion of the Open Meetings Act training within 90 days of their  
71 appointment. **Motion carried with unanimous support.**

72  
73 **OMNIBUS MOTION** by Cowart to recommend County Board approval of the  
74 appointments of Shauna Carey and Melvyn Skvarla to the Fine Arts Review Committee for the  
75 Lincoln Hall Restoration Project and the Fine Arts Review Committee for the Electrical &  
76 Computer Engineering Building Project; seconded by Berkson.

77  
78 Petrie stated that she had made a great deal of effort to send this information to many  
79 people and she was disappointed that only two individuals applied for both committees. Petrie  
80 was also concerned because while Carey readily acknowledged any conflicts of interest she  
81 may have and indicated she would not act upon them if they arose; Skvarla did not indicate any  
82 possible conflicts of interest even though he was employed by the University of Illinois and  
83 had been very involved in the Lincoln Hall Restoration.

84  
85 Carter expressed his desire to meet individuals who apply for County Board  
86 appointments and would like those who apply to attend the meeting to introduce themselves.  
87 Quisenberry agreed.

88  
89 Berkson did not see how being involved in the Lincoln Hall Restoration could pose a  
90 conflict of interest for someone who seeks appointment to serve on the Fine Arts Review  
91 Committee for it. Alix agreed he felt it would be an asset. **Motion carried.**

92

93           Quisenberry announced the resignation of John Nelson from the Nelson-Moore-  
94 Fairfield Drainage District Board of Trustees, term ending August 31, 2015.

95  
96   County Clerk

97  
98           **MOTION** by McGuire to receive the March 2013 report and place it on file; seconded  
99 by Langenheim. **Motion carried with unanimous support.**

100  
101   County Administrator

102  
103           **MOTION** by Michaels to receive the Administrative Services March 2013 report and  
104 place it on file; seconded by McGuire. **Motion carried with unanimous support.**

105  
106           **MOTION** by Alix to recommend approval to the Finance Committee of the Whole of  
107 the classifications of the positions in the Champaign County GIS Consortium: GIS Director –  
108 Grade Range L with Market Adjustment to Grade Range M, GIS Programmer – Grade Range I  
109 with Market Adjustment to Grade Range J, GIS Business Systems Analyst – Grade Range I  
110 with Market Adjustment to Grade Range J, GIS Technician – Grade Range F with Market  
111 Adjustment to Grade Range G, GIS Mapping Technician – Grade Range E with Market  
112 Adjustment to Grade Range F to the ; seconded by Berkson. **Motion carried with unanimous**  
113 **support.**

114  
115   Other Business

116  
117           There was no other business.

118  
119   Chair's Report

120  
121           Quisenberry announced he was in discussions with Busey and Kurtz regarding the  
122 appointment process and how it could be improved, as well as, a movement towards paperless  
123 processes.

124  
125           Kibler entered the meeting at 6:15 p.m.

126  
127   Designation of Items for the County Board Consent Agenda

128  
129           Items A1-14 were designated for the County Board Consent Agenda.

130  
131   FINANCE

132   Treasurer

133  
134           Welch said on April 2, 2013 he executed a loan, with prior County Board authorization,  
135 to the General Corporate Fund from Public Safety Fund for \$1 million. He said the loan would  
136 be repaid by November 30, 2013.

137

138 Welch stated that Provena received a refund for the years 2004 and 2006. An  
139 Administrative Law Judge at the Department of Revenue ruled on both years for a refund of  
140 \$1.3 million. Welch added that tax bills would be mailed on May 3, 2013.

141  
142 **MOTION** by Jay to receive the Treasurer's March 2013 report and place on file;  
143 seconded by Mitchell. **Motion carried with unanimous support.**

144  
145 **MOTION** by Esry to recommend County Board approval of a resolution authorizing  
146 the County Board Chair to assign a Mobile Home Tax Sale Certificate of Purchase, permanent  
147 parcel number 25-900-0042; seconded by Kibler. **Motion carried with unanimous support.**

148  
149 Auditor

150  
151 **MOTION** by Mitchell to receive the Auditor's March 2013 report and place on file;  
152 seconded by James. **Motion carried with unanimous support.**

153  
154 Nursing Home Monthly Report

155  
156 **MOTION** by Quisenberry to receive the Nursing Home monthly report and place on  
157 file; seconded by Petrie. Petrie asked for a brief summary of the bad debt statistics. Maxwell  
158 explained that bad debt is part of any nursing home operation. He said they were going back to  
159 2005 to resolve these issues. They have written off approximately \$550,000 and would need to  
160 write off another \$292,000. Discussion followed. **Motion carried with unanimous support.**

161  
162 Budget Amendments/Transfers

163  
164 **MOTION** by Jay to recommend County Board approval of **Budget Amendment #13-**  
165 **00017** for Fund/Dept. 091 Animal Control-247 Animal Warden Services with increased  
166 appropriations of \$6,687 and no increased revenue, from Fund Balance because METCAD bill  
167 was higher than budgeted; seconded by Mitchell. **Motion carried with unanimous support.**

168  
169 **MOTION** by Hartke to recommend County Board approval of **Budget Amendment**  
170 **#13-00019** for Fund/Dept: 617 Child Support Services Fund-030 Circuit Clerk with increased  
171 appropriations of \$24,500 and no increased revenue, from Child Support Services Fund  
172 Balance to pay for AS400 child support data conversion to Jano Justice System interface;  
173 seconded by Michaels.

174  
175 Blakeman explained the purpose of the amendment was to provide funding for the data  
176 conversion of the existing child support data on the County AS400 to Jano Justice System. She  
177 explained that there had been some programming issues earlier preventing the conversion and  
178 Champaign County would be the first county to convert their data to the Jano System. **Motion**  
179 **carried with unanimous support.**

180  
181  
182  
183

184 Facilities Director

185

186 **MOTION** by James to recommend County Board approval of Public Sector Energy  
187 Efficiency Program, Double-up Natural Gas Grant application and if awarded, acceptance for  
188 boiler tune-ups; seconded by Hartke. **Motion carried with unanimous support.**

189

190 County Administrator

191

192 **MOTION** by Quisenberry to receive the General Corporate Fund FY2013 Budget  
193 Projection and Change Reports and place on file; seconded by Rosales. Busey pointed out that  
194 the projection showed a shortfall \$163,200 in property taxes this year. This occurred because  
195 Carle filed for an exemption on the last day. She said this happened too late in the tax cycle to  
196 apply the change to the EAV (Equalized Assessed Value). The exemption is being treated as a  
197 certificate of error. All taxing districts with Carle properties within their boundaries will  
198 receive levies smaller than what they had anticipated. Busey said this was a one-time event and  
199 will not affect property taxes next year.

200

201 The General Corporate Fund will experience a loss of \$163,200; Mental Health Board  
202 will lose \$74,000; DD Board will lose \$68,000; County Highway will lose \$41,000; and  
203 County Bridge will lose 20,623. Other Funds impacted are IMRF, Social Security, Liability  
204 Insurance, Extension Education, Nursing Home, Public Health, and Nursing Home Bonds for a  
205 total loss of \$561,470 of revenue.

206

207 Quisenberry asked how many other taxing bodies felt the impact of the exemption.

208 Busey responded that the most significant taxing body would be the school districts.

209 Discussion followed. **Motion carried with unanimous support.**

210

211 **MOTION** by Kurtz to recommend County Board approval of classifications of GIS  
212 Consortium job positions; seconded by Esry. **Motion carried with unanimous support.**

213

214 Financial Forecast for General Corporate, Public Safety  
215 & Capital Asset Replacement Funds

216

217 Busey explained the purpose of the Financial Forecast is to assist the County Board in  
218 its decisions regarding the annual budget and Champaign County Board Goals and Strategic  
219 Plan as it begins the process of setting parameters for preparation and adoption of the FY2014  
220 budget. Busey gave a full presentation covering FY2013 through FY2017 for General  
221 Corporate Fund Revenue and Expenditures, Public Safety Sales Tax Fund Revenue and  
222 Expenditures, and the Capital Asset Replacement Fund.

223

224 Busey explained the long term challenges for the General Corporate Fund were  
225 maintaining the fund balance at a minimum 12.5% level; the development of a Comprehensive  
226 Plan for County Facilities and Campuses; identification and appropriation of funding for  
227 Capital Replacement and Improvement Plans; developing a plan for management of personnel  
228 costs within available revenues; and the replacement of real estate tax cycle and accounting  
229 systems software.

230 Other Business

231  
232           There was no other business.

233  
234 Chair's Report

235  
236           There was no Chair's report.

237  
238 Designation of Items for the County Board Consent Agenda

239  
240           Items A2, D1-2, E1, and F3 were designated for the Consent Agenda.

241  
242 **JUSTICE & SOCIAL SERVICES**

243 Monthly Reports

244  
245           **OMNIBUS MOTION** by James to receive the monthly reports for Animal Control:  
246 February 2013; EMA: March 2013; Head Start: March 2013; Probation & Court Services:  
247 February 2013; Public Defender: February 2013 and Veterans' Assistance Commission: March  
248 2013 and place on file; seconded by Mitchell. **Motion carried as amended with unanimous**  
249 **support.**

250  
251 Other Business

252  
253           There was no other business.

254  
255 Chair's Report

256 Consideration of Resolution in Support of SB No. 1854

257  
258           Berkson explained that some time ago a judge in the western part of the state ruled that  
259 people on mandatory sentences could not serve their sentences on the electronic home  
260 detention program and were required to serve their sentences under the custody of the sheriff in  
261 the jail. Berkson said this created large costs of up to \$20 million per year. She explained  
262 another negative effect of the mandatory imprisonment was that the offender very often lost his  
263 or her job and home and as a result no longer paid taxes.

264  
265           Berkson rationalized that when an offender is placed on the electronic home detention  
266 program that they are required to pay for the device and they can continue working to maintain  
267 their home and pay taxes. She explained that SB 1854 would allow a qualifying offender to  
268 serve his or her mandatory sentence using the electronic home detention program.

269  
270           **MOTION** by Quisenberry to recommend County Board approval of a resolution in  
271 support of SB 1854; seconded by Hartke. **Motion carried as amended with unanimous**  
272 **support.**

273  
274  
275

*Committee of the Whole*  
*Finance; Justice & Social Services; Policy, Personnel, & Appointments Minutes*  
*Thursday, April 11, 2013*  
*Page 7*

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276 **Other Business**

277

278           There was no other business.

279 **Adjourn**

280

281           The meeting adjourned at 7:40 p.m.

282

283   Respectfully submitted,

284

285

286   Kay Rhodes

287   Administrative Assistant

288

289

290

291

292   *Please note the minutes reflect the order of the agenda and may not necessarily reflect the order of business conducted at the meeting.*

May 8, 2013

To: Champaign County Taxing Districts

Re: Presence Health (Provena) Property Taxes

The 2012 Real Estate tax bills were mailed on May 3rd. I want to remind you of the potential for a refund of the Presence Health taxes which will be included in distributions made to your taxing district this year. Presence did not file for exempt status this year under the new Illinois law regarding hospital charity exemptions. No one at the County knows why they chose to not file.

I have attached a report which gives you a breakdown by taxing district of the funds paid by Presence for tax years 2003, 2005 & 2007-2012 and we think are still subject to a possible refund. The report assumes both installments of the 2012 year will be paid in full.

The report only includes taxes. I have no idea if interest will be a part of any future refund order. The latest refund did not include interest.

Please note that I have removed the 2002, 2004 & 2006 tax year's amounts due to past rulings. That does not mean that a future refund might not include some or all of those years. I wish I could be more specific about any potential refund but it is a very complicated case and there are legal issues that have still not been resolved for 2004 & 2006 even though the refund has been made.

If you have any questions, please call.

Sincerely,

Daniel J. Welch  
County Treasurer



| Presence 2003, 2005, 2007-2012 | Totals         |
|--------------------------------|----------------|
| 101 County Government          | \$22,097.22    |
| 201 Forest Preserve            | \$2,355.02     |
| 301 Parkland College           | \$14,400.22    |
| 345 Unit School # 4            | \$15,546.10    |
| 351 Unit School # 116          | \$110,515.88   |
| 504 City of Champaign          | \$5,174.42     |
| 529 City of Urbana             | \$32,400.52    |
| 619 City of Champaign Township | \$152.86       |
| 648 Cunningham Township        | \$4,862.90     |
| 911 Champaign Park             | \$2,691.36     |
| 914 Urbana Park                | \$20,384.48    |
| 921 Mass Transit               | \$7,797.42     |
| 931 Public Health              | \$3,131.22     |
| Champaign - TIF Code 51        | \$57,262.30    |
| Urbana - TIF Code 52           | \$9,591,502.76 |
|                                | =====          |
|                                | \$9,890,274.68 |

To: Board of Directors  
Champaign County Nursing Home

From: Scott Gima  
Manager

Date: May 7, 2013

Re: Statistical and Financial Management Report

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March's census averaged 181.7, which is a further decline from 185.2 in February. Referrals and subsequent admissions continue at a regular pace. Expirations fell in March, but discharges remain high. The majority of discharges were in Medicare, whose census fell from 23.5 in February to 13.3 in March.

|     | Medicare Admits | Non-Medicare Admits | Total Admits | Discharges | Expirations | Total Discharges/Expirations |
|-----|-----------------|---------------------|--------------|------------|-------------|------------------------------|
| Jan | 11              | 11                  | 22           | 24         | 11          | 35                           |
| Feb | 16              | 7                   | 23           | 18         | 13          | 31                           |
| Mar | 12              | 14                  | 26           | 25         | 8           | 21                           |
| Apr | 15              | 8                   | 23           | 21         | 8           | 29                           |

Medicare discharges to home bode well from a quality of care standpoint, providing a strong indicator of success in rehabbing residents so they can return home. With the rollout of the dual-eligible managed care program, the health plans want to see a high rate of discharges to home. However, these strong outcomes have an obvious negative impact on the census. The other two payor sources showed an increase in census between February and March. Medicaid census increased from 98.6 to 101.4 and private pay increased from 63.1 to 67.0.

The payor mix in March showed the following changes from February. The Medicare mix fell from 12.7 percent to 7.3 percent. The Medicaid mix increased from 53.3 percent to 55.8 percent. The private pay mix increased from 34.1 percent to 36.9 percent.

The preliminary statistics for May show no significant changes. The census is currently 181 with 15 Medicare and Medicare Advantage residents.

The March revenue and expense highlights are summarized below.

- March shows a net loss of -\$70k. On a cash basis, operations showed a net cash loss of -\$9k. On a YTD basis, CCNH has a net loss of -\$84.4k but positive cash totaling \$160k.
- Operating revenues increased by \$66k, from \$1.053 million in February to \$1.119k in March. Medicaid revenue increased by \$58k and private pay revenue jumped \$87k. Medicare revenues fell by \$89k.

- Operating expenses increased from \$1.168 million to \$1.276k between February and March, an increase of \$108k. Wages/salaries increased from \$458,130 to \$538,378, an increase of \$80,248. The average salary per resident day increased from \$88.36 to \$95.58. Approximately \$40k of the increase is due to the 31 day month in March compared to the 28 day month in February.

There were two TOPs payout in March, \$6,700 in dietary and \$5,000 in the ALZ unit. The snow day on 3/25 resulted in \$2,600 in overtime pay for staff that worked per the union contract. The remaining increase was probably attributable to nurse staffing not flexing down completely in line with the drop in census. But agency costs fell in March to another all time low. Agency usage has been \$76,604 in December, \$68,537 in January, \$40,693 in February and \$35,383 for March. Agency costs per resident day fell from \$7.85 to \$6.28, a \$1.57 drop, which offsets some of the nursing increase.

Benefits showed little change, totaling \$183,845 in February and \$188,084 in March.

Alzheimer's labor expenses, benefits and taxes are all over budget for the month and on a year to day basis. This looks like it is an issue of a low budget allocation and not an overage issue. Census has been stable, while the rest of the facility has seen a decline in census. The 2013 budget was based on actual 2012 wages, but the Alzheimer's unit had significant staff vacancies and related high usage of agency staff. Since December, the number of staff has increased by about 10 employees and vacancies are down. At the same time, agency expenses have fallen (\$23k in December versus \$10.5k in March), which is what should be expected.

Non-labor expenses increased by \$23.5k, from \$525,721 in February to \$549,214 in March. On a per day basis, non-labor costs declined from \$101.39 per day to \$97.50, which reflects the decrease in census.

Major items include:

- Food costs were over budget by \$3,000. This is one of the issues that will be reviewed by the new Dietary Director.
- Food service professional services totaled \$11,640 in March (\$9,000 over budget) up from \$3,079 in February. This is due to the use of the dietary consultant as the interim manager while we were in the process of recruiting and hiring the new Director.
- Nursing home equipment and nursing home building repairs were over budget due to the kitchen water heater/laundry boiler work.
- March will be the last month for the Social Services interim Director expense that shows up in social services professional services.

## Summary

The census has fallen from a 205 average in December to a March average of 182. In past years, there is an annual trend of declining census in the spring with a rebound in the summer and fall

months. Because referrals and admissions continue without significant change, also taking into account that hospital census has also been down; this drop in census is a cyclical phase.

While the net loss was -\$70k, after adding back depreciation, the cash loss for the month was only \$8.5k and for the year, the cash contribution from operations is a positive \$160k. This is an indicator that CCNH is getting through this down period in good shape.

**Take a look at the figures in bold type-face as they represent significant changes from prior months.** (Figures will not add to 100 percent.) In March, the Medicare revenue percentage fell to 16.9 percent from 26.4 percent in February. Medicaid increased from 37.9 percent to 40.9 percent. Private pay increased from 31 percent to 37.2 percent.

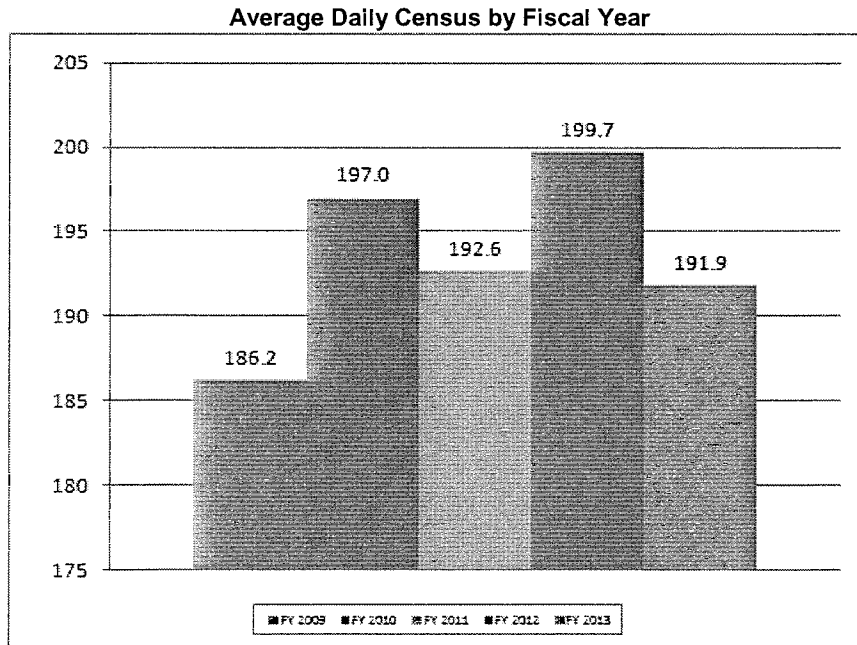
|            | <b>Dec-12</b> | <b>As % of Pt. Revenue</b> | <b>Jan-13</b> | <b>As % of Pt. Revenue</b> | <b>Feb-13</b> | <b>As % of Pt. Revenue</b> | <b>Mar-13</b> | <b>As % of Pt. Revenue</b> |
|------------|---------------|----------------------------|---------------|----------------------------|---------------|----------------------------|---------------|----------------------------|
| Medicare A | <b>\$301k</b> | <b>23.9%</b>               | \$296k        | 24.5%                      | <b>\$277k</b> | <b>26.4%</b>               | <b>\$188k</b> | <b>16.9%</b>               |
| Medicaid   | \$537k        | 42.6%                      | \$502k        | 41.6%                      | <b>\$398k</b> | <b>37.9%</b>               | <b>\$457k</b> | <b>40.9%</b>               |
| Pvt Pay    | \$391k        | 31.0%                      | \$365k        | 30.3%                      | \$329k        | 31.3%                      | <b>\$415k</b> | <b>37.2%</b>               |

*Misc Revenue and Property Taxes excluded from calculation*

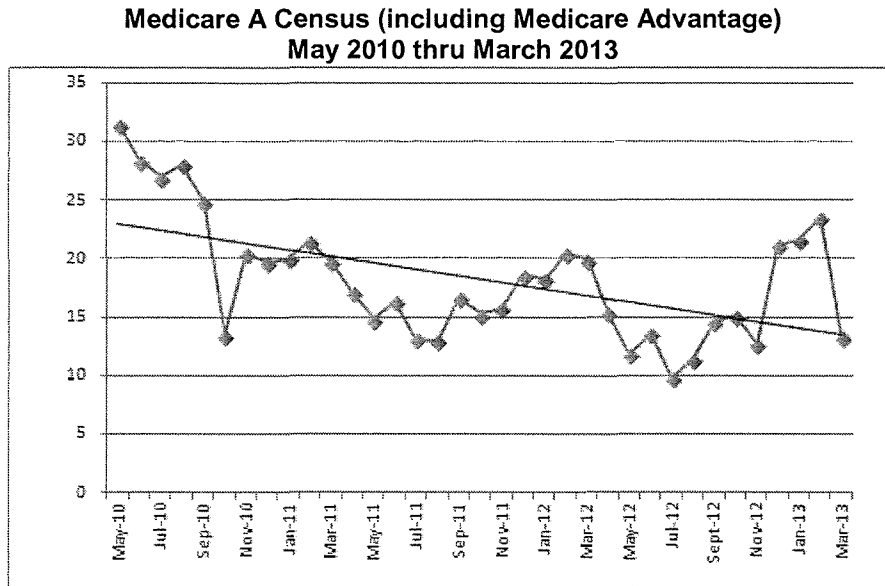
In the chart below, census is compared to the prior year period. 2012 showed a diminishing census trend starting with a high of 211.1 in November 2011 and a fall down to 190.7 in March 2012. A repeat of this pattern is emerging in 2013 after hitting an all time high of 211.9 in October 2012 down to the current census of 181.7 in March. If this trend holds true, census will show a rebound heading into June.

|     | <b>July 12</b> | <b>Aug 12</b> | <b>Sept 12</b> | <b>Oct 12</b> | <b>Nov 12</b> | <b>Dec 12</b> | <b>Jan 13</b> | <b>Feb 13</b> | <b>Mar 13</b> |
|-----|----------------|---------------|----------------|---------------|---------------|---------------|---------------|---------------|---------------|
| ADC | 199.5          | 203.6         | 210.5          | 211.9         | 205.2         | 204.8         | 195.1         | 185.2         | 181.7         |
|     | <b>July 11</b> | <b>Aug 11</b> | <b>Sept 11</b> | <b>Oct 11</b> | <b>Nov 11</b> | <b>Dec 11</b> | <b>Jan 12</b> | <b>Feb 12</b> | <b>Mar 12</b> |
| ADC | 187.1          | 188.8         | 195.7          | 194.6         | 201.1         | 199.7         | 197.8         | 194.2         | 190.7         |

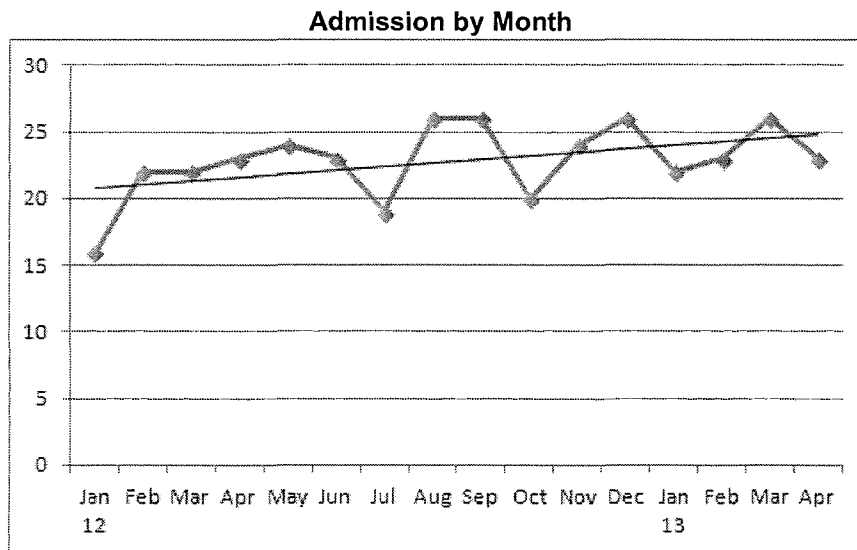
The following chart also shows that the overall census is lower so far in FY2013 compared to FY2012 and FY 2011.



The chart below shows the Medicare census trend. Medicare remains strong through February followed by a steep drop in March. Referrals and new admissions remain strong and I see no indication of any change in hospital referrals. The primary cause of the drop in Medicare is a high number of home discharges.

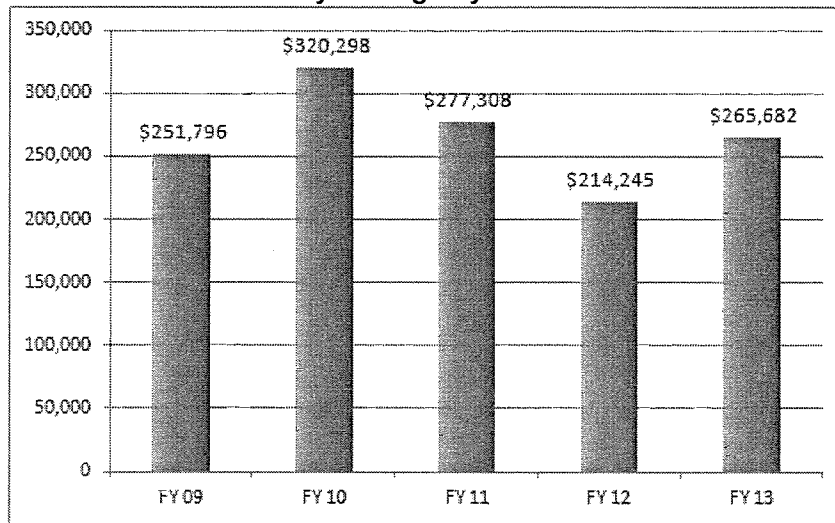


Referrals and new admissions remain strong and I see no indication of any change in hospital referral patterns. CCNH continues to capture a large percentage of hospital referrals. The number of referrals is dependent on the fluctuations in hospital Medicare census. Over the past few months, hospital census in Champaign has been low, but CCNH is still getting a steady number of admissions.



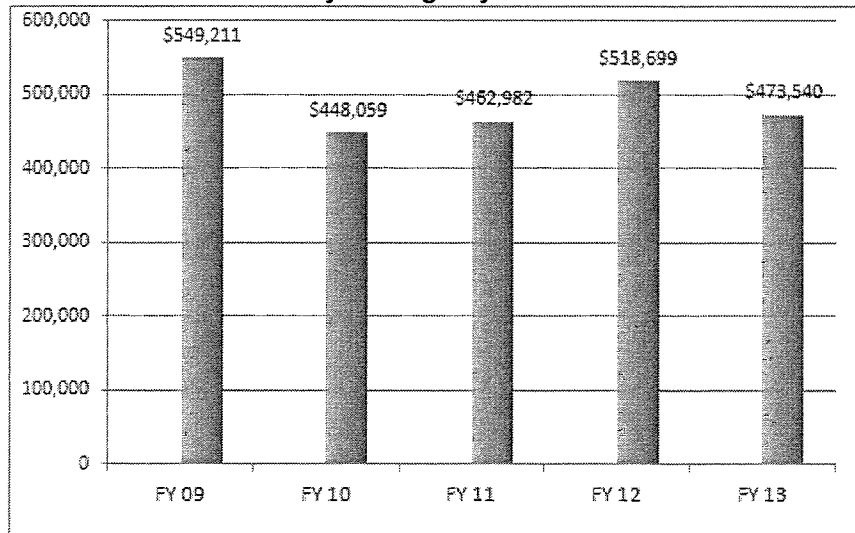
The next chart summarizes the average monthly Medicare revenue. 2010 had an average over \$320k per month and an average per diem of \$457. In 2011, the monthly revenue fell due to a drop in Medicare census despite a per diem of \$539 per day. 2012 numbers were down due to the combination of Medicare rate cuts (12 percent) that were implemented on October 1, 2011 and the severe census slow down in the spring and early summer of 2012. 2012 finished with the average monthly revenue of \$214k and a per diem is of \$458. The FY2013 average has fallen from \$298k per month through February down to the current average of \$266k through March. March's per diem was \$456, which is up from \$422 in February.

**Medicare A Revenues  
Monthly Average By Fiscal Year**



In FY 2012, Medicaid revenues averaged \$519k per month. The implementation of the “fully funded” Medicaid rate in April 2012 pushed the monthly revenue above the \$500k mark. In FY 2013, the Medicaid revenue is averaging \$474k per month through March.

**Medicaid Revenues  
Monthly Average By Fiscal Year**



Med B revenue was \$38k in March, up from \$30k in February.

The comparative revenue payor mix summary shows a decline in the Medicaid mix between 2008 and 2010. With the higher Medicaid reimbursement rate, the Medicaid revenue mix is now over 47% in 2012 but remains well below 2008 levels. The high Medicaid revenue mix in 2008 corresponds to a high Medicaid census.

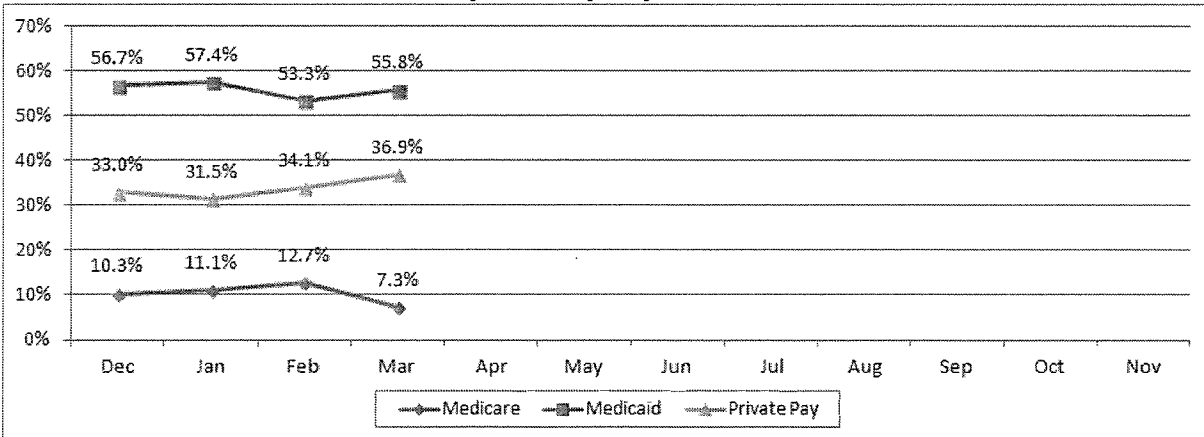
The FY 2013 mix reflects the decrease in Medicaid census and stronger Medicare census compared to 2012. However, the March drop in Medicare has reduced the Medicare revenue mix from 26 percent as of February to 24 percent through March.

**Comparative Revenue Payor Mix FY 2008 – 2013**

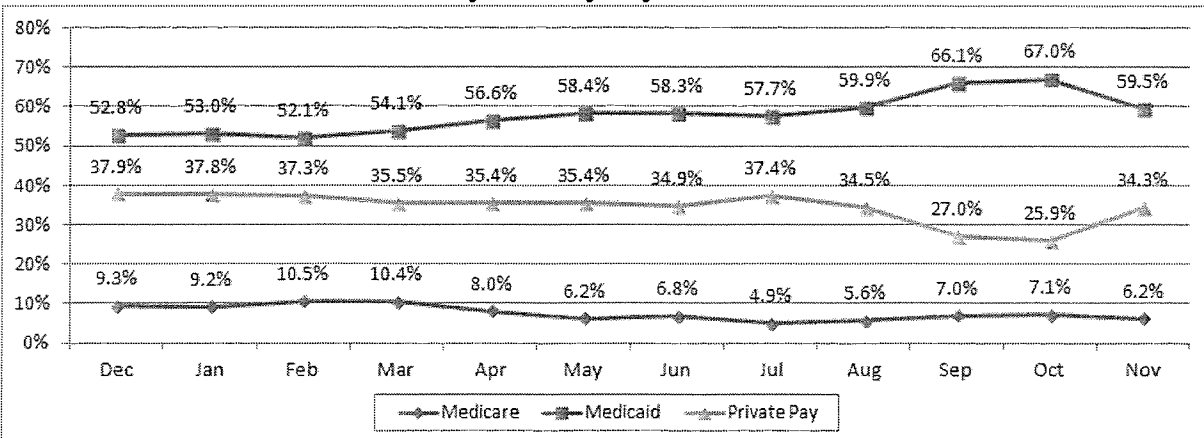
| Payor Mix   | 2008  | 2009  | 2010  | 2011  | 2012  | 2013  |
|-------------|-------|-------|-------|-------|-------|-------|
| Medicaid    | 57.6% | 47.7% | 40.0% | 42.0% | 47.4% | 42.5% |
| Medicare    | 18.3% | 21.9% | 28.6% | 25.2% | 19.6% | 23.8% |
| Private Pay | 24.0% | 30.4% | 31.4% | 32.8% | 33.1% | 33.7% |

The table below summarizes the monthly census payor mix for FY 2012 and FY 2013. In March, the private pay and Medicaid mix is up.

**Payor Mix by Days FY 2013**



**Payor Mix by Days FY 2012**





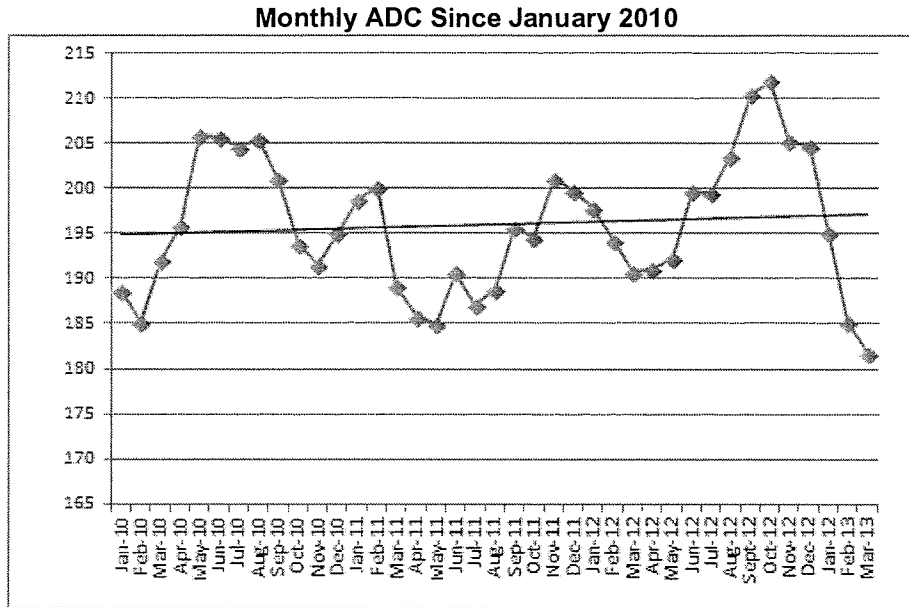
**Last Five Months w/Property Tax and County  
Overhead Allocated Monthly**

|                   | <b>Nov-12</b> | <b>Dec-12</b> | <b>Jan-13</b> | <b>Feb-13</b> | <b>Mar-13</b> |
|-------------------|---------------|---------------|---------------|---------------|---------------|
| Medicare A        | \$184,115     | \$301,248     | \$295,937     | \$277,220     | \$188,321     |
| Medicare B        | \$35,605      | \$18,755      | \$28,429      | \$30,091      | \$37,847      |
| Medicaid          | \$534,016     | \$537,381     | \$501,772     | \$398,469     | \$456,539     |
| Pvt Pay           | \$392,469     | \$391,185     | \$364,838     | \$328,549     | \$415,104     |
| Adult Day-Private | \$5,948       | \$3,704       | \$4,935       | \$5,690       | \$5,660       |
| Adult Day-TXX     | \$9,787       | \$9,968       | \$10,128      | \$9,999       | \$11,557      |
| Miscellaneous     | \$3,178       | \$2,880       | \$2,328       | \$3,505       | \$4,503       |
| Property Tax      | \$76,412      | \$86,531      | \$86,531      | \$86,53       | \$86,522      |
| All Revenues      | \$1,241,531   | \$1,351,652   | \$1,294,898   | \$1,140,045   | \$1,206,053   |
| All Expenses      | \$1,312,045   | \$1,271,877   | \$1,361,847   | \$1,167,695   | \$1,275,676   |
| Net Income/(Loss) | \$(70,514)    | \$79,775      | \$(66,640)    | \$(27,650)    | \$(69,623)    |
| Add Back Depr     | \$60,639      | \$60,639      | \$60,640      | \$60,640      | \$60,640      |
| Cash              | \$(9,875)     | \$140,414     | \$(9,309)     | \$32,990      | \$(8,983)     |
| Census            | 6,155         | 6,349         | 6,047         | 5,185         | 5,633         |
| Change            | -6.3%         | 3.2%          | -4.8%         | -14.3%        | 8.6%          |
| ADC               | 205.2         | 204.8         | 195.1         | 185.2         | 181.7         |
| Change            | -3.2%         | -0.2%         | -4.8%         | -5.1%         | -1.9%         |
| FTE's Paid        | 200           | 187           | 189           | 187           | 193           |

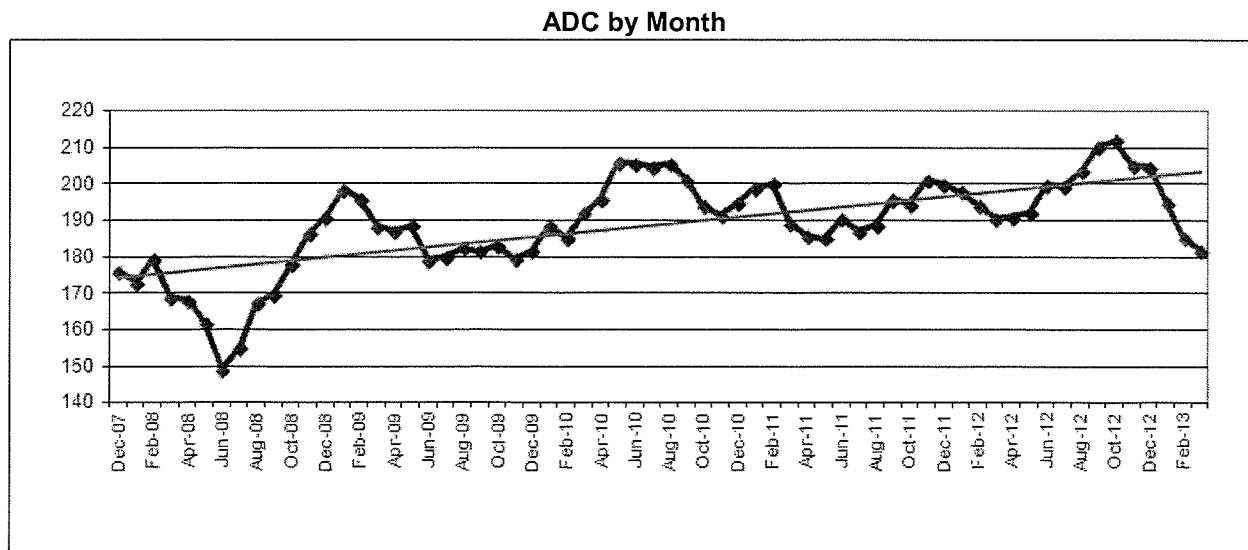
The following graphs provide a comparative statement of position for CCNH for FY 2013.

### Census

Fiscal 2010 ended with an ADC of 196.5. The ADC in FY2011 was 193. The FY2012 ADC was 199.7. The YTD ADC for FY2013 is 191.9. This chart does show historical pattern of dropping census during the spring months.



The chart below shows the history of the ups and downs in monthly census. 2011 and 2012 show a trend of lower census in the spring months followed by a gradual increase. In 2013, this cycle pattern is repeated but with dramatic highs in the fall of 2012 followed by the current steep decline. The trend line indicates a long term positive movement. I see no reason why the current short term decline is nothing more than just a short term fluctuation.



## Revenues

In FY 2011, patient care revenue averaged \$1.176 million per month. For FY 2012, the monthly average was \$1.158 million, a 1.5 percent decrease from 2011. The critical factor was Medicare revenue. In FY 2011, Medicare averaged \$277k per month. In 2012, the monthly Medicare average revenue was \$214k, a 23 percent decline from 2011. Despite the recent census decline, revenues remain higher than the 2012 average, and the average monthly Medicare revenue is 24 percent higher compared to 2012.

**Average Patient Service Revenue and Medicare Revenue By Month**

| Year    | Patient Service Revenue | Annual % Change | Medicare Revenue | Annual % Change |
|---------|-------------------------|-----------------|------------------|-----------------|
| FY 2008 | \$1,064,788             |                 | \$180,184        |                 |
| FY 2009 | \$1,250,614             | 14.8%           | \$251,796        | 39.7%           |
| FY 2010 | \$1,188,863             | (4.9)%          | \$320,298        | 27.2%           |
| FY 2011 | \$1,175,737             | (1.1)%          | \$277,308        | (13.4)%         |
| FY 2012 | \$1,158,606             | (1.5)%          | \$214,245        | (22.7)%         |
| FY 2013 | \$1,158,330             | 0.0%            | \$265,682        | 24.0%           |

When one compares CCNH's current performance against historical performance, the Medicare drop has been significant and it has had a telling impact on revenues. Through March of FY 2013, the monthly average patient service revenue is the same compared to FY2012. The monthly average Medicare revenue is up by 24 percent compared to FY2012.

| <b>Medicare Average Census Days</b> |            |
|-------------------------------------|------------|
| Period                              | Days/month |
| FY 2008                             | 479        |
| FY 2009                             | 595        |
| FY 2010                             | 701        |
| FY 2011                             | 515        |
| FY 2012                             | 460        |
| FY 2013                             | 599        |
| Pct Change (2012 vs. 2013)          | 30.2 pct   |
| Pct Change (2010 vs. 2013)          | (14.5) pct |

The average monthly Medicare days are 30 percent higher compared to 2012.

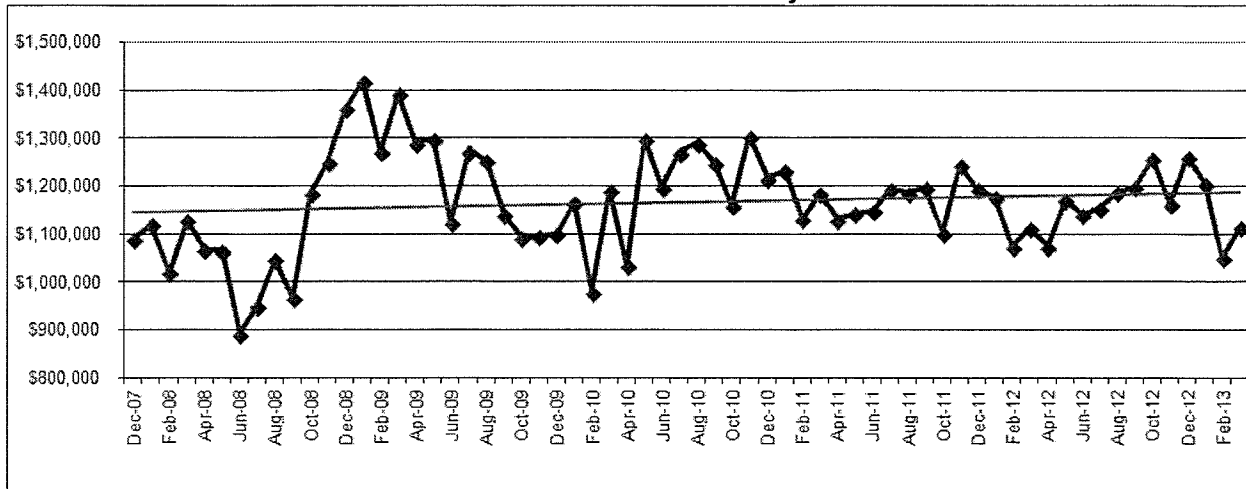
The table below summarizes the Medicare data by fiscal year. It clearly shows that 2010 was a good Medicare year. The national average Medicare rate cut was about 12 percent in October 2011. In 2012, CCNH's average revenue per day is 15 percent less compared to 2011. So far in 2013, Medicare census is up by the per diem is lower compared to 2012.

**Medicare Revenue Per Month  
FY 2008 – YTD 2013**

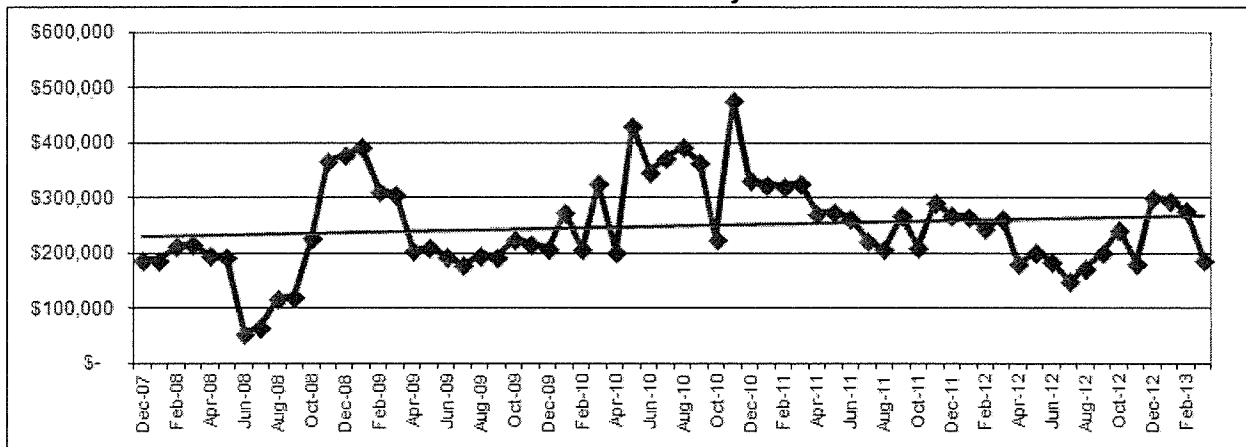
|                   | 2009      | 2010      | 2011      | 2012      | YTD 2013  |
|-------------------|-----------|-----------|-----------|-----------|-----------|
| Revenue Per Month | \$251,796 | \$320,298 | \$277,308 | \$214,245 | \$265,682 |
| Days Per Month    | 595       | 701       | 515       | 460       | 599       |
| Revenue Per Day   | \$434     | \$457     | \$539     | \$458     | \$444     |

The following charts summarize the long term revenue trends.

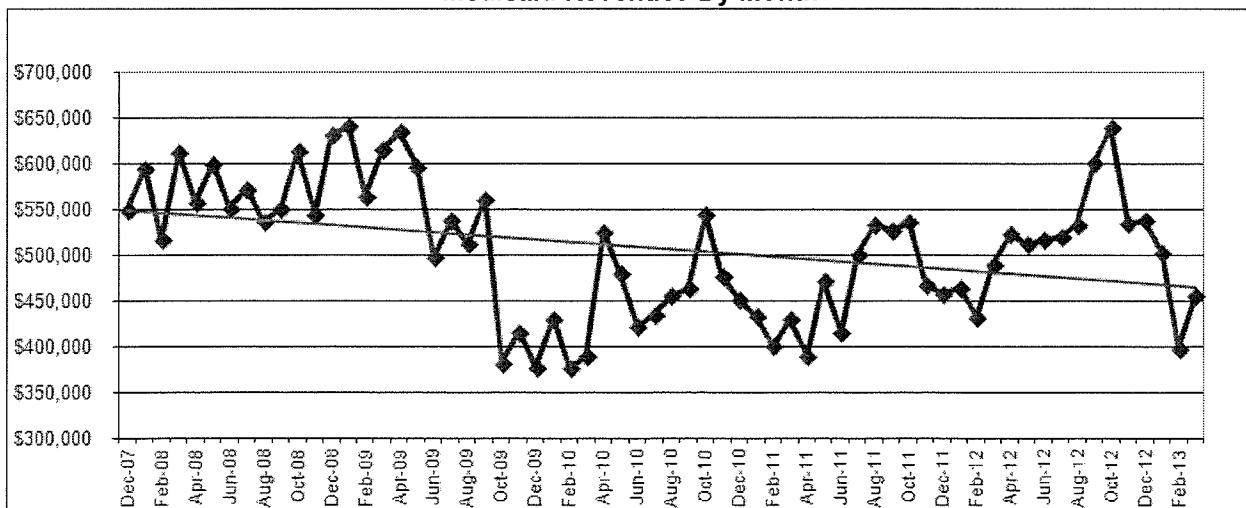
**Revenue from Patient Services by Month**



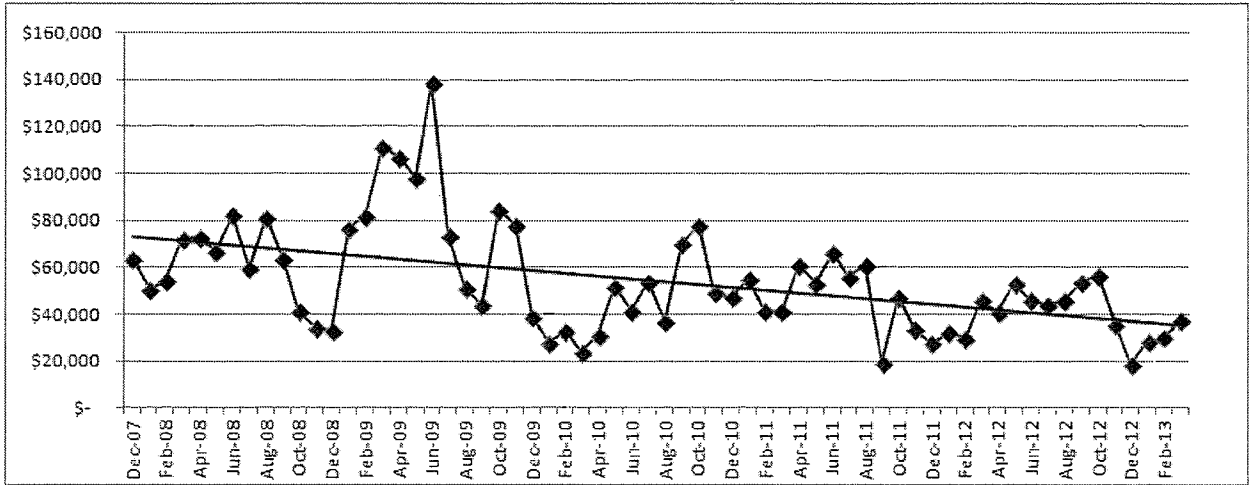
**Medicare A Revenues by Month**



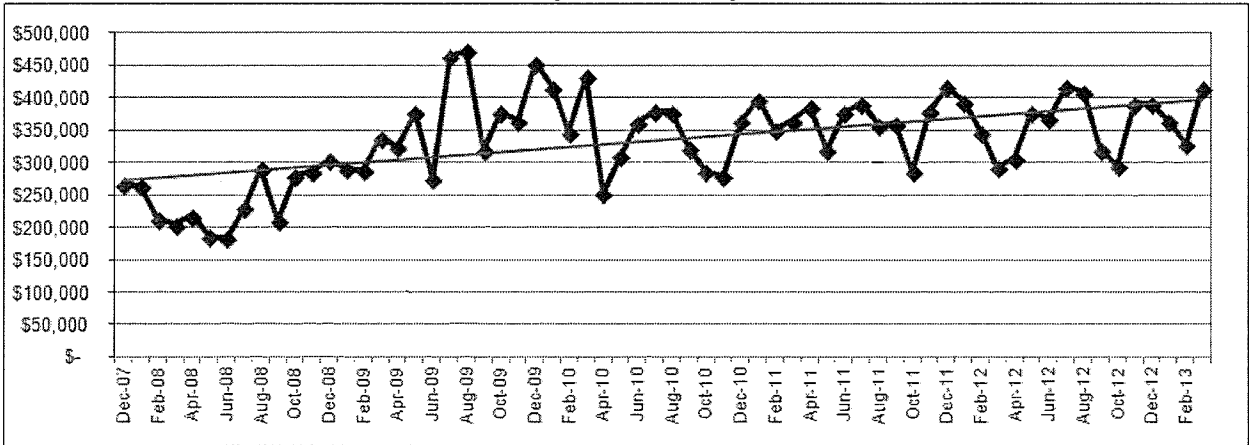
**Medicaid Revenues By Month**



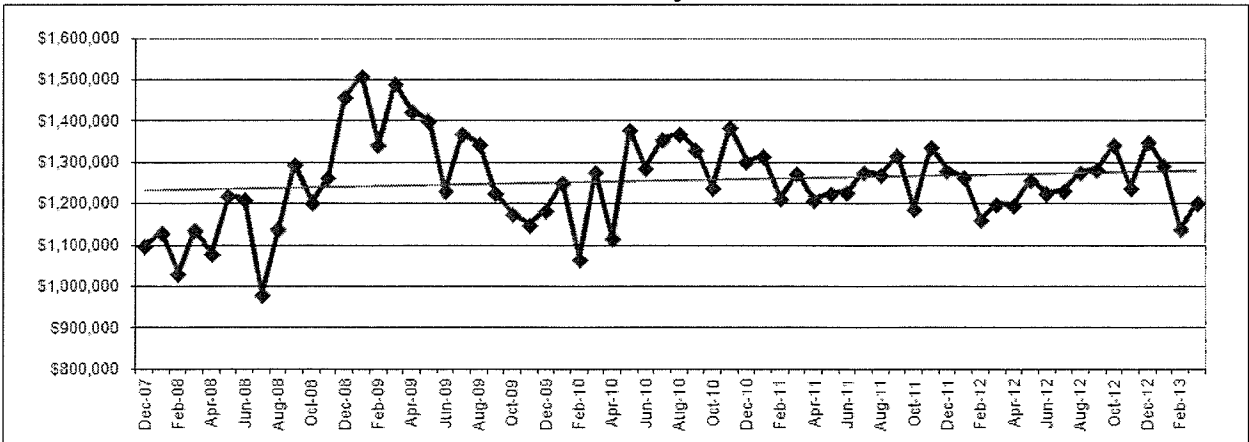
**Medicare B Revenues By Month**



**Private Pay Revenues By Month**

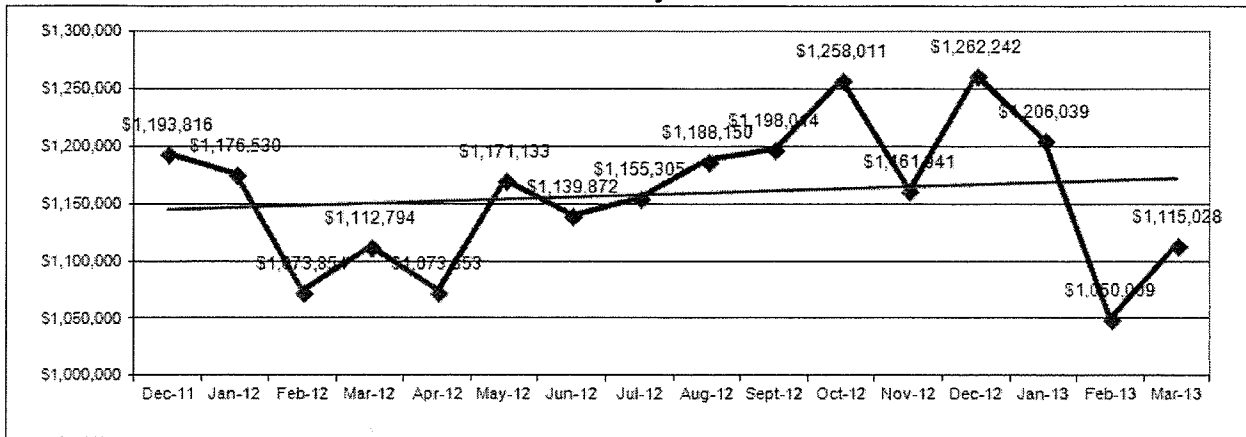


**All Revenues By Month**

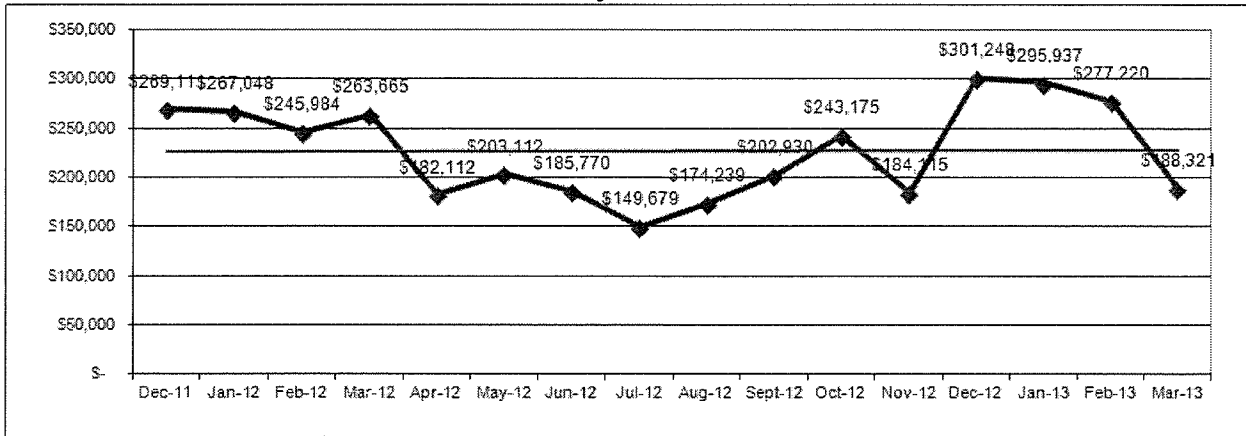


The following charts summarize the monthly revenues trends for FY 2012 and FY 2013.

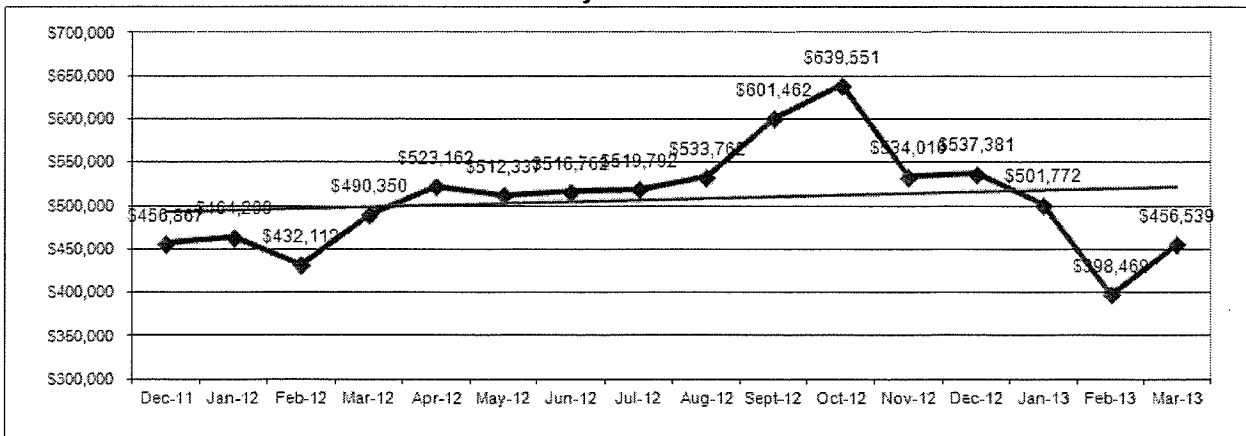
**Revenue from Patient Services by Month – FY 2012 & FY 2013**



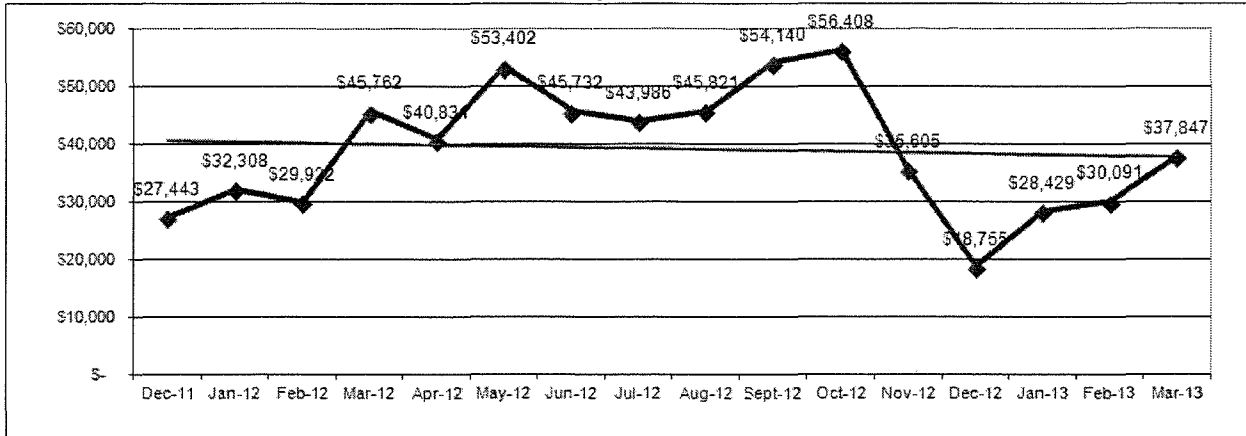
**Medicare A Revenues by Month – FY 2012 & FY 2013**



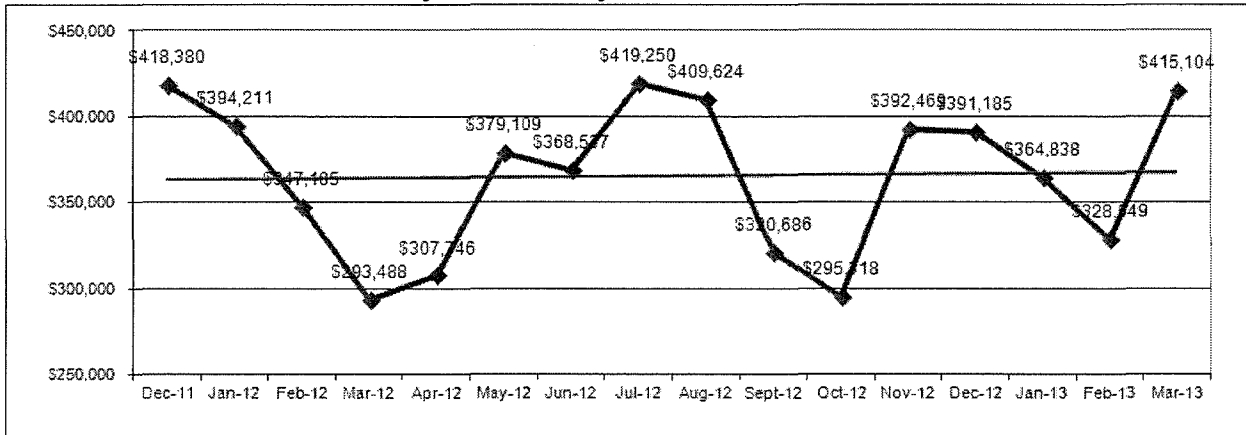
**Medicaid Revenues By Month – FY 2012 & FY 2013**



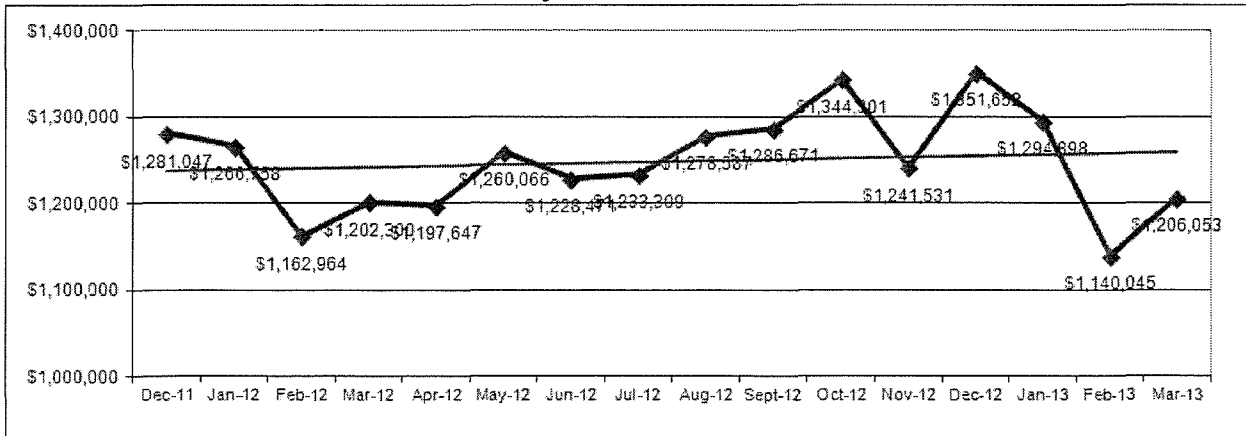
**Medicare B Revenues By Month – FY 2012 & FY 2013**



**Private Pay Revenues By Month – FY 2012 & FY 2013**



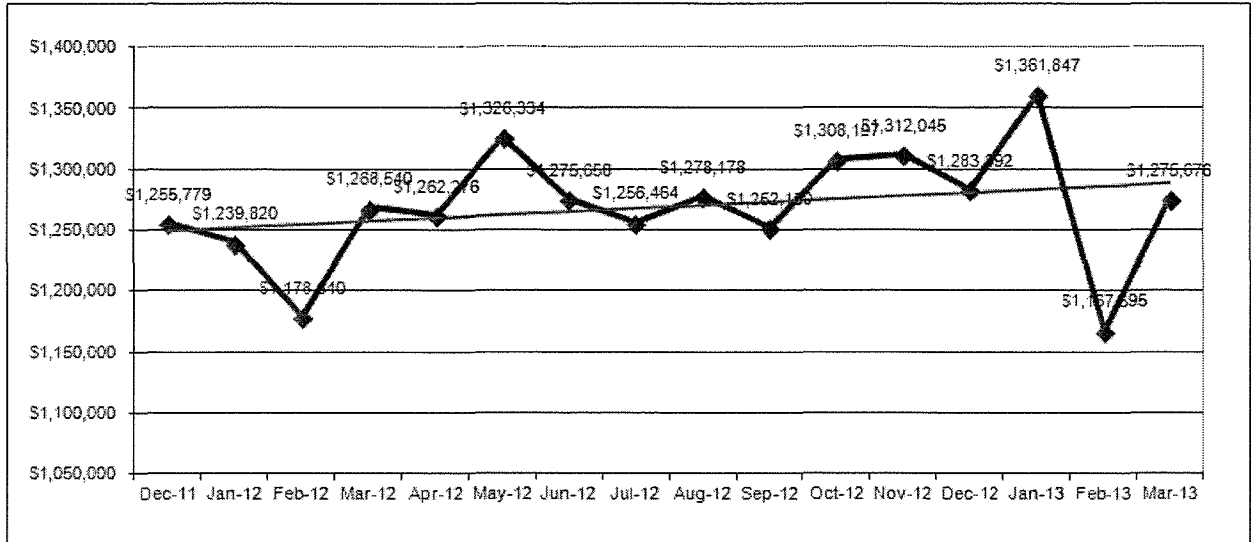
**All Revenues By Month – FY 2012 & FY 2013**



## Expenses

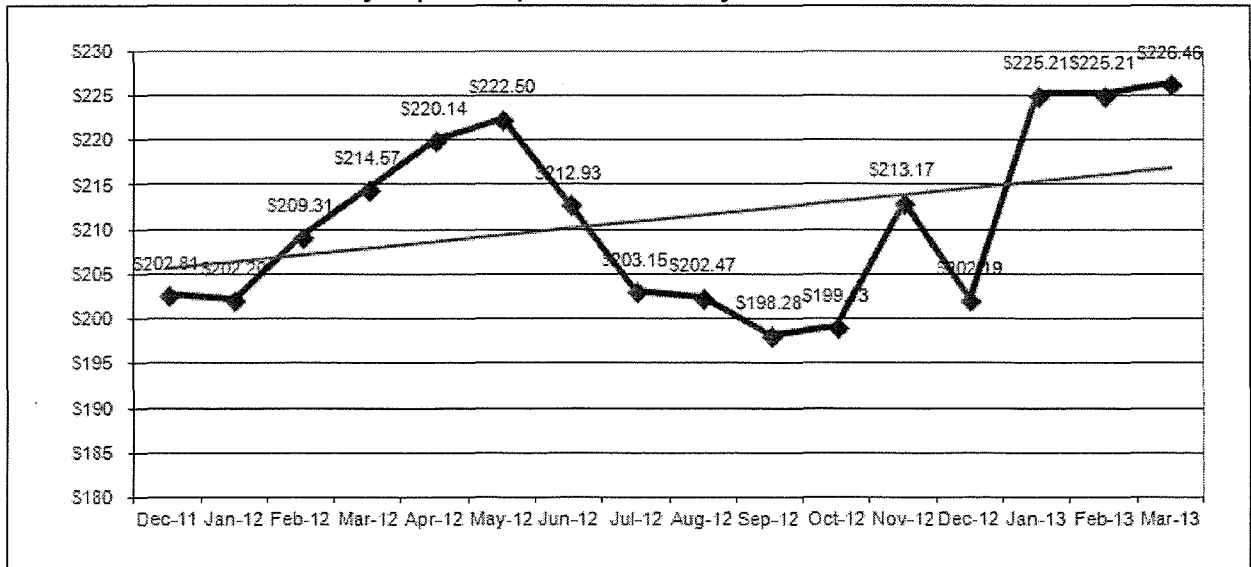
March expenses totaled \$1.276 million, which is up from \$1.168 million in February, but well within the range seen in previous months.

Monthly Expenses – FY2012 & FY2013



The chart below summarizes the monthly expenses per resident day. It clearly shows that as the census fell between March and May of 2012, the costs per day increased dramatically. We are seeing the same trend in early 2013 as the census fall. On a positive note, expenses per day have not increased significantly as the census has fallen from 195 in January, 185 in February and 182 in March.

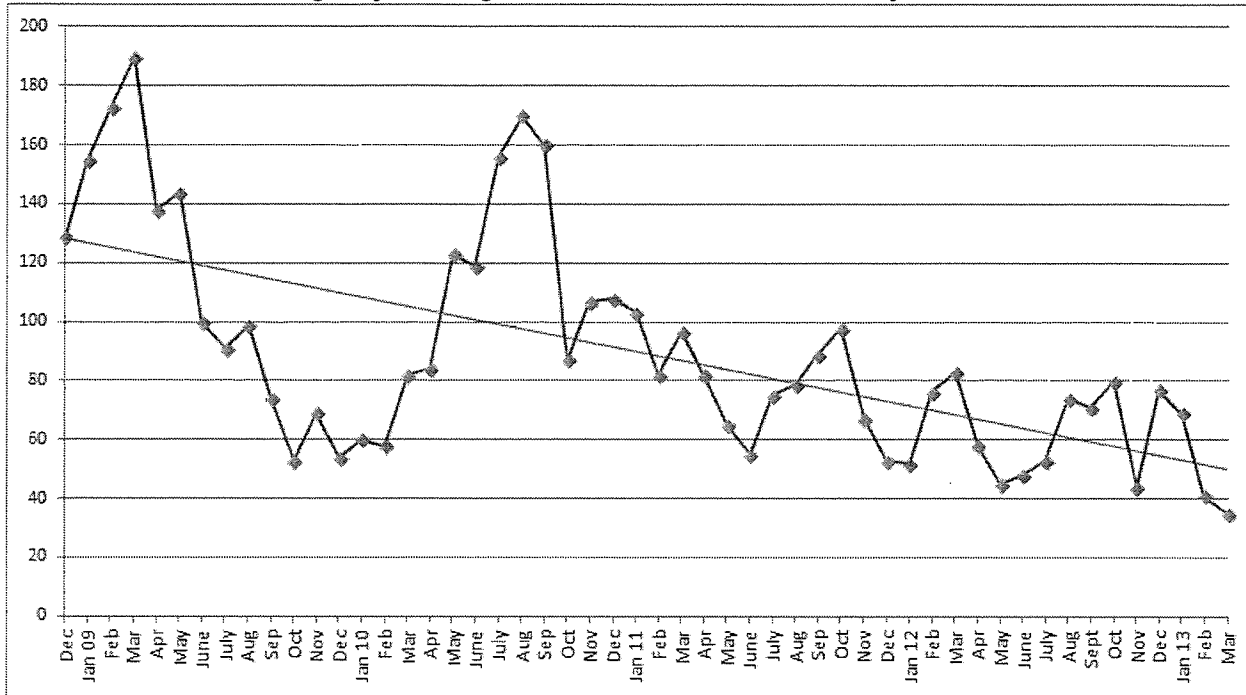
Monthly Expenses per Resident Day – FY2012 & FY2013





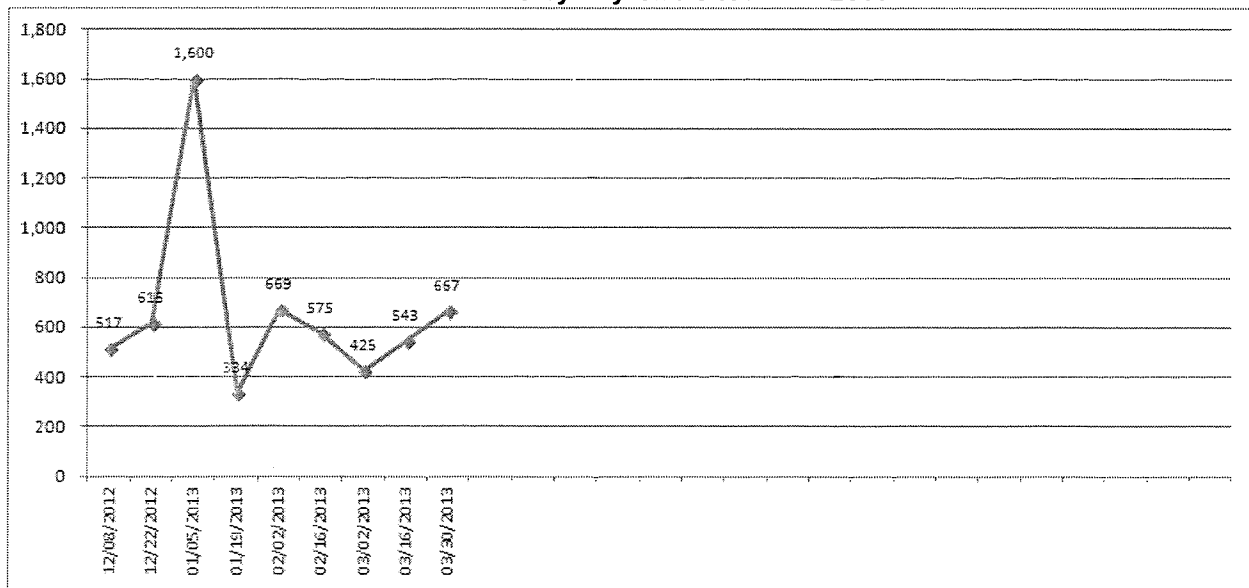
The following graph illustrates agency expense since December 2008. Another all-time low as reached in March - \$35k.

**Agency Nursing Costs – Dec 2008 thru February 2013**

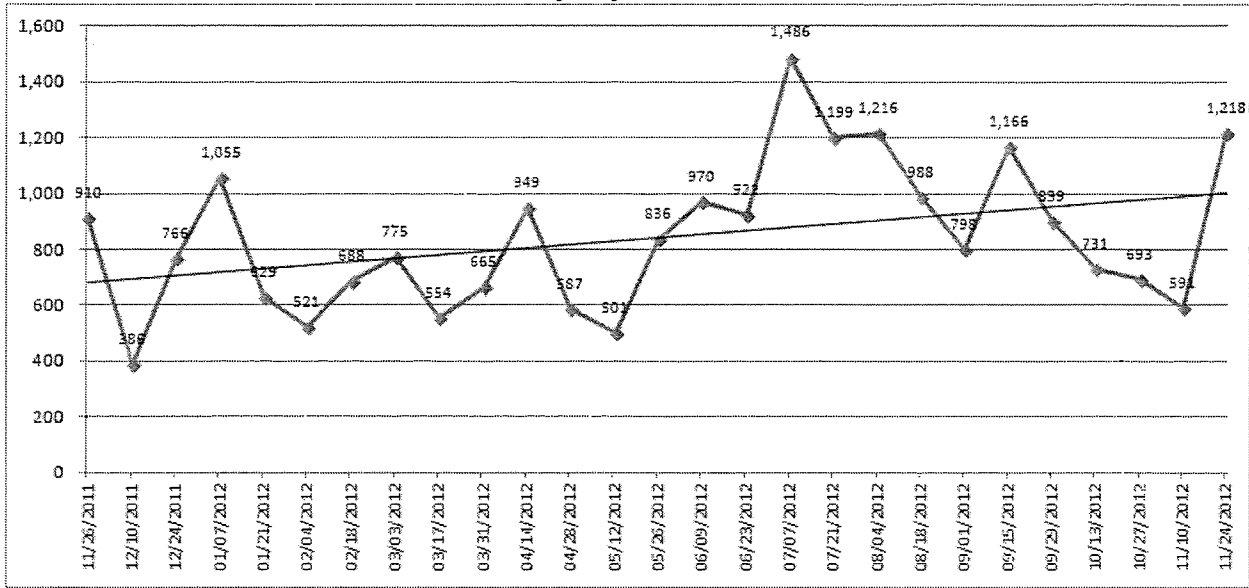


An increase in TOPS usage usually corresponds with an increase in agency expense. The chart below shows the change in TOPS hours by payroll period for FY 2013 and FY 2012. We are currently in the months of low TOPS usage. Hours will ramp up as we enter the summer months.

**TOPS Hours by Payroll Period – FY 2013**



**TOPS Hours by Payroll Period – FY 2012**



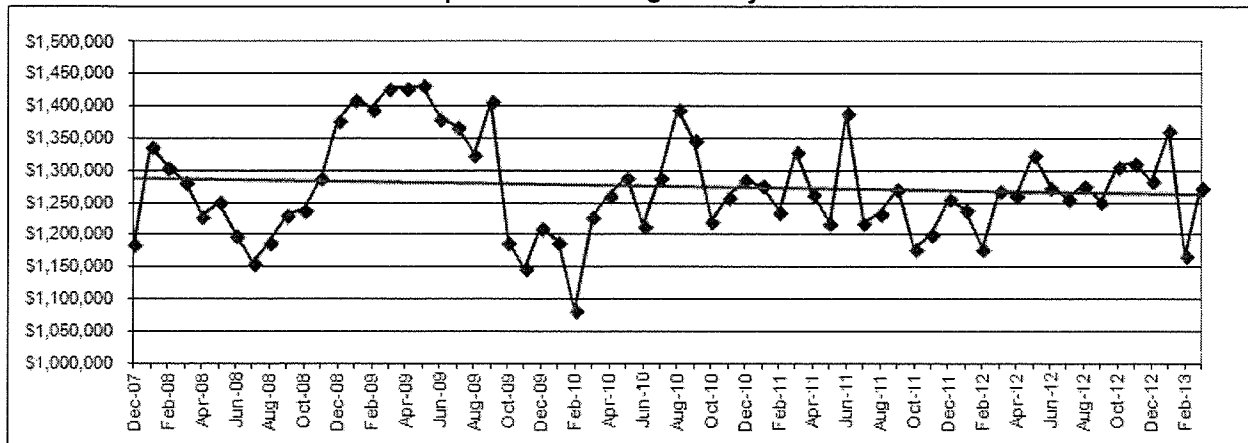
The table below summarizes the average monthly operating expenses since FY 2008. Except for the 9 percent increase between 2008 and 2009, there has been little growth in expenses. Expenses have increased by less than one percent annually since 2011. So far in 2013, expenses remain in check compared to 2012 and previous years.

**Monthly Average Operating Expenses**

| Year    | Operating Expenses | Annual % Change |
|---------|--------------------|-----------------|
| FY 2008 | \$1,241,775        |                 |
| FY 2009 | \$1,357,833        | 9.3%            |
| FY 2010 | \$1,249,738        | (8.0)%          |
| FY 2011 | \$1,259,420        | 0.8%            |
| FY 2012 | \$1,267,833        | 0.7%            |
| FY 2013 | \$1,272,228        | 0.3%            |

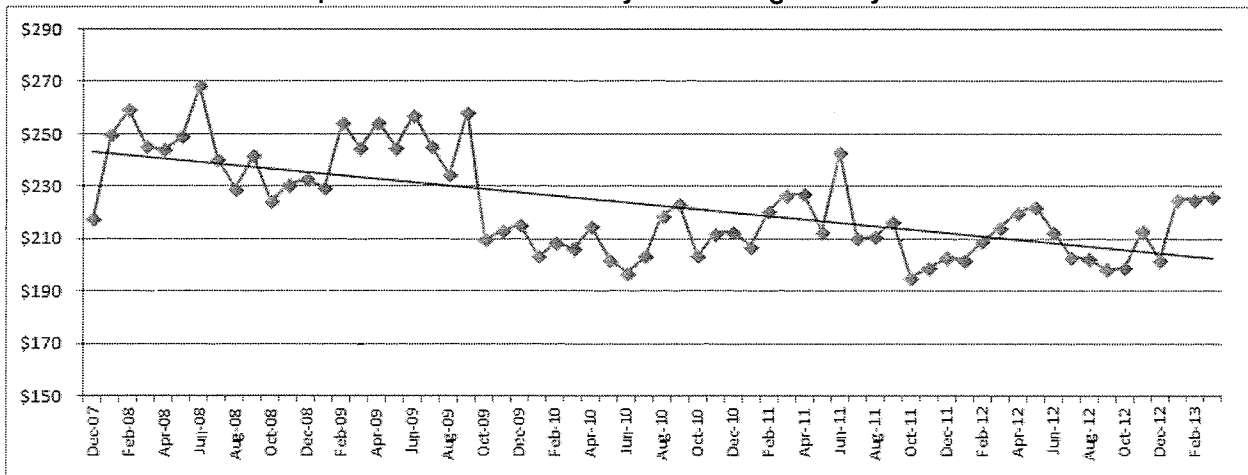
The following graph profiles the long term expense trend for CCNH. The figures since October 09 reflect the elimination of the transfer expense associated with IGT program.

**All Expenses Including County Overhead**

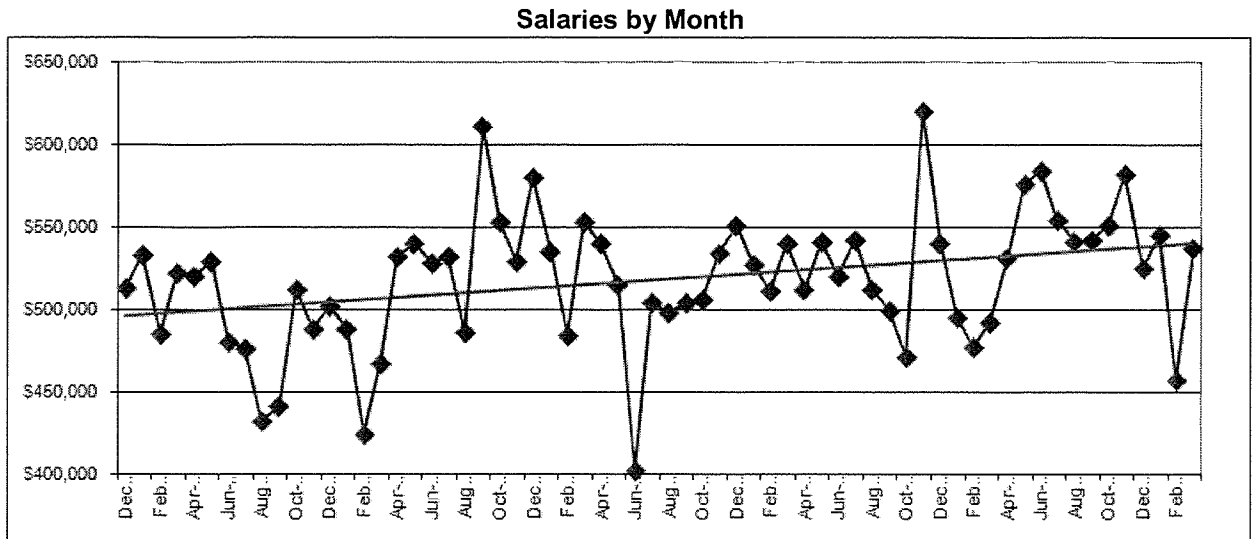


The chart below shows the long-term expenses per day trend. The IGT expense was eliminated in October of 2009. The long term trend indicates costs per day have showed improvement.

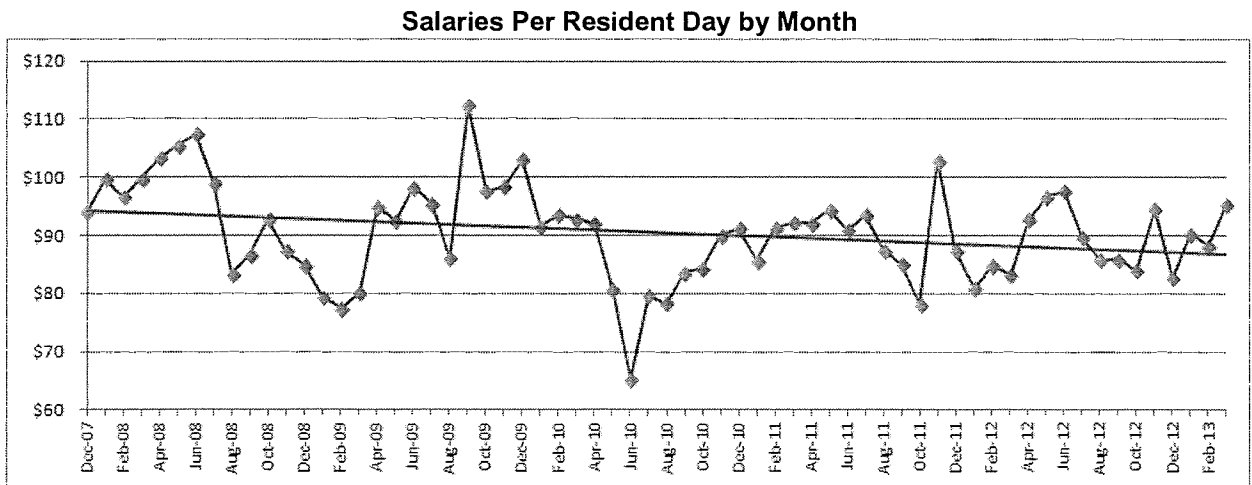
**All Expenses Per Resident Day – Including County Overhead**



The trend in wages since December 2007 is graphically summarized below. It shows a gradual positive slope.

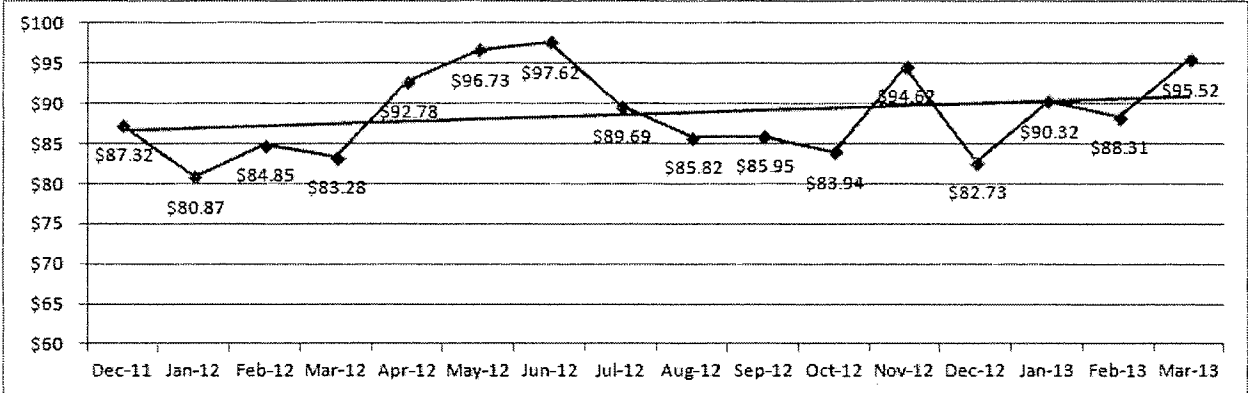


But, when salaries are calculated on a per day basis, a declining trend is seen over the past five years.



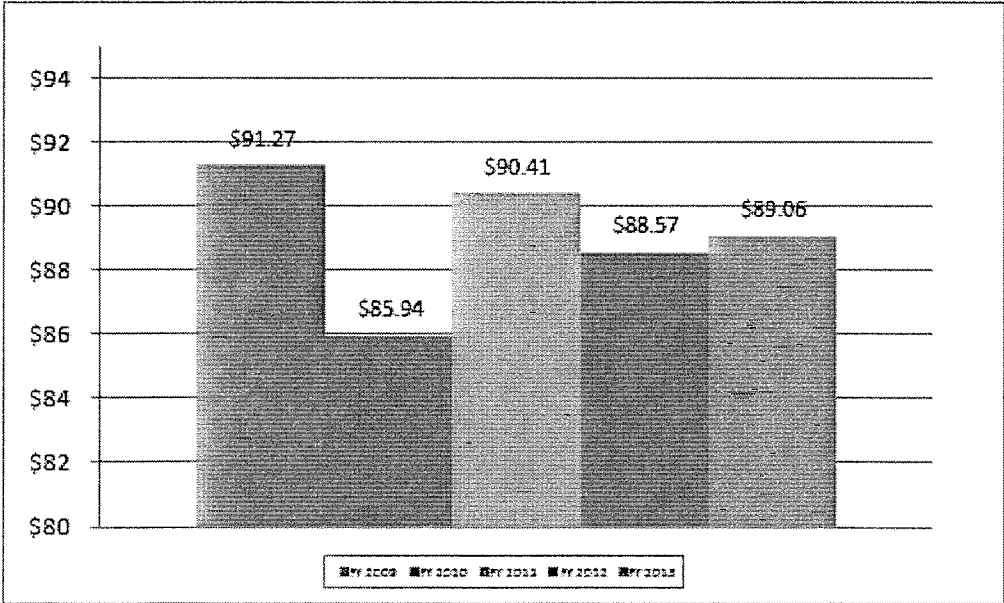
The chart below summarizes the salaries per day for FY 2012. In the low census months in April, May and June, salaries per day increased. Since then, coinciding with the census growth, the salaries per day has shown a declining trend – a positive sign. The increase in November 2012 is due to the payout of two holidays resulting in a sharp increase. December’s per diem fell to \$82.73 per day.

**Salaries Per Resident Day by Month – FY2012 and FY2013**



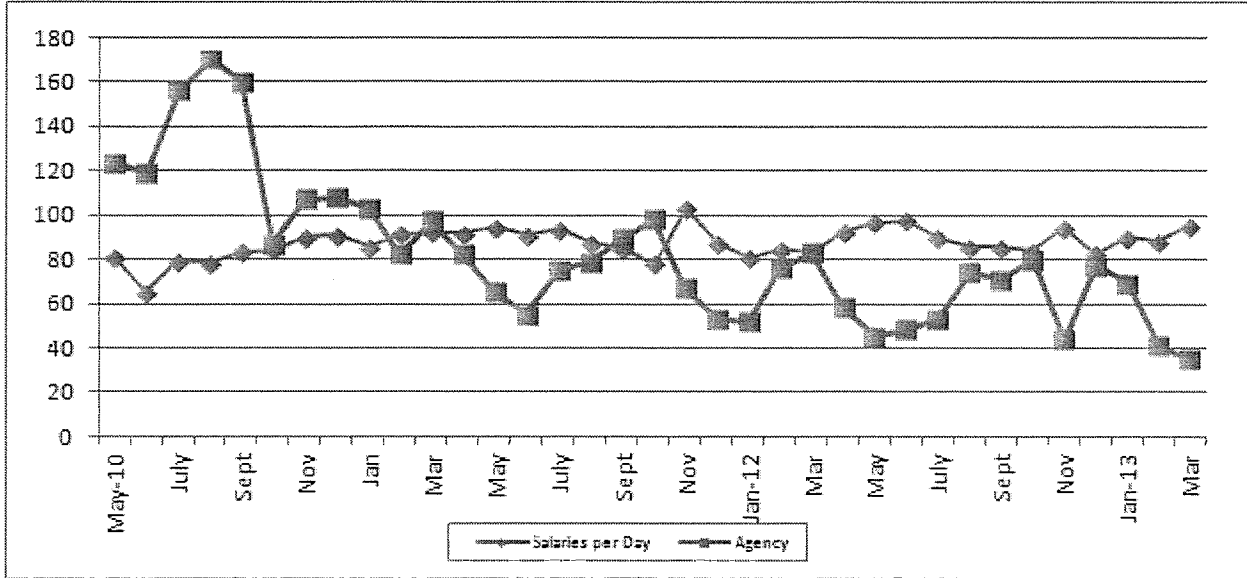
The table below shows that salary costs per day was lower in 2012 compared to 2011. Through March, salary costs per day is slightly higher than the 2012 average.

**Salaries Per Resident Day By Fiscal Year**



The last graph below compares CCNH salaries to agency expenses. Since May of 2010, agency costs have been drastically reduced while salary costs per day have remained in check. Over the past 4 months, nursing has filled 10 open positions for the Alzheimer's units.

**CCNH Salaries Per Resident Day vs Agency Expense  
May 2010 thru February 2013**



To: Board of Directors  
Champaign County Nursing Home

From: Scott T Gima  
Manager

Date: May 8, 2013

Re: Cash Position  
Sources & Uses of Anticipated Funds

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Attached are the exhibits showing CCNH's cash position as of the end of February.

The ending cash balance increased from \$1.060 million in February to \$1.185 million in March, an increase of \$125k. Operations provided a negative cash contribution of \$8.5k. Accounts receivable increased by 162k, from \$3.479 million in February to \$3.641 million in March. Accounts payable decreased by \$11k, from \$1.579 million in February to \$1.568 million in March.

Medicaid payments continue to be made monthly. I am not hearing of any pending delays in payments. With payments from the state looking solid, I am not including an update on the cash projections this month.



Champaign County  
City of Champaign  
City of Urbana  
University of Illinois  
Village of Rantoul  
Village of Mahomet  
Village of Savoy

To: Chris Alix, Deputy Chair – Finance Committee & Members of the Champaign County Board Committee of the Whole  
From: Leanne Brehob-Riley, GIS Director – Champaign County GIS Consortium  
Date: April 10, 2013  
Re: Requested Budget Amendment

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The requested budget amendment will provide the needed budget authority to accommodate expense reimbursement by Consortium member agencies for Environmental System Research Institute (ESRI) and Global Positioning System (GPS) base station maintenance.

**ESRI Maintenance**

The Champaign County GIS Consortium (CCGISC) manages the ESRI software maintenance fees for several of the CCGISC member agencies. This results in a neutral revenue/expenditure balance or pass-through scenario - the incoming revenue from these member agencies is immediately released as an expenditure to ESRI.

**GPS Base Station Maintenance**

The GPS base station maintenance is a similar situation to ESRI maintenance. CCGISC has an agreement with the University of Illinois for the on-going maintenance and operation of a GPS base station. The fees associated to the base station agreement are paid for by several of the CCGISC member agencies. The CCGISC simply administrates these transactions resulting in a neutral revenue/expenditure balance or pass-through scenario.



FUND 850 GEOG INF SYS JOINT VENTUR DEPARTMENT 111 GIS CONSORTIUM

**INCREASED APPROPRIATIONS:**

| ACCT. NUMBER & TITLE | BEGINNING BUDGET AS OF 12/1 | CURRENT BUDGET | BUDGET IF REQUEST IS APPROVED | INCREASE (DECREASE) REQUESTED |
|----------------------|-----------------------------|----------------|-------------------------------|-------------------------------|
| See attached         |                             |                |                               |                               |
|                      |                             |                |                               |                               |
|                      |                             |                |                               |                               |
| TOTALS               | 39,295                      | 35,295         | 49,500                        | 14,205                        |

**INCREASED REVENUE BUDGET:**

| ACCT. NUMBER & TITLE | BEGINNING BUDGET AS OF 12/1 | CURRENT BUDGET | BUDGET IF REQUEST IS APPROVED | INCREASE (DECREASE) REQUESTED |
|----------------------|-----------------------------|----------------|-------------------------------|-------------------------------|
| See attached         |                             |                |                               |                               |
|                      |                             |                |                               |                               |
|                      |                             |                |                               |                               |
| TOTALS               | 404,836                     | 404,836        | 419,041                       | 14,205                        |

**EXPLANATION:** PASS THROUGH MONEY FOR BASE STATION AGREEMENT AND ESRI MAINTENANCE

DATE SUBMITTED: \_\_\_\_\_ AUTHORIZED SIGNATURE *Kearne Becht Riley* \*\* PLEASE SIGN IN BLUE INK \*\*

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

|  |  |  |
|--|--|--|
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FUND 080 GENERAL CORPORATE

DEPARTMENT 042 CORONER

**INCREASED APPROPRIATIONS:**

| ACCT. NUMBER & TITLE                      | BEGINNING BUDGET AS OF 12/1 | CURRENT BUDGET | BUDGET IF REQUEST IS APPROVED | INCREASE (DECREASE) REQUESTED |
|---|-----------------------------|----------------|-------------------------------|-------------------------------|
| 080-042-522.44 EQUIPMENT LESS THAN \$1000 | 4,000                       | 4,000          | 4,625                         | 625                           |
|   |                             |                |                               |                               |
|   |                             |                |                               |                               |
| TOTALS                                    | 4,000                       | 4,000          | 4,625                         | 625                           |

**INCREASED REVENUE BUDGET:**

| ACCT. NUMBER & TITLE                     | BEGINNING BUDGET AS OF 12/1 | CURRENT BUDGET | BUDGET IF REQUEST IS APPROVED | INCREASE (DECREASE) REQUESTED |
|--|-----------------------------|----------------|-------------------------------|-------------------------------|
| 080-042-334.42 IL DP PUB HLTH-GEN RV GRT | 4,000                       | 4,000          | 4,625                         | 625                           |
|  |                             |                |                               |                               |
|  |                             |                |                               |                               |
| TOTALS                                   | 4,000                       | 4,000          | 4,625                         | 625                           |

**EXPLANATION:** TO COVER ADDITIONAL EQUIPMENT GRANT MONEY RECEIVED FROM PUBLIC HEALTH GRANT.

DATE SUBMITTED:

4-26-13

AUTHORIZED SIGNATURE

\*\* PLEASE SIGN IN BLUE INK \*\*

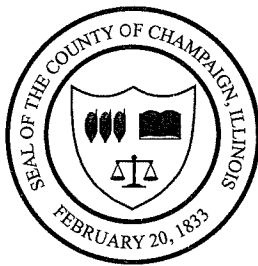
*Duane E. Northrup*

APPROVED BY BUDGET & FINANCE COMMITTEE:

DATE:

|  |  |  |
|--|--|--|
|  |  |  |
|  |  |  |
|  |  |  |

**Katie M. Blakeman**  
Clerk of the Circuit Court



**Champaign County Courthouse**  
101 East Main Street  
Urbana, Illinois 61801  
Phone (217) 384-3725  
Fax (217) 384-3879

**CHAMPAIGN COUNTY**  
**OFFICE OF THE CIRCUIT CLERK**

**MEMORANDUM**

**TO: Chris Alix, Deputy Chair – Finance & MEMBERS OF THE CHAMPAIGN COUNTY BOARD COMMITTEE of the WHOLE**

**FROM: Katie Blakeman, Circuit Clerk of Champaign County**

**DATE: May 8, 2013**

**RE: REQUEST FOR Budget Amendment**

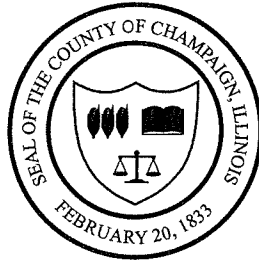
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The Office of the Circuit Clerk is requesting a budget amendment of \$44,000 to be transferred to the Court Automation Fund (613 -030). This transfer is requested to come from the Document Storage (671-030) fund balance, which is more than sufficient to cover this expense. No funds are requested to come from the General Corporate Fund. This transfer will be considered a loan, to be returned to Document Storage from Court Automation in FY 14.

The purpose of the amendment is to provide funding for an upgrade to the Judicial Systems jury software. The following bullet points outline our reasons for seeking this upgrade:

- The Champaign County Circuit Court sends out more than 13,000 jury questionnaires annually. Currently, this requires a paper questionnaire to be mailed to the prospective juror, along with a self-addressed stamped envelope to return the questionnaire. This costs the county approximately \$1.00 per questionnaire.
- This upgrade would allow the county to send postcards rather than paper questionnaires, and provide an online and/or telephone based response system. This will save the county a minimum of \$5,000 annually in postage and printing, as well as more than \$2,000 in labor costs.
- The response rate for juror questionnaires in Champaign County is very low in comparison to other counties, and in counties that have implemented this system, the response rate is significantly higher. For example, in the month of March, more than 53% of the questionnaires sent in Champaign County were unreturned or unusable. In counties who have implemented this system, the response rate is typically 70%.

**Katie M. Blakeman**  
Clerk of the Circuit Court



**Champaign County Courthouse**  
101 East Main Street  
Urbana, Illinois 61801  
Phone (217) 384-3725  
Fax (217) 384-3879

**CHAMPAIGN COUNTY**  
**OFFICE OF THE CIRCUIT CLERK**

- Currently, all paper questionnaires are scanned by jury clerks. That step would be eliminated with this system, as all data will be captured digitally. This will result in a labor savings of approximately \$7,000 annually, as well as an improvement in the accuracy of scanned documents, as the possibility of human error is greatly reduced.
- This upgrade also includes a new program that will text and/or email jurors when they are required to appear in court, which will provide a significant increase in convenience and customer service for those serving on a jury in Champaign County.
- Macon County will be implementing this upgrade shortly, and we will receive a price discount by upgrading at the same time.

This combination of new services will serve to increase the pool of prospective jurors, as well as to significantly increase the number of jurors who elect to serve on a jury in Champaign County. We hope that this will assist in the formation of more diverse juries, and provide the best possible opportunity for justice to the citizens of Champaign County.

Please do not hesitate to contact me, should you have any questions regarding this budget amendment. I will be present at the May 14<sup>th</sup> committee meeting to answer any questions in person.

Thank you,

Katie M. Blakeman  
Clerk of the Circuit Court  
6<sup>th</sup> Judicial Circuit  
Champaign County, Illinois

REQUEST FOR BUDGET AMENDMENT

BA NO. 13-00023

FUND 671 COURT DOCUMENT STORAGE FD DEPARTMENT 030 CIRCUIT CLERK

**INCREASED APPROPRIATIONS:**

| ACCT. NUMBER & TITLE                     | BEGINNING BUDGET AS OF 12/1 | CURRENT BUDGET | BUDGET IF REQUEST IS APPROVED | INCREASE (DECREASE) REQUESTED |
|--|-----------------------------|----------------|-------------------------------|-------------------------------|
| 671-030-571.30 TO COURT AUTOMTN FUND 613 | 0                           | 0              | 44,000                        | 44,000                        |
|  |                             |                |                               |                               |
|  |                             |                |                               |                               |
| TOTALS                                   | 0                           | 0              | 44,000                        | 44,000                        |

**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:** INCREASE TO DOCUMENT STORAGE EXPENDITURE TO PAY FOR JUDICIAL SYSTEMS JURY SOFTWARE

DATE SUBMITTED:

*5/9/13*

AUTHORIZED SIGNATURE

*[Handwritten Signature]*

\*\* PLEASE SIGN IN BLUE INK \*\*

APPROVED BY BUDGET & FINANCE COMMITTEE:

DATE:

REQUEST FOR BUDGET AMENDMENT

BA NO. 13-00024

FUND 613 COURT'S AUTOMATION FUND DEPARTMENT 030 CIRCUIT CLERK


**INCREASED APPROPRIATIONS:**

| ACCT. NUMBER & TITLE                     | BEGINNING BUDGET AS OF 12/1 | CURRENT BUDGET | BUDGET IF REQUEST IS APPROVED | INCREASE (DECREASE) REQUESTED |
|--|-----------------------------|----------------|-------------------------------|-------------------------------|
| 613-030-533.29 COMPUTER/INF TCH SERVICES | 26,000                      | 26,000         | 70,000                        | 44,000                        |
| TOTALS                                   | 26,000                      | 26,000         | 70,000                        | 44,000                        |

**INCREASED REVENUE BUDGET:**

| ACCT. NUMBER & TITLE                     | BEGINNING BUDGET AS OF 12/1 | CURRENT BUDGET | BUDGET IF REQUEST IS APPROVED | INCREASE (DECREASE) REQUESTED |
|--|-----------------------------|----------------|-------------------------------|-------------------------------|
| 613-030-371.12 FROM COURT DOC STR FND671 | 0                           | 0              | 44,000                        | 44,000                        |
| TOTALS                                   | 0                           | 0              | 44,000                        | 44,000                        |

EXPLANATION: INCREASE EXPENDITURE FROM DOCUMENT STORAGE FUND TO COURT AUTOMATION TO PAY FOR JUDICIAL SYSTEMS JURY SOFTWARE

DATE SUBMITTED: 5/9/13 AUTHORIZED SIGNATURE:  \*\* PLEASE SIGN IN BLUE INK \*\*

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



April 29, 2013

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

RE: Application for National Children's Alliance Chapter Sub-Awardee Grant

Dear Mr. Alix and Committee Members:

Enclosed for the Committee's consideration is a copy of our application for continued grant funding from the National Children's Alliance. The deadline for online submission of this application is May 3, 2013, and the funds will be awarded for Calendar Year 2013. This application was approved by the CAC Governing Board at its meeting on April 25<sup>th</sup>.

As a fully accredited member of the National Children's Alliance, the Champaign County Children's Advocacy Center is eligible for an annual Chapter Sub-Awardee Grant (previously known as Program Support Grants). The Champaign County CAC has received a Program Support Grant from the National Children's Alliance each year since 2004. Sub-Awardee Grants for 2013 have been reduced from \$10,000 to \$9,000. Funding from the National Children's Alliance in 2013 will again be used to pay a portion of the salary of the CAC Executive Director.

Please note that there is no match requirement for this grant and that acceptance of the grant requires no financial contribution by Champaign County. Because receipt of this grant was anticipated during the budget process, it was included in the FY 2013 County budget. Consequently, 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



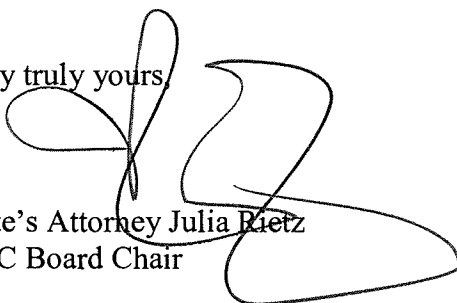
Mr. Christopher Alix  
April 29, 2013  
Page Two

On behalf of the Children's Advocacy Center, I am hereby 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,

State's Attorney Julia Rietz  
CAC Board Chair

A handwritten signature in black ink, appearing to read 'Julia Rietz', is written over the typed name. The signature is stylized with large loops and a long horizontal stroke at the end.

Enclosures

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

Department: Children's Advocacy Center

Grant Funding Agency: National Children's Alliance

Amount of Grant: \$9,000.00

Begin/End Dates for Grant Period: January 1 to December 31, 2013

Additional Staffing to be Provided by Grant: N/A

Application Deadline: May 3, 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: 2004

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.

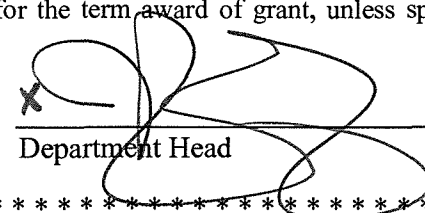
The activity should, or could be, assumed by County (or specific fund) general and recurring operating funds.

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: 5.1.13

SIGNED:  \_\_\_\_\_  
Department Head

\*\*\*\*\*

**Application for & Acceptance of Grant Approval:**

Approved by Finance Committee: \_\_\_\_\_

Approved by County Board: \_\_\_\_\_

Approved by Grant Executive Committee: \_\_\_\_\_

**COUNTY OF CHAMPAIGN**  
**FINANCIAL IMPACT STATEMENT**

*(To accompany Grant Applications or Appropriate Resolutions/Ordinances)*

**Current Year Annual Expenditure Estimate:**

Number of Positions 1 (partial) Personnel \$ 9,000.00  
Commodities: \$ \_\_\_\_\_  
Contractual: \$ \_\_\_\_\_  
Capital: \$ \_\_\_\_\_

**Long Term Expenditure Estimate:**

\$9,000.00 per annum

**Current Year Annual Revenue Estimate:**

\$9,000.00

**Long Term Revenue Estimate:**

\$9,000.00 per annum

**Approved by Finance Committee:**

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

**Approved by County Board:**

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

**Sub-awardee Agreement (SA)  
2013 Annual Continuation Award**

This form is for Children's Advocacy Centers of Illinois (CACI) 2013 approved Sub-awardee applicants. This is an official agreement between your agency and the State Chapter CACI acknowledging that your agency accepts the funding awarded through NCA under a cooperative agreement with the United States Department of Justice and will follow all requirements outlined in the NCA Grant Guidelines and Sub-awardee Request for Proposals.

All future inquiries regarding your grant will be made to the appropriate designee at your agency. Please carefully consider who should be the appropriate grant designee. The grant designee will receive all updates. Her/his email address would be used for sending notifications. All funding will be disbursed in the agency name only. These funds will not be disbursed to those affiliated with the agency including the programmatic or fiscal contact person listed on this agreement, consultants or multidisciplinary team members. Funding checks will be mailed to the address indicated on this form only. If this information changes at any time during the grant period, promptly **notify CACI in writing. Please only mail the original (faxed copies will not be accepted) and make a copy for your files.**

**Type of Grant Awarded: Sub-Award Under Chapter Grant SPRI-IL-1T13**

**Award Identification Number: CHAM-IL-SA13**

(Use the information provided in your award letter)

| <b>Physical Address</b>                                  | <b>Mailing Address (including checks)</b><br>Fill out only if different from the physical address |
|--|---|
| Agency name: Champaign County Children's Advocacy Center | Agency name/Fiscal Agent: Champaign County Children's Advocacy Center                             |
| Address: 201 W, Kenyon Road, Suite 1                     | Address: 201 W. Kenyon Road, Suite 1  |
| City/State/Zip: Champaign, IL 61820                      | City/State/Zip: Champaign, IL 61820   |

**Authorized Agency Representative (Executive Director/Chapter State Coordinator)**

Name/Title: Michael B. Williams, Executive Director

Phone: (217) 384-1266 Fax: (217) 344-1214 E-mail Address: mwilliams@co.champaign.il.us

**Board President:**

Name/Title: State's Attorney Julia Rietz, CAC Board Chair

Phone: (217) 384-3733 Fax: (217) 384-3816 E-mail Address: jrietz@co.champaign.il.us

**Authorized Fiscal Agent Representative for the Grant (Fill out only if the grantee agency uses a fiscal agent for the grant)**

Agency Name:

Name/Title:

Phone: Fax: E-mail Address:

I, the undersigned, have read and understand the conditions outlined in the award letter, the Request for Proposals, NCA Grant Guidelines, and the conditions below required for the receipt of grant funding from CACI. By signing this statement, I am agreeing to comply with the requirements outlined in NCA Grant Guidelines, and herein. I understand the term of this grant is January 1, 2013 to December 31, 2013.

- I certify that the recipient agency is a member in good standing with National Children's Alliance. I understand that remaining in good standing is a requirement of receiving these funds. This

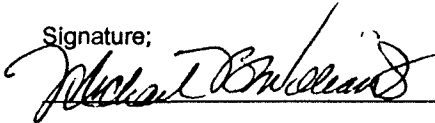
includes the timely submission of statistical reports as a condition of membership, in January and July and timely payment of annual membership dues.

- I agree to submit, on deadline, all required fiscal and narrative reports as required by July 05, 2013 (first half of the year) and January 05, 2014 (second half of the year). I understand that failure to submit timely reports will result in forfeiture of funds.
- I understand that National Children's Alliance can only reimburse federally allowable expenses that fit within the NCA Grant Guidelines, Sub-awardee RFP, and as designated by the U.S. Dept. of Justice. Submissions that fall outside these constraints will be disallowed. NCA may change its requirements regarding allowable expenses at any time to reflect changes in federally allowable costs or policies approved by the NCA Board of Directors. Grantees will be promptly notified of any changes.
- I agree to provide to the Chapter information about our service coverage based on the current Memorandum of Understanding/Interagency agreement.
- I understand that budget modifications are granted at CACI's discretion and must be submitted at least 30 days prior to the end of the grant period.
- I understand that grant extensions are not allowed under this grant.
- As a part of the sub-awardee grant process, all Accredited Centers receiving sub-award funds under a chapter award are required to submit an Affidavit of Standards Compliance as part of their final report.
- By my signature I am committing to meet the goals and objectives outlined in the grant and approved by CACI.

**Authorized Agency Representative/Title (required):**

Michael B. Williams, Executive Director

Signature:



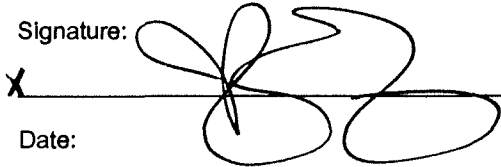
Date:

April 11, 2013

**Board President (required):**

State's Attorney Julia Rietz, CAC Board Chair

Signature:



Date:

4.12.13

**If grant agent is different than the above signed, the section below is required. A signature denotes agreement with all aforementioned conditions.**

**Authorized Fiscal Agent Representative/Title:**

Not Applicable

Signature:

\_\_\_\_\_

Date:

\_\_\_\_\_

Sincerely,

**Chapter Representative**

Please sign and upload to the CACI website by May 3, 2013

(For CHAPTER use only)

#



**SUB-AWARD COVER PAGE**

Please use only the provided cover form, replications will not be accepted.

**Organization Information**

**Name of Agency:** Champaign County Children's Advocacy Center

**Address:** 201 W. Kenyon Road, Suite 1

**City:** Champaign

**State:** IL

**Zip:** 61820

**Authorized Agency Representative:** Michael B. Williams

**Authorized Agency Representative's Title:** Executive Director

**Telephone (include extension):** (217) 384-1266

**Fax:** (217) 344-1214

**Email:** mwilliams@co.champaign.il.us

**Website:** www.co.champaign.il.us/cac

**Tax Status**

**Independent Non-Profit**

Tax I.D. Number:

Registration Date:

**Organizations Under Umbrella Agencies**

Umbrella Organization's Name: Champaign County

Umbrella Organization's Tax I.D. Number: 37-6006910

Umbrella Organization's Registration Date: N/A

**Please check the answer that applies to your organization:**

Our center was granted a sub-award in 2012

Our center did not receive a sub-award in 2012

(For CHAPTER use only)

Amount:

**Organization Type**

Membership Status and Membership Date:  
(Please check appropriate membership status)

- NCA Accredited Member
- NCA Associate/Developing Member
- NCA Affiliate Member
- Multidisciplinary team
- CAC serving Native American Communities

**Internal Program Type**

Please check the appropriate box that best describes your program.

- Hospital Based
- Independent Non-Profit
- Public-CPS
- Public Law Enforcement
- Public Prosecution
- Public – Other (please describe): \_\_\_\_\_
- Umbrella Organization (please describe): Champaign County (governmental agency)

**Request**

INDICATE GRANT AMOUNT REQUESTED: \$9,000.00  
(Amount should match total amount requested on grant budget.)

**Total Program Budget**

TOTAL ANNUAL PROGRAM BUDGET: \$192,194.00

I certify that our CAC has a signed Memorandum of Understanding/ Interagency Agreement with our partnering agencies and will submit it upon request.

**Background**

Please write a brief statement describing how and why your program was started. Include an initial meeting date or important events that have helped spearhead your program. Please limit to **150** words or less.

In 1999, the Champaign County Child Advocacy Advisory Board undertook the task of establishing a Children’s Advocacy Center. The purpose of the Center was to aid in the education and prevention of child abuse, to provide compassionate and sensitive support to child victims, and to enhance the effectiveness of the investigation and prosecution of child sexual and serious physical abuse cases. Formal interviews of child victims began in August 2000. The Center was temporarily housed in the County Courthouse until moving to the first permanent site in east Urbana in August 2001. The Center remained at that site until September 2007, when we relocated to our present facility in Champaign. The staff of the CAC includes an Executive Director and a Case Manager. The first Protocol for the Center was ratified in July 2001 and has since been reviewed by the Governing Board on an annual basis.

## PROJECT NARRATIVE

**Program History:** The Champaign County Children’s Advocacy Center was established in 2000 and the first interviews with children took place in August of that year. In September 2001, the Center relocated from temporary facilities at the Courthouse to a remodeled County-owned facility in east Urbana. The CAC remained at that site until moving to our current facility in September 2007.

**Proposed Project:** From our facility at 201 W. Kenyon Road in Champaign, the Children’s Advocacy Center provides a safe, agency-neutral, child friendly space with assigned personnel designated for the investigation and coordination of services for child victims of sexual assault and serious physical abuse. Executive Director Mike Williams directs the administrative functions of the CAC to ensure the provision of a coordinated, timely, comprehensive, and multidisciplinary response to allegations of child sexual assault and serious physical abuse. Case Manager Elaine Carter works through and with local investigative and service provision agencies to coordinate and facilitate investigations, provides comprehensive case management services to children referred to the Center and their non-offending family members, makes medical and treatment referrals, and provides support for child victims and their families throughout consequent legal proceedings.

During Calendar Year 2012, a total of 203 unduplicated children were interviewed at the Center. As of December 31, 2012, 132 children representing 122 families were receiving services from the CAC. The normal work week for CAC staff is 37.5 hours (Monday through Friday, 8:00 a.m. to 4:30 p.m.). Staff is accessible by pager 24 hours per day.

The Champaign County CAC will use the proceeds of its 2013 Chapter Sub-Awardee Grant to pay a portion of the salary of the Executive Director. While usage of the Center can be



attributed to a number of factors, the fact that users of the Center can count on the almost immediate availability of CAC staff to facilitate interviews at the Center and the assurance that clients will receive appropriate follow-up services is crucial to the continued support of the CAC by its partners on the Multidisciplinary Team and in the community. Adequate funding for staff salaries is critical to the Center's ability to provide services to the children and families referred to the CAC and funding from the National Children's Alliance will be used to support the activities of the CAC in maintaining and improving the quality of services to abused children.

**Goals:**

- To ensure that every child alleged to have been the victim of sexual and/or serious physical abuse is interviewed at the Champaign County CAC and that all children referred to the Center and their non-offending family members receive appropriate services.
- To ensure that the Champaign County CAC continues to meet and improve upon the NCA Standards for Multidisciplinary Team and Forensic Interview.

**Objectives:**

- CAC staff will be available 24 hours per day, 7 days per week to facilitate investigations conducted through the Center and to initiate the service provision process.
- The CAC Case Manager, with the assistance of the Executive Director and the Multidisciplinary Team, will develop an appropriate plan of treatment/referrals for all children referred to the CAC and their non-offending family members.
- The CAC will provide relevant training and educational opportunities which are designed to enhance the skills of MDT members and CAC staff, including, but not limited to, specialized training for Team members who conduct forensic interviews and peer review.

**Performance Measures:**

- During Calendar Year 2013, approximately 180 child forensic interviews will be conducted at the CAC.
- The CAC Case Manager will provide case management services to an average of 10-12 new children referred to the Center each month during the grant period.
- The Executive Director will keep a record of MDT/CAC staff members who participate in training activities facilitated or sponsored by the CAC.
- The Executive Director will facilitate at least semi-annual regional and/or local peer review sessions for investigators who conduct forensic interviews at the CAC. The Executive Director will notify supervisory law enforcement and CPS personnel of the scheduling of peer review sessions, will provide printed educational materials for review and discussion, will record the names of individuals participating in peer review, and will keep a record of investigators who submit interviews for review by the Team.
- The Executive Director will survey clients of the Center on a quarterly basis and users of the Center on an annual basis in order to assess the efficacy of our services.

**Strategy for Implementation and Governance Structure:** The Champaign County CAC is a fully accredited member of the NCA and, as such, has demonstrated the project management expertise and organizational capacity necessary to implement this project. The CAC Executive Director has primary responsibility for the implementation of the program and will be responsible for submitting all required reports to the NCA/CACI and ensuring that all funds are properly expended during the grant period. As a department of Champaign County government, all CAC revenue receipts and expenditures are monitored and processed by the Champaign County Treasurer's Office and the Champaign County Auditor's Office.

**GRANT BUDGET FORM**

**Directions: Indicate proposed use of only Sub-award grant funds in applicable categories.**

**Please only use the provided form.**

| Category            | Amount             |
|---------------------|--------------------|
| Personnel           | \$ 9,000.00        |
| Fringe Benefits     | \$                 |
| Travel              | \$                 |
| Equipment           | \$                 |
| Supplies            | \$                 |
| Consultant/Contract | \$                 |
| Other (list)        | \$                 |
| 1                   |                    |
| 2                   |                    |
| 3                   |                    |
| 4                   |                    |
| 5                   |                    |
| 6                   |                    |
| <b>Total</b>        | <b>\$ 9,000.00</b> |

I certify that no grant funds under this sub-award will be used for fundraising and lobbying activities.

**BUDGET NARRATIVE**

**Proceeds of the 2013 NCA Chapter Sub-Awardee Grant will be devoted to paying a portion of the salary of the CAC Executive Director.**

**The Executive Director's 2013 annual salary is projected at \$50,816.70. The Executive Director's salary is based on an hourly rate of \$25.96 for the period January 1 through December 31, 2013 (261 days X 7.5 hours/day X \$25.96/hour). Funding from the National Children's Alliance represents approximately 17.7% of the Executive Director's 2013 annual salary. The remainder of the Executive Director's salary will be funded through grants from the Illinois Department of Children & Family Services and the Champaign County Mental Health Board, assessments paid by local law enforcement agencies, and other unrestricted funds.**

|                              |
|------------------------------|
| <b>ANNUAL PROGRAM BUDGET</b> |
|------------------------------|

The Champaign County Children's Advocacy Center's projected operating budget for FY

2014, beginning June 1, 2013, is as follows:

**REVENUE**

|   |                  |
|---|------------------|
| Illinois Criminal Justice Information Authority   | \$ 50,338        |
| Illinois Attorney General                         | \$ 14,535        |
| Illinois Department of Children & Family Services | \$ 67,740        |
| National Children's Alliance                      | \$ 9,000         |
| Champaign County Mental Health Board              | \$ 37,080        |
| Contributions from Law Enforcement Agencies       | \$ 7,500         |
| Gifts and Donations (Includes Fundraisers)        | \$ 5,000         |
| Investment Interest                               | \$ 25            |
| <b>TOTAL REVENUE</b>                              | <b>\$191,218</b> |

**EXPENDITURES**

|                                       |                  |
|---------------------------------------|------------------|
| Salaries and Wages                    | \$ 87,608        |
| Fringe Benefits                       | \$ 31,801        |
| Professional Services                 | \$ 43,338        |
| Office Supplies                       | \$ 1,000         |
| Stationery & Printing                 | \$ 250           |
| Books, Periodicals & Manuscripts      | \$ 250           |
| Postage, UPS, Federal Express         | \$ 500           |
| Food                                  | \$ 500           |
| Grounds Supplies                      | \$ 100           |
| Job-Required Travel Expenses          | \$ 250           |
| Insurance                             | \$ 1,265         |
| Computer Services                     | \$ 150           |
| Telephone Service                     | \$ 1,700         |
| Equipment Maintenance                 | \$ 150           |
| Office Rentals                        | \$ 17,142        |
| Utilities                             | \$ 1,735         |
| Equipment Rentals                     | \$ 305           |
| Photocopy Services                    | \$ 1,750         |
| Public Relations/Fundraising Expenses | \$ 500           |
| Membership Dues                       | \$ 900           |
| Conferences and Training              | \$ 1,000         |
| <b>TOTAL EXPENDITURES</b>             | <b>\$192,194</b> |

***NOTE: The projected deficit between anticipated Revenue and Expenditures will be covered by unrestricted monies in the CAC fund balance.***

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

AN ORDINANCE ELECTING NOT TO BE SUBJECT TO THE PROVISIONS OF  
THE ILLINOIS CLERKS OF COURTS ACT, 705 ILCS 105/27.6

WHEREAS, pursuant to 705 ILCS 105/27.6, the statute calls upon the Circuit Clerk to disburse all fees, fines, costs, additional penalties, bail balances assessed or forfeited, and any other amount paid by a person to the Circuit Clerk equaling an amount of \$55 or more, with some exceptions, using a percentage formula; and

WHEREAS, pursuant to 705 ILCS 105/27.6, the statute establishes that all counties shall be subject to this Section, except counties with a population under 2,000,000 may by ordinance elect not to be subject to this Section; and

WHEREAS, pursuant to Champaign County Board Ordinance 395-A, the County Board presented, adopted, approved and recorded on December 17, 1991 a similar provision for 705 ILCS 105/27.5 electing not to be subject to new Section established by Public Act 87-670; and

NOW, THEREFORE, BE IT ORDAINED by the Champaign County Board, Champaign County, Illinois, that the County of Champaign elects not to be subject to the disbursement requirements under 705 ILCS 27.6.

PRESENTED, ADOPTED, APPROVED, AND RECORDED this May 23<sup>rd</sup> day of May 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: Chris Alix, Deputy Chair-Finance & MEMBERS OF THE CHAMPAIGN COUNTY BOARD COMMITTEE of the WHOLE**

**FROM: Deb Busey, County Administrator**

**DATE: May 9, 2013**

**RE: FY2014 NON-BARGAINING SALARY ADMINISTRATION RECOMMENDATION**

---

#### **ISSUE**

Champaign County Personnel Policy Article 9-4 defines the procedure for market adjustments and annual increase recommendations to the non-bargaining salary ranges. Pursuant to the Article, it is incumbent on Salary Administration to conduct a salary survey in March-April, and provide a recommendation to the Finance Committee in May for appropriate salary range adjustments for non-bargaining salary ranges, to be implemented in the ensuing fiscal year.

#### **REPORT**

##### **Market Adjustment:**

This year, Champaign County Salary Administration has prepared a salary survey analysis based on comparison data of benchmark positions compiled from the following sources:

- A survey comparison of benchmark positions from four mid-sized Illinois Counties – Peoria, Champaign, McLean, and Rock Island;
- A survey comparison of exempt/management level benchmark positions from within the Champaign-Urbana area, including private sector.

The methodology utilized in the survey analysis consisted of the following:

- For the Counties Survey - comparing Champaign County current salary to the average for the comparable salaries of Peoria, McLean and Rock Island Counties;
- For the Regional Survey – comparing the median level salary for each of the positions to the current salary paid by the County.

The Counties Survey included comparisons of 42 exempt/management positions. The current salaries of the County's positions ranged from 69.2% of the comparable average

salary for the other 3 counties to 125% of the comparable average salary for the other 3 counties. Twelve positions were below 90% of the comparable average, and six positions were at 100% or above. The overall average places the County's current salaries at 95% of the average salary for the other 3 counties. Champaign County is the largest of the 4 counties in the comparison.

The Regional Survey included comparisons of 18 of the benchmark positions (not all county jobs have comparable positions in the private sector). The current salaries of the County's positions ranged from 20.6% of the median level comparison to 110% (only 2 of the 18 positions were at 100% or above). The overall average places the County's current salaries at 70.83% of the median level for the region.

In addition to the external survey data, we are also mindful of the County's AFSCME contracts for General Unit, State's Attorney, Circuit Court and Circuit Clerk. Pursuant to those contracts - the bargaining unit salary ranges, which are comparable to Ranges E-I for the non-bargaining positions - will all be increased by 2%, effective December 1, 2013.

Based on the benchmark salary surveys, issues of internal equity, and the fact that the County's salary ranges J-N have not been adjusted since December 1, 2008, the salary administration recommendation for Market Adjustment is that the salary ranges be adjusted by a 2% increase on December 1, 2013.

In addition to the adjustment to the Salary Ranges for FY2014 as noted above, it is further recommended that all non-bargaining employees receive a 2% COLA increase to their current wages on December 1, 2013 for FY2014. Please note, this is not in addition to the salary range adjustment. This simply insures that every employee will continue to maintain the same position within the salary range, as they will receive a 2% wage increase at the same time the salary scale increases by 2%.

*Compa-Ratio Adjustment -*

The Champaign County Salary Administration Plan provides an additional annual increase for the movement through the salary range within the first seven years of employment in a position/position grade. Implementation of the compa-ratio would result in adjustment of the salaries of 34 of the 115 non-bargaining positions in the General Corporate Fund. Given the continuing fiscal condition faced by the General Corporate Fund at this time, and the fact that compa-ratio movement is very similar to longevity steps for bargaining unit employees - which have been removed from the AFSCME bargaining units; the salary administration recommendation is that no compa-ratio adjustments be budgeted in FY2014.

*Merit Adjustment -*

The Champaign County Salary Administration Plan includes an annual allowance for merit increases to be awarded non-bargaining employees as determined by department heads, based upon employee performance. Again, as a result of the continuing fiscal constraints on the General Corporate Fund, the salary administration recommendation is that no merit increases be budgeted in FY2014.

**FINANCIAL IMPACT of RECOMMENDATION**

The Salary Ranges for the non-bargaining positions will increase in FY2014. The salary schedule demonstrating the current and proposed ranges is attached to this Memorandum for your information.

The total cost to the General Corporate Fund for the FY2014 2% wage increase for the non-bargaining employees, based upon the current employee base, is \$140,031.

**RECOMMENDED ACTION:**

***The Finance Committee recommends to the County Board that the Non-Bargaining Salary Schedule Ranges E-N be increased by 2%, effective on December 1, 2013.***

***The Finance Committee further recommends to the County Board that the Non-Bargaining Salary Administration Plan for FY2014 include a 2% COLA increase to the base rate for all non-bargaining employees, effective December 1, 2013 for FY2014.***

If you have any additional questions or information requests with regard to this issue, please feel free to contact me.

Attachment



**FY2013 - FY2014 Non-Bargaining Salary Ranges**

| <b>GRADE</b>                 |          | <b>FY2013-Min</b> | <b>FY2014-Min</b> | <b>FY2013-Mid</b> | <b>FY2014-Mid</b> | <b>FY2013-Max</b> | <b>FY2014-Max</b> | <b>POSITION</b>   |
|------------------------------|----------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|---|
| <b>N</b><br><b>1011-1100</b> | Hourly   | \$40.43           | \$41.24           | \$50.54           | \$51.55           | \$64.69           | \$65.98           | County Administrator<br>County Engineer   |
|                              | 1950 hrs | \$78,838.50       | \$80,418.00       | \$98,553.00       | \$100,524.06      | \$126,145.50      | \$128,661.00      |   |
|                              | 2080 hrs | \$84,094.40       | \$85,779.20       | \$105,123.20      | \$107,225.66      | \$134,555.20      | \$137,238.40      |   |
| <b>M</b><br><b>933-1010</b>  | Hourly   | \$34.27           | \$34.96           | \$42.84           | \$43.70           | \$51.41           | \$52.44           | Director of Probation & Court Services<br>Facilities Director<br>First Asst. State's Attorney<br>Public Defender<br>*IT Director  |
|                              | 1950 hrs | \$66,826.50       | \$68,172.00       | \$83,538.00       | \$85,208.76       | \$100,249.50      | \$102,258.00      |   |
|                              | 2080 hrs | \$71,281.60       | \$72,716.80       | \$89,107.20       | \$90,889.34       | \$106,932.80      | \$109,075.20      |   |
| <b>L</b><br><b>856-932</b>   | Hourly   | \$30.34           | \$30.95           | \$37.93           | \$38.69           | \$45.51           | \$46.43           | Court Administrator<br>First Asst. Public Defender<br>Jail Administrator<br>Supervisor of Assessments<br>Lead Prosecutor<br>*Accounting Manager<br>*Business Applications Developer<br>*IT Manager  |
|                              | 1950 hrs | \$59,163.00       | \$60,352.50       | \$73,963.50       | \$75,442.77       | \$88,744.50       | \$90,538.50       |   |
|                              | 2080 hrs | \$63,107.20       | \$64,376.00       | \$78,894.40       | \$80,472.29       | \$94,660.80       | \$96,574.40       |   |
| <b>K</b><br><b>795-855</b>   | Hourly   | \$26.95           | \$27.49           | \$33.69           | \$34.36           | \$40.43           | \$41.24           | Animal Control Director<br>Chief Deputy Circuit Clerk<br>Chief Deputy County Clerk<br>Director of EMA<br>Director of Planning & Zoning<br>Superintendent - JDC<br>Supv. Adm Svcs - Court Services<br>*Assistant County Engineer   |
|                              | 1950 hrs | \$52,552.50       | \$53,605.50       | \$65,695.50       | \$67,009.41       | \$78,838.50       | \$80,418.00       |   |
|                              | 2080 hrs | \$56,056.00       | \$57,179.20       | \$70,075.20       | \$71,476.70       | \$84,094.40       | \$85,779.20       |   |
| <b>J</b><br><b>731-794</b>   | Hourly   | \$23.97           | \$24.45           | \$29.96           | \$30.56           | \$35.96           | \$36.68           | Asst Superintendent - JDC<br>Building & Grounds Manager<br>Exec Asst to State's Attorney<br>Exec Asst. to County Administrator<br>Highway Maintenance Supv.<br>*Mainframe Programmer<br>Supervisor - Adult Services<br>Supervisor - Juvenile Services<br>Supervisor-Specialized Services<br>*Business Applications Analyst<br>*Senior Engineer<br>*PC Applications Programmer |
|                              | 1950 hrs | \$46,741.50       | \$47,677.50       | \$58,422.00       | \$59,590.44       | \$70,122.00       | \$71,526.00       |   |
|                              | 2080 hrs | \$49,857.60       | \$50,856.00       | \$62,316.80       | \$63,563.14       | \$74,796.80       | \$76,294.40       |   |

**FY2013 - FY2014 Non-Bargaining Salary Ranges**

| <b>GRADE</b>                                 |          | <b>FY2013-Min</b> | <b>FY2014-Min</b> | <b>FY2013-Mid</b> | <b>FY2014-Mid</b> | <b>FY2013-Max</b> | <b>FY2014-Max</b>                    | <b>POSITION</b>                           |
|--|----------|-------------------|-------------------|-------------------|-------------------|-------------------|--------------------------------------|---|
| <b>I</b><br><b>650-730</b>                   | Hourly   | \$20.98           | \$21.40           | \$26.23           | \$26.75           | \$31.47           | \$32.10                              | Accountant - Payroll                      |
|  | 1950 hrs | \$40,911.00       | \$41,730.00       | \$51,148.50       | \$52,171.47       | \$61,366.50       | \$62,595.00                          | Board of Review Member                    |
|  | 2080 hrs | \$43,638.40       | \$44,512.00       | \$54,558.40       | \$55,649.57       | \$65,457.60       | \$66,768.00                          | Buidling Services Assistant               |
|  |          |                   |                   |                   |                   |                   |                                      | Chief Deputy Coroner                      |
|  |          |                   |                   |                   |                   |                   |                                      | Chief Deputy Supv of Assessments          |
|  |          |                   |                   |                   |                   |                   |                                      | Chief Deputy Treasurer                    |
|  |          |                   |                   |                   |                   |                   |                                      | Circuit Clerk Financial Manager           |
|  |          |                   |                   |                   |                   |                   |                                      | Deputy Director - EMA                     |
|  |          |                   |                   |                   |                   |                   |                                      | Exec Asst to Public Defender              |
|  |          |                   |                   |                   |                   |                   |                                      | Executive Director - CAC                  |
|  |          |                   |                   |                   |                   |                   |                                      | HR Generalist                             |
|  |          |                   |                   |                   |                   |                   |                                      | Insurance Specialist                      |
|  |          |                   |                   |                   |                   |                   |                                      | Program Coordinator-Corrections           |
|  |          |                   |                   |                   |                   |                   | Senior Accountant                    |   |
|  |          |                   |                   |                   |                   |                   | Senior Executive Secretary           |   |
|  |          |                   |                   |                   |                   |                   | Senior State's Attorney Investigator |   |
|  |          |                   |                   |                   |                   |                   | *Security Analyst                    |   |
|  |          |                   |                   |                   |                   |                   | *Systems Administrator               |   |
| <b>H</b><br><b>595-649</b>                   | Hourly   | \$18.02           | \$18.38           | \$22.52           | \$22.97           | \$27.03           | \$27.57                              | Accountant                                |
|  | 1950 hrs | \$35,139.00       | \$35,841.00       | \$43,914.00       | \$44,792.28       | \$52,708.50       | \$53,761.50                          | Accountant Highway                        |
|  | 2080 hrs | \$37,481.60       | \$38,230.40       | \$46,841.60       | \$47,778.43       | \$56,222.40       | \$57,345.60                          | Associate Planner                         |
|  |          |                   |                   |                   |                   |                   |                                      | Chief Deputy Recorder                     |
|  |          |                   |                   |                   |                   |                   |                                      | Deputy Administrator-Veterinarian         |
|  |          |                   |                   |                   |                   |                   |                                      | Sales Analyst/Ofc Mgr (Supv Assmts)       |
|  |          |                   |                   |                   |                   |                   |                                      | VAC Superintendent                        |
|  |          |                   |                   |                   |                   |                   | Victim Advocacy Program Director     |   |
| <b>G</b><br><b>520-594</b><br><b>401-440</b> | Hourly   | \$16.33           | \$16.65           | \$20.41           | \$20.82           | \$24.50           | \$24.98                              | Adult Diversion/Victim Witn Counselor     |
|  | 1950 hrs | \$31,843.50       | \$32,467.50       | \$39,799.50       | \$40,595.49       | \$47,775.00       | \$48,711.00                          | Appraiser/Analyst                         |
|  | 2080 hrs | \$33,966.40       | \$34,632.00       | \$42,452.80       | \$43,301.86       | \$50,960.00       | \$51,958.40                          | Case Manager - CAC                        |
|  |          |                   |                   |                   |                   |                   |                                      | Criminal Records Supervisor               |
|  |          |                   |                   |                   |                   |                   |                                      | Desktop Support Technician                |
|  |          |                   |                   |                   |                   |                   |                                      | Executive Assistant (031)                 |
|  |          |                   |                   |                   |                   |                   |                                      | Paralegal                                 |
|  |          |                   |                   |                   |                   |                   |                                      | Victim Witness Advocate                   |
|  |          |                   |                   |                   |                   |                   |                                      | <i>Sr. Administrative Legal Secretary</i> |
|  |          |                   |                   |                   |                   |                   |                                      | <i>State's Attorney Investigator</i>      |
|  |          |                   |                   |                   |                   |                   | <i>Zoning Officer</i>                |   |
|  |          |                   |                   |                   |                   |                   | <i>Technology Specialist</i>         |   |

**FY2013 - FY2014 Non-Bargaining Salary Ranges**

| GRADE                      |          | FY2013-Min  | FY2014-Min  | FY2013-Mid  | FY2014-Mid  | FY2013-Max  | FY2014-Max  | POSITION                                    |
|----------------------------|----------|-------------|-------------|-------------|-------------|-------------|-------------|---|
| <b>F</b><br><b>361-400</b> | Hourly   | \$14.82     | \$15.11     | \$18.52     | \$18.89     | \$22.23     | \$22.67     | <i>Zoning Technician</i>                    |
|                            | 1950 hrs | \$28,899.00 | \$29,464.50 | \$36,114.00 | \$36,836.28 | \$43,348.50 | \$44,206.50 | <i>Administrative Assistant (016)</i>       |
|                            | 2080 hrs | \$30,825.60 | \$31,428.80 | \$38,521.60 | \$39,292.03 | \$46,238.40 | \$47,153.60 |   |
| <b>E</b><br><b>310-360</b> |          | \$13.82     | \$14.09     | \$17.27     | \$17.62     | \$20.73     | \$21.14     | <i>Executive Assistant (022)</i>            |
|                            | 1950 hrs | \$26,949.00 | \$27,475.50 | \$33,676.50 | \$34,350.03 | \$40,423.50 | \$41,223.00 | <i>Administrative Secretary (030)</i>       |
|                            | 2080 hrs | \$28,745.60 | \$29,307.20 | \$35,921.60 | \$36,640.03 | \$43,118.40 | \$43,971.20 | <i>Administrative Secretary (140)</i>       |
|                            |          |             |             |             |             |             |             | <i>Administrative Legal Secretary (041)</i> |

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

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

**Following is the Grade/Range for Assistant State's Attorney & Assistant Public Defender Positions**

| GRADE           |          | FY2013-Min  | FY2014-Min  | FY2013-Mid  | FY2014-Mid  | FY2013-Max  | FY2014-Max  | POSITION                   |
|-----------------|----------|-------------|-------------|-------------|-------------|-------------|-------------|----------------------------|
| <b>Attorney</b> | Hourly   | \$23.97     | \$24.45     | \$31.01     | \$31.63     | \$41.24     | \$42.06     | Assistant State's Attorney |
|                 | 1950 hrs | \$46,741.50 | \$47,677.50 | \$60,469.50 | \$61,678.50 | \$80,418.00 | \$82,017.00 | Assistant Public Defender  |

RESOLUTION NO.

RESOLUTION ESTABLISHING THE BUDGET PROCESS for FY2014

WHEREAS, the Champaign County Board determines it appropriate to establish a formal process for the compilation, presentation, approval and execution of the annual budget; and

WHEREAS, based on the anticipated receipt of revenues and expenditure appropriations for FY2013 and the need for careful study of both revenues and expenditures for FY2014, the Finance Committee recommends guidelines and policies for the process and development of the FY2014 annual budget;

NOW, THEREFORE, BE IT RESOLVED, by the County Board of Champaign County, Illinois, that the following guidelines are hereby adopted and shall be adhered to by the County Administrator and Champaign County departments in the submission, review, preparation, and implementation of the Fiscal Year 2014 Budget:

Budget Development Process

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

The FY2014 budget development process schedule is established as follows:

|                    |  |
|--------------------|--|
| June 12, 2013      | Budget Instruction and Training Seminar for Department Budget Preparers  |
| June 12, 2013      | Instructions for FY2014 Budget Submission sent to outside agencies   |
| July 12, 2013      | FY2014 Budgets DUE from Departments  |
| July 15-31, 2013   | Department Budget Reviews with County Administrator  |
| August 1-16, 2013  | Tax Revenues & Other Revenue Estimates Confirmation  |
| August 22, 2013    | Budget Documents electronically submitted to County Board Members  |
| August 26-28, 2013 | 6:00pm each evening – Legislative Budget Hearings before the County Board  |
| September 10, 2013 | County Administrator Report to Finance Committee of FY2014 Budget Overview and Decision Points for Committee Direction |
| October 15, 2013   | Administrator FY2014 Tentative Budget Recommendation presented to Finance Committee to be forwarded to County Board    |

|                   |   |
|-------------------|---|
| October 24, 2013  | County Board Truth in Taxation Public Hearing ( <i>if required</i> )          |
| October 24, 2013  | County Board – Receive & Place on File FY2014 Tentative Budget Recommendation |
| November 12, 2013 | Finance Committee approval of Final FY2014 Budget                             |
| November 21, 2013 | County Board approves Final FY2014 Budget & FY2014 Tax Levy Ordinance         |

### Change in Fiscal Year

Pursuant to County Board Resolution No. 8468, Champaign County will transition from a fiscal year beginning on December 1<sup>st</sup> and ending on November 30<sup>th</sup>, to a fiscal year beginning on January 1<sup>st</sup> and ending on December 31<sup>st</sup>. To accomplish this transition, the FY2014 budget will be for a 13 month period, beginning on December 1, 2013 and ending on December 31, 2014.

### General Corporate Fund Budget Requests

General Corporate Fund Departments Budgets are to be prepared as follows:

- a. Include department operation analysis and planning documentation to include alignment to County Board Strategic Plan, and department objectives and performance indicators;
- b. Revenue lines - Document, evaluate and project revenues for department with the inclusion of recommendation for fee increases or modifications of revenue structure proposed, if warranted;
- c. Non-personnel expenditure lines - To be prepared with incorporation of 0% total change from the original FY2013 department budget, with the following exceptions:
  - a. Contractual increases required by competitively negotiated contracts for services;
  - b. Documented need for increase in commodities lines based on FY2013 utilization and cost increases;
- d. Personnel expenditure lines – Administrative Services Salary Administration staff will enter salary information based upon negotiated labor contracts and County Board direction for non-bargaining salary administration.
- e. Documentation of Budget Change Requests - Document any anticipated operational changes, particularly in the areas of personnel, technology, and facilities space needs that will increase or reduce the department budget in the next three years. Provide an estimate of the impact on the department budget resulting from the anticipated changes.

### Non-General Corporate Fund Budget Requests

All non-General Corporate Fund Budgets are to be prepared as follows:

- a. FY2014 budget to be presented within the County Board's definition of balanced budget;
- b. To include fund balance information including goal statements and explanation for any variance in ending fund balance;

- c. Documentation and analysis of operations, expenditures and revenues; and strategic planning information regarding FY2014 including alignment with County Board Strategic Plan, and specific fund objectives and anticipated performance indicators;

#### Capital Asset Replacement Fund

The County Board directs that the Capital Asset Replacement Fund be presented with re-establishment of full funding for future reserve for all items currently included and covered by the Fund, and with phase-in funding for facilities capital replacement projects as recommended by the County Facilities Committee to be incorporated in the FY2014 budget .

#### Contingency Fund

The County Board directs that the FY2014 Contingency line item be appropriated at 0.5% of the total General Corporate Fund FY2014 appropriation.

#### Property Tax Revenue

The County Board directs the preparation of the property tax revenue for FY2014 be calculated in accordance with the Property Tax Extension Limitation Law, as established in the County Board Financial Policies.

#### Form of the Budget

The final Budget document must include the following, showing specific amounts:

- Statement of financial information including prior year revenue and expenditure totals, and current year and ensuing year revenue and expenditure projections;
- Statement of all moneys in the county treasury unexpended at the termination of the last fiscal year;
- Statement of all outstanding obligations or liabilities of the county incurred in any preceding fiscal year;
- Any additional information required by state law.

PRESENTED, ADOPTED, APPROVED, AND RECORDED this 23<sup>rd</sup> day of May A.D. 2013.

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Alan Kurtz, Chair  
Champaign County Board

ATTEST:

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



## **CHAMPAIGN COUNTY ADMINISTRATIVE SERVICES**

1776 East Washington Street, Urbana, Illinois 61802-4581

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

**Deb Busey, County Administrator**

### **MEMORANDUM**

**TO: Chris Alix, Deputy Chair-Finance & MEMBERS OF THE  
CHAMPAIGN COUNTY BOARD COMMITTEE of the WHOLE**

**FROM: Deb Busey, County Administrator**

**DATE: May 8, 2013**

**RE: IMRF REPORT**

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#### **IMRF RATE**

The County received notice from IMRF of the 2014 rates for Champaign County in April. The current FY2013 rates, FY2014 rates, and amount of change are as follows:

| <b>IMRF</b> | <b>FY2013</b> | <b>FY2014</b> | <b>% Change</b> |
|-------------|---------------|---------------|-----------------|
| Regular     | 10.30         | 9.92          | -3.69%          |
| SLEP        | 21.35         | 20.87         | -2.25%          |
| ECO         | 73.90         | 149.98        | 102.95%         |

#### **IMRF FUNDED STATUS**

IMRF also recently released GASB 50 Disclosures for the calendar year ending December 31, 2012, which indicates Champaign County's current funded status.

Funded status is reported in two ways:

- The actuarial funded status uses a five-year smoothing of investment returns and reflects the percentage funded for active and inactive employees.
- The market value basis funded status does not reflect any smoothing.

Please note that funded status does not reflect the portion of the IMRF annuity reserve related to the County's retirees, which is 100% funded. If that annuity portion were added to the analysis, the funded percentage would increase.

As of December 31, 2012, the funded status of Champaign County's IMRF and IMRF overall were as follows:

| <b>Champaign County</b> | <b>Actuarial Funded Status - 12/31/2011</b> | <b>Market Value Basis Funded Status- 12/31/2011</b> |
|-------------------------|---|---|
| Regular                 | 86.43%                                      | 89.69%  |
| SLEP                    | 65.93%                                      | 68.98%  |
| ECO                     | 0.00%                                       | 0.00%   |

| <b>IMRF - STATE-WIDE</b> | <b>Actuarial Funded Status - 12/31/2011</b> | <b>Market Value Basis Funded Status- 12/31/2011</b> |
|--------------------------|---|---|
| Total                    | 84.30%                                      | 85.90%  |

For some additional perspective, the funded status of the other 5 pension plans in Illinois is currently at about 39% funding.

Please feel free to contact me if you have questions with regard to this report.



RESOLUTION NO. 8435

RESOLUTION APPOINTING STEVEN HAWTHORNE  
TO THE SANGAMON & DRUMMER DRAINAGE DISTRICT

WHEREAS, Alan Kurtz has submitted to the County Board his appointment of Steven Hawthorne to the Sangamon & Drummer Drainage District; and

WHEREAS, such appointment requires the advice and consent of the County Board pursuant to 70 ILCS 605/4-1; and

WHEREAS, such appointment mandates that Steven Hawthorne give bond payable to the People of the State of Illinois for the use of all persons interested in an amount hereby fixed by the Champaign County Board as One-Thousand Dollars (\$1,000) and with surety payable to the Champaign County Board, said bond conditioned upon the faithful performance of his duties and the faithful application of all moneys that may come under his control, pursuant to 70 ILCS 605/4-4;

NOW, THEREFORE, BE IT RESOLVED by the Champaign County Board that the County Board does hereby advise and consent to the appointment of Steven Hawthorne to the Sangamon & Drummer Drainage District to fill an unexpired term ending August 31, 2015;

BE IT FURTHER RESOLVED that Steven Hawthorne shall give bond payable to the People of the State of Illinois for the use of all persons interested in an amount hereby fixed by the Champaign County Board as One-Thousand Dollars (\$1,000) and with surety payable to the Champaign County Board, said bond conditioned upon the faithful performance of his duties and the faithful application of all moneys that may come under his control; and

BE IT FURTHER RESOLVED that the County Clerk transmit a certified copy of this resolution to: Steven Hawthorne 443 E 80 N Road, Foosland IL 61845.

PRESENTED, ADOPTED, APPROVED, AND RECORDED this 23<sup>rd</sup> day of May A.D. 2013.

\_\_\_\_\_  
Alan Kurtz, Chair  
Champaign County Board

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

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

PNC 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

MICHAEL TEPPER  
(DECEASED)

April 4, 2013

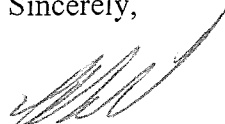
Debra Busey  
Brookens Administrative Center  
1776 E. Washington St.  
Urbana, IL 61802

Re: Sangamon & Drummer DD-97-MC-9

Dear Ms. Busey:

Enclosed please find an Oath and Bond for Commissioner Steven Hawthorne. Please provide us with confirmation of the approval of the same.

Sincerely,



James D. Cottrell

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

In The Matter of Sangamon  
And Drummer Drainage District

)  
)  
)

No. 97-MC-9

**OATH OF DRAINAGE COMMISSIONER**

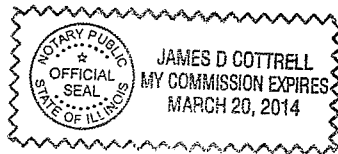
I, Steven Hawthorne, a duly appointed Commissioner of the above District, do solemnly swear that I will discharge the duty of my office without favor or partiality.

*Steven Hawthorne*

Steven Hawthorne, Drainage Commissioner  
of Said Drainage District

Subscribed and sworn to before me, a Notary Public, this 27<sup>th</sup> day of

April, 2013.



*[Signature]*  
Notary Public

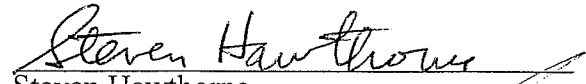
**COMMISSIONER'S BOND**


KNOW ALL MEN BY THESE PRESENTS that we, Steven Hawthorne as principal, and William Siegfried and Stan Zehr, as sureties, are held and firmly bound unto the People of the State of Illinois for the use of all persons interested, in the sum of One-Thousand Dollars (\$1,000.00) for the payment whereof, well and truly made, we bind ourselves, our heirs, executors and administrators, jointly and severally, firmly by these presents.

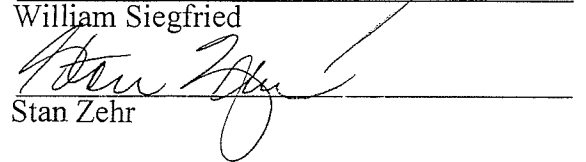
WITNESS our hands this 28<sup>th</sup> day of March, 2013.

The condition of the above obligation is such that if the above bounden Steven Hawthorne, who is a duly Appointed Commissioner of the above district, shall faithfully perform

his/her duties as such Commissioner and shall faithfully apply all monies of said Drainage District that may come under his/her control, then this obligation to be void; otherwise, to remain in full force and effect.

  
\_\_\_\_\_  
Steven Hawthorne

  
\_\_\_\_\_  
William Siegfried

  
\_\_\_\_\_  
Stan Zehr

APPROVED this \_\_\_\_ day of \_\_\_\_\_, 2013.

\_\_\_\_\_  
Chairman, Champaign County Board

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

PLEASE TYPE OR PRINT IN BLACK INK

NAME: Robert E. Buchanan

ADDRESS: 1206 W. Frances Dr. Mahomet IL 61853  
Street City State Zip Code

EMAIL: \_\_\_\_\_ PHONE: (217) 586-2735

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: Sangamon Valley Public Water District

BEGINNING DATE OF TERM: June 1 2013 ENDING DATE: May 31 2018

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

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

Forty years experience in retail grocery business.  
Twenty of which I managed and owned a successful  
family grocery in Mahomet.

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

Appointed to the Sangamon Valley Public Water District  
October 1, 1993. Having experience, and knowledge, of  
the District, in this planned expansion of both water,  
and sewer plants, will be very valuable.

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

Robert E. Buchanan  
Signature

March 25, 2013  
Date

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

RECEIVED

PLEASE TYPE OR PRINT IN BLACK INK

NAME: Michael C. Melton

ADDRESS: 1208 N. Mary  
Street

Mahomet, IL  
City State

61853  
Zip Code

MAR 20 2013

CHAMPAIGN COUNTY  
ADMINISTRATIVE SERVICES

EMAIL:

PHONE: 217-586-2780

Check Box to Have Email Address Redacted on Public Documents X

NAME OF APPOINTMENT BODY OR BOARD: Sangamon Valley Public Water District

BEGINNING DATE OF TERM: June 1, 2013

ENDING DATE: End of term - 5/31/2018

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

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

My tenure on the SVPWD Board of Trustees dates back to 1980. This has allowed me to know the history of the district, which includes the growth and improvement of the district. My professional background is one of a high school administrator in Mahomet with expertise in accounting, staff and policy procedures. These skills should be very important in the upcoming expansion of the water district plant and sewage treatment plant.

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

I have served on the board as Vice-Chairman of the district and believe that I have a sound knowledge of the district operations, physical assets and user fees.

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

No--X

If yes, please explain:



Signature

Date March 19, 2013

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

PLEASE TYPE OR PRINT IN BLACK INK

NAME: Robert M. Guthrie

Note  
\*

ADDRESS: 2605 Appalosa Ln. Mahomet IL 61853  
Street City State Zip Code

EMAIL: Bandy1982@AOL.com PHONE: 217-586-7327  
 Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: Sangamon Valley Public Water District

BEGINNING DATE OF TERM: June 1, 2013 ENDING DATE: May 31, 2018

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

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

This would be my second appointment to the SVPWD board and before retirement I worked for the Urbana Champaign Sanitary District as the supervisor of Operations.

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

My knowledge is only as much as one can get serving on the SVPWD board for five years.

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

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

Robert M Guthrie  
Signature

4-9-13  
Date

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

PLEASE TYPE OR PRINT IN BLACK INK

NAME: Randall Zindars

ADDRESS: 308 E. Buscy Pentfield IL 61842  
Street City State Zip Code

EMAIL: \_\_\_\_\_ PHONE: (217) 595-5409

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: Trustee - Chairman Pentfield  
Water  
BEGINNING DATE OF TERM: 06-01-2013 ENDING DATE: 05-31-18 Dist.

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

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

I have over 25 years experience as a Plumber.  
I have working knowledge of installing water mains,  
water distribution lines + meters. I would be  
willing to volunteer my skills for community

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

As Chairman of Board for past several years I  
attend meetings + keep on top of all business  
conducted + physical knowledge of operations.

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

Randall Zindars  
Signature

4-9-13

Date



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

**PLEASE TYPE OR PRINT IN BLACK INK**

**NAME:** William C. Roller

**ADDRESS:** PO Box 42 Dewey IL 61840  
Street City State Zip Code

**EMAIL:** \_\_\_\_\_ **PHONE:** 1-217-897-6463

Check Box to Have Email Address Redacted on Public Documents

**NAME OF APPOINTMENT BODY OR BOARD:** Dewey Community Public Water District

**BEGINNING DATE OF TERM:** June 1, 2013 **ENDING DATE:** May 31, 2015

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

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

I am the current president of the water board. I have been a member of the board since 2007

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

we are an all volunteer board. All members are from the local community.

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

  
Signature

March 27, 2013  
Date



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

I have a basic knowledge of the processes involved in an assessment complaint

and the determination of equalization factors. I have a strong knowledge of the

appraisal process and value determinations in central Illinois. I am aware of the assessment and tax

cycle in Champaign County.

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:

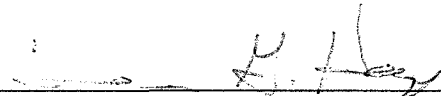
No

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

Yes  No  If no, please explain:

Yes

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

April 12, 2013

Date

**DIANNE G. HAYS MAI, SRA**

Cell: (217)621-8930 Home: (217)359-8930

---

Highly qualified Real Estate Appraiser with 32 years of experience estimating and valuing property in central Illinois:

- Residential
  - Multi-family
  - Commercial
  - Industrial
  - Condominium development
  - Land development
  - Farm
  - Special-use properties
- 

**Career History**

**Appraiser/Owner**

*July 1998 to Present*

*D.E. Gibbs & Associates, Champaign, IL*

- Valuing and consulting on real estate in central Illinois. Property types include: commercial, industrial, agriculture, special purpose, single family, land development and multi-family.

**Vice President, Appraisal Manager**

*June 1982 to July 1998*

*First of America Bank, (acquired by PNC Bank), Champaign, IL*

*American Savings Bank, Champaign, IL*

- Hiring and managing the appraisal department. Writing policy, meeting with regulators, preparing monthly productivity reports, hiring and managing staff. Staff included residential appraisers, commercial/review appraisers and support staff. Early on the position was regional and residential oriented (east central Illinois), later, the position was statewide and commercial focused.

**Appraisal Clients**

**Financial and Corporate Clients (partial list)**

Illinois Law Firms

PNC Bank, Illinois-Michigan, Libertyville

Busey Bank, Champaign

Bank One, Columbus

Morton Community Bank, Morton

Old National Bank, Indianapolis

**Government Clients**

City of Bloomington

Resolution Trust Corporation, Chicago

City of Normal

Dept. of Housing and Urban Development

City of Urbana

Illinois Dept. of Transportation, Paris

Veterans Administration, Chicago

**Court Testimony (Expert Witness)**

Champaign County, Illinois

Ford County, Illinois

Illinois Property Tax Appeal Board

### **Continuing Education**

#### Completed Real Estate Appraisal Education:

- AI Course, Uniform Standards of Professional Practice, Update
- AI Course, Fundamentals of Separating Real Property, Personal Property
- AI Course, General Appraiser Sales Comparison Approach
- AI Course, Business Practices and Ethics
- AI Course, Computer Enhanced Cash Flow Modeling
- AI Course, Professional's Guide to the Uniform Residential Appraisal Report
- AIREA Course 1A-2, Basic Valuation Procedures
- AIREA Course 1B-A, Capitalization Theory and Technique
- AIREA Course 1B-B, Capitalization Theory and technique
- AIREA Course 2-1, Case Studies in Real Estate
- AIREA Course 2-2, Report Writing and Valuation Analysis
- AIREA Course 2-3, Standard of Professional Practice

#### Seminars:

- Comprehensive Exam
- FIREAA
- Developments in Income Property Valuation
- Financial Calculators
- Construction Analysis
- Rates, Ratios and Reasonableness
- National Flood Insurance Lender Seminar
- Farm Land Values

### **Professional Designations and State Licenses**

- MAI, Member Appraisal Institute
- SRA, Senior Residential Appraiser, Appraisal Institute
- State of Illinois, Certified General Real Estate Appraiser
- State of Illinois, Real Estate Managing Broker

### **Professional Memberships/Activities**

- Member, Professional Standards, Champaign County Association of Realtors, 1997 to present
- Chair, Professional Standards, Champaign County Association of Realtors, 2008 to 2009
- Instructor, Illinois Savings and Loan League, 1997 to 2008

### **College Education**

- Bachelor of Science, Iowa State University



PTAX-299 Application

Supervisor of Assessments
 Board of Review

Section 1: Complete applicant information

Please type or print

1 DIANNE G. HAYS
First name Initial Last name
2 28 GREENCROFT DRIVE
Mailing address
3 CHAMPAIGN IL 61821
City State ZIP

4 Social Security number 361-40-0693
5 217,621-8930
Daytime telephone number

Section 2: List your choice of counties for certification of examination results

6 First choice CHAMPAIGN County 7 Second choice County 8 State-wide

Section 3: Provide your educational background

Table with 7 columns: Schools attended, From Year, To Year, Full Time, Part Time, Major, Degree or Certificate. Rows include Iowa State (Retail, Bachelor of Science) and Lyons Twp H.S. (College Prep, Diploma).

9 List any other designations or licenses IL CERTIFIED GENERAL REAL ESTATE APPRAISER, HANDBOOK BRK

Section 4: Provide your employment history

Start with your current employer

Employer's Name SELF Job Title OWNER
Address 28 GREENCROFT CHAMPAIGN Reason for Leaving N/A
Supervisory: Yes No Salary: From Year 1998 To Year PRESENT
Brief Work Description: (attach additional sheet if necessary) Full Part X Hours 30

Employer's Name PNC BANK Job Title V.P. APPRAISAL MANAGER
Address 111 E. GREEN, CHAMPAIGN, IL Reason for Leaving DID NOT DESIRE TO RELOCATE TO MI.
Supervisory: Yes No Salary: 60+ From Year 6-1983 To Year 7-1998
Brief Work Description: (attach additional sheet if necessary) Full X Part Hours
MANAGE APPRAISAL STAFF, WRITE POLICY, ORDER, REVIEW AND COMPLETE VARIETY OF APPRAISALS. PROPERTY TYPES INCLUDED COMMERCIAL INDUSTRIAL, FARMLAND, CONDOMINIUM DEVELOPMENT

Employer's Name AMERICAN SAVINGS BANK Job Title VICE PRESIDENT
Address 411 W. UNIVERSITY CHAMPAIGN, IL Reason for Leaving BETTER OPPORTUNITY - LARGER BANK
Supervisory: Yes No Salary: 50+ From Year 6-1982 To Year 6-1983
Brief Work Description: (attach additional sheet if necessary) Full X Part Hours
HELP ESTABLISH AN APPRAISAL DEPARTMENT FOR IN-HOUSE AND FEE SERVICES. PERFORM COMMERCIAL, ETC. VALUATIONS REPORT REGULARLY TO SUPERVISOR IN SPRINGFIELD, IL.

Section 5: Sign below

I understand that I may be required to provide additional information to verify my eligibility for public office. I authorize release of any information on this application, including my examination results as indicated above in Section 2. I state that to the best of my knowledge, the information on this application is true, correct, and complete.

Signature: [Handwritten Signature] Date: 1/10/2013

Resume  
**DIANNE G. HAYS**  
P.O. Box 484  
Champaign, Illinois 61824  
(217)359-8930

**PROFESSIONAL DESIGNATIONS**

MAI, Member Appraisal Institute  
SRA, Senior Residential Appraiser, Appraisal Institute

**STATE LICENSE**

State of Illinois, Certified General Real Estate Appraiser  
State of Illinois, Real Estate Managing Broker

**EMPLOYMENT**

*July 1998 TO PRESENT:*

**D.E. Gibbs & Associates**  
**Owner**

*Responsibilities: Valuation and consulting on values of real estate. Property types include commercial, industrial, agriculture, special purpose, single family, land development and multi-family.*

*June 1983 to July 1998:*

**National City Bank**  
**Vice President, Appraisal Manager, Illinois**

*Responsibilities: Managing appraisal department, writing policy, meeting with regulators, preparing monthly productivity reports, hiring and managing staff. Staff included residential appraisers, commercial/review appraisers and support staff. Early on the position was regional and residential oriented (East Central Illinois), later, the position was statewide and commercial focused.*

*June 1982 to June 1983:*

**American Savings Bank**  
**Vice President, Appraisal Manager**

*Responsibilities: Establishing an appraisal department that included in house commercial appraisal work and fee appraisal services for outside clients.*

*June 1979 to June 1982:*

**Residential Appraisal Associates**  
**Residential Appraiser**

*Responsibilities: Complete one to four family appraisals in central Illinois under the direction of MR. R. D. McGavran, MAI.*

**APPRAISAL EXPERIENCE**

Over 25 years of experience appraising and reviewing residential, multi-family, commercial, industrial, condominium development, land development, farm and special-use properties.

**A partial list of financial and corporate clients includes:**

Various Attorneys for estate and planning purposes  
Bank One, Columbus, Ohio  
Busey Bank, Urbana, Illinois  
Morton Community Bank, Morton, Illinois  
Old National Bank, Indianapolis, Indiana  
PNC Bank, Kalamazoo, Michigan

**A partial list of government clients includes:**

City of Bloomington, Bloomington, Illinois

City of Urbana, Urbana, Illinois  
Illinois Department of Transportation  
Veterans Administration, Chicago, Illinois  
Resolution Trust Corporation, Chicago, Illinois  
Department of Housing and Urban Development, Chicago, Illinois

**EXPERT WITNESS**

Champaign County, Illinois  
Ford County, Illinois  
Illinois Property Tax Appeal Board

**EDUCATION**

Bachelor of Science, Iowa State University

Completed Real Estate Appraisal Education of note (full transcript available upon request):

AI, Uniform Standards of Professional Practice, Update  
AI, Fundamentals of Separating Real Property, Personal Property  
AI, General Appraiser Sales Comparison Approach  
AI, Business Practices and Ethics  
AI, Computer Enhanced Cash Flow Modeling  
AI Course, Professional's Guide to the Uniform Residential Appraisal Report  
AIREA Course 1B-A & B Capitalization Theory and Technique  
Comprehensive Exam Seminar  
FIREAA Seminar  
Financial Calculators Seminar  
Construction Analysis Seminar  
Rates, Ratios and Reasonableness Seminar  
National Flood Insurance Lender Seminar  
Farm Land Values Seminar

**PROFESSIONAL MEMBERSHIP**

Appraisal Institute  
Realtor, Champaign County Association of Realtors

**PROFESSIONAL ACTIVITIES**

Past President, Central Illinois Chapter No. 160, Society of Real Estate Appraisers, 1989- 1991  
National Committee Member, Appraisal Institute – Publications 1999-2002  
Director, Strategic Capital Bank, Inc., 1999 to 2002  
Past Co-Instructor, Real Estate Appraisal No., 216, Parkland Community College, Champaign, Illinois, 1993-1995  
Instructor, Illinois Savings and Loan League, 1997 to 2008  
President, Kappa Alpha Theta Corporation Board, University of Illinois, 1997-2001  
Chair, Professional Standards, Champaign County Association of Realtors, 2008 to 2009  
Member, Professional Standards, Champaign County Association of Realtors, 1997 to present

**OTHER**

I have invested in real estate in Champaign County since 1977



# State of Illinois

## Department of Financial and Professional Regulation Division of Professional Regulation

LICENSE NO.  
553.000172

The person, firm or corporation whose name appears on this certificate has complied with the provisions of the Illinois Statutes and/or rules and regulations and is hereby authorized to engage in the activity as indicated below.

EXPIRES:  
09/30/2013

**CERTIFIED  
GENERAL REAL ESTATE APPRAISER**

**DIANNE G HAYS  
28 GREENCROFT  
CHAMPAIGN, IL 61821**



BRENT E. ADAMS  
SECRETARY

JAY STEWART  
DIRECTOR

The official status of this license can be verified at [www.idfpr.com](http://www.idfpr.com)

6150491

# State of Illinois

## Department of Financial and Professional Regulation Division of Professional Regulation

LICENSE NO.  
553.000172

The person, firm or corporation whose name appears on this certificate has complied with the provisions of the Illinois Statutes and/or rules and regulations and is hereby authorized to engage in the activity as indicated below.

EXPIRES:  
09/30/2011

ISSUED:  
09/15/2009

**CERTIFIED  
GENERAL REAL ESTATE APPRAISER**

**DIANNE GIBBS HAYS  
28 GREENCROFT  
CHAMPAIGN, IL 61821**



BRENT E. ADAMS  
ACTING SECRETARY

DANIEL E. BLUTHARDT  
DIRECTOR

The official status of this license can be verified at [www.idfpr.com](http://www.idfpr.com)

4487807



**Illinois Department of Revenue**  
 Office of Local Government Services  
 101 West Jefferson Street  
 Springfield, Illinois 62702  
 Phone: 217 785-6636  
 FAX: 217 782-9932  
 BRENDA.CAWLEY@illinois.gov

DIANNE G. HAYS (Name)  
28 GREENCROFT DR. (Street)  
CHAMPAIGN, IL. 61821 (City, State, Zip)

**Statewide Board of Review Examination Grade Notification Letter**  
 \*\*Illinois Department of Revenue (IDOR) Use Only \*\*

I am pleased to inform you that you have passed the Statewide Board of Review Examination. (This is NOT the IDOR Board of Review-Basic Course examination.)

Congratulations!  
 Your score on this examination was 88 %

A passing grade remains valid for a period of three years from the date of the examination, or as long as the supervisor of assessments remains in continuous service. (Exception: retaking and failing the examination during the three period would result in the passing grade being nullified.)

Please be advised that your percentage score for the Statewide Board of Review examination was \_\_\_\_\_ %.

The minimum passing score is 70%. You are welcome to retake this examination when it is offered again.

If you have any questions, please feel free to contact the department.

|  |                            |
|--|----------------------------|
| <u>Brenda Cawley</u><br>Authorized Signature   | <u>3/8/13</u><br>Exam Date |
| <u>Charlyn Harness</u><br>Authorized Signature | <u>3/8/13</u><br>Exam Date |

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM  
PLEASE TYPE OR PRINT IN BLACK INK

NAME: Patricia A. Langland

ADDRESS: 6768E. 10000N. Grant Park IL 60940  
Street City State Zip Code

EMAIL: pathaste@aol.com PHONE: 815-791-6586

Check Box to Have Email Address Redacted on Public Documents

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

NAME OF APPOINTMENT BODY OR BOARD: Board of Review

BEGINNING DATE OF TERM: June 1, 2013 ENDING DATE: May 31, 2015

The Champaign County Board appreciates your interest in serving your community. A clear understanding of your background and philosophies will assist the County Board in establishing your qualifications. Please complete the following questions by typing or legibly printing your response. IN ORDER TO BE CONSIDERED FOR APPOINTMENT, OR REAPPOINTMENT, 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 over 15 years experience serving on a Board of Review in Kankakee County and Iroquois County. I have over 450 hours of continuing education in the assessment field. I am on the Board of Directors for the Certified Illinois Assessment Officers. I passed the exam for Chief County Assessment Officer in 2010 and 2013. I love serving on the Board of Review.

I have over 15 years experience serving on a Board of Review in Kankakee and Iroquois County. I have over 450 hours of continuing education in the assessment field. I am on the Board of Directors to the Certified Illinois Assessment Officers. I passed the exam for Chief County Assessment Officer in 2010 + 2013. I love serving on the Board of Review.

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

The role of the Board of Review is act as a forum to ensure that every taxpayer is fairly assessed. To interact with the public, assessors and other interested parties so equity can be established.

The role of the Board of Review is to act as a forum to ensure that every taxpayer is fairly assessed. To interact with the public, Assessors and other interested parties so equity can be established.

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

I have over 15 years of actual experience plus over 450 hours of continuing experience  
x

I have over 15 years of actual experience plus over 450 hours of continuing Education.

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:

Absolutely, Meetings would be my number one priority.

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.

Patricia Longland

Signature

4-22-2013

Date

April 1, 2013

To Whom It May Concern:

I would like to apply to be considered for a position on the Champaign County Board of Review.

With over 13 years of experience on the Board of Review in Kankakee county, 4 years of experience on the Board of review in Iroquois County, 18 years of real estate selling experience, plus over 400 hours of assessment education, I feel very qualified for the position.

I have been considering relocating to your community for almost 2 years. I have been in touch with Stan Jenkins frequently for an assessment position opening. The ideal one for me and my qualifications would be the Board of Review.

The most important part of the position is the ability to listen and to make decisions. Even if you can not help someone, it is important that they feel you understand why they felt compelled to complain. I also feel part of the job is education of the assessment process to the people. I feel all people should be handled with respect.

I would appreciate the opportunity to interview for this position.

Sincerely,  
  
Patricia A. Langland

## Resume

Patricia A. Langland

Address: 6768 E. 10000 N. Rd. Grant Park, Illinois 60940  
email address- [pathaste@aol.com](mailto:pathaste@aol.com)

cell phone 815-791-6586

### Work Experience

Present- Chairperson Kankakee county Board of review- 13 years. Iroquois County Board of Review- 4 years-. Ciao Designation- On Board of Directors for Certified Illinois Assessor Officers. Licensed Illinois Appraiser – 4 years. Passed CCAO exam in July 2010 and February 2013.

### Real Estate Sales

18 years sales experience in Kankakee and Iroquois Counties. Received Lifetime Presidents Award for outstanding sales performance- Multi-Million Dollar Producer. Served on many committees for Realtors- chairperson of RPAC (legislative), grievance (ethics), professional standards (regulations).

### Sales

Shaklee Corp. – 17 years- sold products and developed sales groups. Reached Supervisor Level- received bonus car- planned instructional meetings- public speaking for groups up to 200.

### Education

Kankakee Community College- Courses completed- Principals of Real estate, Real Estate Law, Real estate Appraisal and Finance, Farm Marketing, Farm Management, Advertising, Accounting 1, Creative Writing, Techniques of Salesmanship, Principals of Management, Principals of Marketing, Business Applications of the Micro Computer, and poetry. Plus many enrichment classes KCC offers such as Ebay Sales, rental property management

### Real Estate Courses

Included but not limited to- Courses with the Illinois Property Assessment Institute and Dept of Revenue Classes (over 400 hours of class time); GRI courses 1,2,3, Real Estate Tax Courses, 1031 Exchanges, Internal Rate of Exchange, Packaging Farms, Subdivision Development, Anti- Trust, Fair Housing/ Discrimination, Ethics, Real Estate Sales, Computer classes, USPAP appraisal, Standards of Appraisal

Dale Carnegie Classes- Business Management, How To Win Friends and Influence People



# Assessing Official Transcript System

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Assessor Education Transcript for PATRICIA A. LANGLAND

Information current as  
of April 19, 2013.

| <u>Use</u>          | <u>Level</u> | <u>Category</u> | <u>Date</u> | <u>Credit</u>  | <u>Institution</u> | <u>Hours</u> | <u>Course Name</u>   |
|---------------------|--------------|-----------------|-------------|----------------|--------------------|--------------|--|
| CIAO                | -            | -               | 1993        | P              | <u>002-100</u>     | 0.0          | B-100 BASIC ASSESSMENT PRACTICES (NO HOURS)                  |
|                     | -            | -               | 1996        | P              | <u>001-012</u>     | 16.0         | I-B INTRO TO COMMERCIAL ASSESSMENT PRACTICES                 |
|                     | -            | -               | 1996        | P              | <u>001-011</u>     | 16.0         | I-A INTRO TO RESIDENTIAL ASSESSMENT PRACTICES                |
|                     | -            | -               | 1996        | P              | <u>002-200</u>     | 30.0         | MASTERS - COST, MARKET & INCOME APPROACHES TO VALUE - A-200  |
|                     |              |                 |             |                | <b>Total</b>       | <b>62</b>    |  |
| Continuing Educatio |              | E               | 2007        | P              | <u>117-100</u>     | 15.0         | USPAP - NATIONAL UNIFORM STANDARDS OF PROFESSIONAL APPRAISAL |
|                     | 1            | A               | 2005        | S              | <u>002-819</u>     | 15.0         | PUBLIC RELATIONS FOR THE ASSESSMENT OFFICE                   |
|                     | 1            | A               | 2011        | P              | <u>002-850</u>     | 15.0         | LEGAL IMPLICATIONS OF EMPLOYMENT PRACTICES                   |
|                     | 1            | A               | 2012        | P <sup>7</sup> | <u>002-144</u>     | 15.0         | OFFICE   |

|   |   |      |   |                |      | MANAGEMENT -<br>EXAM                              |
|---|---|------|---|----------------|------|---|
| 1 | C | 2010 | P | <u>002-614</u> | 15.0 | CONDOMINIUMS                                      |
| 1 | C | 2011 | S | <u>002-309</u> | 7.5  | VALUATION OF FAST<br>FOOD<br>RESTAURANTS          |
| 1 | L | 1997 | P | <u>001-804</u> | 15.0 | I-F INTRO TO<br>FARMLAND<br>ASSESSMENTS           |
| 1 | R | 1997 | P | <u>001-801</u> | 15.0 | I-A INTRO TO RESID<br>ASMT PRACTICES              |
| 1 | S | 2005 | P | <u>002-604</u> | 15.0 | FUNDAMENTALS OF<br>SALES RATIO<br>ANALYSIS        |
| 2 | A | 2008 | P | <u>003-104</u> | 30.0 | ASSESSMENT<br>ADMINISTRATION -<br>COURSE 4        |
| 2 | C | 2001 | P | <u>001-029</u> | 15.0 | I-S ASSESSMENT OF<br>SPECIAL<br>STRUCTURES        |
| 2 | C | 2002 | S | <u>002-126</u> | 15.0 | COMMERCIAL<br>CONSTRUCTION                        |
| 2 | C | 2003 | P | <u>002-620</u> | 15.0 | ANALYSIS OF<br>COMMERCIAL<br>APPRAISAL<br>REPORTS |
| 2 | C | 2012 | S | <u>002-141</u> | 7.5  | VALUATION OF SELF<br>STORAGE<br>PROPERTIES        |
| 2 | C | 2013 | S | <u>002-858</u> | 15.0 | INCOME APPROACH:<br>A DETAILED<br>EXAMINATION     |
| 2 | L | 2004 | P | <u>002-997</u> | 15.0 | CADASTRAL<br>MAPPING                              |
| 2 | L | 2006 | P | <u>002-822</u> | 15.0 | BEYOND<br>MAPPING:GIS IN<br>LOCAL<br>GOVERNMENTS  |
| 2 | R | 2009 | P | <u>002-128</u> | 15.0 | MARKET FACTORS<br>IN RESIDENTIAL                  |



|   |   |      |   |                |      | VALUATION  |
|---|---|------|---|----------------|------|--|
| 2 | R | 2011 | S | <u>002-208</u> | 7.5  | VALUATION OF HIGH-END & DIFFICULT RESIDENTIAL PROPERTIES     |
| 2 | S | 2010 | S | <u>002-778</u> | 15.0 | PRACTICAL MATH FOR ASSESSMENT OFFICIALS                      |
| 2 | T | 2001 | S | <u>002-602</u> | 15.0 | APPEAL PRACTICE AND PROCEDURES                               |
| 2 | T | 2002 | P | <u>002-994</u> | 15.0 | REAL ESTATE LAW FOR ASSESSORS                                |
| 2 | T | 2012 | S | <u>002-137</u> | 7.5  | UNIQUE APPRAISAL PROBLEMS                                    |
| 3 | C | 2006 | S | <u>002-922</u> | 15.0 | ANALYZING THE APPRAISAL OF FUEL STATIONS & CONVENIENCE STORE |
| 3 | C | 2007 | S | <u>002-829</u> | 15.0 | INCOME APPROACH: ASSESSING REAL PROPERTY INVESTMENTS         |
| 3 | C | 2009 | S | <u>002-921</u> | 15.0 | VALUING PROPERTY AFFECTED BY ENVIRONMENTAL LAWS AND REGULATI |
| 3 | S | 2013 | P | <u>002-315</u> | 15.0 | DEVELOPING WINNING ARGUMENTS FOR RESIDENTIAL APPEALS         |
| 3 | T | 2004 | S | <u>002-127</u> | 15.0 | CASE STUDIES IN THE APPEAL PROCESS                           |

**Total 405**

**Total Hours (excluding CIAO) = 405**

**Total Hours (including CIAO) = 467**

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM  
PLEASE TYPE OR PRINT IN BLACK INK

NAME: Vicki N Cook

ADDRESS: 304 N Raymond Drive Mahomet IL 61853  
Street City State Zip Code

EMAIL: \_\_\_\_\_ PHONE: 217-202-6566

Check Box to Have Email Address Redacted on Public Documents

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

NAME OF APPOINTMENT BODY OR BOARD: Board of Review

BEGINNING DATE OF TERM: \_\_\_\_\_ ENDING DATE: 5/31/15.

The Champaign County Board appreciates your interest in serving your community. A clear understanding of your background and philosophies will assist the County Board in establishing your qualifications. Please complete the following questions by typing or legibly printing your response. IN ORDER TO BE CONSIDERED FOR APPOINTMENT, OR REAPPOINTMENT, 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 am a full time real estate agent, selling since 1995, with Managing broker license.

I preform Broker Price opinions for Clear Capitol Assett management company

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

The role of Board of Review is to determine the fair market value for the property in question

in which the real estate taxes are based. Being a real estate agent, as well as a property owner

I am aware of values, and the tax bases. I also know the importance of the tax base for the

infrastructure of the community, as I am currently serving on the Village Board of trustees

of Mahomet.

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

I own rental properties in Mahomet.

---

I am an elected official in Mahomet.

---

I am a owner of a construction company, that did building, subdivisions.

---

In my real estate career, I also did subdivisions, new construction, buying and selling

---

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:

The real estate career or being a property owner might be interpreted as a conflict,

---

but that exposure also gives me the knowledge to succeed in this position

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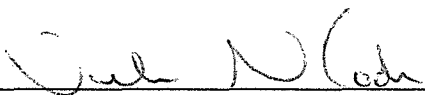
5. Would you be available to regularly attend the scheduled meeting of the appointed body?

Yes  No  If no, please explain:

Tuesday evenings I am at Village meetings, otherwise, I can work my own schedule being self employed.

---

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

  
\_\_\_\_\_  
Signature

4-10-13  
\_\_\_\_\_  
Date

RECEIVED

APR 21 2013

CHAMPAIGN COUNTY  
ADMINISTRATIVE SERVICES

Jennifer Putman  
402 W. Delaware Ave.  
Urbana, IL 61801

April 26, 2013

To: Chairman Kurtz, Vice-Chair Schroeder, and Members of the Champaign County Board  
Re: Reappointment to the Urbana-Champaign Sanitary District Board

I respectfully submit my Request for Appointment as Trustee of the Urbana-Champaign Sanitary District (UCSD) Board for a term of three years. Since February 2011 I have served the unexpired term of former UCSD President Christopher Alix. Chris's seat on the UCSD Board became vacant when he resigned after winning election to the County Board.

If reappointed I will continue to support the UCSD in its role in public education about the processes of wastewater treatment. As expressed by *Environmental Almanac* columnist Rob Kanter, treatment of "wastewater at the plant renders the effluent capable of supporting life." To learn first-hand how this is accomplished, about 50 groups each year (including high school students and classes from Parkland College and the University of Illinois) tour the District's two treatment plants. They come away with an appreciation of how modern society cleans its waste and protects public health.

Last October the District hosted a day-long open house to show the public what had been achieved in a two-year renovation of the Northeast Treatment Plant. More than 200 visitors stopped by, most leaving with new respect for the work of the dedicated staff and management of the UCSD. Among my strongest impressions after two years' service as UCSD Trustee is of the tremendous pride these men and women take in preserving the environment for wildlife and future generations. I strongly endorse the plan to make last fall's "first-ever" open house a future Annual Open House.

For the first time in its 93-year history, the UCSD is now presented with the opportunity to sell treatment plant effluent. My approach to the economic development opportunities of Project Cronus is both optimistic and cautious. The jobs-creating benefits of the proposed urea-based fertilizer production facility have received attention among economic developers and from state legislators. On the other hand, membership of the Prairie Rivers Network (PRN) and Sierra Club are concerned about risks the venture may pose to the Mahomet Aquifer. Responding to this concern, trustees of the UCSD approved the draft of a policy regarding the sale of effluent or biosolids. Our goal is to ensure that any such sale remains consistent with the mission of the UCSD and with the District's focus on public health.

To better understand risks attached to Project Cronus (or to future sales of effluent or biosolids), I have consulted individually with members of the PRN, Sierra Club, and Mahomet Aquifer Consortium. I look forward to learning much more when the Policy for Selling Effluent is discussed in detail at the regular monthly meeting of the UCSD Board on May 2, and at an evening meeting on Wednesday, May 8 that is devoted solely to receiving public comment.

Thank you for considering my request for reappointment. I welcome any inquiries you may have about my service as Trustee or about policies and direction of the UCSD Board.

Sincerely yours,



Jennifer Putman  
(217) 337-1148

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM

PLEASE TYPE OR PRINT IN BLACK INK

NAME: Jennifer Putman

ADDRESS: 402 W. Delaware Ave. Urbana IL 61801  
Street City State Zip Code

EMAIL: jenny-p@sbcglobal.net PHONE: (217) 337 1148

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: Urbana + Champaign Sanitary District

BEGINNING DATE OF TERM: June 1, 2013 ENDING DATE: May 31, 2016

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

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

See Attached response

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

See Attached response

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

See Attached response

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:

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---

---

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.

Jennifer K. Putman  
Signature

April 26, 2013  
Date

## CHAMPAIGN COUNTY APPOINTMENT REQUEST

[FOR APPOINTMENT TO URBANA-CHAMPAIGN SANITARY DISTRICT BOARD (UCSD)]

### **1. Experience and background that qualify applicant for appointment**

When appointed in January 2011 to serve the balance of the term of then-Trustee of the UCSD—now County Board Member—Chris Alix, I brought to the position an academic background in urban planning (BA Urban & Regional Planning, UIUC, 1976), ten years' experience as Illinois property assessment official (working at both township and county levels), and several terms on the Champaign County Board (including service on the ELU Committee and one term as commissioner of the RPC). This education and professional experience brought me practical knowledge of subdivision and annexation law; a commitment to rational, sustainable residential and commercial development; respect for both the spirit and letter of Illinois' Open Meetings Act; experience with employees who organize in bargaining units; commitment to intergovernmental cooperation and to rapport among business entities and government; familiarity with the State of Illinois Joint Purchasing Agreement; and the ability to analyze budgets on scale with the UCSD's most recent budget of close to \$7.5 million.

### **2. Role of the trustee; vision of carrying out responsibilities of the role**

- (1) The trustee should draw on his or her life experience and background to set the broader policies for guidance of the district's operations. When a competent, engaged, professional leads a team of well-performing front-line managers (such as those who presently oversee the UCSD's seven departments), trustees need not involve themselves in the day-to-day business of the district.
- (2) The trustee should assist the executive director, managers, and other staff in fulfilling the mission of the district.

I see my potential trusteeship as performed in a supportive and guiding role. I hope to continue joining Director Rick Manner, the managers and other staff, and fellow trustees as the public face of the UCSD. I am committed to every element of the district's mission statement: "To protect the public health and safety, preserve public trust, and protect the natural environment."

I am experienced in the human dynamics of the three-person panel (with past service as Member of the Champaign County Board of Review), and admire the collegial and collaborative decision-making style of the trustees most recently comprising the UCSD board.

### **3. Applicant's knowledge of district operations** After two years' service as Trustee I have gained a working knowledge of the following:

- Ordinances that regulate the construction of and connection to sewer lines, and that provide for the maintenance and inspection of sewer connections and sewer extensions
- Ordinances that establish sewer user charges and connection fees
- Connection permit information

I am familiar with the Northeast and Southwest treatment plants and have toured the District's 25 pumping stations. I understand the seven-department organization of the district's 50 employees, more than half of whom belong to a Teamsters Union collective bargaining unit. I am familiar with a partial listing of the district's vehicular assets (which include a pick-up truck, crane, front-loader, and two vans—one of which is specially equipped for televising sewers).

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM

PLEASE TYPE OR PRINT IN BLACK INK

NAME: MARY J. SLEETH

ADDRESS: 602 WOODLAND DRIVE, ST. JOSEPH IL 61813
PO Box 66
Street City State Zip Code

EMAIL: RCHADSLEETH@AOL.COM PHONE: 217-469-7274

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: Rural Transit Advisory Group (RTAG)

BEGINNING DATE OF TERM: December 1st, 2012 ENDING DATE: November 30th, 2014

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

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

I have been involved in the current mapping process, which has resulted in a comprehensive plan drawn up by the Regional Planning Commission for the future growth of St Joseph.

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?

In this case I believe the board member should represent the village, and report back to the village any relevant decisions.



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

*Virtually nothing.*

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.

*Mary J. Sleech*  
Signature

*March 13, 2013*  
Date



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

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

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

**COUNTY CLERK**  
**MONTHLY REPORT**  
**APRIL**  
**2013**

|                           |                  |
|---------------------------|------------------|
| Liquor Licenses & Permits | 100.00           |
| Civil Union License       | 75.00            |
| Marriage License          | 2,200.00         |
| Interests                 | 29.28            |
| State Reimbursements      | -                |
| Vital Clerk Fees          | 13,690.00        |
| Tax Clerk Fees            | 8,107.17         |
| Refunds of Overpayments   | <u>12.05</u>     |
| <b>TOTAL</b>              | <b>24,213.50</b> |
| Additional Clerk Fees     | 1,958.00         |

**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**

May 2, 2013

James Quisenberry  
Chair, Policy Committee, Champaign County Board

Dear James,

I am requesting the approval of the Policy Committee to send a proposed new position, titled Chief of the Civil Division for the State's Attorney's Office to the Job Content Evaluation Committee for evaluation and classification. I have attached a proposed Job Description for your review.

As you are aware, the County Board and all County departments deal with complex and significant legal issues on a daily basis. To advise and assist Board members and department heads with these issues, the State's Attorney staff currently consists of two Assistant State's Attorneys assigned to handle all civil matters for county government, in addition to various other responsibilities. Champaign County has traditionally operated in an efficient, but very lean manner. While we have strived to provide legal advice and service to all areas of county government, ever increasing demands on the civil division as well as an awareness of the need for long term planning and clear division of responsibilities between the criminal division and civil division has made expansion of our resources in the civil area a priority for me as State's Attorney.

With the assistance and support of Deb Busey, I have reviewed my personnel budget and will be able to fund this position without requesting additional funding due to retirements and staffing changes that have and will be occurring.

In my opinion, a designated Chief of the Civil Division will be an invaluable resource not only for the State's Attorney's Office but for all of Champaign County government, as we move forward with a number of major initiatives and projects, as well as deal with the complex and varied daily issues facing Champaign County. I appreciate your support for this request, and welcome any questions you might have.

Sincerely,

Julia R. Rietz, State's Attorney

A handwritten signature in black ink, consisting of a series of loops and flourishes, positioned over the typed name.

# Champaign County Job Description

**Job Title:** Chief of the Civil Division

**Department:** State's Attorney

**Reports To:** State's Attorney

**FLSA Status:** Exempt

**Grade Range:** M

**Prepared Date:** May, 2013

**SUMMARY** Supervisor of the State's Attorney's Office Civil Division, responsible for representing and advising all divisions of Champaign County government with regard to civil legal issues facing the county, supervising Assistant State's Attorneys assigned to that division, and representing the State's Attorney's Office and Champaign County government

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

Represents the State's Attorney, the State's Attorney's Office, and Champaign County government with regard to the State's Attorney's responsibilities as the legal representative for Champaign County and its various departments

Works with the County Board, County Board Committees and County Departments to ensure adherence to laws and thereby reduce the potential for litigation and liability against the County government.

Defends the County in lawsuits filed against the County government and its representatives and serves as the County's representative with outside counsel in litigation.

Researches, forms opinions, and presents written and oral legal information to the County Board, County Administration, and County department heads on legal aspects of departmental operations, performance of mandated functions and adherence to State and Federal laws.

Aids in the drafting of ordinances and resolutions to be adopted by the County Board

Represents the State's Attorney's Office and Champaign County government with regard to internal, intragovernmental, intergovernmental and community projects and issues

Represents the State's Attorney's Office and Champaign County government to the public, the media and various County departments by explaining program functions, policies and procedures

Supervises the Champaign County State's Attorney's Office Child Support Enforcement Program and directs and supervises staff in the performance of support enforcement efforts pursuant to contracts between the Illinois Department of Human Services and the State's Attorney's Office

Represents the Support Enforcement Program to the public, the media and various County departments by explaining program functions, policies and procedures

Determines policies, procedures, priorities and staff work assignments in the civil division and support enforcement division

Develops expertise in areas of law mandated to the office. Maintains awareness of changes in State, Federal and Local laws by performing research and pursues continuing education

Meets regularly and works with County Board members, County Administration, County Department Heads and others on issues related to Champaign County government

Attends seminars on Local, State and National level to secure continuing education in specialized areas of the law

Provides training, legal instruction and research assistance to less experienced attorneys and staff

Notifies other County departments of legal decisions or legislative acts that affect the County government. Responds to requests from other County departments for legal interpretations of existing local ordinances and state and Federal laws

Represents the County or serves as the County's liason with outside counsel with regard to union negotiations and actions involving the County's employees

**SUPERVISORY RESPONSIBILITIES** Directly supervises attorneys, law students, administrative assistants and clerical staff. Carries out supervisory responsibilities in accordance with the County's policies and applicable laws. Responsibilities include training employees; planning, assigning, and directing work; appraising work performed and resolving problems. Makes recommendations to the State's Attorney with regard to discipline, hiring and firing.

**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** Law degree and licensed in Illinois; 10 years legal experience, management experience, experience working with government agencies and organizations

**LANGUAGE SKILLS** Ability to read, analyze, and interpret legal documents and interpretations. Ability to respond to common inquiries or complaints from the general public, social service and government agencies, judges and other attorneys. Ability to write speeches and articles using

original or innovative techniques and style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to judges, public groups and other attorneys.

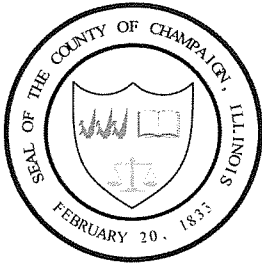
**MATHEMATICAL SKILLS** Ability to calculate figures and amounts

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

**CERTIFICATES, LICENSES, REGISTRATIONS** Licensed in Illinois.

**PHYSICAL DEMANDS** 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 occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk; or hear. The employee must occasionally lift and/or move up to 25 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 primary functions of this job. Normal office conditions. Potential problems may exist with stressful situations. The noise level in the work environment is usually quiet to moderate.



# 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

APRIL 2013

### VACANT POSITIONS LISTING

| FUND        | DEPT | POSITION TITLE     | HOURLY RATE | REG HRS | REG SAL      |  | FY 2013 HRS | FY '13 SAL   |
|-------------|------|--------------------|-------------|---------|--------------|--|-------------|--------------|
| 80          | 28   | SYSTEMS ADMIN      | \$20.98     | 1950    | \$40,911.00  |  | 1950        | \$40,911.00  |
| 80          | 30   | PT LEGAL CLERK     | \$11.74     | 1040    | \$12,209.60  |  | 1040        | \$12,209.60  |
| 80          | 40   | CLERK              | \$11.74     | 1950    | \$22,893.00  |  | 1950        | \$22,893.00  |
| 80          | 40   | DEP SHF--PATROL    | \$21.34     | 2080    | \$44,387.20  |  | 2080        | \$44,387.20  |
| 80          | 41   | ASST STATE'S ATTY  | \$23.97     | 1950    | \$46,741.50  |  | 1950        | \$46,741.50  |
| 80          | 43   | EMA COORDINATOR    | \$26.95     | 1950    | \$52,552.50  |  | 1950        | \$52,552.50  |
| 80          | 71   | SKILLED TRADES     | \$20.38     | 2080    | \$42,390.40  |  | 2080        | \$42,390.40  |
| 80          | 140  | DEP SHRF--CORR     | \$18.66     | 2080    | \$38,812.80  |  | 2080        | \$38,812.80  |
| 80          | 140  | DEP SHRF--CORR     | \$18.66     | 2080    | \$38,812.80  |  | 2080        | \$38,812.80  |
| 80          | 140  | DEP SHRF--CORR     | \$18.66     | 2080    | \$38,812.80  |  | 2080        | \$38,812.80  |
| 83          | 60   | HWY MAINT WRKR     | \$22.84     | 2080    | \$47,507.20  |  | 2080        | \$47,507.20  |
| 679         | 179  | EXECUTIVE DIRECTOR | \$20.98     | 1950    | \$40,911.00  |  | 1950        | \$40,911.00  |
| 850         | 111  | BUS SYS ANALYST    | \$23.97     | 1950    | \$46,741.50  |  | 1950        | \$46,741.50  |
| -- TOTAL -- |      |                    | \$260.87    |         | \$513,683.30 |  |             | \$513,683.30 |

### UNEMPLOYMENT REPORT

#### Notice of Claims received – 10 total

7 – Nursing Home  
1 – State's Atty Support  
1 – State's Attorney  
1 – RPC

#### Employer Protests Filed – 2 total

2 – Nursing Home

#### Benefit Determinations

1 – Nursing Home benefits allowed  
6 – Nursing Home benefits denied  
1 – Sheriff benefits denied

#### Notice of Telephone Hearing

1 – Sheriff

#### Notice of Pending Appeal

1 – Sheriff

**PAYROLL REPORT**

APRIL PAYROLL INFORMATION

|                | 4/5/2013 |                    | 4/19/2013 |                    |
|----------------|----------|--------------------|-----------|--------------------|
|                | EE's     |                    | EE's      |                    |
| Pay Group      | Paid     | Total Payroll \$\$ | Paid      | Total Payroll \$\$ |
| General Corp   | 515      | \$901,509.60       | 514       | \$876,177.30       |
| Nursing Home   | 224      | \$243,214.18       | 233       | \$240,930.37       |
| RPC/Head Start | 221      | \$270,005.62       | 222       | \$275,858.34       |
| Total          | 960      | \$1,414,729.40     | 969       | \$1,392,966.01     |

|                | 4/26/2013 NH DOL |                    |
|----------------|------------------|--------------------|
|                | EE's             |                    |
| Pay Group      | Paid             | Total Payroll \$\$ |
| General Corp   |                  |                    |
| Nursing Home   | 20               | \$1,018.65         |
| RPC/Head Start |                  |                    |
| Total          | 20               | \$1,018.65         |

**HEALTH INSURANCE/BENEFITS REPORT**

**April, 2013**

Total Number of Employees Enrolled:

General County Union:

Single 240; EE+spouse 22.; EE+child(ren) 46. ; Family 37 waived 46

Nursing Home Union:

Single 61; EE+ spouse 10; EE+child(ren) 4; Family 1; waived 13

Non-bargaining employees:

Single 130; EE+spouse 28; EE+child(ren) 21; Family 29; waived 38

Life Insurance Premium paid by County: 1,866.41

Health Insurance Premium paid by County: 331,087.20

Health Reimbursement Account contribution paid by County: 18,386.00

**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

April 2013 : 5.19%

April 2013 : 1 of 562 Employees left Champaign County

**WORKERS' COMPENSATION REPORT**

| Entire County Report                                | April 2013 | April 2012 |
|---|------------|------------|
| New Claims 4/1 – 4/30                               | 3          | 1          |
| Closed Claims 4/1 – 4/30                            | 6          | 1          |
| Open Claims   | 37 104     | 18         |
| (Ongoing #, total number of open claims as of 4/30) |            |            |



Year to Date Total (Ongoing #, total number of open claims)

April 2012 10  
 April 2013 19

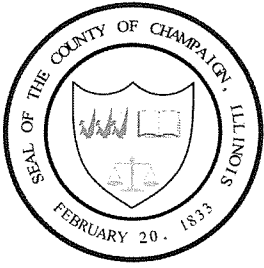
**EEO REPORT**

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

| April EEO Report - General County Only | Seasonal Worker (Physical Plant) | Maintenance Worker (Physical Plant) | Skilled Trades (Physical Plant) | PT Master Control Officer (CCSO) | Systems Administrator (IT) | Director (CAC) | Legal Secretary (State's Attorney) | APRIL - TOTALS |
|--|----------------------------------|-------------------------------------|---------------------------------|----------------------------------|----------------------------|----------------|------------------------------------|----------------|
| Total Applicants Applied               | 20                               | 38                                  | 19                              | 14                               | 20                         | 15             | 31                                 | 157            |
| Male                                   | 20                               | 37                                  | 18                              | 6                                | 13                         | 6              | 1                                  | 101            |
| Female                                 | 0                                | 1                                   | 0                               | 8                                | 6                          | 8              | 29                                 | 52             |
| Undisclosed                            | 0                                | 0                                   | 1                               | 0                                | 1                          | 1              | 1                                  | 4              |
| Caucasian                              | 17                               | 32                                  | 16                              | 12                               | 17                         | 14             | 24                                 | 132            |
| African-American                       | 3                                | 6                                   | 2                               | 2                                | 2                          | 1              | 4                                  | 20             |
| Asian or Pacific Islander              | 0                                | 0                                   | 0                               | 0                                | 0                          | 0              | 0                                  | 0              |
| Hispanic                               | 0                                | 0                                   | 0                               | 0                                | 1                          | 0              | 2                                  | 3              |
| Native American or Alaskan Native      | 0                                | 0                                   | 0                               | 0                                | 0                          | 0              | 1                                  | 1              |
| Two of more races                      | 0                                | 0                                   | 0                               | 0                                | 0                          | 0              | 0                                  | 0              |
| Undisclosed                            | 0                                | 0                                   | 1                               | 0                                | 0                          | 0              | 0                                  | 1              |
| Veteran Status                         | 6                                | 9                                   | 6                               | 2                                | 4                          | 0              | 1                                  | 28             |
| Disability                             | 0                                | 0                                   | 0                               | 0                                | 0                          | 0              | 0                                  | 0              |

**ADMINISTRATIVE SUPPORT to COUNTY BOARD REPORT**

|                     |    |                             |    |                     |   |
|---------------------|----|-----------------------------|----|---------------------|---|
| Agendas Posted      | 9  | Meetings Staffed            | 6  | Minutes Posted      | 9 |
| Appointments Posted | 16 | Notification of Appointment | 16 | Contracts Posted    | 5 |
| Calendars Posted    |    | Resolutions Prepared        | 28 | Ordinances Prepared | 1 |



## **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 and MEMBERS of the POLICY,  
PERSONNEL & APPOINTMENTS COMMITTEE of the WHOLE**

**FROM: Deb Busey, County Administrator**

**DATE: May 8, 2013**

**RE: Request Creation of Position - Deputy County Administrator Finance**

#### ***ISSUE:***

Pursuant to Section 9-4.4(a) of the Champaign County Personnel Policy, I am writing to provide you with the basis for a request for the addition of a Deputy County Administrator of Finance position for Administrative Services, and request that you authorize a recommendation to proceed by submitting the proposed position to the Job Content Evaluation Committee for review, evaluation and recommendation to come back to you for the creation of this new position.

#### ***BASIS for REQUEST:***

##### ***History:***

- 1995: the County Board approved a staffing structure of one County Administrator and two Deputy County Administrator positions.
- 1998: The County Administrator, Jacque White retired, and the two Deputy County Administrators were hired by the County Board to serve as Co-Administrators, dividing overall County Administrator responsibilities as follows:
  - Co-Administrator responsible for facilities management and purchasing
  - Co-Administrator responsible for finance and HR managementAt that time, the Deputy County Administrator position was eliminated.
- 2009: The County Board again adopted the single County Administrator system with one County Administrator. Due to required budget cuts at that time as a result of the recession, no Deputy County Administrator position was created to provide additional resource and support to the County Administrator in fulfilling the duties and responsibilities as outlined in Ordinance No. 837.

##### ***Current Environment:***

Since October 2009, Champaign County has functioned with a single County Administrator without a Deputy County Administrator position to provide additional support in fulfilling the

duties of Ordinance No. 837. As stated above, this approach was implemented to provide budget savings at a time when the County faced diminishing revenues. At this time, the County has experienced a stabilization of its revenues, and has managed its budgets within the available resources.

There are risks and deficits created by having a single County Administrator with no additional staff support specifically for the tasks that fall to the County Administrator under Ordinance No. 837. Examples include:

- No back-up for the county-wide budget planning, preparation and implementation process;
- An administration that is limited in performance to reacting and responding to daily events and demands, rather than an administration focused on productive planning and oversight (e.g. – Facilities Management/Maintenance Plan has been discussed but never developed);
- Limitations in time which preclude appropriate research and analysis to evaluate and improve county functions and operations, (e.g. – department performance indicators and objectives are only lightly documented in the budget process, and not truly utilized to evaluate services provided and whether resource allocation is as effective as it could be);
- The areas of risk management and procurement receive only minimal attention and are areas where the County could identify strategies to improve overall operations and cost efficiencies;
- Administrative staff time for project management for County Board initiatives is limited, (e.g. – project to go paperless for County Board Meetings and Agendas, upcoming projects that could result from the ILPP Report, researching grant and other funding opportunities that are appropriate for county projects)
- Limited outreach to legislators and other local jurisdictions to promote and support legislative changes that could have a positive impact on local government issues;
- Inability for the County Board to enact a smooth transition of administration if there were a sudden change in the County Administrator's employment status.

The basis for this request is that we have reached a point where the value of the savings in expenditure is outweighed by the operational deficits and potential risks with under-staffing administration.

In comparable counties with the County Administrator structure – Sangamon, McLean and Peoria – each County Administrator has at least one Deputy County Administrator, and at least one county has the equivalent of five Deputy County Administrators. (Note that at this point, Champaign County is the largest of these four comparable counties.)

***REQUEST:***

This Request is that the Policy, Personnel and Appointments Committee take the first step to the addition of a Deputy County Administrator of Finance position by forwarding the proposed position to the Job Content Evaluation for review and analysis. As you are aware, this creates no commitment by the Policy, Personnel & Appointments Committee at this time. The Job Content

Evaluation Committee will formulate a report and recommendation, which will come back to you for formal consideration at your June meeting. If the Policy, Personnel & Appointments Committee then approves the recommendation for the addition of this position, it will then be forwarded to Finance and ultimately the County Board before it is formally approved.

The Draft job description for this new position is attached to this Memorandum for your information. The position would ultimately assume responsibility for the following:

- Coordination, planning, development and preparation of the annual budget;
- Management member representative in labor negotiations to represent the County Board and financial input with regard to collective bargaining agreements;
- Oversight of procurement process, including purchasing policy implementation, preparation and implementation of RFP process when required by County Board or county departments;
- Monitoring of grant opportunities appropriate for county departments, offices and functions to make application when appropriate, and oversee ongoing grant management for awarded grants;
- Financial analysis and assessment of county operations and functions, enabling cost assessment of services and development of strategies for funding prioritization;
- Oversight of county's risk management funding and self-funded insurance operations, including development and implementation of policy structure for risk management.

***RECOMMENDED ACTION:***

***The Policy, Personnel and Appointments Committee approves submitting the proposed position of Deputy County Administrator of Finance to the Job Content Evaluation Committee for review, analysis and recommendation of classification within the County's personnel structure.***

Thank you for your consideration of this request. If you have questions or concerns, please feel free to contact me.

## **Champaign County Job Description**

**Job Title:** Deputy County Administrator of Finance  
**Department:** Administrative Services  
**Reports To:** County Administrator  
**FLSA Status:** Exempt  
**Grade Range:**  
**Prepared Date:** May, 2013

**SUMMARY** Assists the County Administrator in the areas of budgeting, purchasing, and risk management for Champaign County; as well as development and administration of County policies, programs and goals. Assumes responsibility for the County Administrator in the latter's absence.

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

Assumes responsibility for the County Administrator in the latter's absence.

Plans, coordinates, develops and prepares the annual county budget to be adopted and approved by the County Board;

Responsible for financial analysis and assessment of county operations and functions, enabling cost assessment of services and development of strategies for funding prioritization;

Oversight of the County's risk management funding and self-funded insurance operations, and assists in the development & implementation of policies and guidelines to provide for appropriate protection of the County and its property from loss, damage, liability, and other risks.

Provides assistance to the County Administrator in oversight and management of capital improvement planning, budgeting and implementation.

Serves as management member representative in labor negotiations to represent the County Board and financial input with regard to collective bargaining agreements;

Oversight of the procurement process, including purchasing policy implementation including preparation and implementation of RFP process when required by County Board or county departments;

Monitoring of grant opportunities appropriate for county departments, offices and functions to make application when appropriate, and oversee ongoing grant management for awarded grants;

Provides assistance to the County Administrator in management of projects identified by the County Board for implementation, including negotiation of contracts and enforcement of provisions of contracts and agreements.

### **KNOWLEDGE, SKILLS and ABILITIES:**

Knowledge of modern governmental programs including accounting, budget, finance, purchasing, risk management, information systems and facilities management;

Knowledge of the laws, rules and regulations in county government;

Ability to comprehend and apply county ordinances, directives, resolutions and state laws relating to county government;

Ability to establish and maintain effective working relationships with the Champaign County Board, county elected and appointed officials, county employees, labor unions, and representatives of government agencies;

Skill in analyzing organization structure, staffing patterns, and program objectives and making recommendations for improvement;

Skill in communicating effectively – verbally and in writing;

#### **EDUCATION and/or EXPERIENCE**

Minimum of a four year degree from an accredited college or university in finance, public or business administration or a closely related field, preferably supplemented by a master's degree in public or business administration or CPA; with responsible public sector or private sector management employment experience, or any equivalent combination of education and experience that would provide the above-noted knowledge, skills and abilities..

#### **CERTIFICATES, LICENSES, REGISTRATIONS**

Illinois driver's license; safe driving record; and proof of insurability;

U.S. citizenship upon appointment and county residency required.

**PHYSICAL DEMANDS** This position requires activities such as sitting, walking, standing, bending, stooping, climbing stairs, lifting, moving and carrying light objects, operating office equipment, and driving an automobile.

**WORK ENVIRONMENT** The work is performed primarily in an office environment and involves exposure to normal, everyday risks that require normal safety precautions typical of offices.



Illinois Association of County Board Members and Commissioners  
**LEGISLATIVE COMMITTEE POSITION FORM**

**Bill Number:** HB 924 / House Amendment No. 1

**Short Description:** "Responsible Bidder"

**Sponsor(s):** Jay Hoffman, Mike Smiddy, Keith Farnham

**Status:** House 2nd Reading

**SYNOPSIS**

Amends the Illinois Prevailing Wage Act to impose certain bidding provisions found within the Illinois Procurement Code. This means that only those contractors that meet these requirements would be permitted to bid on public projects. The most burdensome requirement is that eligible contractors must participate in a United States Department of Labor apprenticeship program. Participation in such a program is costly and creates compliance difficulties for smaller contractors. The result of the bill would be to exclude smaller contractors from bidding on public works projects.

IACBMC has opposed similar measures in the past.

**DISCUSSION / PLAN OF ACTION**

| Committee Member | County             | Voting Record                |                             |
|------------------|--------------------|------------------------------|-----------------------------|
| Ron Wait         | Boone County       | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| David Parish     | Cass County        | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Alan Kurtz       | Champaign County   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Pat Haskins      | Ford County        | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Thomas Scheetz   | Hancock County     | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| John Rendleman   | Jackson County     | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Chris Lauzen     | Kane County        | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Tom Walsh        | LaSalle County     | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Tabitha Meador   | Marion County      | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Dick Rawlings    | Morgan County      | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Kathleen Piatt   | Piatt County       | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Richard Brunk    | Rock Island County | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Jim Fowler       | Saline County      | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Date \_\_\_\_\_

**AUTHORITY** *(if applicable)*

Motion: \_\_\_\_\_

Second: \_\_\_\_\_

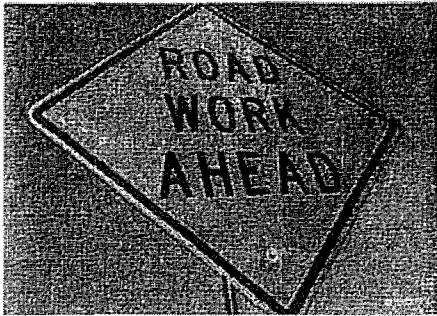
All voting aye:

All voting nay:

Motion passed:

Motion failed:

**Committee Position:**     Support     Oppose     Neutral



## DOT unveils six-year infrastructure program

The Illinois Dept. of Transportation (IDOT) released the details of the state's \$2.4 billion fiscal year 2014 state transportation improvement program that will commence July 1, as part of Illinois' \$9.53 billion, six-year plan.

Maintaining Illinois' transportation infrastructure is a top priority, as the state's roads, railways, waterways and airports remain some of the most heavily traveled in the nation. Modernized, accessible transportation infrastructure is valued by employers, who create jobs and stimulate economic growth.

Senate Republicans were quick to point out that the last five years of the plan will average little more than \$1.4 billion per year, significantly less than the almost \$3 billion annually IDOT officials say is needed to maintain roads at 10% acceptable or good repair, and bridges at 93% acceptable or good repair.

The plan will repair 2,142 miles of roads over six years. With this level of funding, IDOT is facing a 5,600 mile road repair backlog on the 16,000 mile state system within the next five years.

You can view the list of projects at [www.dot.state.il.us](http://www.dot.state.il.us).



### Important Dates

May 10, 2013

**DEADLINE:** Substantive House and Senate bills out of Committee

## CONTACT YOUR SENATOR TODAY - VOTE "NO" ON HOUSE BILL 924

House Bill 924 sponsored by Rep. Jay Hoffman (D-Bellefonte) would increase the cost of public works projects by bringing "responsible bidder" language to the prevailing wage law.

Under current law, responsible bidder requirements only apply to contracts covered by the state procurement code (IDOT & CDB). House Bill 924 extends this requirement to all public works projects including local government projects and private development that receive state or local assistance. It is not financially viable for small contractors to have a U.S. Department of Labor approved apprentice program. The result is, small contractors will be shut out of bidding local construction work. The bill also adds additional issues for local governments to administer and monitor and includes language on reporting straight time hours and minority hiring.



The Illinois Municipal League prepared the following model letter that you can e-mail or fax to your representative's office:

Dear Senator <NAME>

I write to urge that you oppose HB 924. This legislation would further burden public bodies and taxpayers by increasing the costs of public projects.

HB 924 would amend the Illinois Prevailing Wage Act to impose certain bidding provisions found within the Illinois Procurement Code. This means that only those contractors that meet these requirements would be permitted to bid on public projects. The most burdensome requirement is that eligible contractors must participate in a United States Department of Labor apprenticeship program. Participation in such a program is costly and creates compliance difficulties for smaller contractors. The result of the bill would be to exclude smaller contractors from bidding on public works projects.

This exclusion favors larger contractors, reduces competition, and drives up project costs for local taxpayers. While the bill would reduce competition among contractors in many cities and counties, it is smaller communities that would be most impacted. Smaller communities have fewer local contractors from which to accept bids. In some communities served by smaller local contractors, most, if not all, of the local contractors would find themselves ineligible to bid on public projects. Some of these communities would have no choice but to seek out larger contractors from outside of the community. This certainly hinders efforts to promote local businesses.

Once again, the (COUNTY) of <NAME> respectfully requests that you vote with your communities and local taxpayers by opposing HB 924.

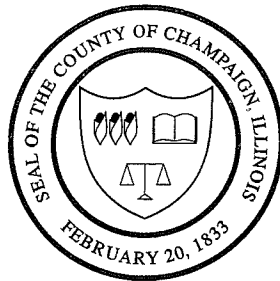
Respectfully,

House Bill 924 passed the House April 18 on a disputed vote of 60-50-3. It now moves to the Senate for consideration.



**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**

April 25, 2013

Senator Chapin Rose  
510 S. Staley Rd., Suite D  
Champaign, IL 61822

RE: House Bill 924

Dear Senator Rose,

I write to urge that you oppose HB 924. This legislation would further burden public bodies and taxpayers by increasing the costs of public projects. HB 924 would amend the Illinois Prevailing Wage Act to impose certain bidding provisions found within the Illinois Procurement Code. This means that only those contractors that meet these requirements would be permitted to bid on public projects. The most burdensome requirement is that eligible contractors must participate in a United States Department of Labor apprenticeship program. Participation in such a program is costly and creates compliance difficulties for smaller contractors.

The result of the bill would be to exclude smaller contractors from bidding on public works projects. This exclusion favors larger contractors, reduces competition, and drives up project costs for local taxpayers. While the bill would reduce competition among contractors in many cities and counties, it is smaller communities that would be most affected. Smaller communities have fewer local contractors from which to accept bids. In some communities served by smaller local contractors, most, if not all, of the local contractors would find themselves ineligible to bid on public projects. Some of these communities would have no choice but to seek out larger contractors from outside of the community. This certainly hinders efforts to promote local businesses.

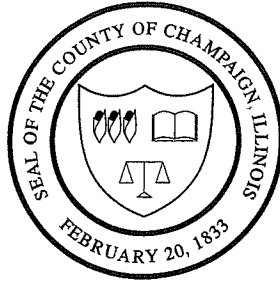
Once again, I respectfully request that you vote with your communities and local taxpayers by opposing HB 924.

Respectfully,

Alan Kurtz  
County Board Chair

**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**

April 25, 2013

Senator Michael W. Frerichs  
45 E. University Suite 206  
Champaign, IL 61820

RE: House Bill 924

Dear Senator Frerichs,

I write to urge that you oppose HB 924. This legislation would further burden public bodies and taxpayers by increasing the costs of public projects. HB 924 would amend the Illinois Prevailing Wage Act to impose certain bidding provisions found within the Illinois Procurement Code. This means that only those contractors that meet these requirements would be permitted to bid on public projects. The most burdensome requirement is that eligible contractors must participate in a United States Department of Labor apprenticeship program. Participation in such a program is costly and creates compliance difficulties for smaller contractors.

The result of the bill would be to exclude smaller contractors from bidding on public works projects. This exclusion favors larger contractors, reduces competition, and drives up project costs for local taxpayers. While the bill would reduce competition among contractors in many cities and counties, it is smaller communities that would be most affected. Smaller communities have fewer local contractors from which to accept bids. In some communities served by smaller local contractors, most, if not all, of the local contractors would find themselves ineligible to bid on public projects. Some of these communities would have no choice but to seek out larger contractors from outside of the community. This certainly hinders efforts to promote local businesses.

Once again, I respectfully request that you vote with your communities and local taxpayers by opposing HB 924.

Respectfully,

Alan Kurtz  
County Board Chair

RESOLUTION NO.

RESOLUTION IN OPPOSITION OF HOUSE BILL 924

WHEREAS, The Champaign County Board is aware of legislation proposed by Representative Jay Hoffman (D-113th District) titled House Bill 924, which would amend the Illinois Prevailing Wage Act to impose certain bidding provisions found within the Illinois Procurement Code by adding responsible bidder requirements only applied to contracts covered by the state procurement code (IDOT & CDB), to all public works projects including local government projects and private development that receive state or local assistance. ; and

WHEREAS, the Champaign County Board opposes HB 924 and the burdensome requirement that eligible contractors participate in a United States Department of Labor apprenticeship program because participation in such a program places a financial burden on small contractors creating compliance difficulties resulting in exclusion from bidding on public works projects;

NOW, THEREFORE, BE IT RESOLVED, By the Champaign County Board, Champaign County, Illinois, that the County Board opposes House Bill 924 which would amend the Illinois Prevailing Wage Act to impose certain bidding provisions found within the Illinois Procurement Code by adding responsible bidder requirements only applied to contracts covered by the state procurement code (IDOT & CDB), to all public works projects including local government projects and private development that receive state or local assistance because participation in the United States Department of Labor apprenticeship program would place a financial burden on small contractors and create compliance difficulties; and

BE IT FURTHER RESOLVED, by the Champaign County Board, that the County Clerk be directed to send a certified copy of this Resolution to the state legislators for Champaign County, Illinois.

PRESENTED, ADOPTED, APPROVED, AND RECORDED this 23<sup>rd</sup> day of May A.D. 2013.

\_\_\_\_\_  
Alan Kurtz, Chair  
Champaign County Board

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



Illinois Association of County Board Members and Commissioners  
**LEGISLATIVE COMMITTEE POSITION FORM**

**Bill Number:** HB 961

**Short Description:** Local Government Distributive Fund Deposit

**Sponsor(s):** Anthony DeLuca (Cullerton)

**Status:** Passed House / Senate Assignments

**SYNOPSIS**

Amends the State Revenue Sharing Act and the Illinois Income Tax Act. Requires the direct deposit of the local income tax share into the Local Government Distributive Fund for prompt distribution to counties and municipalities (currently, the Department of Revenue deposits the tax payment into the General Revenue Fund and the Treasurer then transfers a percentage of the net revenue to the Local Government Distributive Fund).

Passed the House on April 9 with a vote of 109-2-0. Picked up for sponsorship in the Senate by Senate President John Cullerton (D-Chicago). **NOTE:** Cullerton's sponsorship places an uncertain fate on this bill.

IACBMC has pursued this bill for several years. It has over 60 co-sponsors.

**DISCUSSION / PLAN OF ACTION**

| Committee Member | County             | Voting Record  |
|------------------|--------------------|--|
| Ron Wait         | Boone County       | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| David Parish     | Cass County        | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Alan Kurtz       | Champaign County   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Pat Haskins      | Ford County        | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Thomas Schletz   | Hancock County     | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| John Rendleman   | Jackson County     | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Chris Lauzen     | Kane County        | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Tom Walsh        | LaSalle County     | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Tabitha Meador   | Marion County      | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Dick Rawlings    | Morgan County      | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Kathleen Piatt   | Piatt County       | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Richard Brunk    | Rock Island County | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Jim Fowler       | Saline County      | <input type="checkbox"/> Yes <input type="checkbox"/> No |

Date \_\_\_\_\_

**AUTHORITY** *(if applicable)*

Motion: \_\_\_\_\_

Second: \_\_\_\_\_

All voting aye:

All voting nay:

Motion passed:

Motion failed:

**Committee Position:**     Support     Oppose     Neutral

RESOLUTION NO.

RESOLUTION IN SUPPORT OF HOUSE BILL 961

WHEREAS, The Champaign County Board is aware of legislation proposed by Representative Anthony DeLuca (D-80th District) titled House Bill 961, which would amend the State Revenue Sharing Act and the Illinois Income Tax Act by providing that, from each income tax payment that the Department of Revenue receives, the Department must deposit certain amounts directly into the Local Government Distributive Fund; and

WHEREAS, the Champaign County Board supports HB 961 in the change at the State level to deposit immediately the local government share of the state income tax into the Local Government Distributive Fund for more timely release of said revenues to local governments;

NOW, THEREFORE, BE IT RESOLVED, By the Champaign County Board, Champaign County, Illinois, that the County Board supports House Bill 961 which would amend the State Revenue Sharing Act and the Illinois Income Tax Act by providing that, from each income tax payment that the Department of Revenue receives, the Department must deposit certain amounts directly into the Local Government Distributive Fund; and

BE IT FURTHER RESOLVED, by the Champaign County Board, that the County Clerk be directed to send a certified copy of this Resolution to the state legislators for Champaign County, Illinois.

PRESENTED, ADOPTED, APPROVED, AND RECORDED this 23<sup>rd</sup> day of May A.D. 2013.

\_\_\_\_\_  
Alan Kurtz, Chair  
Champaign County Board

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



Illinois Association of County Board Members and Commissioners  
**LEGISLATIVE COMMITTEE POSITION FORM**

**Bill Number:** SB 1469 / Senate Amendment No. 2

**Short Description:** Wind Energy Facility Construction

**Sponsor(s):** Sullivan

**Status:** Senate 2nd Reading

**SYNOPSIS**

Creates the Wind Energy Facilities Construction and Deconstruction Act. Requires an operator of a commercial wind energy facility on land owned by another to enter into an agricultural impact mitigation agreement with the Department of Agriculture. The operator is responsible for deconstruction of a wind energy facility. Requires the filing of a deconstruction plan detailing the cost of deconstruction per turbine. The plan must be prepared by an independent third party.

**Senate Amendment No. 1** removes language that provides the Illinois Commerce Commission may evaluate and make advisory recommendations concerning deconstruction of a commercial wind operator's sited or permitted commercial wind energy facility.

**NOTE:** Senator Sullivan has filed Senate Floor Amendment No. 2 which now becomes the bill.

**DISCUSSION / PLAN OF ACTION**

| Committee Member | County             | Voting Record                |                             |
|------------------|--------------------|------------------------------|-----------------------------|
| Ron Wait         | Boone County       | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| David Parish     | Cass County        | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Alan Kurtz       | Champaign County   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Pat Haskins      | Ford County        | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Thomas Scheetz   | Hancock County     | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| John Rendleman   | Jackson County     | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Chris Lauzen     | Kane County        | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Tom Walsh        | LaSalle County     | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Tabitha Meador   | Marion County      | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Dick Rawlings    | Morgan County      | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Kathleen Piatt   | Piatt County       | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Richard Brunk    | Rock Island County | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Jim Fowler       | Saline County      | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Date \_\_\_\_\_

**AUTHORITY** *(if applicable)*

Motion: \_\_\_\_\_

Second: \_\_\_\_\_

All voting aye:

All voting nay:

Motion passed:

Motion failed:

**Committee Position:**     Support     Oppose     Neutral

RESOLUTION NO.

RESOLUTION IN OPPOSITION TO SENATE BILL 1469

WHEREAS, The Champaign County Board is aware of legislation proposed by Representative John M. Sullivan (D-47th District) titled Senate Bill 1469, which would create the Wind Energy Facilities Construction and Deconstruction Act by requiring an operator of a commercial wind energy facility on land owned by another to enter into an agricultural impact mitigation agreement with the Department of Agriculture providing that the operator is responsible for deconstruction of a wind energy facility. The Act requires the filing of a deconstruction plan detailing the cost of deconstruction per turbine and provides that the plan must be prepared by an independent third party, and that the Illinois Commerce Commission (ICC) shall require either a surety bond or letter of credit or corporate guarantee or performance bonds-or other form of financial assurance acceptable to the ICC for deconstruction; and

WHEREAS, the Champaign County Board opposes SB 1469 because the proposed legislation removes substantial regulatory authority and enforcement action with regard to any new wind energy facilities from the local/county level and places it at the state level, and would effectively result in the invalidation of the Champaign County Wind Farm Zoning Ordinance requirements which were carefully adopted and implemented for the County with the input of the citizens of Champaign County;

NOW, THEREFORE, BE IT RESOLVED, By the Champaign County Board, Champaign County, Illinois, that the County Board opposes SB 1469 because the proposed legislation removes substantial regulatory authority and enforcement action with regard to any new wind energy facilities from the local/county level and places it at the state level, and would effectively result in the invalidation of the Champaign County Wind Farm Zoning Ordinance requirements which were carefully adopted and implemented for the County with the input of the citizens of Champaign County; and

BE IT FURTHER RESOLVED, by the Champaign County Board, that the County Clerk be directed to send a certified copy of this Resolution to the state legislators for Champaign County, Illinois.

PRESENTED, ADOPTED, APPROVED, AND RECORDED this 23<sup>rd</sup> day of May A.D. 2013.

\_\_\_\_\_  
Alan Kurtz, Chair  
Champaign County Board

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