

**CHAMPAIGN COUNTY BOARD
COMMITTEE OF THE WHOLE**

Finance/ Policy, Personnel, & Appointments/Justice & Social Services Agenda

County of Champaign, Urbana, Illinois

Tuesday, October 15, 2013 – 6:00 p.m.

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

I. Call To Order

II. Roll Call

III. Approval of Minutes

A. Legislative Budget Hearings:

- | | |
|----------------------|-------|
| i. August 26,2013 | 1-9 |
| ii. August 27, 2013 | 10-19 |
| iii. August 28, 2013 | 20-25 |

- | | |
|---|-------|
| B. Committee of the Whole Minutes: September 10, 2013 | 26-34 |
|---|-------|

IV. Approval of Agenda/Addenda

V. Public Participation

VI. Communications

VII. Justice & Social Services

A. Head Start Update Presentation

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

1. Animal Control –August 2013
2. Emergency Management Agency – August and September 2013
3. Head Start –August 2013
4. Probation & Court Services – August 2013
5. Public Defender –August 2013
6. Veterans’ Assistance Commission – September 2013

C. Other Business

D. Chair’s Report

VIII. Policy, Personnel, & Appointments

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

- | | |
|--|-------|
| 1. Penfield Water District – Term Ending 5/31/2018 | 35-36 |
| Applicant: | |
| • <i>Robert Kettner</i> | |

- | | |
|--|----|
| 2. Deputy Sheriff Merit Commission – Term 12/1/2013-11/30/2019 | 37 |
| • <i>Jon Rector</i> | |

B. <u>County Board of Health</u>	
1. Request for Approval of an Agreement Between CUPHD, the County of Champaign, & Champaign County Health Department for Provision of Public Health Services by CUPHD to Champaign County Health Department	38-52
C. <u>County Clerk</u>	
1. September 2013 Report	53
D. <u>County Administrator</u>	
1. Administrative Services September 2013 Report	54-56
2. Recommendation for FY2014 Self-Funded Insurance for Property/Liability and Worker's Compensation	57-70
3. Resolution Honoring County Employees	71-73
4. Resolution Honoring Retiring County Employees	74-75
E. <u>Other Business</u>	
F. <u>Chair's Report</u>	
G. <u>Designation of Items to be Placed on the Consent Agenda</u>	
IX. <u>Finance</u>	
A. <u>Citizens Committee for Restoration of the Clock and Bell Tower at the Champaign County Courthouse</u>	
1. Transfer Agreement Between the Community Foundation of East Central Illinois; the Champaign County Board; and the Citizens Committee for Restoration of the Clock & Bell Tower at the Champaign County Courthouse	76-79
2. Non-Endowed Fund Agreement Between the Champaign County Board and the Community Foundation of East Central Illinois	80-84
B. <u>Nursing Home</u>	
1. Ordinance Authorizing a Loan to the Champaign County Nursing Home from a Bank or Financial Institution	85
2. Budget Amendment #13-00010 Fund/Dept: 081 Nursing Home-410 Administrative, 415 Environmental Services, 420 Laundry, 425 Maintenance, 430 Nursing Services Increased Appropriations: \$600,984 Increased Revenue: None: from Fund Balance Reason: To Increase FY13 Budget Dollars for Outstanding FY12 Invoices. Total of both Budget Amendments is \$1,062,374	86-89
3. Budget Amendment #13-00011 Fund/Dept: 081 Nursing Home-440 Activities, 441 Social Services, 445 Physical	90-91

Therapy, Occupational Therapy, 448 Speech Therapy, 450 Dietary
Increased Appropriations: \$461,390
Increased Revenue: Non: from Fund Balance
Reason: To Increase FY13 Budget Dollars for Outstanding FY12 Invoices. Total of both
Budget Amendments \$1,062,374

4. Monthly Financial Report 92-93

C. Treasurer

1. Monthly Report – September 2013 – Reports are available on the Treasurer’s webpage at:
<http://www.co.champaign.il.us/TREAS/reports.htm>
2. Resolution Authorizing the Execution of a Deed of Conveyance of the County’s Interest
or Cancellation of the Appropriate Certificate of Purchase on Real Estate, Permanent
Parcel 20-09-01-106-016 94
3. Resolution Authorizing the Execution of a Deed of Conveyance of the County’s Interest
or Cancellation of the Appropriate Certificate of Purchase on Real Estate, Permanent
Parcel 20-09-01-106-014 95
4. Resolution Authorizing the Execution of a Deed of Conveyance of the County’s Interest
or Cancellation of the Appropriate Certificate of Purchase on Real Estate, Permanent
Parcel 20-09-01-103-011, 018 96
5. Resolution Authorizing the Cancellation of the Appropriate Certificate of Purchase on a
Mobile Home Permanent Parcel 30-058-0227 97

D. Auditor & Treasurer

1. Resolution for Policy on the Establishment & Verification of County Bank Accounts 98-99

E. Auditor

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

F. Approval of Partial Release of Judgment 100-103

G. Budget Amendments/Transfers

1. Budget Amendment #13-00045 104
Fund/Dept: 080 General Corporate-042 Coroner
Increased Appropriations: \$2,800
Increased Revenue: \$2,800
Reason: To Replace Funds Used for Purchase of Larger Refrigeration Unit
2. Budget Amendment #13-00050 105
Fund/Dept: 080 General Corporate-028 Information Technology
Increased Appropriations: \$52,000
Increased Revenue: \$19,945
Reason: Increase in Appropriations Due to Copier Expense for the Remainder of the

Fiscal Year. Increase in Revenue Due to Reimbursement from RPC/Head Start for Their Share of Xerox Monthly Administrative Cost.

- | | |
|---|---------|
| <p>3. Budget Amendment #13-00051
 Fund/Dept: 080 General Corporate-016 Administrative Services
 Increased Appropriations: \$5,053
 Increased Revenue: None: from Fund Balance
 Reason: To Cover Publication Costs for Search Committees Postings for Deputy County Administrator/Finance and Facilities Director Positions</p> | 106 |
| <p>4. Budget Amendment #13-00052
 Fund/Dept: 075 Regional Planning Commission-Kankakee Human Services Transportation Plan
 Increased Appropriations: \$26,392
 Increased Revenue: \$26,392
 Reason: The River Valley Metro Transit District would like the Regional Planning Commission to Document and Evaluate the Transportation Needs of Seniors, Disabled, and Low-Income Individuals in the Kankakee Urbanized Area. The State of Illinois has Recommended that They Utilize the Technical Staff Expertise at the RPC to Prepare and Deliver a Human Services Transportation Plan. The State of Illinois Inter-Government Cooperation Act Allows Public Agencies to Share Services and Functions. Consistent with current and Past Practice, An Additional 10% will be Added to the Administrative Charges Associated w/this Project, as this MTD is Located Outside of Champaign County.</p> | 107-109 |
| <p>H. <u>Regional Planning Commission</u></p> | |
| <p>1. Request Approval of Application, & If Awarded, Acceptance of 2014 Electronic Products Recycling & Reuse Grant</p> | 110-113 |
| <p>I. <u>County Clerk</u></p> | |
| <p>1. Request Approval of Acceptance Agreement for the Illinois State Board of Elections Voting Access for Individuals with Disabilities – VAID V Grant</p> | 114-125 |
| <p>J. <u>County Administrator</u></p> | |
| <p>1. General Corporate Fund FY2013 Budget Report <i>(to be distributed)</i></p> | |
| <p>2. General Corporate Fund FY2013 Budget Change Report <i>(to be distributed)</i></p> | |
| <p>3. FY2014 Budget</p> | |
| <p style="padding-left: 20px;">a) Ordinance Increasing Statutory County Clerk, Recorder and Sheriff Fees for Champaign County, Illinois</p> | 126-146 |
| <p style="padding-left: 20px;">b) Resolution Amending Schedule of Authorized Positions for Champaign County Sheriff, Public Defender, and Court Services</p> | 147 |
| <p style="padding-left: 20px;">c) Drug Court Funding Request</p> | 148 |
| <p style="padding-left: 20px;">d) General Corporate Fund Budget Summary</p> | 149-159 |
| <p style="padding-left: 20px;">e) Public Safety Sales Tax Fund Budget Summary</p> | 160-161 |
| <p style="padding-left: 20px;">f) Drug Court Program Grant Budget</p> | 162-164 |
| <p style="padding-left: 20px;">g) Capital Asset Replacement Fund Facilities Budget</p> | 165 |
| <p style="padding-left: 20px;">h) Highway Federal Aid Match Budget</p> | 166 |
| <p style="padding-left: 20px;">i) Recommendation to County Board to Receive and Place on File the Champaign</p> | |

County FY2014 Tentative Budget

X. Other Business

A. Approval of Closed Session Minutes-August 13, 2013

XI. Adjournment

1 CHAMPAIGN COUNTY BOARD
2 **BUDGET HEARING MINUTES**
3

4
5 **LEGISLATIVE BUDGET HEARINGS**

6 **Monday, August 26, 2013**

7 **Brookens Administrative Center, Lyle Shields Meeting Room**

8 **1776 E. Washington St., Urbana**
9

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

16 **MEMBERS ABSENT:** Ralph Langenheim, James Quisenberry,
17

18 **OTHERS PRESENT:** Adelaide Aime (Children's Advocacy Center Director), Jeff Blue (County
19 Highway Engineer), Deb Busey (County Administrator), Stephanie Joos
20 (Animal Control Director), Cameron Moore (Chief Officer RPC), Elizabeth
21 Murphy (Chief Operating Officer RPC), Peter Tracy (MHB/DDB Director),
22 Linda Lane (Administrative Assistant), members of the public
23

24 **CALL TO ORDER**

25
26 County Board Chair Kurtz called the hearing to order at 6:00 p.m.
27

28 **ROLL CALL**

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

34 **APPROVAL OF AGENDA/ADDENDUM**

35
36 **MOTION** by James to approve the agenda; seconded by Rosales. Kurtz noted that items A and B
37 would be switched on the agenda, and that item E should be removed and will be moved to Wednesday night.
38 **Motion carried with unanimous support.**
39

40 **BUDGET PRESENTATIONS**

41
42 **Champaign County Board of Health**
43

44 Busey said the BOH, in terms of revenue, has to deal with the issue of property tax. The property tax
45 increases 3.6% though the levy is only going up 2.76%, due to a redistribution of levy value between areas
46 inside and outside the public health district. Other revenues are projected to increase 8%. Other fees, permit-
47 ting, and revenues come in on a monthly basis as expenditures go out. CUPHD has proposed a contract that
48 reflects a decrease in overall spending from 2013. That directly correlates to the permitting activities and
49 grants received by the board. The BOH agreed to continue to fund the smile healthy child dental program.

50 The fund balance is not at the BOH goal of 25%, but is at 19% for FY2014, and felt that is a healthy fund bal-
51 ance for the operations.

52

53 Maxwell asked if professional services are for personnel or for contract. Busey said the County BOH
54 contracts with CUPHD to completely administer all aspects of public health programs outside of the Cham-
55 paign-Urbana area.

56

57 Kibler asked why they went from 50 projected food establishment food safety education presentations
58 to 244 and asked if it was a typo. Alix felt it might be a new program ramping up. Busey thinks it is and has
59 to do with the restaurant inspection issue they are currently working on.

60

61 Schroeder asked how long the tobacco free grants are going to be last. James wasn't sure, but the
62 amount received is because they are a dual board of health. Each one gets its own separate grant, allowing for
63 extra money. They haven't been given a projected end date.

64

65 Maxwell noted that the projected inspections will be off 10% compared to 2013 and asked if that is a
66 significant impact on safety. Busey felt the numbers were accurate for food establishments and there were
67 going to be fewer inspections.

68

69 RPC, Head Start, WIA & USDA Loan Funds

70

71 Moore stated their budget covers five major planning commission funds; operating fund, early child-
72 hood fund, workforce development fund, economic development fund, and USDA economic development
73 fund. RPC accommodates 127 active departments with nine major program areas. Federal and State Grants
74 account for approximately 89% of revenue. Salaries and fringe benefits represent 65% of anticipated expendi-
75 tures. Staffing is expected to be 200-225. Moore said there is uncertainty in their budget because they rely so
76 heavily on State and Federal funding.

77

78 Moore stated that the operating fund is expected to be stable in 2014. They had a successful year in
79 picking up transportation related funding and grants. They are projecting revenue at \$14.8 million and do ex-
80 pect a positive year-end fund balance. Cash flow needs, reimbursement rates, and time frames between when
81 expend money and when receive money dictates what they feel the prudent fund balance level should be. RPC
82 has seen significant delays in State reimbursements, an ongoing problem for the last few years.

83

84 Moore is projecting stable funding in the early childhood development fund. Sequestration funding
85 reductions of 5.27% translates to \$258,000. Moore said they have no reason to believe that money is coming
86 back and are looking at it as a permanent cut going forward.

87

88 Moore said RPC became the grant recipient fiscal agent for the Workforce Investment Act on October
89 1, 2012. He is projecting revenue and expenses of \$2.8 million. The funds are designed to help economically
90 disadvantaged unemployed individuals who face serious barriers to employment to become productively em-
91 ployed. It improves quality of local workforce, should reduces welfare dependency, and improves productivi-
92 ty and competitiveness of area.

93

94 The Economic Development fund is primarily where the loan programs are. Moore doesn't see a lot
95 of growth, but in last six months there is more demand in business financing. He is projecting a year-end fund
96 balance of \$6.3 million, not as cash but as loans receivable of \$4.2 million, leaving about \$2 million available
97 to lend.

98

99 USDA Economic Development fund is a relatively new program; a \$1 million loan fund (borrowed
100 \$750,000 from USDA for 30 years at 1% and matched with \$250,000 of local funds). The first loan was made
101 a few months ago and hoping to continue to make loans. Program is targeted only to rural areas. They can
102 make loans in a six county region and in communities of 25,000 or less.
103

104 Moore anticipates they will maintain administrative expenses at 7% of operating budget for FY2014,
105 which is well below Federal and State limits. They expect fringe benefit expenses will increase due to health
106 insurance. Moore felt that RPC was in good shape. They write grants almost every week, which allows them
107 to stay afloat and grow a little as they move forward. Moore turned over to Murphy.
108

109 Murphy identified the annualized and 13-month budgetary impacts specific to Champaign County
110 contracts. The Champaign County planning contract for professional services has been budgeted at \$73,360, a
111 2% increase. Champaign County's portion of RPC membership dues for 2014 is budgeted at \$20,353.00, a
112 6% decrease due to a decrease in population in unincorporated portions of the County. Matching funds for
113 senior services is budgeted at \$22,470, a 1% increase. Local matching funds leverage over \$100,000 in State
114 and Federal funding for senior services programming. Champaign County support for CUUATS, through the
115 highway department, totals \$28,978, a 5% increase. County support for the court diversion project is budgeted
116 at \$164,500, a 2.2% increase. The police training budget through the Sheriff's department is budgeted at
117 \$7,701, a 5% increase. Murphy opened the floor for questions.
118

119 Schwartz asked why court diversion has 0% increase from mental health. Murphy said they are in the
120 planning stages of opening a community assessment center, utilizing public safety tax and \$26,000 from the
121 Mental Health Board and from juvenile justice delinquency prevention, and they think they will be able to
122 provide 24/7 service for juveniles in the County. Schwartz asked if they can do that without increase. Moore
123 thinks they have the funding, it's a community effort, and the space is free; the only obligation is to provide
124 staffing which they already do.
125

126 Alix asked who sets level of funding from MHB. Moore said they put in a request to the MHB, which
127 determines what RPC will get. Alix asked if they requested more than \$26,000. Moore said a little bit more
128 than that.
129

130 Kibler, in regards to early childhood, recommended that it would be good to indicate the cash re-
131 serves in the budget. Murphy thanked him for the suggestion.
132

133 Maxwell asked where senior services and membership services funds come from. Busey answered
134 from the corporate fund.
135

136 Michaels saw money set aside for reserve for bad debt in the economic development fund, and asked
137 what percentage of delinquency are they at, and do they foresee more coming. Moore thinks the amount is
138 adequate this year as opposed to last. They worked hard to get very detailed in the loan portfolio and the
139 number is reflective of loans they are pretty sure they won't get paid on.
140

141 Berkson asked if the \$161,000 was a new request from public safety task. Moore said no.
142

143 Kurtz thanked Moore and Murphy and moved to Mental Health.
144

145 Mental Health Board/DDB Funds, Delinquency Prevention Grants, & ACCESS Initiative
146

147 Peter Tracy introduced members of the Mental Health and Developmental Disabilities Boards and
148 Access Initiative. He noted that they will be talking about five funds; Mental Health Board, Developmental

149 Disabilities Board, Delinquency Prevention (the ¼¢ for public safety), Access Initiative, and Drug Court. For
150 the Mental Health Board (MHB), one thing they've been working hard on is the issues that have been raised
151 concerning the people involved with the criminal justice system that also have mental health issues. The have
152 been working to redirect some of the existing funding and they added an additional \$100,000, totaling almost
153 \$600,000 that ties to addressing the issues of those people. Nothing is finalized, but ongoing negotiations are
154 close to being finished.

155
156 They want to continue the Parenting with Love and Limits (PLL), which serves about 200 youth in
157 the criminal justice system. They have worked with United Way for implementation of the 211 system, a
158 combination of several informational and referral programs. The call information is tracked and sent to them.
159

160 This is the 5th year of the Access Initiative process, and they are looking at the sustainability as the
161 program winds down and less money is received.
162

163 Tracy commented that much of what they do relates to intergovernmental agreements or memoranda
164 of understanding between the MHB and Champaign County. They manage the delinquency prevention fund
165 and the drug court fund, without any administration fee. Kurtz asked what the plans were for keeping drug
166 court moving when the State funding ends in September. Tracy noted they have applied to use additional fed-
167 eral funding, which they anticipate getting, so they should be okay for the next year. Tracy noted there is
168 money building in the fund and they can apply for funding from the MHB.
169

170 Kibler asked what the actual fund balance goal of the MHB is. Tracy said this is a point-in-time num-
171 ber, and could be as high as \$3 million and as low as \$400,000. Kibler asked for that to be added to the fund
172 balance goal.
173

174 Carter said he is not hearing about facilities for mental health. Tracy asked if he meant criminal jus-
175 tice.

176 Kibler noted he is big on making sure the money being provided is going to the causes intended and
177 what results come from them. He noted the PLL program has a maximum of 228 youth but doesn't indicate
178 how many actually went through the system. He would like more clearly defined measurable goals and how
179 the money truly impacts the lives of people receiving the programming. Tracy said each contract has a sec-
180 tion, which include the percentage of clients that engage in the program, the percentage of clients that com-
181 plete the program, and the functional behavioral improvement. Kibler recommended a note on the budget
182 where further key performance indicators could be found. Tracy thanked him for the suggestion.
183

184 Michaels noted she is most concerned about getting the most bang for the buck to the youth and the
185 people in need of the services. The performance indicator should be how much is spent per person and what
186 are they getting. Tracy said that is difficult to do because there are different levels of intensity. Both Boards
187 are interested in getting the most for the money and serving as many people as they can. Michaels noted that
188 the delinquency program had no money and asked for an explanation. Tracy said delinquency prevention
189 grants are \$164,000 and are given to RPC. They are in the process of amending that contract since the as-
190 sessment center is opening. All the money they have will support the assessment center and delinquency pre-
191 vention.
192

193 Petrie felt that the biggest bang for the buck is effectiveness. No current program has any data about
194 effectiveness. True, valid, and reliable evaluations need to be built in. Tracy noted the PLL program has an
195 independent researcher, and Access has an evaluation done by the U of I. Petrie noted that was part of getting
196 the funds and isn't done voluntarily. Tracy said every contract has performance indicators and they look at
197 efficacy of programs as well as how many people are served. Most of the programs use some sort of objective
198 tool to measure the effectiveness of the program.

199 Schwartz noted that 2014 wasn't that much higher from 2013. She noted the revenues aren't 13
200 month, and it seemed that expenses were matched with revenue. She wanted to know that would work in
201 terms of providing services for 13 months. Tracy said it does reflect 13 months and they are getting less mon-
202 ey for both MHB and DDB.

203
204 Alix noted they are showing an increase in property tax revenue, but the expenditure totals are the
205 same as the revenue totals. The revenue is received once so would expect to see decrease in fund balance to
206 account for 13 months of services with only 12 months of income. Busey asked if the granting agencies were
207 paid monthly. Tracy said mostly every month. Alix noted the need for determining accurately that budgets are
208 properly accounting for timing of revenue and expenses in 12 months of income/13 months of expenses sce-
209 nario. Busey confirmed there are 13 months of personnel expenses in the MHB budget.

210
211 Maxwell stated that both of these boards have their own tax levy, own appointed boards, set their
212 budgets, the County Board adopts them, but how much say in process does the County Board have. Busey
213 noted the Board extends the levy and approves it, they have to approve the budget presented by those boards
214 because it is part of overall Champaign County budget, and the County Board also appoints the MHB and
215 DDB boards.

216
217 Employment is going to be a huge focus this year for the Developmental Disabilities Board (DDB),
218 moving away from sheltered workshops and towards competitive employment. Contracts are organized to
219 address changes in laws as they come up. The other major area of emphasis is on self-determination and per-
220 son centered planning, with funding following individuals instead of programs.

221
222 Concerning delinquency prevention, they are in the process of creating an assessment center, but it is
223 not finalized. They will be reviewing a proposal from RPC.

224
225 Access Initiative is in the 5th year and ends after the 6th year. The major focus is going to be how to
226 sustain the changes already made in the community. Health Care and Family Services (HCFS) is interested in
227 doing a pilot project in four counties, showing interest in Access. Everything they want to do is what Access
228 already does. This could be a way to sustain the project.

229
230 Tracy stated they manage the money for the drug court fund; most is contracted with Prairie Center
231 who has an administrative team that sets criteria for how money can be used. Kibler asked what causes sud-
232 den drop off in the drug court program grant and what makes Tracy's team responsible for that budget. Tracy
233 said most is associated with fees assessed from traffic fines. There is also the federal grant, which is going
234 away, most of which was used to pay for a drug court coordinator. Other than working with Prairie Center
235 and responding to questions, they don't have much to do with it. Most is done with Judge Ford's team. Kibler
236 suggested highlighting in the budget the drop in federal funding.

237
238 Schwartz noted that there are matching requirements and asked what Access Initiative is obligated to
239 match in the next few years. Tracy submitted a match plan as part of year 5 budget that was submitted to the
240 State. The major components are \$1.2 million in contracts that support Access; \$750,000 goes to PLL, and
241 \$500,000 in various contracts that support other programs tied to Access Initiative. There are also indirect
242 matches approved for use with a number of contracts as part of WRAP process. Schwartz asked how much is
243 the County obligated to pay for match and does it come from general corporate or mental health. Tracy said
244 from the MHB, about \$1.2 million in direct contracts and \$800,000 in ancillary contracts. Schwartz stated that
245 the levy is not going to change, but the matching will probably increase and asked if funds need to be diverted
246 from the tax. Tracy said they are at the high point in match and it will actually go down.

247

248 Michaels asked how many employees are at access initiative. Tracy said all but one are employees of
249 contract organizations. Michaels asked when looking at social and justice services for youth, are they looking
250 to combine or move into different collaboration. Tracy said yes, the high fidelity wrap-around and PLL. What
251 is likely to happen is they will use money put into a number of programs and plan for some level of wrap-
252 around. He also felt the opportunity with HCFS would allow continuation and/or expansion of wrap-around.
253

254 Kibler asked if they are dropping 30% for Access Initiative, is the idea to pay less per program or
255 have fewer contracts. Tracy thought there would just be less money and it's going to be a painful process.
256

257 Petrie asked if other programs don't come along to fill gaps, what amount of money is necessary
258 when Access Initiative ends. Tracy said they won't sustain them at the current level; at \$1.3 million they will
259 figure out how to reprogram and redirect. Petrie said instead of adding up what is overhead it would be nice to
260 have a summary of what percentage goes to overhead. Tracy said 8.2%.
261

262 Kurtz thanked Tracy and moved to Children's Advocacy Center.
263

264 Children's Advocacy Center 265

266 Adelaide Aime noted that it looks as if revenue will be flat and expenses about the same. She reminded that
267 they are totally grant funded. She commented they would be the recipient of some of the UofI Penn State set-
268 tlement money, but didn't have enough information to include it in the budget. Kurtz asked what the amount
269 from UofI is. Aime answered \$44,586. Kurtz asked when the money is expected. Aime said it was received
270 last Friday. Alix asked Busey how that would that be accounted for; if it would be in FY2013 or FY2014.
271 Busey answered they are waiting to determine if the revenue is only receded and the board doesn't plan to
272 spend in this year's budget.
273

274 James asked what happened to Mr. Williams. Aime said he is working in Probation & Court Ser-
275 vices, but he left a phenomenal program.
276

277 Kurtz thanked Aime and moved to Animal Control.
278

279 Animal Control Funds 280

281 Stephanie Joos said not much has changed for upcoming fiscal year. There will be an increase in rev-
282 enue for pet registration, due to an increase in fees effective January 1, 2014. They register 11-12,000 dogs
283 and about 5,000 cats per year. This is the second year they have divided the administrative part from the ani-
284 mal control and animal impound services. It is working very well and they can now see the true cost of each
285 individual part of animal control, allowing them to charge the villages and cities accordingly. The contract
286 with city of Champaign for animal control services was renewed and will renew the impound agreements for
287 the city of Champaign and the city of Urbana in 2014. The animal impound services are about the same as
288 every year. There was a decrease of about 100 dogs and 100 cats, and felt the aggressive spay and neutering
289 program was helping them to have less animals come in. There is a small increase in professional services;
290 they pay vets to issue tags at \$.50/tag and there has been an increase in the number of tags issued. The only
291 other increase would be gasoline.
292

293 Schwartz commented that impound seems to be at 12 months as the amount is identical to FY13, and
294 wanted to know if this is a typo. Busey said it will be looked at.
295

296 Kurtz thanked Joos and moved to highway.
297

298 Highway Funds

299

300 Busey noted there are two replacement pages for highway.

301

302 Jeff Blue said there are four budgets; county highway fund, county bridge fund, motor fuel tax fund,
303 and the federal aid matching tax fund. There is a reduced staff in maintenance but others remained same.

304 They are nowhere near the maximum rate on assessed valuation on any of the funds. All money is filtered
305 through the highway department for township road districts. Programs are set up, administered and designed
306 through Highway for the townships. The townships seem to be keeping up with bridges despite inadequate
307 funds. The County has over 1,500 miles of township roads, one of largest in the state.

308

309 Berkson noted that Champaign and Urbana townships have gone down in value for four consecutive
310 years and wanted to know why. Alix said it is because more and more have been annexed into the city. Blue
311 said the document they receive from the clerk's office is used when townships ask for help on bridge projects;
312 they have to make sure valuation is low enough that they can help them and the project has to be larger than
313 .02% of valuation or county cannot help.

314

315 The county highway fund is the operational fund, which pays for personnel, lights, capital equipment
316 needs, etc. and shows slight increase in proposed taxes; \$2.142 million in 2014. One of the largest other mis-
317 cellaneous revenues is material and equipment, transferred from the MFT fund to rent equipment. They have
318 some general corporate money to pay salary and benefits for a mechanic who takes care of general corporate
319 vehicles.

320

321 Alix asked for clarification that there are 19 authorized maintenance work positions but only nine are
322 filled. Blue said 11 are authorized, only nine are filled and it will remain at that number.

323

324 Personnel is about 2/3 of budget at \$1.7 million. There is a large increase for gas & oil. They have
325 been doing a lot of seal coats and maintenance, which puts trucks on the road more often. Services are com-
326 puters, gas, electric, water, etc. The biggest service is heavy equipment maintenance even though it's done in-
327 house. 2013 was a bad year for capital equipment: three dumps trucks were taken out of service, a new one is
328 coming, and they are looking at purchasing a used one for first time. They plan to purchase another truck next
329 year. The expenditure totals are higher than revenue. The per capita is flat since 2010. They are doing well on
330 performance indicators. Costs, based on design, are in good shape due to estimating efforts. The big roadway
331 project this year was a cold in-place recycling with a thin asphalt layer over top. They are replacing a number
332 of signs and are in the middle of a new sign management program, where they will have database with all
333 signs showing age, reflectivity number, location, etc. The 2014 budget for sealcoat and patch is not quite as
334 high as 2013. There were a few years they couldn't find the materials and have been making up for lost time.
335 He said the PCI should be at 70 and are doing well.

336

337 Kibler asked how long a resurface lasts. Blue answered 14 years. Kibler asked if there was a way of
338 measuring. Blue said they started measuring in 2008.

339

340 Schroeder asked to discuss the \$9 million balance they had in the MFT fund and asked if some money
341 was for upkeep and maintenance from when feds gave up roads. Blue said they received the money in 2003
342 and it was spent. 80% of the money was spent when the road was rebuilt. Some was used to build the high-
343 way building. Schroeder asked about fringe road agreements and wanted to know how many more years are
344 they paying for Curtis Road. Blue said one more payment of about \$650,000. Schroeder asked if there were
345 any more. Blue said the Lincoln Avenue project in the future and noted that Olympian is a no-cost road for
346 the county. Schroeder stated that the 3-year budget for bridges and culverts has three large projects. Blue ex-

347 plained where those three bridges are. Schroeder said he is concerned about some highways north of Sadoras
348 and north of the Kaskaskia bridge that are in bad shape. Blue said that is fill issue, not bridge issue.

349
350 Petrie asked if the PCI had statistics on how well striping stays. Blue said they are not monitoring
351 striping through PCI at this point. It depends on how much snow, salt, and scraping is done as to how long the
352 striping lasts. Typically, striping is needed every other year. Petrie asked if new traffic signs have larger let-
353 ters. Blue said no but the signs are much brighter. Petrie asked if the county had a contract rate for gas. Blue
354 said no and they don't have a bulk fuel tank anymore. Petrie asked why. Blue said there was no significant
355 saving and a tank has a huge environmental impact.

356
357 Berkson asked how cost and safety effective the reflectors put on striping are. Blue said they have on
358 them Monticello road and are thinking about putting on Dewey Fisher, but doesn't know how long they last.
359 They will use them with outside help but won't spend local dollars on them.

360
361 Blue moved to the County bridge fund. Property tax is up based on PTEL formula. A township bridge
362 is about \$250,000 for the County; the County bridges are \$6-700,000 to replace. Alix asked the reason for the
363 big increase in construction costs. Blue said material prices, fuel and labor costs all went up. County bridges
364 are built better than they used to be and must be inspected every two or four years.

365
366 Blue said the County MFT fund is received on a monthly basis, so budget shows 13-month MFT re-
367 ceipt. There is miscellaneous revenue with money left in the building fund, which will be transferred back to
368 MFT fund in 2014. The large engineering services are anticipated services for the Lincoln Avenue project.
369 Road and bridge maintenance will be doing a lot of seal coat and crack sealing to keep ahead of deterioration.
370 Right-of-way is a large number in 2014 due to anticipated purchases needed for the Dewey-Fisher road from
371 St. Thomas Moore to 136. That project will most likely getting pushed to 2015. In 2014, they will do the road
372 from Thomasboro to the Dewey-Fisher road, and Hensley Road from I-57 and Market Street to the Dewey-
373 Fisher road. The total price tag for these is \$9 million, with money coming in from Highway Safety Im-
374 provement, TART money, and Federal dollars, but the MFT will be down to \$2 million.

375
376 Petrie asked if they should be expanding engineering services internally. Blue says he would rather
377 hit peaks with outside resources than hire and lay off people. Basic road projects are in-house.

378
379 Harper asked if the downgrade with the MFT was why the road and bridge maintenance has dropped
380 \$170,000. Blue said this year was a catch-up on seal coats because they had access to the materials again, but
381 next year will be more typical.

382
383 Blue referenced the pavement mgt study on page 123. County Road 22 was done this year. County
384 Road 23 will be done after Dewey-Fisher. Most orange roads are on the radar. They are doing the preventa-
385 tive maintenance more frequently than in the past. Page 130 shows 75.6% of the roads deteriorated, only
386 2.5% had no change, and about 22% showed improvement. The roads will show deterioration in the system if
387 they change by one point out of 100.

388
389 Blue referred to a memo in the back of the report regarding federal aid matching funds, which is
390 money used to match federal aid projects on the County highway system. Page 133 shows the high in federal
391 aid matching tax was \$465,000-\$250,000 levied for that fund in any given year. That was cut in half in 1999,
392 and in 2002 the levy was appropriated by the County Board to the public health initiatives. Since then it has
393 been .002% levy. Blue would like to get money back into the fund to start building it back up. There are large
394 federal dollars available and he doesn't want to lose the ability to get them because the County doesn't have
395 matching funds. Federal dollar match is a minimum of 20% of local dollars. Blue is asking for \$75,000 at rate

396 of .0022% be put into the 2014 budget, and that it be allowed to grow with the calculations in the PTEL for-
397 mula. Blue said he realizes there is no money.

398
399 Alix asked for confirmation that they can use MFT money to match federal dollars, but can use feder-
400 al aid matching funds only for federal dollars. Blue confirmed.

401
402 Petrie asked for historic perspective as to why that decision was made. Blue deferred to Busey. Busey
403 said she does not remember the reason for the decrease in 1999. The levy was cut to the bare minimum by the
404 Board in November 2001 when they approved the 2002 budget. In November 2000, when the Republican Par-
405 ty was going out, one of the last actions they took was to cap the levy for public health at 3%. In November
406 2002, the democratic County Board took the money from the federal aid highway match levy and appropriat-
407 ed it for the use of public health.

408
409 Petrie asked why put Dewey-Fisher before some of the roads in red. Blue said it comes down to safe-
410 ty and Dewey-Fisher is on the IDOT top 5% list, which led to federal money. They need to weigh the amount
411 of traffic on the roads also.

412
413 Petrie asked what steps need to be taken to move the levy up. Blue deferred to Busey, who said the
414 only way is to take levy authority from another levy over which the Board has responsibility.

415 Kibler asked what was a good position to be in to obtain the maximum dollar amount available. Blue
416 said at \$14 million per year over 8 years, \$400,000 is needed in match. He said that is not going to happen,
417 but would like to start it growing again.

418
419 Alix stated that traffic counts are much higher on CR1 than they are north of 136. He stated that CR1
420 should be done as soon as possible because of the substantial amount of right-of-way acquisition, and with the
421 appreciation in land prices, it will cost more in five years than now. He said sooner is better than later.

422
423 Kurtz thanked Blue and moved to Champaign County Board of Health.

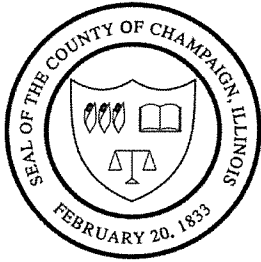
424
425 **ADJOURNMENT**

426
427 The hearing adjourned at 8:24 p.m.

428
429 Respectfully submitted,

430
431 Linda Lane
432 Administrative Assistant

433
434 *Secy's note: The minutes reflect the order of the agenda and may not necessarily reflect the order of business conducted at the meeting.*



**Champaign County Board
Legislative Budget Hearing
County of Champaign, Urbana, Illinois**

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MINUTES – SUBJECT TO REVIEW AND APPROVAL

DATE: Tuesday, August 27, 2013
TIME: 6:00 p.m.
PLACE: Lyle Shields Meeting Room
Brookens Administrative Center
1776 E Washington, Urbana, IL 61802

Committee Members

Present: Alix, Berkson, Carter, Cowart, Esry, Harper, Hartke, James, Jay, Kibler, Kurtz, Langenheim, Maxwell, McGuire, Michaels, Mitchell, Petrie, Quisenberry, Richards, Rosales, Schwartz

Absent: Schroeder

County Staff: Deb Busey (County Administrator), John Farney (Auditor), Gordy Hulten (County Clerk), Barb Frasca (Recorder), Stan Jenkins (Assessor), Dan Welch (Treasurer), John Hall (Planning & Zoning), Brad Gould (Veterans Assistance Commission), Katie Blakeman (Circuit Clerk), Randy Rosenbaum (Public Defender), Sheriff Dan Walsh, Roger Holland (Courts Administrator), Duane Northrup (Coroner), Andy Rhodes (IT), Kirk Kirkland (Physical Plant), Beth Brunk (Recording secretary)

Others Present:

MINUTES

I. Call to Order

County Board Chair Kurtz called the meeting to order at 6:00 p.m.

II. Roll Call

A verbal roll call was taken and a quorum was declared present.

III. Approval of Agenda

MOTION by Mr. James to approve the agenda as distributed; seconded by Mr. Carter. Upon vote, the **MOTION CARRIED** unanimously.

IV. Budget Presentations

Ms. Petrie found discrepancies between the FTE History and the Organizational Charts. She would also like an explanation on the calculation of expense per capita. Ms. Petrie thought it would be helpful to have Performance Indicators that talk about what is new or what has changed for the better to tell a story of the accomplishments of the past year by the various departments. Ms. Busey responded that the expense per capita is calculated by the amount of money funded by tax dollars and fees for each of these departments divided by the population served.

1 Auditor – John Farney

2 Approximately 97% of the budget is personnel expenses. The revenue comes from billing funds for
3 accounting fees and services. The revenue has increased due to additional programming at RPC. The
4 budget includes the recent change of one accountant from part-time to full-time. Line item increases
5 were delineated.
6

7 **Mr. Rosales and Mr. McGuire entered the meeting.**

8
9 Additionally, the auditor has presented for future consideration a \$750,000 purchase of new accounting
10 software to update the AS400 system. Mr. Kibler noted that the Elected Official Salary is higher than the
11 standard 8.3%. Ms. Busey commented that Fiscal Year 2014 was a 13-month budget. Mr. Kibler would
12 like to see time-line dates to make sure things are being completed on time in the Performance
13 Indicators. He also affirmed that the \$750,000 was for the software system only. Mr. Farney put this
14 request forth to open dialogue with the County Board. The current accounting software is antiquated
15 and limits officials from doing their jobs efficiently. Mr. Farney believes the \$750,000 cost will be less
16 after talking to other accounting software vendors. He intends to do a needs analysis to accurately
17 assess the necessary County Auditor functions. Ms. Cowart noted an increase in professional services.
18 Mr. Farney responded that this is a shredding service contract with a firm in Rantoul. Mr. Rosales would
19 like to see an estimated amount saved in using a new accounting system before continuing this dialogue.
20 Mr. Quisenberry requested the names of the accounting vendors that are being considered. He also
21 would like to see this purchase tied into a larger IT strategy for the County. Mr. Rosales commented that
22 if the accounting software upgrade was so expensive, perhaps the accounting function should be
23 outsourced. Discussion followed.
24

25 Board of Review

26 This is an expenditure-only budget – there is no revenue. A \$310 line item increase will reinstate the
27 County's practice of paying 50% of the annual appraisal licenses.
28

29 County Clerk – Gordy Hulten

30 *General Corporate Budget*

31 In Fiscal Year 2014, the County Clerk will have two countywide elections. Revenues are projected to
32 remain stable. State reimbursements have been reduced, and an increase in County Clerk fees is
33 anticipated. These numbers do not assume any fee increases. Mr. Hartke noticed that voter registration
34 supplies were greater in FY2013 than in FY2014. Ms. Busey responded that the County Clerk purchases
35 supplies on off-election years to even out the budget for the General Corporate Fund. The regular full-
36 time employees' salaries increased due to a shift of the technology specialist from the Automation Fund
37 to the General Corporate Fund and the 13-month budget.
38

39 *Surcharge Fund*

40 This is a pass-through fund where the County Clerk collects the money and redistributes it to the state.
41

42 *Election Assistance/Accessibility Grant Fund*

43 Two grants, \$20,000 State Board of Elections Voter Registration and \$21,080.77 Federal Help America
44 Vote Act Phase III, comprise the revenue for this fund.
45

46 *Automation Fund*

47 A portion of an employee's salary that was paid from this fund will be charged to the General Corporate
48 Fund in FY2014. Revenue remains fairly stable as this money comes from a fee surcharge. The \$38,000
49 expense in Furnishings & Office Equipment will probably not be spent which will result in a higher fund
50 balance.
51
52
53
54

1 County Recorder – Barb Frasca

2 *General Corporate Budget*

3 The recorder anticipates continued strong performance in the housing market next year which in
4 combination with the 13-month fiscal year results in an anticipated increase in revenue stamps for
5 FY2014. This budget does not include any fee increases that were recommended by Bellwether
6 Consultants.

7
8 *Automation Fund*

9 Revenues are projected to be relatively flat. The expenditures maintain the technology for the
10 recorder's office. One part-time employee is paid from this budget. The organizational chart differs
11 from the Full-Time Equivalent (FTE) History due to a vacant position. Ms. Berkson asked about the
12 increases in Professional Services, Equipment less than \$5,000 and Furnishings/Office Equipment. Ms.
13 Frasca replied that the Automation Fund pays for the operation of the Recorder's Office including the
14 software maintenance, updated technology and back index/imaging of the book documents. The
15 \$15,000 in temporary salaries allows for additional staffing if a sudden increase of recording documents
16 occurs. Of the potential fee increases for the Recorder's Office, all but one will impact the General
17 Corporate Fund. Ms. Schwartz commented that it was confusing to look at a balanced budget for the
18 Recorder, and still need fee increases. Ms. Busey explained that an overall look of the General
19 Corporate Fund at the October 1st meeting will help understand the big picture. Mr. McGuire noted that
20 the Recorder's FY2014 budget adds \$1,000,000 to the General Corporate Fund.

21
22 Supervisor of Assessments – Stan Jenkins

23 *General Corporate Budget*

24 The only revenue source is from state salary reimbursement which has remained consistent.

25
26 County Treasurer – Dan Welch

27 *General Corporate Budget*

28 The work volume for this office continues to increase. The revenues remain stable, and expenditures
29 are flat. Interest on delinquent taxes is money that has been received.

30
31 **Mr. Richards entered the meeting.**

32
33 *Working Cash Fund*

34 This fund has not been used in the past three years. It functions as a "rainy day" fund with a fixed and
35 limited amount of money. The fund is available to supplement other borrowing sources. Any interest
36 earned on this fund is paid to the General Corporate Fund.

37
38 *Tax Sale Automation Fund*

39 Projected revenue has increased slightly and expenses are almost flat for FY2014. Real estate tax billing
40 process expenses are paid out of this fund. Recent changes in state laws now allow for e-mailing tax
41 bills. The implementation of this process is being researched by the Treasurer.

42
43 **Mr. Quisenberry left the meeting.**

44
45 Mr. Welch stated that he intends to test e-mailing tax bills with people who get the bills for
46 informational purposes only. In this case, the bills are paid by a third-party as in a mortgage company.
47 The problem with e-mailing tax bills is the lack of MICR encoding to input the information in the
48 treasurer's database. The savings with e-mailed bills in postage, paper and staff time will probably not
49 be significant. Taxpayers are expecting this information on-line and have to make the request in writing.
50 Mr. Welch noted that his department saved \$9,000 on consolidating tax bills sent to a single location.

1 *Property Tax Interest Fee Fund*

2 This fund is established by statute to allow for interest to be paid for a court ordered refund of a tax sale
3 item sold in error. Accumulated amounts above \$100,000 are paid to the General Corporate Fund
4 annually.
5

6 Planning & Zoning – John Hall

7 *General Corporate Budget*

8 Revenue comes from zoning use permits and zoning/subdivision fees. The Zoning Administrator has
9 provided a \$2,199 line item justification change for increased legal notices and advertising due to higher
10 numbers of zoning cases and costs.
11

12 Mr. James would like to see the backlog of enforcement cases reduced by half. Mr. Hall noted that his
13 department is so small that any absenteeism has a large impact on the workload. He has requested a
14 program change to add intern staffing (\$14,732) to help reduce the backlog of enforcement cases and
15 assist in other office duties. Ms. Petrie suggested moving a RPC planner to Planning & Zoning to have
16 another professional on staff to assist with duties. She also thought more money should be allocated to
17 conferences and training. Ms. Petrie also considered a reduction in the per diem paid to the Zoning
18 Board of Appeals members. Mr. Alix thought with the use of interns that probably more enforcement
19 cases would be resolved than anticipated. Mr. Hall pointed out that new needs like the National
20 Pollutant Discharge Elimination System Notice of Intent will require more staff time. Discussion
21 followed.
22

23 Veterans Assistance Commission Program – Brad Gould

24 *General Corporate Budget*

25 The Champaign County Veterans Assistance Commission Program (VACP) was established on 12/1/12.
26 There are no revenues with this budget, and the expenditures come out of the General Corporate Fund.
27 This program provides emergency assistance to the Veteran population in Champaign County which is
28 the 13th largest in the state. In FY2014, the total annual amount allocated for veteran's needs is
29 anticipated to be \$80,000.
30

31 Mr. Maxwell asked how the \$80,000 in veteran's assistance is used. Mr. Gould replied that the general
32 services include rent and utility assistance, food vouchers and mortgage payments. Mr. Maxwell would
33 like to see veterans get a chance at the many employment opportunities at Champaign County. Mr.
34 Gould responded that he receives all job postings for Champaign County, and recently a veteran was
35 hired as a bus driver for Head Start. To market this program, Mr. Gould has made presentations to all
36 local veterans' organizations, and the Salvation Army has been referring vets to this office. Of the
37 veterans that have contacted this program, approximately 10-12% are women. Mr. Rosales suggested
38 contacting the Assistant Dean to Veterans Affairs at the University of Illinois for possible collaborations.
39 Mr. Gould has talked to Dr. Osborne at the University and Dr. Taylor at Parkland College.
40

41 Circuit Clerk – Katie Blakeman

42 *General Corporate Budget*

43 Most of the Circuit Clerk's personnel and operations are funded through this budget. Revenue has been
44 declining in recent years with reduced traffic and civil filings. In 2014, a finance position will move to the
45 Operations and Administrative Fund. Previously, a \$60,000 transfer from the Operations &
46 Administrative Fund to the General Corporate Fund had covered the salary for that position.
47

48 *Support Enforcement Fund*

49 This is a General Corporate Fund budget which provides and collects information regarding child
50 support. The state is changing its reimbursement calculations which translate to a 20% decrease in
51 funding. To offset the declining revenue, the fringe benefits for the full-time position will now be paid
52 by the various fringe benefit accounts separate from the General Corporate Fund. The fringe benefit
53 costs are still used as part of the match for the state grant.
54

1 *Court Automation Fund*

2 This fund is controlled by the Circuit Clerk and Circuit Court. Expenditures include technology/software
3 for both departments and the salary of the Justice Technology Coordinator in the IT Department. The
4 expenses continue to increase while the fee revenue remains flat. This fund will have a deficit balance
5 at the end of FY2013 and a greater deficit in FY2014. The Circuit Clerk has recommended a fee increase
6 to offset the deficit which will be considered at the Committee of the Whole (COW) meeting on 10/1.
7

8 *Child Support Service Fund*

9 Expenditures include maintaining child support records, processing support orders to the state and
10 recording payments issued by the State Disbursement Unit for the official record of the Court. The \$36
11 annual fee assessed to the payors of child support was suspended for the prior two calendar years. Its
12 collection has been resumed. Discussion followed.
13

14 *Operation and Administrative Fund*

15 This fund provides the Circuit Clerk with revenue to pay for its general operation. The fund started in
16 FY2011. Previously, the Circuit Clerk transferred \$60,000 to the General Corporate Fund to offset the
17 personnel cost for the Circuit Clerk's operation. As discussed earlier, a finance position with fringe
18 benefits has been added to this Fund, resulting in discontinuing the transfer to the General Corporate
19 Fund.
20

21 *E-Ticketing Fund*

22 This Fund was established 1/1/11. The fee revenue was intended for the purchase or creation of an e-
23 citation program authorized last year by the Illinois Supreme Court. The \$20,000 annual fee has been
24 collected for the FY2012-13 with no expenditures in anticipation of building a fund balance to purchase
25 equipment when the Circuit Clerk is ready to launch the e-ticketing program. This will be a county-wide
26 initiative that must have a fully functional Automated Disposition Reporting (ADR) system in place and
27 approved before this program can begin. The ADR system is a delivery system already included in the
28 JANO maintenance contract – there is no additional cost.
29

30 *Court Document Storage Fund*

31 This fund receives revenue from a \$5.00 fee assessment on almost all court cases. Ms. Blakeman
32 recommended a potential fee increase for this fund which will pay for any initiative that is related to the
33 storage of documents. Expenditures continue to increase while the revenue remains flat. Ms. Blakeman
34 will present in the October COW meeting two scenarios – increasing the fee to \$10 and \$15. Potential
35 future expenses include upgrading the rolling file cabinets, replacing the floor under the file cabinets and
36 imaging/microfilming projects.
37

38 *Jury Commission Fund*

39 Only personnel costs are associated with the fund. This budget includes the change for the jury
40 coordinator position that was approved last month by the County Board.
41

42 Circuit Court – Roger Holland

43 *General Corporate Budget*

44 The Circuit Court's budget is largely unchanged other than including 13 months of expenditure. There is
45 no revenue associated with this fund. Mr. Kibler asked why there is a separate line item for the judges'
46 salary increase. Mr. Holland responded that the judges are state employees, not County. Contract
47 attorneys are used for a variety of reasons, and are more cost-effective since appointed attorneys
48 charge an hourly rate. These contract amounts have not been raised in many years. The organizational
49 charts show all employees involved in the Circuit Court while the FTE History reflects only County
50 employees. Mr. Alix thanked all efforts by the Circuit Court for their efforts in the retrial services
51 program.
52
53
54

1 *Law Library*

2 This budget reflects a fee increase from \$10 to \$17. With new legislation, this fee can be used to
3 provide greater assistance through the self-representation Helpdesk. This fee also covers expenditures
4 providing Westlaw legal materials to the public. Mr. Richards noted a decline in patrons using the self-
5 representation Helpdesk. Mr. Holland responded that the law library hours are unchanged, and it is the
6 result of fluctuation.
7

8 Public Defender – Randy Rosenbaum

9 *General Corporate Budget*

10 The state salary reimbursement remains consistent which is a portion of the Public Defender's total
11 salary. Court fees and charges are projected to decline in FY2014. These are the public defender fees
12 ordered by the judiciary. The Public Defender has a request for an operational change to reinstate
13 staffing that was previously cut – a part-time social worker, part-time investigator and full-time
14 secretary. These staffing changes have been phased in from FY2014-2016.
15

16 Mr. Kibler commented that the public's general perception is that the Public Defender's office is under-
17 staffed and perhaps more attorneys are needed. Mr. Rosenbaum acknowledged that the caseload is
18 higher than it should be. However, support staff is needed to make the office function more efficiently
19 which allows the attorneys focus on the cases. Ideally, Mr. Rosenbaum would like a full-time social
20 worker and investigator but he is cognizant of the fiscal constraints of the County budget. Ms. Schwartz
21 suggested that if the additional staffing could expedite the disposition of cases, perhaps the operational
22 request for additional personnel should be for FY2014 and not phased in. Mr. Alix thought it would be
23 helpful if there was a way to quantify the number of people that would not be incarcerated as a result of
24 the additional staffing. Preliminarily, the social worker position will work with the pre-trial services
25 program, connecting services with those being released from jail and assisting the lawyers with
26 mitigation. Discussion followed.
27

28 Sheriff – Dan Walsh

29 *Law Enforcement Budget*

30 This is a General Corporate Fund budget. Presently deputies are conducting weekly in-person Electronic
31 Home Detention (EHD) checks which reduce the jail population but add to patrol duties. Additionally, a
32 deputy is participating in drug court and drug court home checks. This funding will likely end but the
33 Sheriff intends to continue providing the deputy part-time for those services. The revenue increase
34 relates to a recently negotiated contract with Savoy and the 13-month budget. The Sheriff's fees will
35 increase. On the expenditure side, personnel costs for FOP positions with the exception of corrections
36 officers may change as contracts end on 11/30/13. Line justification requested increases include
37 \$150,000 to reinstate the vehicle allowance to the 2007-08 level, \$17,000 for vehicle maintenance and
38 \$102,700 for the METCAD contribution. The total increases for the Sheriff's Law Enforcement budget
39 request is \$269,700.
40

41 **Mr. Rosales left the meeting.**
42

43 Mr. Kibler asked if additional money will come in from the new conceal/carry law. The Sheriff
44 responded that fingerprinting fees may rise to \$30-\$40 each. The expense per capita number is larger
45 since the Sheriff is responsible for providing services to the unincorporated areas of Champaign County.
46 In 2014, \$30.41 is the annual expense per citizen of Champaign County for maintaining a jail.
47

48 *Correctional Center Budget*

49 This is a General Corporate Fund budget. The number of bedded prisoners has gradually increased, and
50 the Sheriff is working with the Criminal Justice System's stakeholders and ILPP to work on the reduction
51 of those numbers. The revenue from the EHD has increased to keep people out of jail. Requested line
52 item justifications are due to increased contracts for stock drugs, medical/dental/mental health services,
53 professional services (prisoner transport and EHD technology) and food service. Mr. Hartke asked if the
54 Jail Booking-In fees are paid by the cities of Champaign and Urbana when they bring a prisoner to the

1 jail. The Sheriff replied that there are two fees – 1) \$25 paid by the cities for prints and photo and 2) the
2 bond-out fee provided by statute. Discussion followed.
3

4 Ms. Schwartz inquired about the 60% increase in regular full-time employees. Part of the increase is
5 related to a change for correctional officers who used to be paid out of the Officer's SLEP salaries and
6 are now charged to a civilian salary. Ms. Petrie commented on the increase for food service. The Sheriff
7 stated that this line item is funded assuming maximum occupancy of the jails. The Conferences and
8 Training line item is adequately funded to fulfill the basic requirements. Ms. Cowart asked what services
9 are paid from the Medical/Dental/Mental Health line item. The Sheriff explained that this line item pays
10 for individual prisoners' medical care, and the largest component is the medical and mental health
11 contracts. Discussion followed.
12

13 *Sheriff's Merit Commission*

14 Three commissioners are appointed by the Sheriff and approved by the County Board. The
15 commissioners review and recommend applicants to hire as deputy sheriff and review law enforcement
16 disciplinary matters. The commissioners are outside civilians and not a part of the Sheriff's organization.
17 Mr. Hartke asked if veterans get preference in the deputy positions. The Sheriff explained that they get
18 additional consideration because their skills fit well within the paramilitary structure of the organization.
19 Discussion followed.
20

21 *Emergency Management Agency*

22 This is a status quo budget – revenues and expenditures remain the same.
23

24 *Sheriff's Drug Forfeitures Fund*

25 The money collected in this fund is used to enhance drug enforcement by the Sheriff's office. These
26 initiatives must not supplant any appropriated operating budget. Any interest earned on these funds
27 must be used for drug enforcement purposes. Expenditures match anticipated revenues. The revenue
28 can include seized cash as part of a drug transaction, vehicles or the occasional real estate forfeiture.
29 The dog was a one-time purchase using drug money.
30

31 *Jail Commissary Fund*

32 The inmate commissary fund is established and maintained based on statutory authority. The services
33 are provided through a contract vendor. Any commission earned on a sale goes into the Commissary
34 Fund, and ultimately this money will be use and benefit of the prisoners. In FY2013, an investment was
35 made for the replacement of the inmate phone system to provide improved phone services for the
36 inmates and the opportunity for video visitation.
37

38 *County Jail Medical Costs Fund*

39 The Sheriff collects a \$10 fee for each conviction or order of supervision on a criminal case. This revenue
40 line is diminishing as it is transferred to the Sheriff's Correctional Center Budget to offset the cost of
41 providing medical services to the inmates.
42

43 State's Attorney

44 *General Corporate Budget*

45 This is a status quo budget. Ms. Petrie would like to see the number of diversions in the Performance
46 Indicators.
47

48 *Support Enforcement Fund*

49 The budget shows a significant drop in revenue corresponding to the state's contract change in
50 reimbursement calculations. Employees' fringe benefits costs are not coming out of this budget since
51 those costs are not paid from the contract with the state.
52
53
54

1 *Drug Asset Forfeiture Fund*

2 The State's Attorney manages this fund so the expenditures are within the revenues that are available.
3 The fund balance remains stable.
4

5 *Automation Fund*

6 This is a new fund for the State's Attorney that was created last year. The FY2013 projected balance has
7 been reduced to \$12,000 from \$14,000. Ms. Busey anticipates that this money will be used to fund
8 some of the technology needs in the Capital Asset Replacement Fund for the State's Attorney's Office.
9

10 *Victim Advocacy Grant*

11 This money pays for the Victim Advocacy Director. The grant does not pay as much of total salary as it
12 had previously. A transfer from the General Corporate Fund makes up the difference in the salary. Last
13 year, a person who retired had most of their salary paid from this fund. The State's Attorney has moved
14 a full-time employee into this position that was at a higher salary level.
15

16 Probation Court Services – Roger Holland

17 *Juvenile Detention Center (JDC)*

18 Most of the operating expenses of the Juvenile Detention Center are from personnel costs which are
19 subsidized by the Administrative Office of the Illinois Courts and Probation Service Fees Fund. While this
20 is a General Corporate Fund budget, salaries are largely covered by other sources. Two line item
21 justifications include increases for gas/oil and the medical/dental/mental health contracts.
22

23 Champaign County has a contract with Piatt County to house their detainees if needed. The population
24 on average is 50% of capacity but varies within the year. Mr. Alix wondered if the services at JDC could
25 be marketed to other counties for additional revenue. Mr. Holland explained that the decision to use
26 our facility depends on the county. The JDC is open to any revenue source as long as it leaves sufficient
27 space for our needs. Ms. Busey noted that the Sangamon County Board has commissioned a study to
28 look at regionalized detention services throughout central Illinois. This could be an opportunity to
29 market the JDC's excellent services and excess capacity to other counties. In the indicators, Mr. Alix
30 would like to see the number of juveniles on probation. The number of officers per juvenile is mandated
31 by a state formula.
32

33 Court Services – Roger Holland

34 *General Corporate Fund*

35 The salaries in this budget are partially reimbursed by the Administrative Office of the Illinois Courts and
36 the remainder by the Probation Service Fund. There are modest increases in the reimbursement rates
37 for these positions for FY2014. A line item justification is proposed for increased gas/oil expenses.
38

39 *Probation Services Fund*

40 This is a fee-funded budget to support a variety of initiatives related to probation and court services
41 including public service work projects like county-wide recycling. It also funds programs, services and
42 operational expenses for clients. The revenue is beginning to level off in FY2014.
43

44 Ms. Petrie would like to know how the money in Professional Services is used. Mr. Holland replied that
45 some of the services are listed under the Performance Indicators. The Conferences & Training line item
46 covers mandatory training for probation officers.
47

48 *Juvenile Intervention/Court Services Operations Fees*

49 This is a department budget within the Probation Services Fund. Revenue includes grant money that
50 was rolled over and additional revenue from a newly fee authorized in 2012 for Juvenile Detention
51 Center programs. The Judiciary is planning a program on how to use this money.
52
53
54

1 Coroner – Duane Northrup

2 The coroner was able to purchase a new walk-in cooler/freezer through two grants from the C-U Public
3 Health District and Carle Foundation Hospital. This will increase the storage capacity of the morgue
4 from three bodies to 12. The number of deaths continues to increase as do the requirements for
5 investigation. The coroner has some X-ray equipment that failed this year which will be replaced from
6 the Capital Asset Replacement Fund in FY2014.
7

8 Due to the shortage in staffing, funds have been shifted to Temporary Salaries & Wages from the
9 Medical Services line item to pay for part-time deputy coroners as assistants for autopsies, rather than
10 paying the medical services provider for those services. This should help cover the additional case loads
11 more efficiently. Discussion followed.
12

13 Information Technology (IT) – Andy Rhodes

14 *General Corporate Budget*

15 The Information Technology Department provides centralized services for all General Corporate Fund
16 offices by paying for copiers/printers, phone service through PRI technology, software maintenance for
17 Kronos and internet services. The revenue from invoicing other special revenue funds throughout the
18 County for services provided by the IT staff has increased. A line item justification for expanded
19 photocopying services is included to cover the cost of the Xerox contract.
20

21 Physical Plant – Kirk Kirkland

22 *General Corporate Budget*

23 The rent line item has increased by \$420,000 for the ILEAS lease payment. Ms. Busey discussed several
24 line item justifications. A \$750,108 increase was requested for a transfer to Capital for roof and primary
25 equipment replacement. Ms. Petrie noted the utility line items for the physical plant budget is large so
26 any savings in energy efficiency could translate to a significant savings. She would like to see the savings
27 in utilities as a result of the lighting efficiency grant in the Performance Indicators. Mr. James
28 commented that there was a report concerning the kilowatt hour reduction from the light replacements
29 but the electricity cost had increased which makes it difficult to determine a cost savings. Ms. Petrie
30 would also like to know the amount spent on mowing the County's campus.
31

32 County Board

33 *General Corporate Budget*

34 There are two on-going special projects in the FY2013 budget:

- 35 • Attorney's fees for a legal challenge regarding the storage of PCBs at the Clinton Landfill
- 36 • Professional services for a consortium of governments working on the protection of the
37 Mahomet Aquifer

38 If that money is not spent in FY2013, it will be re-encumbered for FY2014. The largest revenue source is
39 from the cable TV franchise which is stable.
40

41 Administrative Services

42 The budget is status quo with the exception of anticipated cost of the Deputy County Administrator of
43 Finance salary in the FY2014 personnel projection.
44

45 **Mr. Hartke left the meeting.**
46

47 Champaign County Extension Education

48 The revenue from this fund comes exclusively from property tax. At the time of the budget request,
49 Extension Education only requested the 1.7% which is \$415,944. Since that time, the actual property tax
50 portion (\$421,030) for Extension Education was calculated to PTEL. This budget can be increased by the
51 approximately \$5,000 difference or re-appropriated to something else in the property tax. Ms. Petrie
52 commented that she would like to see the accounting of this money, meeting minutes and members of
53 their Board disclosed on their website. Discussion followed.
54

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Regional Office of Education

There is no revenue associated with this budget other than that contributed from Champaign and Ford counties. Champaign County's portion is \$226,369.

General County

This fund receives the majority of the revenues for the General Corporate Fund. The revenues reflect the property tax increase of 2.76% over FY2013, a 2% increase in 1¢ Sales Tax, a 2% increase in the 1/4¢ Sales Tax and a 3% increase in income tax. Notable expenditures include a transfer of \$246,401 to Capital Asset Replacement to fund future reserves and \$2.9 million for General Corporate Fund employees' health insurance.

Mr. James asked where the hotel/motel tax goes. Ms. Busey replied that it goes to offset the Sheriff's costs in supporting events like the County Fair. The Corporate Property Tax Replacement Tax looks to have a significant increase from the state in FY2014.

v. Adjournment

There being no further business, Mr. Kurtz adjourned the meeting at 9:46 p.m.

1 CHAMPAIGN COUNTY BOARD
2 **BUDGET HEARING MINUTES**
3

4
5 **LEGISLATIVE BUDGET HEARINGS**

6 **Wednesday, August 28, 2013**

7 **Brookens Administrative Center, Lyle Shields Meeting Room**

8 **1776 E. Washington St., Urbana**
9

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

16 **MEMBERS ABSENT:** None
17

18 **OTHERS PRESENT:** Leanne Brehob-Riley (GIS Director), Deb Busey (County Administra-
19 tor), Catherine Emanuel (Nursing Home Board of Directors Chair),
20 Scott Gima (MPA), Kay Rhodes (Administrative Assistant)
21

22 **CALL TO ORDER**
23

24 County Board Chair Kurtz called the hearing to order at 6:02 p.m.
25

26 **ROLL CALL**
27

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

32 **APPROVAL OF AGENDA/ADDENDUM**
33

34 **MOTION** by James to approve the agenda; seconded by Jay. **Motion carried with unani-**
35 **mous support.**
36

37 Rosales and McGuire entered the hearing at 6:06 p.m.
38

39 **BUDGET PRESENTATIONS**
40

41 **GIS Consortium**

42 Leanne Brehob-Riley, Director of the GIS Consortium presented the GIS Consortium budget.
43 Brehob-Riley explained that the Consortium was created in 2002 through an Intergovernmental
44 Agreement between the City of Urbana, the City of Champaign, the University of Illinois, the Vil-
45 lage of Mahomet, the Village of Savoy, the Village of Rantoul, and the County of Champaign. As

46 per the Intergovernmental Agreement, a GIS Policy Committee was created to provide oversight of
47 the GIS Consortium.

48

49 Brehob-Riley explained that on December 1, 2012 the Lead Agency responsibilities of the
50 GIS Consortium transitioned from the Champaign County Regional Planning Commission to Cham-
51 paign County. She explained that the majority of the funding for the Consortium comes from the enti-
52 ties named in the Intergovernmental Agreement. She stated that additional funding comes from some
53 outside contracts, for example a contract with Piatt County to build applications.

54 Brehob-Riley explained that due to the shift in the County fiscal year, the FY2014 budget
55 expenditures exceed revenue. While the annual member contributions remain unchanged, the
56 requirement for a 13-month budget in FY2014 presents incoming revenue timing issues, which
57 cause this situation. As approved by the GIS Consortium Policy Committee, money from the
58 fund balance will be utilized to cover the expenditures during the transition period.

59 Brehob-Riley pointed out that there will be a revenue increase at the end of FY2013 due to
60 cost savings realized by switching Lead Agency responsibilities from the Regional Planning
61 Commission to Champaign County. An expenditure of approximately \$25,000 is planned in
62 FY2014 to purchase equipment for aerial photography. The fund balance will grow in FY2015 and
63 FY2016 due to the return of a 12-month budget and because an annual aerial photography assess-
64 ment would be collected from each of the member agencies.

65 Alix pointed out there were many other additional agencies who utilize the GIS Consorti-
66 um, such as the U-C Sanitary District and the Drainage Districts, and these are also a source of
67 revenue. Petrie asked how the Consortium membership is calculated. Brehob-Riley explained that
68 a base amount was established and then a per capita calculation was made. Busey explained that
69 the calculation is slightly different because the County has the benefit of collecting the recording
70 fee for GIS, which is paid by the entire County. Busey stated that the County portion is the largest
71 because of this and that is why Champaign County is the Lead Agency.

72

73 Jeff Kibler entered the hearing at 6:10 p.m.

74

75 Nursing Home Fund

76 Gima introduced Ms. Emanuel, Chair of the Nursing Home Board of Directors. Gima high-
77 lighted the main budget assumptions for the Nursing Home fund and these were census/program de-
78 velopment, reimbursement rates, salaries, and non-labor expenses. He said the current year-to-date
79 census as of July 2013 was 186.7 residents. Gima stated the census projection for the FY2014 budget is
80 195 residents and Medicare does not drive this, the increase is driven by an increase in Medicaid and pri-
81 vate pay census.

82

83 Carter and Cowart entered the hearing at 6:15 p.m. Richards entered the hearing at 6:22 p.m.

84

85 Gima stated that Medicaid rates would increase by \$4.52/day. He said the current Medicaid rate,
86 including the intergovernmental transfer, was Private pay rates would increase 5% and Medicare would
87 increase 1.8% effective October 1, 2013. He stated the current census is 17.7 for Medicare residents.
88 Gima explained that his higher census projections for FY2014 were because the average number of ad-
89 missions per month this year is tracking at a higher rate than FY2012. He said the higher numbers in

90 June and July point to the changing referral pattern and that Carle Clinic is adding additional resources to
91 the nursing home.

92
93 Gima said that private pay rates would increase by 5%. Medicare rates would increase by
94 1.4%. Gima stated that the current Medicaid rate is \$150.57 per day. The 2014 rate is projected at
95 \$155.09, which is the expected rate under the new Medicaid reimbursement system. The \$4.52 per
96 day rate change will add \$155,000 in annual revenue.

97
98 Gima listed the following assumptions used to project the FY2014 expenses: all wages in-
99 creased by 1%; health insurance increased by 12%; and IMRF employer rate dropped from 21.35%
100 to 20.87% of wages; however, the budget does not reflect this decrease in expense. Most non-labor
101 expenses were increased by 1%.

102 Gima said he did not include capital items in FY2013. The capital items included in the
103 FY2014 budget are Electronic Health Records - \$75,000; Adult Day Care Outpatient Rehabilitation
104 Equipment - \$50,000; Dryer lint remediation system- \$50,000; and Dietary equipment - \$50,000.

105 Gima stated that the Champaign County Nursing Home had improved its relationship with the
106 provider community and increases in admissions reflect this. June and July showed a record-breaking
107 number of admissions of 39 and 38 respectively. There was also an introduction of financial incen-
108 tives for acute care providers to work with better performing Skilled Nursing Facilities: to reduce re-
109 admissions – INTERACT; improved medical management. The Medicare-Medicaid Alignment Ini-
110 tiative Program in 2014 will provide additional opportunities to be a strong Skilled Nursing Facility
111 provider in the program.

112
113 Public Safety Sales Tax Fund
114 Busey explained there were four department budgets within the Sales Tax Fund. She ex-
115 plained the summary gives an overview of the entire fund. Sales Tax revenue is budgeted at a 2.0%
116 increase over FY2013 projected revenues, which are currently 2.0% ahead of FY2012 actual. She said
117 \$121,183 is budgeted for software maintenance for the Courts Technology System (JANO and New
118 World); \$128,142 is budgeted to be transferred to the Capital Asset Replacement Fund for technology
119 needs of the criminal justice system offices; \$230,613 is budgeted as the 5% revenue designated for
120 delinquency grant funding. She said \$891,000 is budgeted for transfer to the General Corporate Fund
121 to offset the utilities costs for the public safety buildings. She said \$6.2 million is budgeted for debt
122 service, which means this budget is a deficit budget because the County will make two annual princi-
123 ple payments on the debt that is paid by the Public Safety Sales Tax Fund and three semi-annual in-
124 terest payments.

125 Alix reminded everyone that this is a draft of the FY2014 budget and the final budget is
126 pending the results of the ILPP Assessment Study. He felt that the expenditures from the Public
127 Safety Sales Tax Fund should reflect the intended purpose more closely. He did not think that utility
128 costs were in-line with the intended expenditures. Some new items, such as personnel cost for the
129 Sheriff for the new Inmate Classification Program.

130 Busey stated that the tentative FY2014 budget was status quo and reflected past budget prep-
131 aration. Busey understood that changes would be made after the ILPP final report, but pointed out

132 that the FY2014 budget as presented is revenue positive in the amount of \$9,540. The budget was
133 consistent with County Board policy and balanced. Discussion followed regarding the need to set
134 aside monies to implement new programs based on the ILPP final report, expected in September
135 2013.

136

137 GIS Fund

138 Busey explained several municipalities and government entities participate in the GIS Con-
139 sortium. However, the main source of revenue comes from County recording fees paid by all the res-
140 idents of Champaign County. She said the recording fees revenue projection for FY2013 is conserva-
141 tive at \$275,000. The expenditure budget covers \$7,500 for mapping software licensing and mainte-
142 nance for the County Clerk and Supervisor of Assessments Offices; \$255,790 to pay the County's an-
143 nual membership fee to the GIS Consortium; and \$14,375 which is the County's contribution to-
144 ward aerial photography.

145

146 Capital Asset Replacement Fund

147 Busey said this fund had been established in 2002 so the General Corporate Fund depart-
148 ments of the County could amortize the cost of capital assets and create a 5-year replacement plan
149 for technology, vehicles, furniture, and office equipment. In 2006, Capital Improvements was added
150 to this fund as well. She explained this fund worked well from 2002-2007; items were replaced and
151 maintained on schedule. However, since 2008 the County has been unable to fund the replacement
152 of items. Every year the amount of funds needed to replace capital assets has grown more and more.
153 The only exception was in 2010 when the County deposited the ILEAS rent payment into the Capital
154 Fund. Last year the County budgeted \$123,000 from the General Corporate Fund to in order take
155 care of replacement needs. In FY2014, \$246,000 is budgeted for replacement needs. Busey said that
156 pursuant to direction from the County Facilities Committee \$750,108 for facilities projects was
157 budgeted.

158

159 Nursing Home Debt Service Fund

160 Busey explained the Nursing Home Debt Service Fund was for the repayment of
161 \$19,925,000 in general obligation bonds issued in FY2003 to finance the replacement of the Cham-
162 paign County Nursing Home. This fund, like all debt service funds, will have two annual principle
163 payments and three semi-annual interest payments, which creates an additional payment in the
164 FY2014 budget of approximately \$1.25 million.

165

166 General Corporate Fund Debt Service

167 Busey explained this budget was for the repayment of two different bond issues. The first was
168 \$4,000,000 in general obligation bonds (general sales tax alternate revenue source) issued in FY2006
169 to finance additional costs of the Nursing Home Construction Project. The alternate revenue source
170 for repayment is the County's 1% sales tax. In FY2010, the Nursing Home operating budget assumed
171 responsibility for the debt service on this bond obligation and continues to do so. The County contin-
172 ues to set aside the sales tax revenue as required by the bond covenants. Busey explained the second
173 was \$700,000 in general obligation bonds (general sales tax alternate revenue source) issued in
174 FY2007 to finance a portion of the County Highway Fleet Maintenance Facility. The alternate reve-
175 nue source for repayment is the County quarter-cent sales tax.

176

177 Busey explained that because of the 13-month fiscal year that is included with FY2014, there
178 would be 13 months of safety sales tax revenues posted, and the semi-annual bond payments due on
179 January 1, 2015 will actually be paid out of the FY2014 budget, because those payments are made
180 in December. The revenue line reflecting reimbursement from the Nursing Home Fund for the actu-
181 al bond payments made increased as well.

182

183 Public Safety Sales Tax Fund-Debt Service

184 Busey said the additional payment is \$2.8 million and monies for these debt payments are
185 accrued in the Public Safety Sales Tax Fund.

186

187 ERI Debt Service

188 Busey said this budget was for repayment of bonds issued in 2006 to repay an IMRF Early
189 Retirement Incentive debt and the final payment will be in December.

190

191 Highway Facility Debt Service Fund

192 This fund is for the repayment of \$1,480,000 of bonds issued in 2007 to pay for a portion of
193 the construction of the Highway Facility. The additional payment in FY2014 is \$175,000 in principle
194 and \$11,794 in interest.

195

196 Courts Construction Fund

197 Busey said the only project scheduled to be paid for out of this fund is the exterior masonry
198 renovation and repair of the Courthouse and annex. She said \$179,000 is budgeted in FY2014.

199

200 Highway Facility Construction Fund

201 Busey said the goal is to close this fund out in FY2014. There is \$155,500 left in this fund,
202 which will be transferred back to the Motor Fuel Tax Fund.

203

204 202 Art Bartell Construction Fund

205 Busey said she would like to close this out in FY2014. The current balance is \$37,946 and
206 there is one issue with the easement so that is why the funds are still there but after this is addressed,
207 the County Board can decide what to do with the remaining funds.

208

209 IMRF Fund

210 Busey said the FY2014 IMRF Rates for Regular IMRF and SLEP decreased slightly over the
211 FY2013 rates. Regular IMRF decreased from 10.3% to 9.92% of payroll and the SLEP rate de-
212 creased from 21.35% to 20.87%, which is a 2.2% decrease rate. She said the Elected County Offi-
213 cials rate also increased from 73.9% to 157.63% of payroll. The increase is driven by the fact that
214 two eligible elected officials retired at the end of 2012, which leaves only two elected officials sala-
215 ries upon which the ECO rate is applied in FY2014.

216

217 Social Security Fund

218

219 This fund is the employer portion of the Social Security program. The FICA remained stable
220 at 7.65%. The 13-month budget causes an 8% increase in the total expenditure. The General Corpo-
rate Fund portion of the total Social Security budget is \$1,757,388 and is paid through a property tax

221 levy. The allowable increase in levy for FY2014 under the "tax caps"/ PTELL (Property Tax Extension
222 Limitation Law) calculation is 2.76% resulting in a \$43,576 increase. To cover the required
223 , the tax caps applied to the property tax have not allowed the revenue to keep pace with the
224 annual required contributions. The property tax would have to be increased by 19.9% to meet the
225 actuarial and premium expenditure demand. However, it is improving. In 2012, there was a shortfall
226 of revenue to expenditure of \$408,957, and by FY2014, the shortfall is cut in half to \$204,328. The
227 Self-funded Insurance Fund has a \$3.9 million projected balance at the end of FY2013. The combination
228 of these two funds creates a very healthy fund balance.

229

230 Health Insurance

231 Busey stated the current budget is an estimate and they would receive the final numbers on
232 health insurance next week, however she was comfortable with the estimate.

233

234 **ADJOURNMENT**

235

236 The hearing adjourned at 8:05 p.m.

237

238 Respectfully submitted,

239

240 Kay Rhodes

241 Administrative Assistant

242

243 *Secy's note: The minutes reflect the order of the agenda and may not necessarily reflect the order of business conducted at the meeting.*

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

4
5 **Finance/ Justice & Social Services/Policy, Personnel, & Appointments**
6 **Tuesday, September 10, 2013**
7 **Lyle Shields Meeting Room**
8

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

16 **MEMBERS ABSENT:** None
17

18 **OTHERS PRESENT:** Katie Blakeman (Circuit Clerk), Deb Busey (County Administra-
19 tor), Joshua Drake (Nursing Home Compliance Officer), John
20 Farney (Auditor), Scott Gima (MPA), Roger Holland (Courts
21 Administrator), Karen Noffke (Nursing Home Administrator),
22 Kay Rhodes (Administrative Assistant), Dan Walsh (Sheriff),
23 Dan Welch (Treasurer)
24

25 **CALL TO ORDER**
26

27 Kurtz called the meeting to order at 6:01 p.m.
28

29 **ROLL CALL**
30

31 Rhodes called the roll. Alix, Berkson, Carter, Cowart, Esry, Harper, Hartke, James, Jay,
32 Maxwell, McGuire, Michaels, Petrie, Quisenberry, Richards, Schroeder, Schwartz, and Kurtz
33 were present at the time of roll call, establishing the presence of a quorum.
34

35 Langenheim, Mitchell, Kibler, and Rosales entered the meeting after roll call.
36

37 **APPROVAL OF MINUTES**
38

39 **MOTION** by Carter to approve the August 13, 2013 Committee of the Whole minutes;
40 seconded by James. **Motion carried with unanimous support.**
41

42 **APPROVAL OF AGENDA/ADDENDA**
43

44 **MOTION** by Mitchell to approve the agenda/addenda; seconded by Esry. Alix re-
45 moved Finance item I-3 from the agenda. Amendment to Agenda approved by voice vote.
46 **Motion carried with unanimous support.**

47 **PUBLIC PARTICIPATION**

48
49 There was no public participation.

50
51 **COMMUNICATIONS**

52
53 Mitchell stated he had sent an email communication to County Board members regard-
54 ing tourism in Champaign County. Kurtz pointed to a communication from Ann Brown regard-
55 ing the continuation of the self-help desk at the courthouse.

56
57 **JUSTICE & SOCIAL SERVICES**

58 **Animal Control Update Presentation**

59
60 Joos, Animal Control Director gave a presentation on the 2012 Annual Report. Joos
61 said the number of registered dogs and cats remains steady. She said the County has an 80%
62 registration rate. She explained there are those who vaccinate their pets, but do not register
63 them.

64
65 Joos said there were 908 dogs and 640 cats were impounded. She said the majority of
66 the cats impounded were transferred to a local rescue group called Cattails, a small number
67 were transferred to the Humane Society, approximately one-third were euthanized, and some
68 were returned to their owner. The number of cats returned to owner has increased since the
69 2011 report and Joos credited the increased use of microchips. Joos said slightly less than half
70 of the dogs were returned to owner and a large number were euthanized as well.

71
72 Joos said that the majority of cats and dogs impounded came from the City of Cham-
73 paign and the second largest source is the unincorporated area of the County. Joos said that An-
74 imal Control continues to operate their dog and cat low cost or free surgery program. In 2012,
75 168 cats and 69 dogs were spayed or neutered at a minimal cost for low-income residents of
76 the County. They offer free spay or neuter for Pit Bulls and 77 surgeries were performed in
77 2012.

78
79 **MOTION** by Cowart to receive the 2012 Annual Report and place on file; seconded by
80 Mitchell. **Motion carried with unanimous support.**

81
82 **Monthly Reports**

83
84 **OMNIBUS MOTION** by James to receive the monthly reports for Animal Control:
85 July 2013; EMA: August 2013; Head Start: July 2013; Probation & Court Services: July 2013;
86 Public Defender: July 2013 and Veterans' Assistance Commission: August 2013 and place on
87 file; seconded by Kibler. **Motion carried with unanimous support.**

88
89 **Other Business**

90
91 There was no other business.

92 Chair's Report

93

94 Berkson explained that she put together a list of the costs for new programs and ser-
95 vices recommended by the Community Justice Task Force. She said these costs should be inte-
96 grated into the FY2014 budget.

97

98 **POLICY, PERSONNEL, & APPOINTMENTS**

99 Appointments/Reappointments

100

101 **MOTION** by Kurtz to recommend County Board approval of a resolution authorizing
102 the appointment of Jama Lyn Thomas as the Resident Commissioner on the Champaign Coun-
103 ty Housing Authority Board, term 9/19/13-7/31/15; seconded by Langenheim. Kurtz said he
104 had three applicants whom he reviewed extensively and was confident with his selection.

105

106 Petrie said she would not support the nomination because she had not been able to
107 speak with all the applicants. **Motion carried.**

108

109 **MOTION** by Kurtz to recommend County Board approval of a resolution authorizing
110 the appointment of Earl Woller to the Somer #1 Drainage District, term ending 8/31/16; se-
111 conded by Esry. **Motion carried with unanimous support.**

112

113 **MOTION** by Kurtz to recommend County Board approval of a resolution authorizing
114 the appointment of Roger Armstrong to Drainage District #2 Town of Scott, term ending
115 8/31/16; seconded by Jay. **Motion carried with unanimous support.**

116

117 **MOTION** by Kurtz to recommend County Board approval of a resolution authorizing
118 the appointment of Bryan Schluter to the Harwood and Kerr Drainage District, term ending
119 8/31/16; seconded by James. **Motion carried with unanimous support.**

120

121 **MOTION** by Esry to recommend County Board approval of a resolution authorizing
122 the correction to the term of appointment on the Zoning Board of Appeals for Jim Randol, cor-
123 rect ending term 11/30/16; seconded by Berkson. **Motion carried with unanimous support.**

124

125 County Clerk

126

127 **MOTION** by James to receive the August 2013 report and place on file; seconded by
128 Mitchell. **Motion carried with unanimous support.**

129

130 County Administrator

131

132 **MOTION** by James to receive the Administrative Services August 2013 report and
133 place on file; seconded by Harper. **Motion carried with unanimous support.**

134

135 Busey said the 2013 Employee Recognition luncheon would be held October 29, 2013
136 at the Urbana Civic Center, 11:30 a.m. – 1:00 p.m. and the Nursing Home Employee Recogni-

137 tion would be held October 30, 2013, at 2:00 p.m., Busey encouraged County Board members
138 as well as the Nursing Home Board of Directors to attend.

139
140 Other Business

141
142 There was no other business.

143
144 Chair's Report

145
146 There was no Chair's report.

147
148 Semi-Annual Review of Closed Session Minutes

149
150 Quisenberry said the State's Attorney has recommended that the minutes remain
151 closed. **MOTION** by Mitchell to keep the Policy, Personnel, and Appointments Closed Ses-
152 sion minutes closed; seconded by Kibler. **Motion carried with unanimous support.**

153
154 Designation of Items for the County Board Consent Agenda

155
156 Items A2-5 were designated for the Consent Agenda.

157
158 **FINANCE**

159 Treasurer

160
161 **MOTION** by Kibler to receive the Treasurer's August 2013 report and place on file;
162 seconded by Cowart. **Motion carried with unanimous support.**

163
164 **MOTION** by Michaels to recommend County Board approval of a resolution authoriz-
165 ing the County Board Chair to assign a Mobile Home Tax Sale Certificate of Purchase perma-
166 nent parcel 20-032-0251; seconded by Mitchell. **Motion carried with unanimous support.**

167
168 Auditor

169
170 **MOTION** by James to receive the Auditor's August 2013 report and place on file; se-
171 conded by Kibler. **Motion carried with unanimous support.**

172
173 Monthly Nursing Home Report

174
175 **MOTION** by Kurtz to receive the monthly report and place on file; seconded by
176 Hartke. Hartke pointed out that VA referrals had increased. **Motion carried with unanimous**
177 **support.**

178
179
180
181

182 Labor Management Health Insurance Committee

183

184 **MOTION** by Esry to recommend County Board approval of a resolution authorizing
185 the FY2014 Health Insurance Plan for County employees; seconded by Harper. **Motion car-**
186 **ried with unanimous support.**

187

188 Budget Amendments/Transfers

189

190 **OMNIBUS MOTION** by Kibler to recommend County Board approval of resolutions
191 authorizing **Budget Transfer #13-00009** for Funds/Dept: 080 General Corporate and 075
192 General County-071 Public Properties in the amount of \$10,000 per the County Facilities
193 Committee direction for the repair and maintenance of the northeast parking lot at the
194 Brookens Administrative Center and **Budget Amendment #13-00046** for Fund/Dept: 080
195 General Corporate-071 Public Properties with increased appropriations of \$5,000 and no reve-
196 nue also for the repair and maintenance of the northeast parking lot at Brookens Administrative
197 Center; seconded by James. **Motion carried.**

198

199 **MOTION** by Kurtz to recommend County Board approval of a resolution authorizing
200 **Budget Amendment #13-00047** for Fund/Dept: 080 General Corporate-016 Administrative
201 Services with increased appropriations of \$17,351 and no increased revenue, from Fund Bal-
202 ance to pay for Deputy County Administrator/Finance employee for period September 30-
203 November 30, 2013; seconded by Langenheim.

204

205 Busey said the Deputy County Administrator/Finance Search Committee had narrowed
206 the candidates down to two individuals and would make a decision by the following week.
207 **Motion carried.**

208

209 **MOTION** by Rosales to recommend County Board approval of a resolution authoriz-
210 ing **Budget Amendment #13-00048** for Fund/Dept: 075 Regional Planning Commission-778
211 IDPH Afford Care Act-IACA with increased appropriations of \$20,000 and increased revenue
212 of \$20,000 to accommodate receipt of Illinois Department of Public Health grant award ob-
213 tained through a joint application with other community action agencies statewide; seconded
214 by Quisenberry. **Motion carried with unanimous support.**

215

216 Circuit Clerk & Circuit Court

217

218 **MOTION** by Kibler to recommend County Board approval of an ordinance authorizing
219 the Law Library fee increase; seconded by Kurtz. **Motion carried with unanimous support.**

220

221 **MOTION** by Kurtz to recommend County Board approval of a resolution authorizing
222 the Courts Automation Fund fee increase; seconded by James. **Motion carried with unani-**
223 **mous support.**

224

225 **MOTION** by Harper to recommend County Board approval of a resolution authorizing
226 the Document Storage Fund fee increase; seconded by McGuire. Blakeman pointed out that

227 she had provided new projected expenditure information listing the items she felt the Circuit
228 Clerk's office should pursue in the future. Blakeman stated that although a vote to increase the
229 fee to a statutory maximum of \$25.00 is expected to pass legislation next year, she did not plan
230 to come back to the County Board for another fee increase. **Motion carried.**

231

232 Nursing Home Board of Directors

233

234 **MOTION** by Kurtz to recommend County Board approval of the renewal of Compli-
235 ance Services Agreement with MPA for the Champaign County Nursing Home, term 9/1/2013-
236 6/30/2014; seconded by Berkson. Alix explained this agreement was a continuation of the
237 Agreement authorized by the County Board last year.

238

239 Gima introduced Joshua Drake, Nursing Home Compliance Officer and Karen Noffke,
240 Nursing Home Administrator who were also present to answer any questions. Gima provided
241 and update to the Board on the status of the implementation of the Nursing Home Compliance
242 Program so far. Items that had been completed were a Baseline Compliance Audit (starting
243 Point), document development, development of P & P (specific compliance risks), manage-
244 ment, and employee training, development of a training plan, and procedures to document the
245 completion and effectiveness of training. The Board of Directors is provided with implementa-
246 tion updates at each monthly meeting. The Board of Directors online self-study education con-
247 tinues.

248

249 Gima stated that in FY2014 the focus would be item five, Auditing and Monitoring
250 Procedure Development. They are developing a substantial Auditing and Monitoring Policy
251 book and it would be completed shortly. This will be presented to the Nursing Home and the
252 process of auditing and monitoring would begin. Petrie questioned why the table showed Au-
253 gust 2013 as the expected completion date, but he had stated item five would be the focus in
254 the upcoming year. Gima explained that the procedure policy book for auditing and monitoring
255 would be completed soon; and once this was completed, they would move forward and focus
256 on the actual auditing and monitoring in the upcoming year.

257

258 Michaels was concerned because the new agreement referenced *designing and oversee-*
259 *ing implementation* and she felt that the creation of policies and procedures should have been
260 completed during the last eleven-months. Gima explained that there were two sets of policies.
261 He stated item three consisted of procedures and policies that targeted the organization's com-
262 pliance risks. Gima said these were the general compliance policies. Item five consisted of the
263 policies and procedures that target the individual areas within the Nursing Home's operation
264 and what the specific policies and procedures should be for each area in order to document
265 compliance.

266

267 Petrie asked when item six would be completed. Gima explained that updates and im-
268 provements would always be an on-going process because the Office of the Inspector General
269 (OIG) area of focus changes on an annual basis. Each time the OIG puts out a report pertaining
270 to nursing home operations; it would be incorporated into the Compliance Program Policies
271 and Procedures book and to the Auditing and Monitoring Procedures and Policies book.

272 Gima said the current OIG areas of focus for high risk were federal Anti-Kickback
273 Statutes, resident safety, reserve bed arrangements, payments, Health Insurance Portability and
274 Accountability Act (HIPAA), Health Information Technology for Economic and Clinical
275 Health (HITECH), sufficient staffing, proper recording of case mix, use of psychotropic medi-
276 cations, comprehensive care plans, medication management, anti-supplementation, therapy
277 services, physician self-referral, and hospice.

278
279 Schwartz recalled that the penalties for non-compliance were extremely high. Gima
280 stated one nursing home had been fined as much as \$2.7 million.

281
282 Kibler wanted to know if the Nursing Home Board of Directors had been presented
283 with detailed progress reports on the program and was satisfied with the implementation and
284 communication regarding it. Hartke stated that he felt that the Compliance Program had been
285 managed very well by MPA and they were pleased with the progress. Hartke encouraged oth-
286 ers to support the extension of this agreement.

287
288 Kibler pointed out that other privately funded nursing homes depend upon the nursing
289 home administrator or an internal team to ensure compliance. Kibler hoped that the Nursing
290 Home Board of Directors could look at a way to measure the Compliance Program's effective-
291 ness. He reiterated that he would like an opinion from the Board of Directors on MPA's man-
292 agement of the program so far.

293
294 Maxwell said he had expressed his concern about the cost of the extension to the
295 agreement to the Board of Directors. He felt that the County could purchase the plan and have
296 the staff perform the auditing and monitoring. McGuire agreed with Kibler. Schwartz pointed
297 out that the Nursing Home would pay for the extension to the agreement and the funds were
298 not coming out of the General Corporate Fund. Petrie did not support the extension to the
299 agreement. She felt the work could be performed in-house. Kurtz said the risk of non-
300 compliance was too great for the County not to authorize this extension to the agreement.

301
302 Gima pointed out that MPA has two attorneys experienced with health care law on
303 staff. James asked if the Nursing Home followed the program that MPA managed was found to
304 be in non-compliance for any reason, who would be responsible. Gima said that MPA does not
305 accept any liability for charges of non-compliance against the County. He explained that MPA
306 does not own the Nursing Home, the County does. MPA assists the Nursing Home to meet
307 compliance requirements. James asked if Gima was confident that the Compliance Program
308 that they are implementing met compliance requirements. Gima was affirmative.

309
310 **MOTION** by Quisenberry to call the question; approved by voice vote. Alix instructed
311 Rhodes to call the roll.

312
313 **Motion carried with a vote of 14-8.** Alix, Berkson, Carter, Cowart, Esry, Hartke,
314 James, Kurtz, Langenheim, Quisenberry, Richards, Rosales, Schroeder, and Schwartz voted in
315 favor of the motion. Harper, Jay, Kibler, Maxwell, McGuire, Michaels, Mitchell, and Petrie
316 voted against the motion.

317 **MOTION** by Maxwell to recommend County Board approval of the Nursing Home
318 private pay rates for FY2014; seconded by Hartke. Petrie asked what analysis had been per-
319 formed to warrant the increase in rates. Maxwell said a survey of nursing home rates was per-
320 formed showing that these rates were competitive and the funds are needed. **Motion carried.**

321
322 Emergency Management Agency
323

324 **MOTION** by Jay to recommend County Board approval of a resolution authorizing the
325 application, and if awarded, acceptance of the Illinois Emergency Management Agency Haz-
326 arduous Materials Emergency Preparedness Grant; seconded by Richards. **Motion carried with**
327 **unanimous support.**

328
329 County Administrator
330

331 **MOTION** by James to receive the General Corporate Fund FY2013 Budget and Budg-
332 et Change Reports and place on file; seconded by Quisenberry. Busey said revenues remain
333 consistent with where they have been. The sales taxes are coming in strongly. The quarter-cent
334 sales tax does not appear that it will end the year at 100%, however it is 1.7% ahead of last fis-
335 cal year. Local government fees and fines were not coming in as projected.

336
337 Busey anticipated ending the fiscal year revenue positive at approximately \$487,000,
338 which would place the County at a 14.5% fund balance. **Motion carried with unanimous**
339 **support.**

340
341 **MOTION** by Kurtz to recommend County Board approval of a resolution authorizing
342 compensation for Interim Facilities Director; seconded by Hartke. **Motion carried with unan-**
343 **imous support.**

344
345 Inter-Committee Memo from County Facilities Committee Regarding Repair & Maintenance
346 of County Parking Lots
347

348 **MOTION** by Hartke to direct County Administrator to place request in the FY2014
349 tentative budget for consideration; seconded by Kurtz. **Motion carried.**

350
351 Other Business
352

353 There was no other business.

354
355 Chair's Report
356

357 Alix said Busey would give a presentation regarding the County Board's options with
358 regard to the General Corporate Fund for a Finance Committee of the Whole meeting on Octo-
359 ber 1, 2013, after receipt of the ILPP report.

360
361

362 Semi-Annual Review of Closed Session Minutes

363

364 **MOTION** by Kibler to keep the Finance Closed Session minutes closed as recom-
365 mended by the States Attorney; seconded by Rosales. **Motion carried with unanimous sup-**
366 **port.**

367

368 Designation of Items for the County Board Consent Agenda

369

370 Items A2; D1; F1-2; H1; and I4 were designated for the County Board Consent Agen-
371 da.

372

373 Adjourn

374

375 The meeting adjourned at 7:50 p.m.

376

377 Respectfully submitted,

378

379

380 Kay Rhodes

381 Administrative Assistant

382

383

384

385

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

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM

Name Robert Kettner Phone _____ FAX# _____

Address 327 East St. Pentfield IL 61862
Street City State Zip

Title of Appointment Requested Trustee - Pentfield Water District

Term Requested Beginning Date: 6-1-2013 Ending Date: 5-31-2018

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

THE CHAMPAIGN COUNTY BOARD

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

Trustee on Pentfield Water Dist. for 14 years. Head maint. at Combes Labs, Rantoul, IL.

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?

Attend meetings, read water meters quarterly, maint as needed, support community efforts for improvements

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

14 years on Board

Lived in Pentfield 26 years.

Homeowner & taxpayer

4. Are you aware of any conflict of interest you may have which would prevent you from being appointed as a trustee/commissioner/board member, or in performing any of the duties, of trustee/commissioner/board member?

Yes No No

If yes, please explain.

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

Yes No

If no, please explain.

The facts set forth in my application for appointment are true and complete. You are hereby authorized to make any investigation of my personal history and financial record. I understand that I have the right to make a written request within a reasonable time to receive additional information about the nature and scope of any such investigation.

Robert [Signature]
Signature

4/15/13
Date



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

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

Dan Walsh

Sheriff

ph (217) 384-1205

fax (217) 384-3023

Chief Deputy

Kris Bolt

ph (217) 384-1222

fax (217) 384-1219

Captain

Allen Jones

ph (217) 819-3546

fax (217) 384-1272

Jail Information

ph (217) 384-1243

fax (217) 384-1272

Investigations

ph (217) 384-1213

fax (217) 384-1219

Civil Process

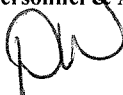
ph (217) 384-1204

fax (217) 384-1219

Records/Warrants

ph (217) 384-1233

TO: Deputy Chair James Quisenberry
Members of the Policy, Personnel & Appointments Committee of the Whole

FROM: Sheriff Dan Walsh 

DATE: October 2, 2013

SUBJ: Merit Commission Appointment

I would like to reappoint Jon Rector to the Deputy Sheriff Merit Commission.
His term will expire November 30, 2013.

Thank you.

AGREEMENT BETWEEN THE CHAMPAIGN-URBANA PUBLIC HEALTH DISTRICT
AND THE COUNTY OF CHAMPAIGN AND CHAMPAIGN COUNTY HEALTH
DEPARTMENT FOR THE PROVISION OF PUBLIC HEALTH SERVICES BY THE
CHAMPAIGN-URBANA PUBLIC HEALTH DISTRICT TO THE CHAMPAIGN COUNTY
HEALTH DEPARTMENT

This Agreement is made between the Champaign-Urbana Public Health District and the County of Champaign and Champaign County Health Department pursuant to the authority granted by their respective governing bodies in consideration of the following mutual covenants and conditions:

1. This Agreement is made pursuant to the authority granted by the governing bodies of each party and to the provisions of the Intergovernmental Cooperation Act, 5 ILCS 220/1, et seq., specifically paragraphs 220/3 and 220/5; the Public Health District Act, 70 ILCS 905/0.01, et seq., and specifically paragraph 905/17(11); the Counties Code, 55 ILCS 5/1-1001, et seq., and specifically paragraphs 5/5-1005 and 5/5-25013(B)5; and the Illinois Constitution of 1970, Article VII, Section 10.

2. The purpose of this Agreement is for the Champaign-Urbana Public Health District, hereinafter called the Public Health District, to provide for the Champaign County Health Department, hereinafter called the County Health Department, certain public health services which the County of Champaign, hereinafter called the County, is authorized to provide through the County Health Department created under the provisions of 55 ILCS 5/5-25001, et seq.

3. The Public Health District will provide advice and guidance to the County Health Department with respect to the programs set forth in this Agreement.

4. The Public Health District will perform the activities necessary to maintain the status of the County Health Department as a Certified Local Health Department pursuant to 77 Ill.Adm.Code [Illinois Administrative Code] 600, as set forth in paragraph 5.

5. The Public Health District will provide public health services for the following programs which are mandatory programs for a local health department to receive a Local Health Protection Grant pursuant to 77 Ill.Adm.Code 615, Local Health Protection Grant Rules, or such other mandatory programs as the Illinois Department of Public Health may from time to time require. These programs are a required part of this Agreement.

- a. Infectious Diseases Control Program
- b. Food Protection
- c. Private Sewage Disposal
- d. Potable Water Supply

6. a. With respect to the Infectious Diseases Control Program the Public Health District will conduct activities for the control of infectious diseases in accordance with the program standards set forth in 77 Ill.Admin.Code 615.300, Local Health Protection Grant Rules; 77 Ill.Admin.Code 690, Control of Communicable Diseases Code; 77 Ill.Admin.Code 693, Control of Sexually Transmissible Diseases Code; 77 Ill.Admin.Code 696,

Control of Tuberculosis Code; and 77 Ill.Admin.Code 697, AIDS Confidentiality and Testing Code.

b. The Public Health District is authorized to include at its discretion any or all of the immunizations recommended by the Advisory Committee on Immunization Practices for the Centers for Disease Control and Prevention which are in addition to immunizations required by the regulations set forth in section 6-a.

7. With respect to the Food Protection program the Public Health District will conduct activities as follows in accordance with the program standards set forth in 77 Ill.Admin.Code 750, Food Services Sanitation Code; 77 Ill.Admin.Code 760, Retail Food Store Sanitation Code; and 77 Ill.Admin.Code 615.310, Local Health Protection Grant Rules.

a. The County has adopted and will maintain in force an ordinance adopting the Food Service Sanitation Code, 77 Ill.Admin.Code 750, and the Retail Food Store Sanitation Code, 77 Ill.Admin.Code 760.

b. The Public Health District will furnish to the County Health Department a monthly summary of inspections performed and permits issued under this program.

c. The Public Health District will conduct educational seminars periodically as needed for food service facilities and retail food stores.

d. The Public Health District will conduct inspection activities and other activities and issue permits and take such other action as it considers appropriate under the Food Service Sanitation Code and the Retail Food Store Sanitation Code.

8. With respect to the Private Sewage Disposal program the Public Health District will conduct activities as follows in accordance with the program standards set forth in 77 Ill.Admin.Code 905, Private Sewage Disposal Code; 77 Ill.Admin.Code 900, Drinking Water Systems Code; 77 Ill.Admin.Code 920, Illinois Water Well Construction Code; 77 Ill.Admin.Code 925, Illinois Water Well Pump Installation Code; 77 Ill.Admin.Code 930, Surface Source Water Treatment Code; and 77 Ill.Admin.Code 895, Public Area Sanitary Practice Code.

a. The County has adopted and will maintain in force an ordinance adopting the Private Sewage Disposal Code, 77 Ill.Admin.Code 905.

b. The Public Health District will conduct inspections of sewage disposal facilities at such times as it considers appropriate.

c. The Public Health District will conduct inspection activities and other activities and issue permits and take such action as it considers appropriate under the Private Sewage Disposal Licensing Act, 225 ILCS 225/1, et seq.

9. With respect to the Potable Water Supply program the Public Health District will conduct activities as follows in accordance with program standards set forth in 77 Ill.Admin.Code 920, Illinois Water Well Construction Code; 77 Ill.Admin.Code 925, Illinois Water Well Pump Installation Code.

a. The Champaign Board will adopt, if not already adopted, and maintain in force an ordinance adopting the Illinois Water Well Construction Code, 77 Ill.Admin.Code 920, and the Illinois Water Well Pump Installation Code, 77 Ill.Admin.Code 925.

b. The Public Health District will conduct inspection activities and other activities and issue permits and take such other action as it considers appropriate under the Groundwater Protection Act, 415 ILCS 55/9, and the Drinking Water Systems Code, 77 Ill.Admin.Code 900; the Illinois Water Well Construction Code, 415 ILCS 30, and related Code, 77 Ill.Admin.Code 920; the Illinois Water Well Pump Installation Code, 415 ILCS 35, and related Code, 77 Ill.Admin.Code 925; and the general powers of the Illinois Department of Public Health as they relate to water supply, 20 ILCS 2305/2; the Surface Water Treatment Code, 77 Ill.Admin.Code 930; and the Public Area Sanitary Practice Code, 77 Ill.Admin.Code 895.

10. The Champaign County Board shall adopt and maintain in force ordinances adopting such additional Codes as the Illinois

Department of Public Health requires or from time to time may require.

11. The County Health Department must approve any new program-specific applications for programs not presently being provided to the County Health Department by the Public Health District as outlined in Appendix A made on behalf of the County Health Department by the Public Health District as may arise from time to time, which are within the lawful authority of the County Health Department to administer. The Public Health District shall not commit to receive funds or provide services for new programs or new activities on behalf of the County Health Department without prior approval of the County Board of Health. The Public Health district shall include in the information to be presented to the County Board of Health as to these public or private grant funded programs an accounting as to how the funds from the said grant funded programs are to be allocated between the Public Health District and the County Health Department if the programs are joint applications on behalf of the Public Health District and the County Health Department.

12. The Public Health District shall on an annual basis submit to the County Board of Health or its designated committee a proposed budget for the services to be rendered to the County Health Department which said budget shall include a list of proposed activities and programs to be conducted on behalf of the County Health Department. The said budget and list of

proposed activities shall be submitted to the County Board of Health no later than the August County Board of Health Budget Committee meeting. The budget will follow the Champaign County budget format and will specifically delineate all expected revenues and expenditures for the County Health Department during its fiscal year which said fiscal year is January 1 through December 31. The parties acknowledge that any of the programs or activities agreed upon by them may be terminated because of funding cuts from the federal or state government; however, aside from programs or activities which are terminated as a result of the said funding cuts, any of the programs or activities agreed upon by the parties may be terminated only by the mutual written agreement of the parties.

13. All Codes within the Illinois Administrative Code which the County is to adopt by ordinance under this Agreement also shall contain such enforcement provisions and other provisions as required by the Illinois Administrative Code. Such ordinances shall provide that they are effective in the geographical area in which the County Health Department has jurisdiction.

14. Under the provisions of the Counties Code, 55 ILCS 5/5-25013(A)10, and of 77 Ill.Admin.Code 600.300, the County Health Department is required to appoint a medical health officer as the executive officer or to appoint a public health administrator for the County Health Department. For that purpose the County Board of Health designates the public health

administrator of the Public Health District as such public health administrator for the County Health Department. It shall be the responsibility of the Public Health District to require its public health administrator to maintain a status of being qualified as the public health administrator. Decisions regarding the public health administrator are solely within the authority of the Board of Health of the Public Health District. However, the County Health Department may complete a peer review evaluation of the public health administrator of the Public Health District each year or assist the Board of Health of the Public Health District in its evaluation of the Public Health Administrator as requested by the Board of Health of the Public Health District in any manner agreed upon by the County Board of Health and the Board of Health of the Public Health District.

15. The Public Health District is providing public health services to the County Health Department pursuant to the provisions of this Agreement. All parties acknowledge the following:

a. The Public Health District has complete control over its internal operations.

b. All personnel of the Public Health District performing services under this Agreement are employees of the Public Health District for all purposes related to this Agreement.

c. The Public Health District shall be responsible for and shall have full control over any financial audits or reports required by applicable law or any funding grantor concerning its operations related to this Agreement.

d. It is the responsibility of the Public Health District and not of the County or the County Health Department to require the said employees providing services under this Agreement to maintain any required qualifications.

16. In addition to the mandatory programs set forth in sections 4 through 9, during each year of this Agreement, the County Board of Health and the Board of Health of the Public Health District by agreement shall select the programmatic activities to be performed by the Public Health District for the County Health Department upon submission of a proposed budget by the Public Health District to the County Board of Health. The County Health Department shall then pay for the said activities on a monthly basis in a sum equivalent to one-twelfth of the monies due for the budget year to the Public Health District, as more specifically set forth in Appendix B. The Public Health District shall present an invoice to the Champaign County Administrator within 30 days after the end of each month for the compensation due for the services provided by the Public Health District under this Agreement. Each invoice will be paid within 14 days after receipt of the invoice by the Champaign County Administrator.

17. All inspection and permit fees and other fees paid in relation to the public health services under this Agreement shall be paid to the County. The Public Health District will have all payers make checks payable to the "Champaign County Health Department."

18. All administrative records created or maintained by the Public Health District pursuant to this Agreement shall be the joint records of the Public Health District and the County Health Department, and shall be maintained by the Public Health District at its main office, or such other office as agreed upon by the parties. The Public Health District shall furnish to the County Health Department or the County Board of Health such records and reports as are required to be provided by this Agreement.

19. The County Health Department shall have reasonable access to those books and records of the Public Health District as are reasonably necessary to review performance and costs under this Agreement. The County Board of Health shall designate from time to time a person from the County Board of Health or a County Health Department employee to perform this activity for the County Health Department. It is not the intent of this section to permit any member of the County Health Department to examine such records at the discretion of such member but only as authorized by the County Board of Health pursuant to this section.

20. The services to be provided by the Public Health District shall be provided at its existing main facility in Champaign, Illinois, and at such other locations as the Public Health District shall determine. The parties may agree to the provision of selected services at additional locations with the additional expenses being reimbursed by the County Health Department to the Public Health District.

21. a. For all durable equipment, such as desks, chairs, computers, printers, which the Public Health District in its sole discretion determines that it requires for the purpose of performing its duties under this Agreement, the Public Health District shall provide to the County or its County Health Department from time to time in writing a designation of the specific items required, except that prior approval by the County Health Department is required for any item costing in excess of \$2,000.00. It shall be the responsibility of the County or the County Health Department to purchase promptly at the sole expense of the County or the County Health Department each such item and to have each such item delivered to the location specified by the Public Health District.

b. It shall be the responsibility of the County or the County Health Department to pay for such maintenance and repair of each item as the Public Health District determines is required.

c. Upon termination of this Agreement by expiration or otherwise, or upon direction by the Public Health District, whichever occurs first, the County Health Department shall remove such equipment and any remaining equipment acquired under prior agreements from the premises of the Public Health District, whereupon the equipment shall be deemed to be the property of the County Health Department. In the event of termination of any of the non-mandatory programs or activities as have been agreed upon by the parties, the County Health Department may recover at that time any such durable equipment which was used exclusively for any such programs or activities being terminated.

d. All equipment acquired other than under prior agreements or under subsection a of this section of this Agreement and all supplies acquired by the Public Health District for the purpose of performing its duties under this Agreement are the property of the Public Health District.

22. The Public Health District will have the County, the County Board of Health, and the County Health Department named as an additional insured on the applicable insurance policies of the Public Health District with respect to services provided under this Agreement.

23. The Public Health District may terminate this Agreement by approval of its governing body upon 12 months notice in writing to the County and the County Board of Health.

24. The County Board of Health may terminate this Agreement by approval of both the Champaign County Board and of the County Board of Health upon 12 months notice in writing to the Public Health District.

25. This Agreement may be amended at any time upon such terms as the parties may agree by the addition, deletion or modification of any one or more programs or in any other manner except that none of the programs identified as mandatory programs may be deleted other than by termination of this Agreement. Except as set forth in Section 11, this Agreement may be amended only by an agreement in writing authorized by the governing body of each party to this Agreement.

26. This Agreement shall be in effect for the period beginning December 1, 2013, and ending at the end of the day on December 31, 2018, unless sooner terminated as provided herein. The first year of the contract shall be the period December 1, 2013, through December 31, 2014. Thereafter the contract year shall be the period January 1 through December 31 of each calendar year.

27. The Public Health District shall not be liable for failure to perform any part of this Agreement where such failure is due to fire, flood, power outages, strikes, labor troubles or other industrial disturbances, inevitable accidents, war (declared or undeclared), acts of terror, embargoes, blockages, legal restrictions, governmental regulations or orders, riots,

insurrections, pandemic, weather or any other cause beyond the control of the Public Health District.

28. The foregoing constitutes the entire agreement and no statement or representation in any form made before, on or after the dates of execution of this Agreement shall be binding upon any party hereto.

CHAMPAIGN-URBANA PUBLIC
HEALTH DISTRICT

COUNTY OF CHAMPAIGN

By: _____
MICHELLE L. MAYOL
Chair, Board of Health

By: _____
ALAN KURTZ
County Board Chair

Date: _____

Date: _____

By: _____
ANDREW J. QUARNSTROM
Member, Board of Health

ATTEST: _____
GORDY HULTEN
County Clerk and
Ex-Officio Clerk
of the County Board

Date: _____

Date: _____

CHAMPAIGN COUNTY HEALTH
DEPARTMENT

By: _____
KRISTA JONES, D.N.P.
President, Board of Health

Date: _____

ATTEST: _____
JOHN A. PETERSON, M.D.
Secretary

Date: _____

APPENDIX A

The following environmental health services supplement the Local Health Protection Grant environmental health programs.

A. Community surveillance, education and prevention to prevent mosquito-borne viruses including West Nile virus.

1. Performance of environmental surveillance, public information, human case investigation and prevention of mosquito-borne diseases such as West Nile viral encephalitis and other vector-borne diseases. These activities are funded by an Illinois Department of Public Health [IDPH] grant to the County Health Department.

2. The Public Health District presently is operating under the Intergovernmental Agreement between the Champaign-Urbana Public Health District, the City of Champaign, the City of Urbana and the Village of Savoy for the *Culex* Mosquito Prevention Program effective April 1, 2011. The Village of Savoy is participating in this program at no expense to the Champaign County Public Health Department. The Village of Savoy is paying for its participation in this program.

B. Radon test kit distribution and community education to promote radon awareness and mitigation. These activities are funded by a grant from the Illinois Emergency Management Agency to the Public Health District.

C. Perform services within the county jurisdiction pursuant to the grant agreements for lead risk assessments for lead hazards when there is a child with an elevated blood level and the tanning program and the summer food program. These services are funded by IDPH grants to the Public Health District.

D. Well water testing for non-valid public health significance [i.e., for any reason other than a reason for which testing is required under the potable water supply program standard], as interpreted by IDPH, is a fee-for-service program. Interpretation and dissemination of laboratory test results for coliform bacteria and for nitrate concentration from either the IDPH laboratory or the Illinois Department of Agriculture [IDOA] laboratory will be performed. Fees shall be paid according to the fee schedules and payments will be made to the Champaign County Public Health Department.

Appendix B							
CUPHD FY2014 Budget Proposal 12/1/13 to 12/31/14 to the Champaign County Board of Health	DO NOT ENTER	ENTER	ENTER Emer	ENTER WNV	DO NOT	ENTER Admin	ENTER
	Non - DHS	Tobacco	Prep		ENTER Grant		Communicable
	Total	Grant	Grant	Grant	Total	LHPG	Disease
	Overall CCHD	Tobacco Free	Emer Prep	WNV	All Grants	Admin	CD
Revenue							
Property Taxes	397,015.00		6,866.00		6,866.00	133,510.00	34,059.00
Food Permits	90,074.00						
Temporary Food Permits	4,550.00						
Private Sewage Permits	22,600.00						
Well Testing Fees	3,136.00						
Well Water Permits	14,400.00						
Vital Records Fees							
Plan Review Fees	1,000.00						
IDPH Emergency Preperation Grant	68,664.00		68,664.00		68,664.00		
IDPH - Local Health Protection Grant - Yellow Fields Only	134,673.00						13,369.00
IDPH WNV Vector Control Grant	31,157.00			31,157.00	31,157.00		
IDPH Tobacco Free Grant	34,476.00	34,476.00			34,476.00		
IDHFS (Medicaid/Medicare/Insurance) Fee Revenue	3,100.00						
Other Income	6,250.00						
Interest Income							
TOTAL REVENUE	811,095.00	34,476.00	75,530.00	31,157.00	141,163.00	133,510.00	47,428.00
Expenses							
Personnel FORMULA	502,688.00	21,772.00	41,717.00	19,909.00	83,398.00	89,756.00	29,967.00
Life Insurance	2,440.00	109.00	209.00	26.00	344.00	449.00	150.00
FICA & Medicare	36,695.00	1,589.00	3,045.00	1,453.00	6,087.00	6,552.00	2,188.00
IMRF	48,399.00	2,155.00	4,130.00	511.00	6,796.00	8,886.00	2,967.00
Unemployment Insurance	5,812.00	270.00	517.00	247.00	1,034.00	1,113.00	372.00
Employers share Group Health Insurance	91,157.00	4,354.00	8,343.00	1,032.00	13,729.00	17,951.00	5,993.00
Workers Compensation Ins	15,591.00	653.00	1,252.00	597.00	2,502.00	2,693.00	899.00
Total Personnel	702,782.00	30,902.00	59,213.00	23,775.00	113,890.00	127,400.00	42,536.00
Stationary and Printing	300.00						
Photocopying	1,171.00	488.00		7.00	495.00	60.00	12.00
Office Supplies	1,765.00	217.00		20.00	237.00	150.00	60.00
Operations Supplies	3,058.00	108.00		1,950.00	2,058.00		
Postage	2,160.00		47.00	20.00	57.00	120.00	60.00
Medical Supplies	826.00			26.00	26.00		
Books, Periodicals							
Other Supplies	400.00						
Total Supplies	9,680.00	813.00	47.00	2,013.00	2,873.00	330.00	132.00
Advertising	1,614.00	1,179.00		325.00	1,504.00		
Professional Meetings	3,066.00		1,051.00	65.00	1,116.00		
Indirect Costs (Occupancy, information technology, etc.)	47,281.00	571.00	2,300.00	2,800.00	5,671.00	5,400.00	4,620.00
Telecommunications	1,475.00		1,040.00		1,040.00		
Other Travel	236.00	17.00			17.00		
Other Contractual Services	8,124.00		7,360.00		7,360.00		
Business Meals Expense	908.00	100.00	108.00		208.00		
Lodging	1,190.00	190.00			190.00		
Travel	20,222.00	704.00	1,080.00	2,179.00	3,963.00	20.00	140.00
IDPH Certificate Fees							
Patient Care and Client Assistance							
Software License and Maintenance	4,000.00						
Dues and Licenses	6,715.00					360.00	
Conferences and Training	35.00						
Contingent Expenses							
Miscellaneous Expenses							
Employee License Reimbursement							
Total Contractual	94,866.00	2,761.00	12,939.00	5,369.00	21,069.00	5,780.00	4,760.00
Vehicle Purchase							
Medical Equipment							
Equipment under \$500	65.00						
Capital Outlay	3,331.00		3,331.00		3,331.00		
Furnishings and Office Equipment							
Total Equipment	3,396.00		3,331.00		3,331.00		
TOTAL EXPENSES	810,724.00	34,476.00	75,530.00	31,157.00	141,163.00	133,510.00	47,428.00
<i>Below this line, enter data in blue-highlighted cells only.</i>							
Fulltime and Seasonal Food permits Issued							
Temporary Food Permits Issued							
FT and Seasonal Food Inspections							
Private Sewage Permits Issued							
Private Sewage Inspections							
Well Test							
Well Permits Issued							
Abandoned Wells Sealed							
Infectious Disease Investigations							50.00
Clients/Patients/Participants		299.00	78,776.00	78,776.00			
Birth/Death Certificates Issued							
DO NOT ENTER BELOW THIS LINE							
Cost FullTime Permt FORMULA							
Cost Temporary Permit FORMULA							
Cost Per FT/Seasonal Inspection FORMULA							
Cost Per Sewage Permit Issued FORMULA							
Cost Per Sewage Inspection FORMULA							
Cost Per Well Permit Issued FORMULA							
Cost Per Abandoned Well Sealed FORMULA							
FORMULA		115.30	0.96	0.40			790.47
Percentage from property tax FORMULA						1.00	0.72
Percentage from LHPG FORMULA							0.28
Percentage from fees FORMULA							
Other Income FORMULA							
	ENTER	ENTER	ENTER	ENTER	ENTER	ENTER	ENTER
MANUALLY ENTER FY14 Contract -13 months	803,004.00	34,476.00	75,530.00	31,157.00	141,163.00	133,510.00	47,428.00
Adjusted_FY13 Contract -13 months	826,022.17	31,047.00	96,641.00	23,792.00	130,304.00	176,751.00	49,843.00
MANUALLY ENTER FY13 Contract -12 months	762,482.00	28,659.00	89,207.00	21,962.00	139,828.00	163,155.00	46,009.00
% CHANGE from FY14 13-month contract to FY13 adj.	-2.8%	11.0%	-21.8%	31.0%	8.3%	-24.5%	-4.8%

Appendix B								
CUPHD FY2014 Budget Proposal 12/1/13 to 12/31/14 to the Champaign County Board of Health	ENTER Disease Intervention (STD)	ENTER Tuberculosis	ENTER Food	ENTER Water	ENTER Sewage	ENTER Vital Stats	ENTER Well Test	
	LHPG	LHPG	LHPG	LHPG	LHPG		Water Well	
	DIS	TB	Food	Water	Sewage	Vital Stats	Testing	
Revenue								
Property Taxes	60,749.00	27,800.00	51,904.00	26,033.00	56,094.00	-	-	-
Food Permits			90,074.00					
Temporary Food Permits			4,550.00					
Private Sewage Permits					22,600.00			
Well Testing Fees							3,136.00	
Well Water Permits				14,400.00				
Vital Records Fees								
Plan Review Fees			1,000.00					
IDPH Emergency Preparation Grant								
IDPH - Local Health Protection Grant - Yellow Fields Only	17,985.00	10,074.00	59,289.00	16,274.00	17,682.00			
IDPH WNV Vector Control Grant								
IDPH Tobacco Free Grant								
IDHFS (Medicaid/Medicare/Insurance) Fee Revenue	3,100.00							
Other Income	3,000.00		2,200.00	1,050.00				
Interest Income								
TOTAL REVENUE	84,834.00	37,874.00	209,017.00	57,757.00	96,376.00	-	3,136.00	-
Expenses								
Personnel FORMULA	56,241.00	23,700.00	123,574.00	36,384.00	58,897.00	-	771.00	-
Life Insurance	282.00	118.00	617.00	182.00	294.00	-	4.00	-
FICA & Medicare	4,106.00	1,730.00	9,021.00	2,656.00	4,299.00	-	56.00	-
IMRF	5,568.00	2,346.00	12,234.00	3,693.00	5,831.00	-	78.00	-
Unemployment Insurance	414.50	294.00	1,532.00	312.00	730.00	-	10.00	-
Employers share Group Health Insurance	11,248.00	4,740.00	21,077.00	4,486.00	11,779.00	-	154.00	-
Workers Compensation Ins	1,687.00	711.00	3,708.00	1,601.00	1,767.00	-	23.00	-
Total Personnel	79,546.50	33,639.00	171,763.00	49,314.00	83,597.00	-	1,096.00	-
Stationary and Printing			300.00					
Photocopying	220.00	50.00	216.00	42.00	70.00	-	6.00	-
Office Supplies	95.00	12.00	695.00	164.00	340.00	-	12.00	-
Operations Supplies			1,000.00			-		-
Postage	92.00	5.00	836.00	700.00	90.00	-	200.00	-
Medical Supplies		800.00						
Books, Periodicals								
Other Supplies			330.00	10.00	60.00			
Total Supplies	407.00	867.00	3,377.00	916.00	560.00	-	218.00	-
Advertising			60.00	70.00	50.00			
Professional Meetings			200.00	100.00	1,650.00			
Indirect Costs (Occupancy, Information technology, etc.)	3,800.00	2,300.00	15,375.00	4,800.00	5,300.00	-	15.00	-
Telecommunications	140.00		145.00	70.00	80.00	-		-
Other Travel			165.00	10.00	44.00			
Other Contractual Services	600.00		87.00	27.00	50.00	-		-
Business Meals Expense			300.00	100.00	100.00			
Lodging			400.00	100.00	500.00			
Travel	340.00	998.00	8,625.00	2,300.00	4,000.00		36.00	
IDPH Certificate Fees								
Patient Care and Client Assistance								
Software License and Maintenance			4,000.00					
Dues and Licenses		35.00	4,510.00	200.00	210.00		1,400.00	
Conferences and Training		35.00						
Contingent Expenses								
Miscellaneous Expenses								
Employee License Reimbursement								
Total Contractual	4,880.00	3,368.00	33,867.00	7,527.00	12,164.00	-	1,451.00	-
Vehicle Purchase								
Medical Equipment								
Equipment under \$500			10.00		55.00			
Capital Outlay								
Furnishings and Office Equipment								
Total Equipment	-	-	10.00	-	55.00	-	-	-
TOTAL EXPENSES	84,834.00	37,874.00	209,017.00	57,757.00	96,376.00	-	2,765.00	-
Fulltime and Seasonal Food permits issued			341.00					
Temporary Food Permits Issued			222.00					
FT and Seasonal Food Inspections			462.00					
Private Sewage Permits Issued					91.00			
Private Sewage Inspections					151.00			
Well Test							64.00	
Well Permits Issued				62.00				
Abandoned Wells Sealed				80.00				
Infectious Disease Investigations								
Clients/Patients/Participants	360.00	100.00						
Birth/Death Certificates Issued								
DO NOT ENTER BELOW THIS LINE								
Cost Fulltime Permit FORMULA			612.95					
Cost Temporary Permit FORMULA			941.52					
Cost Per FT/Seasonal Inspection FORMULA			452.42					
Cost Per Sewage Permit Issued FORMULA					1,059.08			
Cost Per Sewage Inspection FORMULA					638.25			
Cost Per Well Permit Issued FORMULA				931.56				
Cost Per Abandoned Well Sealed FORMULA				721.96				
FORMULA	235.65	378.74					43.20	
Percentage from property tax FORMULA	0.72	0.73	0.25	0.45	0.58			
Percentage from LHPG FORMULA	0.21	0.27	0.28	0.28	0.18			
Percentage from fees FORMULA				0.25			0.57	
Other Income FORMULA	0.07		0.47	0.02	0.23		0.43	
	ENTER	ENTER	ENTER	ENTER	ENTER	ENTER	ENTER	TOTAL CORE
MANUALLY ENTER FY14 Contract -13 months	78,734.00	36,254.00	209,017.00	57,757.00	96,376.00	-	2,765.00	661,841.00
Adjusted FY13 Contract -13 months	77,936.00	30,419.00	173,875.00	69,831.00	91,810.00	1,898.00	2,179.00	674,542.00
MANUALLY ENTER FY13 Contract -12 months	71,941.00	28,079.00	160,500.00	64,459.00	84,748.00	1,752.00	2,011.00	622,654.00
% CHANGE from FY14 13-month contract to FY13 adj.	1.0%	19.2%	20.2%	-17.3%	5.0%	-100.0%	26.9%	-1.9%

Champaign County Board of Health		FY2014 Budget Proposal submitted by CUPHD																				
Compensation Template																						
ENTER	ENTER	ENTER	FORMULA	FORMULA	ENTER	ENTER	ENTER	ENTER	ENTER	FORMULA	FORMULA	ENTER	ENTER	Formula	ENTER	ENTER						
Name and Title	Annual Compensation	Total	Total	CCHD	Grant	Grant	Grant	Grant	Total	Total	LHPG	LHPG	LHPG	LHPG	LHPG	LHPG						
	FTE	Overall CCHD	FTE	Tobacco Free	FTE	Emergency Prep	FTE	WNV	FTE	Grant Programs	FTE	Admin	FTE	Communicable Dis	FTE	Disease Intervention	FTE	Hepatitis	FTE	Tuberculosis	FTE	
Berry, Megan - Public Health Nurse	53,477.91	0.1800	\$9,626	0.180	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,209	0.06	\$5,348	0.100	\$0	\$0	\$1,070	0.02	
Blackford, Jeff - Program Coordinator	63,337.89	0.1280	\$8,107	0.128	\$0	\$0	\$5,067	0.008	\$5,067	0.080	\$0	\$0	\$0	\$0	\$0	\$0	0.000	\$0	\$0	\$0	0	
Crause, Candace - Director of Infectious Disease	89,400.17	0.0450	\$4,023	0.045	\$0	\$1,341	0.015	\$0	\$1,341	0.015	\$0	\$0	\$0	\$0	\$0	\$2,682	0.030	\$0	\$0	\$0	0	
Cruz, Amber - Public Health Nurse II	58,680.41	0.2500	\$14,670	0.250	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$14,670	0.250	\$0	\$0	\$0	0	
Oye, Shayna - Environmental Health Specialist II	38,095.82	0.3030	\$11,543	0.303	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.000	\$0	\$0	\$0	0	
Flanagan, Michael - Environmental Health Specialist I	58,847.92	0.9300	\$54,724	0.930	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.000	\$0	\$0	\$0	0	
Griffit, Debra - Public Health Nurse II	61,867.52	0.1000	\$6,187	0.100	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,712	0.060	\$0	\$0	\$2,475	0.04	
Hall, Jennifer - Public Health Nurse II	60,320.83	0.2800	\$16,890	0.280	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,810	0.030	\$0	\$0	\$15,080	0.25	
Hamilton, Tammy - Administrative Assistant II	47,182.77	0.3870	\$18,260	0.387	\$0	\$0	\$94	0.002	\$94	0.002	\$0	\$0	\$0	\$0	\$0	\$0	0.000	\$0	\$0	\$0	0	
Hayes, Whitney	40,022.11	0.0500	\$2,001	0.050	\$2,001	0.05	\$0	\$0	\$2,001	0.050	\$0	\$0	\$0	\$0	\$0	\$0	0.000	\$0	\$0	\$0	0	
Hillier, Nikki - Program Coordinator	66,122.47	0.1200	\$7,935	0.120	\$7,935	0.12	\$0	\$0	\$7,935	0.120	\$0	\$0	\$0	\$0	\$0	\$0	0.000	\$0	\$0	\$0	0	
Jackson, Jennifer - Health Educator II	47,875.65	0.0500	\$2,394	0.050	\$2,394	0.05	\$0	\$0	\$2,394	0.050	\$0	\$0	\$0	\$0	\$0	\$0	0.000	\$0	\$0	\$0	0	
Killan, Shannon - Administrative Assistant II	38,056.93	0.0600	\$2,283	0.060	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,283	0.060	\$0	\$0	\$0	0	
Li, Jane - Emergency Preparedness Planner	47,118.17	0.4300	\$20,261	0.430	\$0	\$20,261	0.430	\$0	\$20,261	0.430	\$0	\$0	\$0	\$0	\$0	\$0	0.000	\$0	\$0	\$0	0	
McClintock, Louise - Intake Specialist	28,522.92	0.2200	\$6,275	0.220	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,852	0.100	\$0	\$0	\$3,423	0.12	
Michaels, Sarah - Program Coordinator	65,490.95	0.3000	\$19,647	0.300	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.000	\$0	\$0	\$0	0	
Mosquito Abatement Biker - Vacant (SI)	43,376.67	0.3400	\$14,748	0.340	\$0	\$0	\$14,748	0.34	\$14,748	0.340	\$0	\$0	\$0	\$0	\$0	\$0	0.000	\$0	\$0	\$0	0	
Mucha, Raymond - Environmental Health Specialist	1,970.31	0.2930	\$577	0.293	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.000	\$0	\$0	\$0	0	
Murphy, Penny - Environmental Health Specialist I (plan review)	50,378.52	0.2200	\$11,083	0.220	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.000	\$0	\$0	\$0	0	
Oakley, Talia - Health Educator I	37,770.82	0.2500	\$9,443	0.250	\$9,443	0.25	\$0	\$0	\$9,443	0.250	\$0	\$0	\$0	\$0	\$0	\$0	0.000	\$0	\$0	\$0	0	
Perry, Jamie - Nursing Supervisor	83,541.50	0.2300	\$19,215	0.230	\$0	\$0	\$0	\$0	\$0	\$0	\$19,215	0.23	\$0	\$0	\$0	\$0	0.000	\$0	\$0	\$0	0	
Pryde, Julie - Public Health Administrator	141,753.21	0.1200	\$17,010	0.120	\$0	\$2,835	0.020	\$0	\$2,835	0.020	\$14,175	0.1	\$0	\$0	\$0	\$0	0.000	\$0	\$0	\$0	0	
Roberts, Amy - HR Generalist/Public Information Officer	57,471.99	0.1200	\$6,897	0.120	\$0	\$0	\$0	\$0	\$0	\$0	\$6,897	0.12	\$0	\$0	\$0	\$0	0.000	\$0	\$0	\$0	0	
Roberts, Jim - Director of Environmental Health	93,782.45	0.3234	\$30,329	0.323	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.000	\$0	\$0	\$0	0	
Robinson, Patricia - Director of Human Resources	92,212.33	0.1000	\$9,221	0.100	\$0	\$0	\$0	\$0	\$0	\$0	\$9,221	0.1	\$0	\$0	\$0	\$0	0.000	\$0	\$0	\$0	0	
Rolon, Ian - Environmental Health Specialist II	37,357.63	0.3030	\$11,319	0.303	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.000	\$0	\$0	\$0	0	
Schroeder, Michael - Environmental Health Specialist I In-Training	43,898.83	0.5100	\$22,388	0.510	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.000	\$0	\$0	\$0	0	
Shonkwiler, Penny - Program Coordinator	72,363.17	0.0700	\$5,065	0.070	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,065	0.070	\$0	\$0	\$0	\$0	0	
Simburger, Jennifer - Environmental Health Specialist	38,095.82	0.2930	\$11,162	0.293	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.000	\$0	\$0	\$0	0	
Smith, Linda - Human Resources	24,323.43	0.1000	\$2,432	0.100	\$0	\$0	\$0	\$0	\$0	\$0	\$2,432	0.1	\$0	\$0	\$0	\$0	0.000	\$0	\$0	\$0	0	
Stewart, Jill - Account Technician I	41,127.84	0.2000	\$8,226	0.200	\$0	\$0	\$0	\$0	\$0	\$0	\$8,226	0.2	\$0	\$0	\$0	\$0	0.000	\$0	\$0	\$0	0	
Thomas, Esther - Account Technician II	50,056.45	0.1800	\$9,010	0.180	\$0	\$0	\$0	\$0	\$0	\$0	\$9,010	0.18	\$0	\$0	\$0	\$0	0.000	\$0	\$0	\$0	0	
Thompson, Rachella - CO Investigator	52,182.99	0.4300	\$22,439	0.430	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$22,439	0.43	\$0	\$0	0.000	\$0	\$0	\$0	0	
VACANT - Environmental Health Specialist II	9,256.69	0.3850	\$3,564	0.385	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.000	\$0	\$0	\$0	0	
Vaid, Awaris - Epidemiologist	86,400.53	0.2500	\$21,600	0.250	\$0	\$17,280	0.200	\$0	\$17,280	0.200	\$0	\$0	\$4,320	0.05	\$0	\$0	0.000	\$0	\$0	\$0	0	
Walker, Janice - Prevention Specialist	45,014.91	0.2000	\$9,003	0.200	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$9,003	0.200	\$0	\$0	\$0	\$0	0	
Wallace, Andrea - Director of Finance	89,400.17	0.1000	\$8,940	0.100	\$0	\$0	\$0	\$0	\$0	\$0	\$8,940	0.1	\$0	\$0	\$0	\$0	0.000	\$0	\$0	\$0	0	
Washington, Cecily - Public Health Nurse II	55,094.90	0.1900	\$10,468	0.190	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$8,815	0.160	\$0	\$0	\$1,653	0.03		
Wilson, Shannon - Environmental Health Specialist II	38,095.82	0.3030	\$11,543	0.303	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.000	\$0	\$0	\$0	0	
Wilson-Johnson, Darlene - Front Desk Administrative Assistant	34,613.00	0.2000	\$6,923	0.200	\$0	\$0	\$0	\$0	\$0	\$0	\$6,923	0.2	\$0	\$0	\$0	\$0	0.000	\$0	\$0	\$0	0	
Woodcock, Travis - Accountant	47,173.98	0.1000	\$4,717	0.100	\$0	\$0	\$0	\$0	\$0	\$0	\$4,717	0.1	\$0	\$0	\$0	\$0	0.000	\$0	\$0	\$0	0	
Yppa, Samantha - Administrative Assistant I	27,026.03	0.3900	\$10,540	0.390	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.000	\$0	\$0	\$0	0	
	2,258,155.46	10.033	\$502,689	10.033	\$21,772	0.47	\$41,717	0.665	\$19,909	0.422	\$83,399	1.557	\$89,756	1.43	\$29,967	0.54	\$56,241	1.06	\$0	0	\$23,700	0.46

Champaign County Board of Health												
Compensation Template												
ENTER	ENTER	ENTER	Formula			ENTER	ENTER			ENTER	ENTER	
Name and Title	Annual Compensation	Total	LHPG		LHPG		LHPG			Water Well		
		FTE	Food	FTE	Water	FTE	Sewage	FTE	Vital Stats	FTE	Testing	FTE
Berry, Megan - Public Health Nurse	53,477.91	0.1800	\$0		\$0		\$0		\$0		\$0	
Blackford, Jeff - Program Coordinator	63,337.89	0.1280	\$760	0.012	\$1,900	0.03	\$317	0.005	\$0		\$63	0.0010
Crause, Candace - Director of Infectious Disease	89,400.17	0.0450	\$0		\$0		\$0		\$0		\$0	
Cruz, Amber - Public Health Nurse II	58,680.41	0.2500	\$0		\$0		\$0		\$0		\$0	
Oye, Shayna - Environmental Health Specialist IT	38,095.82	0.3030	\$10,781	0.283	\$381	0.01	\$381	0.01	\$0		\$0	
Flanagan, Michael - Environmental Health Specialist I	58,842.92	0.9300	\$1,765	0.03	\$17,653	0.3	\$35,306	0.6	\$0		\$0	
Griffit, Oebra - Public Health Nurse II	61,867.52	0.1000	\$0		\$0		\$0		\$0		\$0	
Hall, Jennifer - Public Health Nurse II	60,320.83	0.2800	\$0		\$0		\$0		\$0		\$0	
Hamilton, Tammy - Administrative Assistant II	47,182.77	0.3870	\$7,785	0.165	\$4,836	0.1025	\$4,836	0.1025	\$0		\$708	0.015
Hayes, Whitney	40,022.11	0.0500	\$0		\$0		\$0		\$0		\$0	
Hillier, Nikki - Program Coordinator	66,122.47	0.1200	\$0		\$0		\$0		\$0		\$0	
Jackson, Jennifer - Health Educator II	47,875.65	0.0500	\$0		\$0		\$0		\$0		\$0	
Kilian, Shannon - Administrative Assistant I	38,056.93	0.0600	\$0		\$0		\$0		\$0		\$0	
Li, Jane - Emergency Preparedness Planner	47,118.17	0.4300	\$0		\$0		\$0		\$0		\$0	
McClintock, Louise - Intake Specialist	28,522.92	0.2200	\$0		\$0		\$0		\$0		\$0	
Michaels, Sarah - Program Coordinator	65,490.95	0.3000	\$18,010	0.275	\$819	0.0125	\$819	0.0125	\$0		\$0	
Mosquito Abatement Biker - Vacant (5)	43,376.67	0.3400	\$0	0	\$0		\$0		\$0		\$0	
Mucha, Raymond - Environmental Health Specialist	1,970.31	0.2930	\$577	0.293	\$0		\$0		\$0		\$0	
Murphy, Penny - Environmental Health Specialist I (plan review)	50,378.52	0.2200	\$10,076	0.2	\$504	0.01	\$504	0.01	\$0		\$0	
Oakley, Talia - Health Educator I	37,770.82	0.2500	\$0		\$0		\$0		\$0		\$0	
Perry, Jamie - Nursing Supervisor	83,541.50	0.2300	\$0		\$0		\$0		\$0		\$0	
Pryde, Julie - Public Health Administrator	141,753.21	0.1200	\$0		\$0		\$0		\$0		\$0	
Roberts, Amy - HR Generalist/Public Information Officer	57,471.99	0.1200	\$0		\$0		\$0		\$0		\$0	
Roberts, Jim - Director of Environmental Health	93,782.45	0.3234	\$24,149	0.2575	\$2,063	0.02200	\$4,117	0.04390	\$0		\$0	
Robinson, Patricia - Director of Human Resources	92,212.33	0.1000	\$0		\$0		\$0		\$0		\$0	
Rolon, Ian - Environmental Health Specialist IT	37,357.63	0.3030	\$10,572	0.283	\$374	0.01	\$374	0.01	\$0		\$0	
Schroeder, Michael - Environmental Health Specialist I In-Training	43,898.83	0.5100	\$9,219	0.21	\$4,390	0.1	\$8,780	0.2	\$0		\$0	
Shonkwiler, Penny - Program Coordinator	72,363.17	0.0700	\$0		\$0		\$0		\$0		\$0	
Simburger, Jennifer - Environmental Health Specialist	38,095.82	0.2930	\$10,400	0.273	\$381	0.01	\$381	0.01	\$0		\$0	
Smith, Linda - Human Resources	24,323.43	0.1000	\$0		\$0		\$0		\$0		\$0	
Stewart, Jill - Account Technician I	41,127.84	0.2000	\$0		\$0		\$0		\$0		\$0	
Thomas, Esther - Account Technician II	50,056.45	0.1800	\$0		\$0		\$0		\$0		\$0	
Thompson, Rachella - CO Investigator	52,182.99	0.4300	\$0		\$0		\$0		\$0		\$0	
VACANT - Environmental Health Specialist IT	9,256.69	0.3850	\$3,564	0.385	\$0		\$0		\$0		\$0	
Vaid, Awals - Epidemiologist	86,400.53	0.2500	\$0		\$0		\$0		\$0		\$0	
Walker, Janice - Prevention Specialist	45,014.91	0.2000	\$0		\$0		\$0		\$0		\$0	
Wallace, Andrea - Director of Finance	89,400.17	0.1000	\$0		\$0		\$0		\$0		\$0	
Washington, Cecily - Public Health Nurse II	55,094.90	0.1900	\$0		\$0		\$0		\$0		\$0	
Wilson, Shannon - Environmental Health Specialist IT	38,095.82	0.3030	\$10,781	0.283	\$381	0.01	\$381	0.01	\$0		\$0	
Wilson-Johnson, Darlene - Front Desk Administrative Assistant	34,613.00	0.2000	\$0		\$0		\$0		\$0		\$0	
Woodcock, Travis - Accountant	47,173.98	0.1000	\$0		\$0		\$0		\$0		\$0	
Ypya, Samantha - Administrative Assistant I	27,026.03	0.3900	\$5,135	0.19	\$2,703	0.1	\$2,703	0.1	\$0		\$0	
	2,258,155.46	10.033	\$123,575	3.1395	\$36,384	0.717	\$58,897	1.1139	\$0	0	\$771	0.016



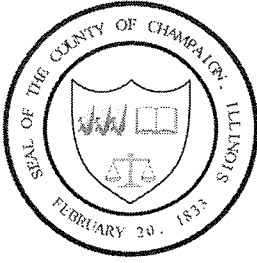
Gordy Hulten
Champaign County Clerk
Champaign County, Illinois

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

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

COUNTY CLERK
MONTHLY REPORT
SEPTEMBER
2013

Liquor Licenses & Permits	10.00
Marriage License	2,725.00
Civil Union Licenses	50.00
Interests	15.26
State Reimbursements	-
Vital Clerk Fees	11,105.50
Tax Clerk Fees	2,212.25
Refunds of Overpayments	-
TOTAL	16,118.01
Additional Clerk Fees	1,684.00



CHAMPAIGN COUNTY ADMINISTRATIVE SERVICES

1776 East Washington Street, Urbana, Illinois 61802-4581

ADMINISTRATIVE, BUDGETING, PURCHASING, & HUMAN RESOURCE
MANAGEMENT SERVICES

Deb Busey, County Administrator

ADMINISTRATIVE SERVICES – MONTHLY HR REPORT SEPTEMBER 2013

VACANT POSITIONS LISTING

FUND	DEPT	POSITION TITLE	HOURLY RATE	REG HRS	REG SAL	FY 2013 HRS	FY '13 SAL
80	25	APPRAISER/ANALYST	\$16.33	1950	\$31,843.50	1950	\$31,843.50
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	51	CRT SRV OFCR	\$19.28	1950	\$37,596.00	1950	\$37,596.00
80	71	MAINTENANCE WKR	\$13.82	2080	\$28,745.60	2080	\$28,745.60
80	71	FACILITIES DIRECTOR	\$34.27	2080	\$71,281.60	2080	\$71,281.60
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
80	140	DEP SHRF--CORR	\$18.66	2080	\$38,812.80	2080	\$38,812.80
-- TOTAL --			\$181.82		\$359,820.50		\$359,820.50

UNEMPLOYMENT REPORT

Notice of Claims received – 6 total

- 6 – Nursing Home
 - Physical Plant
 - Corrections
 - Auditor
 - Sheriff

Employer Protests Filed – 6 total

- 6 – Nursing Home
 - Auditor
 - Corrections

Benefit Determinations

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

Notice of Telephone Hearing

- Nursing Home

Notice of Pending Appeal

- Nursing Home

PAYROLL REPORT

SEPTEMBER PAYROLL INFORMATION

9/6/2013

9/20/2013

<u>Pay Group</u>	<u>EE's</u> <u>Paid</u>	<u>Total Payroll \$\$</u>	<u>EE's</u> <u>Paid</u>	<u>Total Payroll \$\$</u>
General Corp	502	\$898,887.81	508	\$911,476.51
Nursing Home	209	\$234,566.89	220	\$253,647.22
RPC/Head Start	223	\$264,500.84	203	\$269,646.06
 Total	 934	 \$1,397,955.54	 931	 \$1,434,769.79

HEALTH INSURANCE/BENEFITS REPORT

September, 2013

Total Number of Employees Enrolled: 719

General County Union:

Single 231; EE+spouse 23.; EE+child(ren) 51. ; Family 34 waived 39

Nursing Home Union:

Single 63; EE+ spouse 10; EE+child(ren) 4; Family 1; waived 11

Non-bargaining employees:

Single 130; EE+spouse 28; EE+child(ren) 24; Family 23; waived 47

Life Insurance Premium paid by County: 1833.78

Health Insurance Premium paid by County: 332,637.20

Health Reimbursement Account contribution paid by County: 18,075.00

TURNOVER REPORT

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

General County

September 2013 : 5.49 %

September 2013 : 3 out of 571 Employees left Champaign County

WORKERS' COMPENSATION REPORT

<u>Entire County Report</u>	<u>September 2013</u>	<u>September 2012</u>
New Claims 9/1 – 9/30	0	8
Closed Claims 9/1 – 9/30	1	0
Open Claims	33	15
(Ongoing #, total number of open claims as of 9/30)		

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

September 2012 : 59

September 2013 : 54

EEO REPORT

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

September EEO Report - General County Only	Accountant (Auditor)	Legal Secretary (State's Attorney)	Maintenance Worker (Physical Plant)	September - TOTALS
Total Applicants Applied	55	13	25	93
Male	18	1	23	42
Female	36	11	1	48
Undisclosed	1	1	1	3
Caucasian	40	11	20	71
African-American	9	2	5	16
Asian or Pacific Islander	6	0	0	6
Hispanic	0	0	0	0
Native American or Alaskan Native	0	0	0	0
Two of more races	0	0	0	0
Undisclosed	0	0	0	0
Veteran Status	2	0	6	8
Disability	1	0	2	3

ADMINISTRATIVE SUPPORT to COUNTY BOARD REPORT

Agendas Posted	11	Meetings Staffed	7	Minutes Posted	6
Appointments Posted	8	Notification of Appointment	5	Contracts Posted	5
Calendars Posted	5	Resolutions Prepared	26	Ordinances Prepared	4

County of Champaign

2013-2014 Insurance Proposal

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

Coverage Dates: 12/01/2013 to 12/01/2014

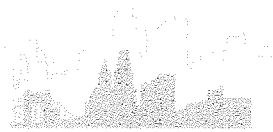
Prepared by:
Producers: Molly M. Rollings
Service Representative: Susi Boastick

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



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

COMMERCIAL PACKAGE POLICY – Cincinnati Insurance Co.



Property Coverage

#	Building Occupant	Address	Current Building Limit	Contents Limit	Business Income
1	Courthouse	101 E. Main	\$ 34,000,000	\$ 2,080,000	\$ 300,000
2	Juvenile Detention Center	400 Art Bartell	\$ 6,505,200	\$ 1,040,000	\$ 50,000
3	Sheriff Office/Correctional Center	204 E. Main	\$ 10,921,000	\$ 1,040,000	\$ 100,000
4	Adult Detention Facility	502 S. Lierman	\$ 14,674,400	\$ 1,040,000	\$ 50,000
5	Brookens Admin. Center	1776 E. Washington	\$ 10,615,000	\$ 2,080,000	\$ 905,000
6	ILEAS Building	1701 E. Main St	\$ 18,700,000	\$ -	\$ 5,000
	Garage-ESDA	1701 E. Main	\$ 98,800	\$ 52,000	\$ -
	ILEAS Boiler House	1701 E. Main St (Rear)	\$ 62,350	\$ 50,000	\$ -
	ILEAS Garage	1701 E. Main St (Rear)	\$ 13,100	\$ 20,000	\$ -
7	Old Salt Storage	301 Art Bartell	\$ 50,000	\$ 41,600	\$ 5,000
	Highway Salt Dome	301 Art Bartell	\$ 161,200	\$ 20,800	\$ -
8	County Office Bldg (EMA/METCAD)	1905 E. Main	\$ 1,690,000	\$ 624,000	\$ 10,000
9	Animal Control Facility (impoundment)	210 S. Bartell	\$ 327,600	\$ 46,800	\$ 10,000
10	Highway Fleet Maintenance Bldg	1605 E. Main St.	\$ 7,000,000	\$ 1,000,000	\$ 10,000
11	Nursing Home	500 Art Bartell	\$ 23,000,000	\$ 1,000,000	\$ 25,000
12	Marilyn Queller/Urbana Head Start	108 E Webber	\$ -	\$ 187,475	\$ 10,000
13	Coroner / Physical Plant	202 Art Bartell	\$ 1,355,005	\$ 200,000	\$ 10,000
14	Sheriff/ILEAS Garage 2	1707 E. Main	\$ 223,600	\$ 41,600	\$ 5,000
15	Highway Maint Garage 3	1705 E. Main	\$ 100,000	\$ 50,000	\$ 5,000
		Total	\$ 148,197,255	\$ 10,614,275	\$ 1,500,000

Cause of Loss: Special including Theft

Deductible: \$5,000

Co-Insurance: 100 %

Valuation: Replacement Cost

Forms/Endorsements:

- **State Amendatory Endorsements**
- **Earthquake – Full Limits at all locations**
- **Flood**
 - \$5,000,000 Per Occurrence
 - \$5,000,000 Aggregate
 - \$25,000 Deductible
- **Valuable Papers & Records – Courthouse & Brookens**
 - \$500,000 per location
 - Deductible = \$1,000

XC Property Extension:

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

Inland Marine Coverage

<u>Equipment</u>	<u>Limit</u>	<u>Deductible</u>
Computers/EDP	\$ 4,685,344	\$1,000
Phone Equipment	\$ 199,541	\$1,000
Machinery Equipment	\$ 946,755	\$1,000
Maintenance Equipment	\$ 194,006	\$1,000
Other Equipment	\$ 710,693	\$1,000
Police Equipment	\$ 254,206	\$1,000
Radio Equipment	\$ 600,595	\$1,000
Voting Equipment	\$ 1,145,931	\$1,000
Camera Equipment	\$ 205,310	\$1,000
Leased or rented Equipment	\$ 358,531	\$1,000

Deductible \$500

Boiler Coverage – Included under Property Coverage

Locations: All Buildings Covered

Limit of Insurance: Full Building Value

Covered Items: All Fired & Unfired Pressure Vessels, All Boilers, Air Conditioning Equipment and Heating Equipment

Deductible: \$5,000

COMMERCIAL CRIME POLICY – ICRMT

PART VI: CRIME

	<u>Limits Per Loss</u>	
Blanket Employee Dishonesty	\$500,000	
Money and Securities	\$500,000	Inside
	\$500,000	Outside
Money Orders and Counterfeit Currency	\$500,000	
Depositors Forgery	\$500,000	

\$5,000 Each Occurrence Deductible

The deductible applies to each occurrence and does not erode or reduce the Limits of Insurance.

The ICRMT Crime form does not exclude faithful performance of duty and will meet the requirements for Public Officials bonds up to the statutory limit or policy limit, whichever is less.

See policy for complete information on coverages and exclusions

- Includes Joint Loss Agreement

- Power Generating Equipment Exclusion (Does not apply to backup emergency generators under 1000KW)

See policy for complete information on coverages and exclusions

POLLUTION LEGAL LIABILITY – Chartis



Limit	Coverage	Deductible	Premium	<i>Deductible Coverage J Only</i>	Day Limitation	Total Premium
\$1,000,000	B, C, E, F, G, H & J	\$ 10,000	\$ 17,610	\$10,000 + 7 Day waiting period	30	\$17,296

Coverage Forms:

- **Coverage B:** On-Site Clean-up of New Conditions
- **Coverage C:** Third-Party Claims on-site Bodily Injury and Property Damage
- **Coverage E:** Third-Party Claims for off-site Clean-up resulting from new conditions.
- **Coverage F:** Third-Party Claims for off-site Bodily Injury and Property Damage
- **Coverage G:** Third-Party Claims for on-site Bodily Injury, Property Damage or Clean-up costs – Non-Owned Locations
- **Coverage H:** Third-Party Claims for off-site Bodily Injury, Property Damage or Clean-up costs – Non-Owned Locations
- **Coverage J:** Business Interruption Coverage – Actual Loss or Rental Value

Policy Forms/Endorsements:

- 75321 (08/04) AISLIC PLS Dec Page
- 90365 (01/06) Conditions of Payment Endorsement
- 80145 (03/04) Service of Suit – Illinois
- 79098 (12/01) War Exclusion Endorsement
- 81270 (12/02) Terrorism Exclusion w/ Certified Acts (Attached)
- 83260 (11/03) Multiple Coverage Aggregate Limit Endorsement (Attached)
- 89433 (06/05) Cov C & F – New Conditions Only w/ scheduled property (Attached)
- 78795 (09/01) 100% Minimum Earned Premium Endorsement (Attached)
- 86289 (07/04) Microbial Matter Coverage’s Endorsement (Attached)
 - **MOLD Deductible \$50,000**
- CI1141 (09/00) Notice of Loss/Notice of Claim

Terms & Conditions:

- Claims Made Form – Retro Active Date will be inception of policy term
- 100% Minimum Earned

In Order to Bind Coverage:

- Signed & Completed Legal Liability Application and Air Quality Questionnaire
- Signed and completed terrorism Disclosure Form if the Insured REJECTS terrorism coverage.

COMMERCIAL LIABILITY POLICY - ICRMT



ILLINOIS COUNTIES RISK MANAGEMENT TRUST INSURANCE PROGRAM PROPOSAL

Named Insured: Champaign County

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

Policy Number: ICRMT2013247

Program Policy Term: Dec 01, 2013 to Dec 01, 2014
(Common Anniversary Date)

Proposed Effective Date:

Carrier: Illinois Counties Risk Management Trust

Special Terms and Conditions:

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



PART II: GENERAL LIABILITY & LAW ENFORCEMENT - OCCURRENCE FORM

Coverage / Limits

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

Nursing Home Retroactive Date: 12/01/2003

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

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

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

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

Prior Acts:

Coverage applies to: N/A

Retroactive Date: N/A

Limit of Liability is equal to Limit previously carried.

Reporting Period is Expiration Date of Policy.

Coverage to Include:

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

Exclusions include but are not limited to:

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

See policy for complete information on coverages and exclusions



PART IV: PUBLIC OFFICIALS LIABILITY - CLAIMS MADE

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

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

\$250,000 Each Claim Self-Insured Retention

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

Retroactive Date: 01/01/1996

Limits provided will be equal to those carried at Retroactive Date

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

Exclusions include but are not limited to:

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

See policy for complete information on coverages and exclusions



PART III: AUTO LIABILITY

Coverage / Limit

Auto Liability	\$1,000,000	Each Accident for Bodily Injury and/or Property Damage
Underinsured/Uninsured Motorist		Each Accident
Auto Medical Payments	\$5,000	Each Person
	\$25,000	Each Accident

\$250,000 Each Accident Self-Insured Retention

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

Number of Vehicles: 186

Coverage's Included:

- Automatic Coverage for newly acquired vehicles - Non-auditable
- All Owned, non-owned & hired vehicles for use by insured while conducting business on behalf of the insured
- Pollution caused by upset and overturn

See policy for complete information on coverages and exclusions

AUTO PHYSICAL DAMAGE

Deductibles:	Auto Physical Damage	\$25,000 Per Loss Comp
		\$25,000 Per Loss Coll

The deductibles or self-insured retention apply Per Loss and do not erode or reduce the limits of the Insurance

Coverage to Include:

	<u>Limit</u>
Auto Physical Damage (Actual Cash Value)	\$1,089,560
Automatic Acquisition Property, Inland Marine & Auto	\$1,000,000

STUDENT ACCIDENTAL DEATH & DISMEMBERMENT POLICY – Capitol Indemnity

Limits:

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

WORKERS COMPENSATION POLICY - ICRMT



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

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

Program Year: 2013-2014
Effective Dates: 12/01/2013 to 12/01/2014
Policy Number: ICRMT2013247

Coverage A, Workers' Compensation Limit: Statutory

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

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

Extensions of Coverage: Volunteers

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



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

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

Program Year: 2013-2014
Effective Dates: 12/01/2013 to 12/01/2014
Policy Number: ICRMT2013247

Code	Classification	Estimated Payroll	Rate	Estimated Premium
5403	Carpentry - Commercial	\$289,000	19.1700	\$55,401
5506	Street & Road	\$700,000	12.1400	\$84,980
7705	Ambulance / EMS	\$110,000	12.7800	\$14,058
7720	Law Enforcement	\$10,500,000	6.5000	\$682,500
8601	Architect/Engineer	\$550,000	0.9900	\$5,445
8810	Clerical	\$10,200,000	0.5900	\$60,180
8820	Attorney - All Employees & Clerical	\$3,500,000	0.5900	\$20,650
8829	Nursing Home	\$6,700,000	6.2300	\$417,410
8831	Animal Control	\$300,000	3.2800	\$9,840
8832	Physician/Coroner/Health Department & Clerical	\$280,000	0.5800	\$1,624
8869	Child Day Care Center - Professionals	\$3,900,000	1.7600	\$68,640
9015	Building Operations/Custodial/Maintenance NOC	\$540,000	9.1200	\$49,248
9082	Restaurant NOC	\$30,000	3.9000	\$1,170
9410	Municipal NOC	\$125,000	6.3600	\$7,950
Totals:		\$37,724,000		\$1,479,096

Gross Annual Premium		\$1,479,096
Increased Limit Multiplier	1.02	\$1,508,678
Experience Modifier	0.98	\$1,478,505
Schedule Modifier	0.142	\$209,948
Subtotal		\$209,948
Premium Discount	11.50%	(\$24,144)
Annual Premium		\$185,804

EXCESS LIABILITY POLICY - ICRMT

EXCESS LIABILITY - Follow Form

General Liability & Law Enforcement	\$9,000,000	Excess of \$1,000,000 Per Occurrence \$3,000,000 Aggregate
Nursing Home Sublimit	\$4,000,000	
Auto Liability	\$9,000,000	Excess of \$1,000,000 Each Accident for Bodily Injury and / or Property Damage
Public Officials (Claims Made)	\$9,000,000	Excess of \$1,000,000 Per Occurrence \$1,000,000 Aggregate

Please see policy forms for terms, conditions and exclusions.

PRIMARY FLOOD POLICIES – NFIP/SELECTIVE

Policy #1

Location: 101 E Main St; Urbana, IL 61801
 Building Limit: \$500,000
 Contents Limit: \$500,000
 Deductible: \$1,000

Policy #1

Location: 204 E. Main St; Urbana, IL 61801
 Building Limit: \$500,000
 Contents Limit: \$500,000
 Deductible: \$1,000

Policy #1

Location: 108 S. Webber St; Urbana, IL 61801
 Building Limit: NA
 Contents Limit: \$500,000
 Deductible: \$1,000

PREMIUM SUMMARY

Line of Business	Expiring Premium - 2013	Renewal Premium - 2014	% Change
ICRMT			
Crime	\$ 9,893	\$ 9,891	-0.02%
Automobile Liability	\$ 37,785	\$ 31,759	-15.95%
Auto Physical Damage (Highway)	\$ 190	\$ 1,089	473.16%
Auto Physical Damage (EMA)	\$ 14	\$ 300	2042.86%
General Liability (Nursing Home)	\$ 85,317	\$ 92,717	8.67%
Errors & Omissions	\$ 64,683	\$ 67,729	4.71%
General Liability (County)	\$ 83,539	\$ 82,530	-1.21%
Law Enforcement Liability	\$ 56,853	\$ 72,804	28.06%
Excess Liability (County)	\$ 124,966	\$ 125,967	0.80%
Excess Liability (Nursing Home)	\$ 35,020	\$ 36,942	5.49%
Total ICRMT	\$ 498,260	\$ 521,728	4.71%
Workers Compensation			
	\$ 175,965	\$ 185,804	5.59%
<i>Payroll</i>	<i>\$ 35,245,356</i>	<i>\$ 37,724,000</i>	<i>7.03%</i>
Cincinnati			
Property (County)	\$ 73,875	\$ 81,497	10.32%
Property (Nursing Home)	\$ 21,200	\$ 21,827	2.96%
Inland Marine	\$ 39,931	\$ 39,505	-1.07%
Boiler & Machinery	\$ 8,108	\$ 10,205	25.86%
Total Cincinnati	\$ 143,114	\$ 153,034	6.93%
NFIP/Selective Flood			
101 E Main	\$ 4,785	\$ 4,807	0.50%
204 E Main	\$ 4,785	\$ 4,807	0.50%
108 S Webber	\$ 2,101	\$ 2,123	0.50%
Total NFIP/Selective	\$ 11,671	\$ 11,737	0.50%
Capitol Indemnity			
Student AD&D	\$ 876	\$ 876	0.00%
Chartis			
Pollution Legal Liability	\$ 17,761	\$ 17,761	0.00%
Total Premium	\$ 835,976	\$ 879,203	5.17%

NOTES ON COVERAGE:

- Nursing Home has increased due to servicing time. The nursing home is utilizing over 200 hours of servicing from ICRMT per year, 80 hours is the standard included. ICRMT has included a flat fee this year to increase the servicing time to meet all the needs of the nursing home and county.
- Physical Damage has increased due to overall ICRMT loss results. The county does not have any losses to date, but the experience of the pool was poor last year in this line of business.
- Law Enforcement Liability has increased due to overall ICRMT loss results. Losses continue to be high in Illinois for this line of business. The County of Champaign has had good loss history in this line; however, the pricing has increased for all counties in the program.
- Automobile liability has decreased this year due to positive overall loss history of the program and the County.
- Workers Compensation rates have decreased due to loss experience of the County of Champaign. While the premium is higher than expiring, the payroll has increased significantly, but rates have decreased. Loss reports for the County were down again this year.

Required To Bind Coverage:

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

RESOLUTION NO.

RESOLUTION HONORING COUNTY EMPLOYEES

WHEREAS, It is the vision of the Champaign County Board to be a recognized leader in local government where every official and employee has a personal devotion to excellence in public service and embraces the highest standards of ethics and integrity, which enables Champaign County to provide the best customer services to its citizens; and

WHEREAS, One element of pursuing this vision is communicating to employees that their service to Champaign County is valued and appreciated; and

WHEREAS, Champaign County employees admirably serve the people of Champaign County with full commitment to the responsibilities of County offices, work in partnership with fellow employees and County officials, and have dedication to the best interests of all the people of Champaign County; and

WHEREAS, The Champaign County Board wishes to recognize the dedication and service of the employees who have reached a 5, 10, 15, 20, 25, 30, 35 and 40 year milestones in FY2013;

NAME	DEPARTMENT	YEARS
Amanda S Tucker	Administrative Services	5
Evelyn Boatz	Administrative Services	35
Nestor J Cantu	Animal Control	5
Guadalupe Fuentes	Circuit Clerk	5
Stephanie K Hunt	Circuit Clerk	5
Cindy L Davis	Circuit Clerk	10
Anissa M Lewis	Circuit Clerk	20
Roger D Reedy	Circuit Clerk	20
Sandra S Romans	Circuit Clerk	20
Stephanie P McIntosh	Circuit Court	5
Angela D Lusk	Circuit Court	10
Jaime L Christians	Corrections	5
Robert J DeRouchie	Court Security	5
Whitman Davis	Court Security	10
Dayvon McCarrell	Court Security	10
Margie A Harmon	Corrections	15
Bradley J Morris	Corrections	15
Timothy M Pavlik	Court Security	15
Jeffrey A Shumate	Corrections	15
David E Holloway	Corrections	20
Connie J Huddleston	Corrections	30
Mark R Hesse	County Clerk	5
Thomas A Reed	GIS Consortium	30
Christopher C Berry	Highway	5
Phil Robeck	Highway	10
John L Cooper	Highway	15
Tracy A Wingler	Highway	15

Deborah Wagner	Highway	35
Bryan D Allison	Information Technology	5
Judi L Hansen	Juvenile Detention Center	5
Jennifer Jarvis	Juvenile Detention Center	15
Thomas (Ed) Sexton	Juvenile Detention Center	20
John F Naese	Juvenile Detention Center	25
Laurie A Bunting	Nursing Home	5
Alemtshay D Debla	Nursing Home	5
Dejene F Gemechu	Nursing Home	5
Peggy S Nelson	Nursing Home	5
Tracy Rhone	Nursing Home	5
Gwendolyn L Richardson	Nursing Home	5
Stephanie J Berkey	Nursing Home	10
Kimberly R Myers	Nursing Home	10
Jean-Marie K Nyembwe	Nursing Home	10
Tonna R Champagne	Nursing Home	15
Debra S Deremiah	Nursing Home	15
Catherine L Wells	Nursing Home	15
Chanel R Young	Nursing Home	15
Becky M Martin	Nursing Home	25
Renee J Keller	Nursing Home	35
Todd A Smith	Physical Plant	5
Rogert A Waggle	Physical Plant	20
Lori Busboom	Planning & Zoning	20
Ashley D Hammer	Probation & Court Services	5
Jeffrey S Nugent	Probation & Court Services	10
Thomas K Foster	Probation & Court Services	15
Cale E Robertson	Probation & Court Services	20
William R May	Probation & Court Services	30
Robert D Wyre	Probation & Court Services	30
Barbara A McClain	Recorder of Deeds	10
Donyl J Bell	RPC	5
Steve S Bevil	RPC	5
Kimberly D Bowdry	RPC	5
Cheryl A Crosby	RPC	5
Carla R Duvall	RPC	5
Tonya L Ervin	RPC	5
Toriana D Gant	RPC	5
Corinne M Holloway	RPC	5
Alvin Johnson	RPC ⁷²	5

Katrina A Lewis	RPC	5
Bridget M Meis	RPC	5
Michael D Thomas	RPC	5
Jacqueline A Buckingham	RPC	10
Nina K Liffick	RPC	15
Lynn R Watson	RPC	15
Katherine C Webster	RPC	15
Rebecca L Woodard	RPC	15
Dollie A Woolfolk	RPC	15
Lori J Mercier	RPC	20
Mark F Edwards	RPC	35
Nicole R Bolt	Sheriff	5
Christopher J Darr	Sheriff	5
Richard A Ferriman	Sheriff	5
Mark C Bragg	Sheriff	10
David A Coffey	Sheriff	15
Alicia A Maxey	Sheriff	20
Gail L Rogers	State's Attorney	5
Lindsey S Clark	State's Attorney	10
Lawrence T Solava	State's Attorney	15
Julia R Rietz	State's Attorney	15
Janelle M Albrecht	State's Attorney	25
Daniel J Welch	Treasurer	40

NOW, THEREFORE, BE IT RESOLVED That the County Board of Champaign County hereby recognizes each of the aforementioned Champaign County employees as an asset to the citizens of Champaign County and expresses gratitude and sincere appreciation for their years of service.

PRESENTED, ADOPTED, APPROVED, AND RECORDED this 24th day of October, A.D., 2013.

Alan Kurtz, Chair
Champaign County Board

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

RESOLUTION NO.

RESOLUTION HONORING RETIRING COUNTY EMPLOYEES

WHEREAS, It is the vision of the Champaign County Board to be a recognized leader in local government where every official and employee has a personal devotion to excellence in public service and embraces the highest standards of ethics and integrity, which enables Champaign County to provide the best customer services to its citizens; and

WHEREAS, One element of pursuing this vision is communicating to employees that their service to Champaign County is valued and appreciated; and

WHEREAS, Champaign County employees admirably serve the people of Champaign County with full commitment to the responsibilities of County offices, work in partnership with fellow employees and County officials, and have dedication to the best interests of all the people of Champaign County; and

WHEREAS, The Champaign County Board wishes to recognize the dedication and service of the employees who are retiring in FY2013;

Linda S Frank	Circuit Clerk	30 Years
Roger Reedy	Circuit Clerk	20 Years
Jo Kelly	Circuit Clerk	17 Years
John Marker	Highway	38 Years
Nicky R Neeves	Sheriff	28 Years
Charles E Ogle	Sheriff	28 Years
Timothy W Werremeyer	Sheriff	23 Years
Elaine Parrish	Sheriff	33 Years
David Holloway	Corrections	20 Years
Sherry J Chaney-Bruce	State's Attorney	30 Years
Theresa A Smith	State's Attorney	23 Years
Maria J Champagne	Nursing Home	27 Years
Yiftu A Gudeta	Nursing Home	16 Years
Sherry L Jones (In Memory)	Nursing Home	22 Years
Mary L Davis	Nursing Home	17 Years
Jacque Chase	Probation & Court Services	26 Years
Alan Reinhart	Physical Plant	32 Years

NOW, THEREFORE, BE IT RESOLVED That the County Board of Champaign County hereby recognizes each of the aforementioned retiring Champaign County employees as

an asset to the citizens of Champaign County and expresses gratitude and sincere appreciation for their years of service.

PRESENTED, ADOPTED, APPROVED, AND RECORDED this 24th day of October, A.D., 2013.

Alan Kurtz, Chair
Champaign County Board

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

Transfer Agreement

This Transfer Agreement (“Agreement”), dated the 24th day of October, 2013, is between the Community Foundation of East Central Illinois, an Illinois not-for-profit corporation (“CFECI”); the Champaign County Board; and the Citizens Committee for Restoration of the Clock and Bell Tower at the Champaign County Courthouse (“CCRC”).

WHEREAS the Seth Thomas clockworks currently atop the Champaign County Courthouse clock and bell tower was built in approximately 1877;

AND, WHEREAS, the Champaign County Courthouse, dedicated in 1901, had a clock and bell tower (“Tower”) approximately 135 feet in height;

AND, WHEREAS, the Tower was struck by lightning multiple times between 1930 and 1952, resulting in the loss of 60 feet in height of the Tower;

AND, WHEREAS, the Champaign County Board appointed CCRC prior to March 25, 2008 and tasked it with obtaining private and public grant funds in order to restore the Tower to its original approximate 135 feet in height;

AND, WHEREAS, Elva H. Greeson entered into the Elva Hensley Greeson Declaration of Trust dated March 30, 1994, as amended and restated March 25, 2008 (“Trust”);

AND, WHEREAS, Elva H. Greeson set forth a bequest to CCRC pursuant to Article 2, Section 4 of the Trust (“Trust Bequest”) as follows:

2.4 Gift of Balance of Trust Estate. I give the balance of the trust estate as follows:

...

(c) 15% to the Citizens Committee for Restoration of the Clock and Bell Tower at the Champaign County Courthouse for its general charitable purpose subject to the following provision:

(i) \$15,000 of the above gift shall be allocated to a separate fund which shall be used for the sole purpose of providing for the ongoing maintenance of the Courthouse clock[;]

AND, WHEREAS, Elva H. Greeson, through her Trust Bequest, intended to provide solely for the maintenance of the Tower;

AND, WHEREAS, Elva H. Greeson did not subsequently amend or supersede her Trust;

AND, WHEREAS, the Tower was functionally restored to its original height of approximately 135 feet by August 29, 2009;

AND, WHEREAS, Elva H. Greeson died April 2, 2013, and the Trust Bequest was made to CCRC pursuant to Article 2, Section 4 of her Trust;

AND, WHEREAS, the undersigned parties intend to advance the charitable intent of the late Elva H. Greeson and memorialize the terms by which the funds bequeathed pursuant to Article 2, Section 4 of her Trust will be transferred and managed;

NOW THEREFORE, the undersigned persons consent and agree as follows:

- (1) **Transfer of Funds.** All funds remaining from the Trust Bequest and any remaining interest accrued therefrom shall be immediately transferred from CCRC to CFECI.
- (2) **Purpose of Funds.** All funds transferred from CCRC to CFECI pursuant to this Agreement, and any interest thereafter accrued (“Total Funds”), shall be used only for the Maintenance of the clock and bell tower attached to the Champaign County Courthouse.
- (3) **Definition of Maintenance.** It is understood by the parties that the Trust Bequest was for purposes of long-term maintenance to assure the continued functioning and purpose of the Clock and Bell Tower at the Champaign County Courthouse. The parties agree that “Maintenance” shall include work on all major mechanical systems that uniquely affect the tower and functioning of the clock (i.e. “HVAC, electrical and illumination systems”) and all necessary mechanical repairs to the clock to assure its continued operation. “Maintenance” shall not include the cost of monthly utilities, the payment of any portion of a Champaign County employee’s salary or any item of repair that generally affects the entire area that was formerly the 1901 Champaign County Courthouse.
- (4) **Payment of Maintenance Expense.** Within thirty (30) days of receipt of an invoice for Maintenance approved by the Champaign County Board, the CFECI shall pay the invoice directly to the contractor or maintenance service provider, or shall reimburse Champaign County for the maintenance expense incurred.
- (5) **Investment of Funds.** Total Funds shall be invested as a prudent investor would, considering the purpose, distribution needs, and other circumstances of the Total Funds. This standard requires the exercise of reasonable care, skills, and caution and is to be applied to investments not in isolation, but in the context of the Total Funds portfolio as a whole and as a part of an overall investment strategy that should incorporate reasonably suitable risk and return objectives.
- (6) **Counterparts.** This Agreement may be executed in one or more counterparts, all of which shall be considered one and the same Agreement, and shall become a

binding Agreement when one or more counterparts have been signed by each of the parties. Signatures on this Agreement which are transmitted electronically or via facsimile shall be valid for all purposes, however any party shall deliver an original signature on this Agreement to the other parties upon request.

[The remainder of this page is intentionally left blank, as signatures follow.]

IN WITNESS WHEREOF, this Transfer Agreement is executed as of the date first above-written.

Champaign County Board

By: Alan Kurtz,
Its Chairperson

**Citizens Committee for Restoration of
the Clock and Bell Tower at the
Champaign County Courthouse**

By: Bruce Hannon,
Its Chairperson

**Community Foundation of
East Central Illinois, an Illinois
not-for-profit corporation**

By: Joan Dixon,
Its President and CEO

**NON-ENDOWED FUND AGREEMENT
BETWEEN THE
CHAMPAIGN COUNTY BOARD
AND THE
COMMUNITY FOUNDATION OF EAST CENTRAL ILLINOIS**

THIS AGREEMENT is made and entered into this 24th day of October, 2013, between the Champaign County Board, (hereinafter called the "CCB") and Community Foundation of East Central Illinois, a not-for-profit corporation in the State of Illinois (hereinafter called the "Community Foundation").

Recitals

WHEREAS, the CCB desires to establish a non-endowed fund with the Community Foundation; and

WHEREAS, the Community Foundation is an Illinois nonprofit corporation exempt from federal income taxes under Internal Revenue Code section 501 (c)(3), a public charity described in Code section 170(b)(1)(A)(vi), and accordingly an appropriate institution within which to establish such a non-endowed fund' and

WHEREAS, the Community Foundation is willing and able to hold and administer such a non-endowed fun, subject to the terms and conditions hereof.

General Provisions

NOW THEREFORE, the parties agree as follows:

1. **Gift and Fund Designation.** The CCB hereby transfers irrevocably to the Community Foundation the property (cash, publicly traded securities or other assets) described in the attached Exhibit A to establish a non-endowed fund to be known as the Elva H Greeson Clock and Bell Tower Restoration Fund (the "Fund"). Subject to the right of the Community Foundation to reject any particular gift, from time to time, the Community Foundation may accept additional irrevocable gifts of property from the CCB or from any other source to be added to the Fund, all subject to the provisions hereof. All gifts, bequests and other devises to this Fund shall be irrevocable once accepted by the Community Foundation.
2. **Purpose.** The purpose of the Fund shall be as set forth in the Transfer Agreement dated the ___ day of _____, 20___, between the Community Foundation, CCB, and the Citizens Committee for Restoration of the Clock and Bell Tower at the Champaign County Courthouse ("CCRC"), which is incorporated herein by reference, and by attachment to this agreement.
3. **Distributions.** The income, all appreciation and principal of the Fund, net of the fees and expenses set forth in this agreement may be committed, grantor or expended solely for purpose described in this agreement.

4. **Conditions for Acceptance of Gifts.** The CCB agrees and acknowledges that the establishment of the Fund is made in recognition of, and subject at all times to, applicable law and the terms and conditions of the Articles of Incorporation and Bylaws of the Community Foundation, as amended from time to time, including, but not limited to, provisions for:
 - a. Presumption of donors' intent;
 - b. Variance from donors direction; and
 - c. Amendment

5. **Restrictions on Distributions.** No distributions shall be made which shall jeopardize the charitable purposes of the Community Foundation. Distributions from the Fund shall be subject to the following restrictions.
 - a. **Prohibition Against Private Benefit.** No distributions shall inure or be payable to or for the benefit of any private individual, including, but without limitation, for school tuition for any individual, dues or membership fees, benefit tickets or for goods bought at charitable auctions. Distributions may not be used to satisfy any pre-existing pledge of the CCB.
 - b. **Prohibition Against Political Expenditures.** No distributions shall be made for lobbying, political contributions or to support campaign activities.

Fund Termination

Continuity of the Fund. The Fund shall continue as long as assets are available in the Fund and the purposes of the Fund can be served by its continuation. If the Fund is terminated, the Community Foundation shall use any remaining assets in the Fund exclusively for charitable or other exempt purposes that are within the scope of the charitable and other exempt purpose of the Community Foundation and most nearly approximate, in the good faith opinion of the Community Foundation's Board of Trustees, the original purpose of the Fund.

Termination Upon Dissolution of the CCB. Upon the dissolution of the CCB, the Community Foundation may hold the balance of the Fund as a permanent endowment, with the income therefrom to be used for charitable or other exempt purposes that are within the scope of the charitable and other exempt purpose of the Community Foundation and most nearly approximate, in the good faith opinion of the Community Foundation's Board of Trustees, the original purpose of the Fund.

Administrative Provisions

The Community Foundation agrees to administer the Fund as follows:

Maintenance of Fund as Separate Account. Unless terminated as provided herein, the Community Foundation shall maintain the Fund as a separate fund, and shall account to the CCB for all contributions to the Fund, the Fund's principal and income balances, and all grant activity from the Fund. CCB acknowledges that the Fund is an asset of the Community Foundation and neither the donors nor the CCB shall have any ownership interests in the Fund.

Investment of the Fund. Investment of the Fund shall be in accordance with the investment policies of the Community Foundation, as established from time to time. The Community Foundation is authorized to continue investment of the Fund in the assets received as contributions to the Fund, or to sell or exchange any of said assets and reinvest the proceeds in bonds, common or preferred stocks, notes, options, common trust funds, mutual funds, shares of any investment company or trust or other securities, in partnership interests, general or limited, joint ventures, real estate, or other property of any kind, regardless of diversification and regardless of whether the property would be considered a proper trust investment.

Joint Investments. The Community Foundation may invest the Fund jointly with other funds which the Community Foundation manages if the Community Foundation deems it advisable for the efficient and effective management of the Fund, including, but without limitation, by pooling all or any portion of the Fund with other donor advised or endowed funds in the Community Foundation of East Central Illinois Endowment Pool or such other investment pools as the Community Foundation may establish. The Community Foundation may hold any asset of the Fund in the name of a nominee, in bearer form or otherwise.

Management Fees. The Community Foundation shall be entitled to reimbursement for expenses and to compensation for management of the Fund in accordance with its customary fees, as established from time to time by the Community Foundation, such fees to be paid out of the Fund income.

Determinations by Community Foundation. The Community Foundation's reasonable determination of any question of fact shall bind all persons.

Controlling Law. The validity and effect of this agreement shall be determined in accordance with the laws of Illinois.

Amendment

Community Foundation's Right To Amend. The Trustees of the Community Foundation at any time or times may amend the terms of this agreement by signed instrument filed with the Community Foundation's and Fund's records, provided that:

- (a) The Community Foundation shall never be permitted to administer the Fund in any manner or for any purpose contrary to Code Section 501(c)(3);
- (b) No amendment shall prevent gifts to the Fund from qualifying for charitable deductions under Code Sections 170, 2055 and 2522;
- (c) If the CCB exists at the time, the Community Foundation shall make reasonable efforts to obtain the consent of the CCB prior to any such amendment; and
- (d) The Community Foundation shall have no power to amend the terms of this paragraph except to further restrict the Community Foundation's amending power.

Variance Power. The Board of Trustees of the Community Foundation has the power to modify any restriction or condition on the distribution of funds if, in the sole judgment of the Board of Trustees, such restriction or condition becomes, in effect, unnecessary, incapable of fulfillment or inconsistent with the charitable needs of the area served by the Community Foundation. The Board of Trustees has the authority to modify the restriction without obtaining the approval of any participating trustee, custodian or agent of the Community Foundation.

Definitions

Code. References to Sections of the "Code" refer to the Internal Revenue Code of 1986, as amended from time to time, and include corresponding provisions of subsequent federal tax laws.

Minimum Fund Value. The "Minimum Fund Value" for the Fund is Five Thousand Dollars (\$5,000.00).

IN WITNESS WHEREOF the parties have caused this Agreement to be executed the day and year herein above written.

COMMUNITY FOUNDATION OF
EAST CENTRAL ILLINOIS

CHAMPAIGN COUNTY BOARD

By: _____
Joan M. Dixon
Its President & CEO

Alan Kurtz
Its Chairman

Date: _____

Date: _____

ORDINANCE NO.

ORDINANCE AUTHORIZING A LOAN TO THE CHAMPAIGN COUNTY NURSING HOME FROM A BANK OR FINANCIAL INSTITUTION

WHEREAS, Public Act 98-0525 provides that the county board of a county may borrow money from a qualified financial institution, provided that the money shall be repaid within two years; and

WHEREAS, the Champaign County Board seeks to borrow funds, pursuant to the terms of Public Act 98-0525, on behalf of the Champaign County Nursing Home in the amount of \$900,000, said loan to be obtained in the month of November, 2013; and

WHEREAS, the Champaign County Board desires the Champaign County Nursing Home repay said loan from the proceeds of FY2014 property tax receipts ; and

WHEREAS, the Champaign County Board desires that the \$900,000 loan be obtained from a bank or financial institution as defined in Public Act 98-0525 in November 2013 and be re-paid in full by October 31, 2014;

NOW, THEREFORE BE IT ORDAINED by the Champaign County Board, that the Champaign County Administrator is authorized to execute a promissory note or similar debt instrument, pursuant to the terms of Public Act 98-0525, on behalf of the Champaign County Nursing Home in the amount of \$900,000, said loan to be obtained in the month of November 2013; and

BE IT FURTHER ORDAINED by the Champaign County Board that the Champaign County Nursing Home is directed to repay the loan from the proceeds of FY2014 property tax receipts ; and

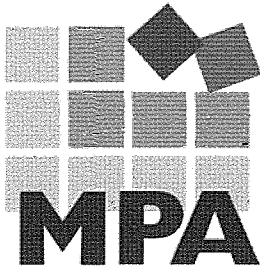
BE IT FURTHER ORDAINED by the Champaign County Board that the \$900,000 loan to be obtained from a bank or financial institution in November 2013 be repaid in full by October 31, 2014.

PRESENTED, ADOPTED APPROVED and RECORDED this 24th day of October, A.D. 2013.

ATTEST:

Alan Kurtz, Chair
Champaign County Board

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



Management Performance Associates

Woods Mill Towers • Suite 501 South
14323 South Outer Forty Road
Chesterfield, Missouri 63017
314 • 434-4227 FAX 314 • 434-4337
www.healthcareperformance.com

To: Chris Alix, Deputy Chair of Finance Committee of the Whole and Members of
The Champaign County Board

From: Scott Gima

Date: October 2, 2013

Re: **Budget Amendments #13-00010 and #13-00011**

This memorandum summarizes an issue in the County's Nursing Home appropriations resulting from payment of FY2012 invoices from the current FY2013 appropriation.

In 2012, the last two months of vendor invoices (October and November) totaling about \$1 million were not paid until FY2013; this reflects the 60 day payment cycle that was in place at the time. These expenses, however, were recorded in FY2012 on both the County's and CCNH's financial reports, meaning that CCNH's budget discipline was proper.

However, because these expenditures were posted against the FY2013 appropriation for the Nursing Home, the FY2013 Nursing Home appropriation is now short for payment of legitimate and timely 2013 expenditures by the \$1 million. To correct this anomaly, the Nursing Home is presenting a Budget Amendment to increase the FY2013 appropriation, so that the original FY2013 appropriation is increased by the amount of the FY2012 bills paid out of the FY2013 budget.

I want to emphasize that CCNH is not spending \$1 million more than expected in 2013. This is simply a required correction to the FY2013 appropriation in acknowledgement of the additional FY2012 payments made in FY2013. Because the County Board has changed the terms of closing out the fiscal year to extend that period to 60 days, instead of the previous 30 days, we do not anticipate this anomaly to occur again in FY2014. We should be able to make all FY2013 payments out of the FY2013 budget because we will have 60 days after the close of the fiscal year to process and complete those payments.

As a result of the above, County Board approval is required to increase the Nursing Home FY2013 budget appropriation authorization level by \$1,062,374; this will be an action item at our next meeting so that the County Board has the recommendation of the Nursing Home Board of Directors.

If you have any questions, please call me at 314-434-4227, x21 or email me directly at stg@healthcareperformance.com.

FUND	081 NURSING HOME	DEPARTMENT	410 ADMINISTRATIVE
	081 NURSING HOME		415 ENVIRONMENTAL SERVICES
	081 NURSING HOME		420 LAUNDRY
	081 NURSING HOME		425 MAINTENANCE
	081 NURSING HOME		430 NURSING SERVICES

INCREASED APPROPRIATIONS:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
See attached				
TOTALS	3,485,930	3,366,772	3,967,756	600,984

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: TO INCREASE FY13 BUDGET DOLLARS FOR OUTSTANDING FY12 INVOICES.
 PAGE 1 OF 2. TOTAL OF BOTH PAGES EQUALS \$1,062,374.

DATE SUBMITTED: 10/8/13	AUTHORIZED SIGNATURE <i>Stephanie J. Buckley</i>	** PLEASE SIGN IN BLUE INK **
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APPROVED BY BUDGET & FINANCE COMMITTEE: _____ **DATE:** _____

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INCREASED APPROPRIATIONS:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
081-410-522.01 STATIONERY & PRINTING	3,869	3,128	3,485	357
081-410-522.04 COPIER SUPPLIES	8,996	8,996	10,641	1,645
081-410-522.93 OPERATIONAL SUPPLIES	25,607	17,106	18,581	1,475
081-410-533.03 ATTORNEY/LEGAL SERVICES	86,998	52,118	60,339	8,221
081-410-533.07 PROFESSIONAL SERVICES	603,000	336,202	337,654	1,452
081-410-533.29 COMPUTER/INF TCH SERVICES	50,444	43,509	43,401	-108
081-410-533.70 LEGAL NOTICES, ADVERTISING	47,088	47,073	49,593	2,520
081-410-533.85 PHOTOCOPY SERVICES	10,441	10,441	11,941	1,500
081-410-533.89 PUBLIC RELATIONS	47	497	585	88
081-410-534.37 FINANCE CHARGES, BANK FEES	2,625	27,783	48,385	20,602
081-410-534.61 IPA LICENSING FEE	641,329	641,329	923,123	281,794
081-415-522.93 OPERATIONAL SUPPLIES	56,936	56,837	64,383	7,546
081-415-533.30 GAS SERVICE	145,278	145,278	165,785	20,507
081-415-533.31 ELECTRIC SERVICE	262,698	262,698	308,471	45,773
081-415-533.36 WASTE DISPOSAL & RECYCLNG	49,500	41,006	41,656	650
081-420-522.28 LAUNDRY SUPPLIES	19,223	19,223	20,994	1,771
081-420-522.91 LINEN & BEDDING	16,496	16,496	18,251	1,755
081-425-522.22 MAINTENANCE SUPPLIES	56,189	44,436	49,414	4,978
TOTALS	2,086,764	1,774,156	2,176,682	402,526

INCREASED REVENUE BUDGET:

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

INCREASED APPROPRIATIONS:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
081-425-533.40 AUTOMOBILE MAINTENANCE	6,883	4,414	4,481	67
081-425-533.42 EQUIPMENT MAINTENANCE	21,106	21,053	23,674	2,621
081-425-533.86 NURS HOME BLDG REPAIR/MNT	90,000	104,770	116,928	12,158
081-425-534.76 PARKING LOT/SIDEWLK MAINT	11,535	10,030	10,243	213
081-430-522.03 BOOKS, PERIODICALS & MAN.	769	769	882	113
081-430-522.12 STOCKED DRUGS	40,000	39,967	59,368	19,401
081-430-522.31 PHARMACY CHRGS-PUBLIC AID	11,912	11,912	16,936	5,024
081-430-522.33 OXYGEN	40,000	38,139	40,845	2,706
081-430-522.34 INCONTINENCE SUPPLIES	108,000	108,000	127,634	19,634
081-430-522.36 PHARMACY CHRGS-INSURANCE	80,000	73,374	83,924	10,550
081-430-522.40 OFFICE EXPENSES	0	0	1,095	1,095
081-430-522.98 PHARMACY CHARGES-MEDICARE	161,392	161,392	194,095	32,703
081-430-533.06 MEDICAL/DENTAL/MENTL HLTH	19,392	20,768	25,968	5,200
081-430-533.07 PROFESSIONAL SERVICES	60,000	299,429	318,289	18,860
081-430-533.22 LABORATORY FEES	24,160	24,915	26,554	1,639
081-430-533.51 EQUIPMENT RENTALS	49,017	48,711	57,892	9,181
081-430-534.65 CONTRACT NURSING SERVICE	600,000	561,843	613,947	52,104
081-430-534.83 MEDICARE MEDICAL SERVICES	75,000	63,130	68,319	5,189
TOTALS	1,399,166	1,592,616	1,791,074	198,458

INCREASED REVENUE BUDGET:

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

FUND	081 NURSING HOME	DEPARTMENT	440 ACTIVITIES
	081 NURSING HOME		441 SOCIAL SERVICES
	081 NURSING HOME		445 PHYSICAL THERAPY
	081 NURSING HOME		446 OCCUPATIONAL THERAPY
	081 NURSING HOME		448 SPEECH THERAPY
	081 NURSING HOME		450 DIETARY

INCREASED APPROPRIATIONS:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
See attached				
TOTALS	1,957,323	1,994,448	2,455,838	461,390

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: TO INCREASE FY13 BUDGET DOLLARS FOR OUTSTANDING FY12 INVOICES.

PAGE 2 OF 2. TOTAL OF BOTH EQUALS \$1,062,374.

DATE SUBMITTED: <i>10/8/13</i>	AUTHORIZED SIGNATURE <i>Stephanie J. Bentley</i>	** PLEASE SIGN IN BLUE INK **
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APPROVED BY BUDGET & FINANCE COMMITTEE: _____ DATE: _____

INCREASED APPROPRIATIONS:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
081-440-522.93 OPERATIONAL SUPPLIES	2,946	3,827	4,250	423
081-440-533.07 PROFESSIONAL SERVICES	1,511	1,455	1,705	250
081-441-533.07 PROFESSIONAL SERVICES	2,827	45,484	47,172	1,688
081-445-533.07 PROFESSIONAL SERVICES	527,000	473,543	606,486	132,943
081-446-533.07 PROFESSIONAL SERVICES	482,775	462,108	584,920	122,812
081-448-533.07 PROFESSIONAL SERVICES	164,698	164,698	209,793	45,095
081-450-522.10 FOOD	433,000	432,141	516,055	83,914
081-450-522.35 NUTRITIONAL SUPPLEMENTS	30,000	36,212	43,260	7,048
081-450-522.93 OPERATIONAL SUPPLIES	45,073	43,811	51,033	7,222
081-450-533.07 PROFESSIONAL SERVICES	31,399	46,638	53,029	6,391
081-455-522.93 OPERATIONAL SUPPLIES	1,416	1,416	1,422	6
081-460-522.93 OPERATIONAL SUPPLIES	430	615	663	48
081-462-533.95 CONFERENCES & TRAINING	2,856	2,856	2,904	48
081-462-534.65 CONTRACT NURSING SERVICE	70,000	108,157	127,959	19,802
081-430-522.98 PHARMACY CHARGES-MEDICARE	161,392	161,392	188,242	26,850
081-410-533.04 ENGINEERING SERVICES	0	8,833	14,384	5,551
081-440-522.44 EQUIPMENT LESS THAN \$5000	0	0	37	37
081-450-522.44 EQUIPMENT LESS THAN \$5000	0	1,262	2,524	1,262
TOTALS	1,957,323	1,994,448	2,455,838	461,390

INCREASED REVENUE BUDGET:

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

To: Board of Directors
Champaign County Nursing Home

From: Scott Gima
Manager

Date: October 1, 2013

Re: August 2013 Financial Management Report

Statistics

September statistics are not included with the end of September falling only a week prior to the board meeting. Unofficially, the September census through the 26th day of the month is between 192 and 193 with Medicare averaging just below 15. This shows a continued increase from 183.7 in July and 188.7 in August. Medicare has fluctuated at 18.2 in July and 14.3 in August.

Admissions so far in September are matching the same pace seen in August – a continued good sign. There have been 23 admissions through September 26.

**Admissions and Discharges
December 2012 to September 2013 (partial month)**

	Medicare Admits	Non-Medicare Admits	Total Admits	Discharges	Expirations	Total Discharges/Expirations
Dec 12	23	3	26	19	15	34
Jan	11	11	22	27	11	38
Feb	15	7	22	18	13	31
Mar	6	13	19	15	6	21
Apr	14	7	21	21	8	29
May	13	11	24	22	8	30
June	23	16	39	27	7	34
July	18	19	37	27	9	36
August	11	14	25	13	4	17
Sept (thru the 26 th)	9	14	23	15	3	18

Net Income/(Loss)/Cash from Operations

The net loss fell from -\$51k in July to -\$21k in August.. Adding back depreciation, cash from operations increased from \$10k in July to \$40k in August. On a year-to date basis, cash is a positive \$40k after adjusting for the \$333k loan write-off in April.

Revenues

- Revenues did not show much change between July and August. The drop in Medicare census seen between the two months was offset by the increase in overall census as the number of Medicare residents converted into long term residents instead of discharges to home.

Revenue was \$1.151k in July and \$1.158 in August, an increase of \$6,884. Medicare revenue fell from \$265,534 in July to \$190,676 in August – reflecting the drop in Medicare census. Private pay increased \$428,065 to \$461,160. Medicaid also show an increase from \$405,035 to \$431,913.

- In August, there were 154 days converted from private pay to Medicaid, slightly more than the 106 conversion days in July.

Expenses

- Expenses fell from \$1.290 million in July to \$1.266 million in August, a decrease of \$23,216.
- Wages dropped from \$553,265 in July to \$537,300 in August. Wages per day decreased from \$97.90 per day to \$91.83.
- Non-labor expenses also decreased from \$553,235 in July to \$543,170 in August.

Cash Position

The month ending cash balance fell from \$784,424 in July to \$589,939 in August. Accounts receivable increased from \$3.031 million in July to \$3.267 million in August. Accounts payable was unchanged at \$1.415 million in July and \$1.417 million in August.

Cash was down and accounts receivable was up in August due to a 12 day Medicaid payment delay. This Medicaid payment totaling \$200k was received in early September. The September payment will be delayed by approximately 25 days – payment should occur in mid October.

Cash Projection

An updated cash projection through December 2013 is included in the management report. There are two things to point out. First, September's cash balance is expected to get back to the \$1 million level. Second, the cash balance at the end of the year is expected to be close to \$1.4 million.

RESOLUTION



WHEREAS, The County of Champaign, as Trustee for the Taxing Districts, has undertaken a program to collect delinquent taxes and to perfect titles to real property in cases in which the taxes on such real property have not been paid, pursuant to 35ILCS 200/21-90, and

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

RANTOUL TOWNSHIP

PERMANENT PARCEL NUMBER: 20-09-01-106-016

As described in certificates(s) : 229 sold October 2009

and it appearing to the Budget & Finance Committee that it would be to the best interest of the County to dispose of its interest in said property.

WHEREAS, Tad Simpson, has bid \$625.00 for the County's interest, such bid having been presented to the Budget & Finance Committee at the same time it having been determined by the Budget & Finance Committee and the Agent for the County, Joseph E. Meyer, that the County shall receive from such bid \$250.00 as a return for its certificate(s) of purchase. The County Clerk shall receive \$0.00 for cancellation of Certificate(s) and to reimburse the revolving account the charges advanced from this account, the auctioneer shall receive \$0.00 for his services and the Recorder of Deeds shall receive \$25.00 for recording. The remainder is the amount due the Agent under his contract for services. The total paid by purchaser is \$625.00.

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

BE IT RESOLVED BY THE COUNTY BOARD OF CHAMPAIGN COUNTY, ILLINOIS, that the Chairman of the Board of Champaign County, Illinois, be authorized to execute a deed of conveyance of the County's interest or authorize the cancellation of the appropriate Certificate(s) of Purchase, as the case may be, on the above described real estate for the sum of \$250.00 to be paid to the Treasurer of Champaign County Illinois, to be disbursed according to law. This resolution to be effective for sixty (60) days from this date and any transaction between the above parties not occurring within this period shall be null and void.

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

ATTEST:

CLERK

COUNTY BOARD CHAIRMAN

RESOLUTION



WHEREAS, The County of Champaign, as Trustee for the Taxing Districts, has undertaken a program to collect delinquent taxes and to perfect titles to real property in cases in which the taxes on such real property have not been paid, pursuant to 35ILCS 200/21-90, and

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

RANTOUL TOWNSHIP

PERMANENT PARCEL NUMBER: 20-09-01-106-014

As described in certificate(s) : 228 sold October 2009

and it appearing to the Budget & Finance Committee that it would be to the best interest of the County to dispose of its interest in said property.

WHEREAS, Tad Simpson, has bid \$625.00 for the County's interest, such bid having been presented to the Budget & Finance Committee at the same time it having been determined by the Budget & Finance Committee and the Agent for the County, Joseph E. Meyer, that the County shall receive from such bid \$250.00 as a return for its certificate(s) of purchase. The County Clerk shall receive \$0.00 for cancellation of Certificate(s) and to reimburse the revolving account the charges advanced from this account, the auctioneer shall receive \$0.00 for his services and the Recorder of Deeds shall receive \$25.00 for recording. The remainder is the amount due the Agent under his contract for services. The total paid by purchaser is \$625.00.

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

BE IT RESOLVED BY THE COUNTY BOARD OF CHAMPAIGN COUNTY, ILLINOIS, that the Chairman of the Board of Champaign County, Illinois, be authorized to execute a deed of conveyance of the County's interest or authorize the cancellation of the appropriate Certificate(s) of Purchase, as the case may be, on the above described real estate for the sum of \$250.00 to be paid to the Treasurer of Champaign County Illinois, to be disbursed according to law. This resolution to be effective for sixty (60) days from this date and any transaction between the above parties not occurring within this period shall be null and void.

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

ATTEST:

CLERK

COUNTY BOARD CHAIRMAN

SALE TO NEW OWNER

10-13-003

RESOLUTION



WHEREAS, The County of Champaign, as Trustee for the Taxing Districts, has undertaken a program to collect delinquent taxes and to perfect titles to real property in cases in which the taxes on such real property have not been paid, pursuant to 35ILCS 200/21-90, and

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

RANTOUL TOWNSHIP

PERMANENT PARCEL NUMBER: 20-09-01-103-011, 018

As described in certificate(s) : 226 sold October 2009, 264 sold October 2010

and it appearing to the Budget & Finance Committee that it would be to the best interest of the County to dispose of its interest in said property.

WHEREAS, Tad Simpson, has bid \$625.00 for the County's interest, such bid having been presented to the Budget & Finance Committee at the same time it having been determined by the Budget & Finance Committee and the Agent for the County, Joseph E. Meyer, that the County shall receive from such bid \$250.00 as a return for its certificate(s) of purchase. The County Clerk shall receive \$0.00 for cancellation of Certificate(s) and to reimburse the revolving account the charges advanced from this account, the auctioneer shall receive \$0.00 for his services and the Recorder of Deeds shall receive \$25.00 for recording. The remainder is the amount due the Agent under his contract for services. The total paid by purchaser is \$625.00.

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

BE IT RESOLVED BY THE COUNTY BOARD OF CHAMPAIGN COUNTY, ILLINOIS, that the Chairman of the Board of Champaign County, Illinois, be authorized to execute a deed of conveyance of the County's interest or authorize the cancellation of the appropriate Certificate(s) of Purchase, as the case may be, on the above described real estate for the sum of \$250.00 to be paid to the Treasurer of Champaign County Illinois, to be disbursed according to law. This resolution to be effective for sixty (60) days from this date and any transaction between the above parties not occurring within this period shall be null and void.

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

ATTEST:

CLERK

COUNTY BOARD CHAIRMAN

RESOLUTION



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

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

MH PARK:
VIN: WS301517
YR/SQ FT: 1999 / 1096

PERMANENT PARCEL NUMBER: 30-058-0227

As described in certificate(s): 146 sold on October 28, 2009

Commonly known as: 34 RICHARD

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

WHEREAS, Fred Thomas, has paid \$610.87 for the full amount of taxes involved and a request for surrender of the tax sale certificate has been presented to the Budget & Finance Committee and at the same time it having been determined that the County shall receive \$268.49 as a return for its Certificate(s) of Purchase. The County Clerk shall receive \$45.00 for cancellation of Certificate(s) and to reimburse the revolving account the charges advanced from this account. The remainder is the amount due the agent for his services.

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

BE IT RESOLVED BY THE COUNTY BOARD OF CHAMPAIGN COUNTY, ILLINOIS, that the Chairman of the Board of Champaign County, Illinois, authorizes the cancellation of the appropriate Certificate(s) of Purchase on the above described mobile home for the sum of \$268.49 to be paid to the Treasurer of Champaign County, Illinois, to be disbursed according to law. This resolution to be effective for sixty (60) days from this date and any transaction between the above parties not occurring within this period shall be null and void.

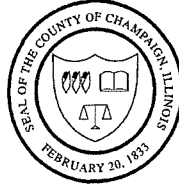
ADOPTED by roll call vote this _____ day of _____, _____

ATTEST:

CLERK

COUNTY BOARD CHAIRMAN

JOHN FARNEY
COUNTY AUDITOR



1776 EAST WASHINGTON
URBANA, ILLINOIS 61802
TELEPHONE (217) 384-3763
FAX (217) 384-1285

OFFICE OF THE AUDITOR
CHAMPAIGN COUNTY, ILLINOIS

MEMORANDUM

TO: Christopher Alix, Deputy Chair for Finance; Alan Kurtz, County Board Chair; Deb Busey, County Administrator & Members of the Champaign County Board

FROM: John Farney, County Auditor
Dan Welch, County Treasurer

DATE: September 30, 2013

RE: Proposed Policy on the Establishment and Verification of County Bank Accounts

As part of our continuous review of internal control policies and procedures, County Treasurer Welch and I have identified an area we believe is easily correctable by enacting the guidelines listed in the attached Resolution.

While the vast majority of County bank accounts are controlled by the County Treasurer and checks issued from those accounts require the signature of the County Treasurer and County Auditor, there are some bank accounts held by County offices that the County Treasurer and County Auditor have no knowledge about. These bank accounts are generally special funds where the monies collected are earmarked for special use. Examples would include the Jail Commissary Fund controlled by the County Sheriff or the Delinquent Property Tax Funds collected by the County Clerk.

The County Treasurer and County Auditor are asking for the following:

- That only offices specifically authorized by state law, County ordinance or Court order be allowed to establish bank accounts. Currently the County does not have a policy on which offices may open a bank account.
- That the County Treasurer be informed of every bank account established by County offices and departments. We are also asking that every County bank account currently in existence be reported to the County Treasurer by November 30, 2013.
- That in the future, all offices and departments that establish a County bank account (as authorized by the requirements in this Resolution) notify the County Auditor and County Treasurer when an application for a new account is processed.
- That the County Auditor verify account information for County accounts, including conducting a survey of area banks to see if any County accounts have gone unreported.

We believe that these guidelines, when implemented, will allow for greater transparency of county funds and will provide the necessary internal control to help prevent possible fraud. The County Treasurer and County Auditor are not interested in having control over these accounts if they are allowed by State law, County ordinance or Court order, we just want to be aware of their existence. Dixon, Illinois is a perfect example of what can happen without such oversight.

We ask that the Board pass this Resolution at your October meeting. We will be in attendance at your Finance Committee of the Whole Meeting to answer your questions.

Thank you for your consideration of this matter.

RESOLUTION NO.

POLICY ON THE ESTABLISHMENT AND VERIFICATION OF COUNTY BANK ACCOUNTS

WHEREAS, The County Auditor is charged with the duty of establishing and enforcing internal controls over County finances; and

WHEREAS, The County Treasurer is charged with the duty of ensuring the safety of County monies; and

WHEREAS, The Champaign County Board recognizes that there is a need for strengthened internal controls over the County's bank accounts through the establishment of County-wide requirements governing the creation, recording and verification of bank accounts holding County funds; and

WHEREAS, The following guidelines, when implemented, would improve current internal controls over County bank accounts:

- 1) Only offices and departments, such as the County Treasurer's Office, that are authorized by State law, County ordinance or Court order to establish bank accounts for holding County funds may establish bank accounts.
- 2) The County Treasurer's Office shall maintain a central record of all bank accounts established by County offices and departments. All offices and departments with existing bank accounts must report such account to the County Treasurer's Office by November 30, 2013.
- 3) All offices and departments authorized to establish County bank accounts must notify the County Auditor and the County Treasurer whenever an application to establish a new bank account is processed.
- 4) On a biennial basis, the County Auditor will verify account information with all banks where County accounts have been established. As part of this verification process, the County Auditor will perform a survey of all banks located in Champaign County to ensure that all bank accounts established in the name of Champaign County have been reported to the County Treasurer.

WHEREAS, The County Board finds this recommendation to be in the best interest of the citizens of Champaign County;

NOW, THEREFORE, BE IT RESOLVED by the Champaign County Board that these guidelines shall be implemented immediately to ensure the safekeeping of County monies.

PRESENTED, ADOPTED, APPROVED, AND RECORDED this 24th day of October, A.D. 2013.

Al Kurtz, Chair
Champaign County Board

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



THOMAS J. GORDON

Attorney at Law

502 W. Clark St.
Champaign, IL 61820

Phone (217) 398-6981
FAX (217) 352-6123

September 13, 2013

David Thies
Attorney at Law
PO Box 189
Urbana, IL 61803-0189

City of Champaign Legal Dept.
102 N. Neil St.
Champaign, IL 61820

Joel Fletcher
Asst. State's Attorney
101 E. Main Street
Urbana, IL 61801

Paul Zerrouki
309 W. Riverbend Blvd.
Mahomet, IL 61853

Gentlemen:

I represent Bernard Ramos, who owns the property at 507 and 507 ½ E. Church Street, Champaign, Illinois. I have negotiated a possible sale of this property for \$90,000.00, with the closing to take place on or before January 31, 2014. I have enclosed a copy of the proposed contract.

I am also enclosing a copy of the commitment from Chicago Title relating to this property.

I have prepared a rough draft of a settlement sheet, which I think will be very close to the cost involved in the sale for \$90,000.00. Your client will receive the amount listed on the settlement sheet.

You will note from the commitment that I sent you that the tax purchaser has filed a petition for a tax deed. The case number of the tax petition is 10-TX-25069. In the contract for purchase I have provided for the purchaser to pay those taxes on or before September 22, 2013. Those taxes through the 2012, payable in 2013, total \$15,168.76 and must be paid by September 27, 2013.

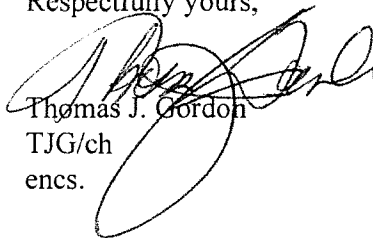
If all parties agree to the amount on the settlement sheet, your release would be exchanged for a check from Chicago Title on January 31, 2014.

The releases from the City of Champaign, Colorado Place and Champaign County would be "partial" releases and would only release the interest in this parcel of land, and the parties would retain the balance of their judgments.

June 24, 2013
Page Two

I am looking forward to your reply at your earliest convenience. If you have any questions, please call me.

Respectfully yours,



Thomas J. Gordon
TJG/ch
encs.

PARTIAL RELEASE OF JUDGMENT

KNOW ALL MEN BY THESE PRESENTS, that COUNTY of CHAMPAIGN, hereinafter called Judgment Creditor, for and in consideration of Seven Thousand Dollars (\$7,000.00) and for other good and valuable consideration, the receipt whereof is hereby acknowledged, does hereby remise, convey, release and quit claim unto BERNARDE. RAMOS, hereinafter called Judgment Debtor, all right, title, interest, claim or demand whatsoever it may have acquired in, through or by a certain Memorandum of Judgment recorded in Case No. 11-OV-148 on the 18th day of April, 2011, and recorded in the Recorder's Office of Champaign County, in the State of Illinois, as Document No. 2011R 07855, only as to the premises hereinafter described:

The West Half of Lot 28 and the East 6 feet of Lot 27 of Master in Chancery Subdivision of the South Part of Lot 1 of the Southwest Quarter of Section 7, Township 19 North, Range 9 East of the Third Principal Meridian, as per Plat recorded in Deed Record "F" at Page 415, situated in Champaign County, Illinois.

PIN – 46-21-07-333-003

Common Address: 507 & 507 ½ E. Church Street, Champaign, IL 61820

together with all the appurtenances and privileges thereunto belonging or appertaining.

This release is expressly limited to the above-described real estate and the above-described judgment shall remain in full force and effect as to all remaining real estate described therein, and the \$7,000 received from this Partial Release will be credited to the balance due from Bernard E. Ramos.

For the protection of the owner, this release should be filed with the Recorder of Deeds in whose office the judgment was filed.

Dated: _____

Judgment Creditor

STATE OF ILLINOIS)
) SS.
County of Champaign)

I, the undersigned, a Notary Public in and for the County and State aforesaid, do hereby certify that _____, a duly authorized official representing the County of Champaign, Illinois, Judgment Creditor, signed the foregoing instrument, and appeared before me this day in person and acknowledged that _____ signed, sealed and delivered the said instrument as _____ free and voluntary act.

Dated: _____

Notary Public

Prepared by and return to:
Thomas J. Gordon
Attorney at Law
502 W. Clark Street
Champaign, IL 61820
Telephone: 217/398-6981

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
080-042-533.06 MEDICAL/DENTAL/MENTL HLTH	139,200	135,693	138,493	2,800
TOTALS	139,200	135,693	138,493	2,800

INCREASED REVENUE BUDGET:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
080-042-341.42 REIMB OF CORONER COSTS	19,000	19,000	21,800	2,800
TOTALS	19,000	19,000	21,800	2,800

EXPLANATION: TO REPLACE FUNDS USED FOR PURCHASE OF LARGER REFRIGERATION UNIT

DATE SUBMITTED: <p align="center">9-4-13</p>	AUTHORIZED SIGNATURE <p align="center"><i>Duane E. Northrup</i></p>	** PLEASE SIGN IN BLUE INK **
---	--	-------------------------------

APPROVED BY BUDGET & FINANCE COMMITTEE: _____ DATE: _____

FUND 080 GENERAL CORPORATE

DEPARTMENT 028 INFORMATION TECHNOLOGY

INCREASED APPROPRIATIONS:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
080-028-533.85 PHOTOCOPY SERVICES	185,000	185,000	237,000	52,000
TOTALS	185,000	185,000	237,000	52,000

INCREASED REVENUE BUDGET:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
080-028-369.90 OTHER MISC. REVENUE	0	0	19,945	19,945
TOTALS	0	0	19,945	19,945

EXPLANATION: INCREASE IN APPROPRIATIONS DUE TO COPIER EXPENSE FOR THE REMAINDER OF THE FISCAL YEAR. INCREASE IN REVENUE DUE TO REIMBURSEMENT FROM RPC/HEAD START FOR THEIR SHARE OF XEROX MONTHLY ADMINISTRATIVE COST.

DATE SUBMITTED:

9/18/2013

AUTHORIZED SIGNATURE

Andy Phocas

** PLEASE SIGN IN BLUE INK **

APPROVED BY BUDGET & FINANCE COMMITTEE:

DATE:

FUND 080 GENERAL CORPORATE

DEPARTMENT 016 ADMINISTRATIVE SERVICES

INCREASED APPROPRIATIONS:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
080-016-533.70 LEGAL NOTICES, ADVERTISING	1,800	2,900	7,953	5,053
TOTALS	1,800	2,900	7,953	5,053

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: TO COVER PUBLICATION COSTS FOR SEARCH COMMITTEES POSTINGS FOR DEPUTY COUNTY ADMINISTRATOR/FINANCE AND FACILITIES DIRECTOR POSITIONS.

DATE SUBMITTED:

9-20-13

AUTHORIZED SIGNATURE

** PLEASE SIGN IN BLUE INK **

Debra L. Bury

APPROVED BY BUDGET & FINANCE COMMITTEE:

DATE:

FUND 075 REGIONAL PLANNING COMM DEPARTMENT 754 KNKAKEE HUMAN SERV TRANSP

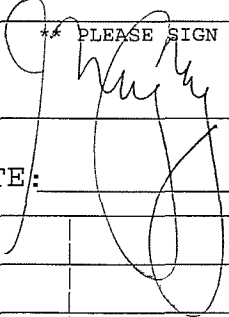
INCREASED APPROPRIATIONS:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
See attached				
TOTALS	0	0	26,392	26,392

INCREASED REVENUE BUDGET:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
See attached				
TOTALS	0	0	26,392	26,392

EXPLANATION: SEE ATTACHED

DATE SUBMITTED: 9-27-13	AUTHORIZED SIGNATURE 	** PLEASE SIGN IN BLUE INK **
----------------------------	--	-------------------------------

APPROVED BY BUDGET & FINANCE COMMITTEE: _____ DATE: _____

The River Valley Metro Mass Transit District would like the Regional Planning Commission to document and evaluate the transportation needs of seniors, disabled and low-income individuals in the Kankakee Urbanized Area. The State of IL has recommended that they utilize the technical staff expertise at the RPC to prepare and deliver a Human Services Transportation Plan. The State of IL Intergovernment Cooperation Act allows public agencies to share services and functions. Consistent with current and past practice, an additional 10% will be added to the administrative charges associated w/this project as this MTD is located outside of Champaign County.



DATE: October 7, 2013

TO: Finance - Committee of the Whole

FROM: Susan Monte, Champaign County Recycling Coordinator

RE: 2014 Electronic Products Recycling and Reuse Grant Application

ACTION REQUEST: Approve Application and, If Awarded, Accept Grant

This request is to approve the attached Electronic Products Recycling and Reuse Grant application to the Illinois Environmental Protection Agency (IEPA) for \$2,000 for Champaign County, and, if awarded, to accept the grant.

IEPA, subsequent to Public Act 097-0287(415 ILCS 150/20 (c-5)), provides the opportunity for each county to apply for this grant, as follows:

“ ... the Agency shall use a portion of the manufacturer, recycler, and refurbisher registration fees to provide a \$2,000 grant to the recycling coordinator in each county of the State in order to inform residents in each county about this Act and opportunities to recycle CEDs* and EEDs.** The recycling coordinator shall expend the \$2,000 grant before December 31 of the program year in which the grant is received. The recycling coordinator shall maintain records that document the use of the grant funds.”

Attachment: Electronic Products Recycling and Reuse Grant Application

* CED "Covered electronic device" or "CED" means any computer, computer monitor, television, printer, electronic keyboard, facsimile machine, videocassette recorder, portable digital music player that has memory capability and is battery powered, digital video disc player, video game console, electronic mouse, scanner, digital converter box, cable receiver, satellite receiver, digital video disc recorder, or small-scale server sold at retail and taken out of service from a residence in this State. "Covered electronic device" does not include any of the following:

(1) an electronic device that is a part of a motor vehicle or any component part of a motor vehicle assembled by or for a vehicle manufacturer or franchised dealer, including replacement parts for use in a motor vehicle;

(2) an electronic device that is functionally or physically part of a larger piece of equipment or that is taken out of service from an industrial, commercial (including retail), library checkout, traffic

control, kiosk, security (other than household security), governmental, agricultural, or medical setting, including but not limited to diagnostic, monitoring, or control equipment; or

(3) an electronic device that is contained within a clothes washer, clothes dryer, refrigerator, refrigerator and freezer, microwave oven, conventional oven or range, dishwasher, room air conditioner, dehumidifier, water pump, sump pump, or air purifier.

To the extent allowed under federal and State laws and regulations, a CED that is being collected, recycled, or processed for reuse is not considered to be hazardous waste, household waste, solid waste, or special waste.

** EED "Eligible electronic device" or "EED" means any of the following electronic products sold at retail and taken out of service from a residence in this State: mobile telephone; computer cable, portable digital assistant (PDA); or zip drive.

To the extent allowed under federal and state laws and regulations, an EED that is being collected, recycled, or processed for reuse is not considered to be hazardous waste, household waste, solid waste, or special waste.



Illinois Environmental Protection Agency

Bureau of Land • 1021 North Grand Avenue East • P.O. Box 19276 • Springfield • Illinois • 62794-9276

Electronic Products Recycling and Reuse Grant Form for 2014

Application for Electronic Recycling Grant

Application Deadline is November 1, 2013

The Electronic Recycling Grant provides \$2,000 to recycling coordinators in each county of the State.

Requirements of the grant include:

- The grant must be used to inform residents in each county about the Act and to educate consumers on their recycling opportunities.
- The recycling coordinator must expend the \$2,000 grant before December 31 of the program year in which the grant is received.
- The recycling coordinator must maintain receipts and records that document the use of the grant funds.
- Grant funded projects must be of the educational nature: fliers, radio ads, signs, newspaper ads, etc.
- No monies from the grant may be used towards administrative costs or towards collection events.
- Illinois EPA must approve all grant applications prior to distributing funds. Applicants must use this form when making their grant requests.
- Illinois EPA must be acknowledged on any materials paid for with grant money, such as fliers, advertisements, signs and websites.
- All grant applications for the 2014 program year are due to Illinois EPA by **November 1, 2013**.

Please type or print clearly in blank ink.

Application Information:

County: Champaign County

County Coordinator: Susan Monte

Email: smonte@ccrpc.org

Telephone: 217 328-3313 Extension: 196

Fax: 217 328-2426 Federal Employer Identification #: 37-6006910

Fax number will be used to send the acceptance letter, agreement form and W9 for signature.

Address: 1776 E. Washington Street

City: Champaign

State: IL

Zip Code: 61802

Proposed Scope of Work for 2014

Project: Promote Electronics Items Recycling Options which Exist for Champaign County Residents

Project Description:

Partnering local government recycling coordinators will develop a publicity/media campaign to encourage area-wide residents to recycle unwanted electronics items at each of the local businesses registered with IEPA to collect, recycle/re-use electronics items from residents at no cost.

Project Partners, if any:

Champaign County, Champaign County Regional Planning Commission, City of Urbana, City of Champaign, Village of Savoy

Budget request for Project: \$2,000

Estimated project period and complete date: January 1, 2014 through December 31, 2014

For more information or for help in completing the application, please contact Michelle Bentley at 217-524-6713 or michelle.bentley@illinois.gov.



Illinois State Board of Elections
Acceptance Agreement



Voting Access for Individuals with Disabilities – VAID V

You are receiving this Voting Access for Individuals with Disabilities Grant pursuant to Title II, Section 261 of the Help America Vote Act of 2002, (“HAVA”) (CFDA # 93.617). Generally stated, the purpose of this grant is to ensure that all polling places are made accessible to voters with disabilities. Your election jurisdiction, Champaign County (“Election Authority”), will receive the amount of \$13,342.00 (*thirteen thousand, three hundred forty-two dollars and 00/100*), which will be distributed in a lump sum payment unless you submit an addendum to request in smaller portions. We calculated this amount based on the proportion of your jurisdiction’s voting age population to that of the entire State.

Specifically, this grant is to be used to:

1. Make polling places, including the path of travel, entrances, exits, and voting areas of each polling facility, accessible to individuals with disabilities, including the blind and visually impaired, in a manner that provides the same opportunity for access and participation (including privacy and independence) as for other voters; and
2. Provide individuals with disabilities and the other individuals described in paragraph (1) with information about the accessibility of polling places, including outreach programs to inform the individuals about the availability of accessible polling places and training election authorities, election judges, poll workers, and other election volunteers on how best to promote the access and participation of individuals with disabilities in elections for Federal Office.

The State Board of Elections and you, the Election Authority, have responsibilities under HAVA both as to spending the grant for its intended purposes and tracking grant expenditures in accordance with applicable State and Federal laws and regulations. By accepting this grant, you agree to document all expenditures for audit purposes in accordance with generally accepted auditing standards, Federal Single Audit requirements, and any specific additional provisions contained in HAVA (42 U.S.C. § 15542). You must keep all expenditure documentation and receipts in your records until you are notified by the State Board of Elections to dispose of them. Furthermore, you agree to provide all documentation (i.e., receipts, invoices, copies of checks) applicable to activity under this grant program to the State Board of Elections or other auditing entity upon request.

Under no circumstances is this grant money to be supplanted into the county’s election budget by the County Board or the Board of Election Commissioners. These grant funds must be kept separate and segregated. These funds may not be used in any way in a private residence. For example, they may not be used to make permanent improvements to the building(s) or property of a private residence. These grant funds may be used only to make improvements to publicly owned buildings and/or property. Furthermore, purchases made with this grant shall become the responsibility and property of the Election Authority, or to whom the assignment of any permanent property is made by the Election Authority, not the State Board of Elections. All property control and custody responsibilities will be assumed by the Election Authority. The Election Authority must follow the federal equipment management requirements included in 41 CFR 105-71.132 and maintain adequate records of equipment purchased with HAVA funds. Likewise, the Election Authority agrees that all future costs related to maintenance, repairs, and upgrades to equipment or property purchased with these grant funds shall be the sole responsibility of the Election Authority, not the State Board of Elections.

As a condition of receipt of this grant, the Election Authority agrees to comply with the provisions of the Business Enterprise for Minorities, Females, and Persons with Disabilities Act (30 ILCS 575/) and the equal employment practices of the Illinois Human Rights Act (775 ILCS 5/2-105).

There are certain federal financial controls applicable to this grant. According to the regulations of the U.S. Treasury, recipients of Federal monies (State governments) that pass the funds on to sub-recipients in advance (Local governments) must ensure that only those monies determined necessary for immediate cash needs are advanced (34 CFR 80.20). The State Auditor General has interpreted ‘immediate cash needs’ as receiving advance funds

30 days or less from the expected date of paying the sub-recipient's vendors. Please submit **only when you are ready to pay your vendors for qualifying expenses under this Program within the timelines given above.** Therefore, the grant may be applied toward any purchase or lease meeting the above criteria made **between May 1, 2013 and December 1, 2014.** The Election Authority agrees to indemnify and hold the State Board of Elections harmless against any claims brought against it by the Comptroller General or other agency of the federal government, for reimbursement of the grant funds in the event that the Election Authority is found liable for misapplication, misuse, or misappropriation of funds.

The Election Authority agrees that it will not purchase goods/services with HAVA funds with any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549. These can be found on the Excluded Parties List System located at www.gsa.gov (http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentType=GSA_BASIC&contentId=19944&noc=T)

The Election Authority will follow the Lobbying certification as required by Section 1352, Title 31 of the U.S. Code. The recipient certifies that: (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement; and (b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form – LLL, "Disclosure of Lobbying Activities."

THIS GRANT IS SUBJECT TO THE ILLINOIS GRANT FUNDS RECOVERY ACT (30 ILCS 705/1, et seq.). THEREFORE, ANY UNSPENT PORTION OF THE GRANT THAT REMAINS AFTER 30 DAYS MUST BE RETURNED WITH INTEREST TO THE STATE BOARD OF ELECTIONS IMMEDIATELY. ANY MISSPENT OR IMPROPERLY HELD GRANT FUNDS ARE SUBJECT TO RECOVERY BY THE STATE BOARD OF ELECTIONS.

Election authorities that fail to pay their vendors for qualifying expenses within the 30-day time period as specified by the terms of this Agreement and underlying federal rule shall become liable to the State Board of Elections for interest penalties for failing to meet the 30-day interval (unless the applicable grant amount, or any unused portion thereof, is returned to the State before the 30-day period has elapsed). An election authority failing to meet this 30-day requirement will be liable for interest at the rate applicable to the State's payments to its vendors under the terms of the State Prompt Payment Act (30ILCS 540). The interest calculation for this mandatory reimbursement is based on the historical interest rates earned by the State HAVA fund and paid by the State Treasurer during the specific time periods the money was improperly held by the local jurisdiction. The election authority assessed this interest penalty must remit the penalty amount to the State Board of Elections within 30 days of receipt of notice from SBE. Such interest payment shall be identified separately from any grant returns or other refunds.

By signing this document, you certify that you agree to use the grant funds provided for the purposes articulated above and certify that you understand and agree to the record keeping and documentation requirements set forth above. **Further, you certify that you will return to the SBE any of the unspent funds remaining within thirty days after receipt of such funds as noted above.** For purposes of this paragraph, the unspent funds shall be considered timely returned if it is actually received in either of the SBE offices (Chicago or Springfield) within 30 days of receipt or, if received beyond such 30-day period, the envelope containing the unspent funds is postmarked within such 30-day period. If the postmark on the envelope containing the unspent funds is missing or illegible, the return of the unspent funds will be considered timely if such envelope is received by the SBE no later than 5 business days following the end of such 30-day period.

In addition, you understand and accept that no additional HAVA related funds will be forthcoming, or in the alternative, that additional grant funds may be reduced by the amount of any outstanding funds owed to the State Board of Elections,

until the terms of those agreements are satisfied and any unspent or unaccounted for funds are returned with interest as indicated above.

Any violations of this agreement may be reported to appropriate legal authorities for review and appropriate action.

**Chairman of County Board or Board of Election
Commissioners Authorized Agent**

Election Authority Authorized Agent

Signature _____

Signature _____

Printed Name _____

Printed Name _____

Date _____

Date _____

Illinois State Board of Elections

Signature _____

Printed Name Rupert T. Borgsmiller, Executive Director

Date _____



ILLINOIS STATE BOARD OF ELECTIONS

VAID V GRANT

Expenditure List

OVERVIEW

The following forms must be completed to describe in detail the various improvements, training and anticipated expenditures for polling place accessibility in your jurisdiction. Please be sure to place your expenditures on the appropriate pages with the corresponding check numbers. The categories are as follows:

- A.1) Permanent Accessibility Improvements**
- A.2) Temporary Accessibility Improvements**
- B) Voting Process Accessibility Improvements**
- C) Sensitivity Training**
- D) Information to Individuals**

Please thoroughly complete the applicable pages of the expenditure list along with the signed certification statement. If a shipping amount is included with your expenditure, please place it in the 'shipping' section of the appropriate page. Copies of vendor invoices for all expenses listed must be submitted with your completed expenditure sheets and certification statement. Copies of checks paid to the vendor will be due within ten days of spending the funds.

If you should need assistance in completing these forms, please contact Amy Calvin at 217-782-1531 or acalvin@elections.il.gov or Becky Glazier at 217-782-1536 or bglazier@elections.il.gov.



ILLINOIS STATE BOARD OF ELECTIONS

**VAID V GRANT
Expenditure List**

Election Jurisdiction Name: _____

Person Completing Form: _____

Phone: _____ **E-mail:** _____

Fax: _____ **Date:** _____

A.2) TEMPORARY ACCESSIBILITY IMPROVEMENTS

PRODUCT	POLLING LOCATION(S)	VENDOR	QUANTITY	COST PER UNIT	TOTAL COST	CHECK #
Parking Signage						
Directional Signage						
Interior Signage						
Portable Ramps (please list sizes)						
Threshold Ramps (please list sizes)						
Handrails						
Door Hardware						
Curbside Assistance Alert						
Path of Travel (planks for gravel lots, etc.)						
Offset Hinges (to widen doors)						
Doorstops (to prop interior doors open)						
Mats for parking lots						
Door monitor						
Other (please list)						
Shipping						
				PAGE TOTAL		



ILLINOIS STATE BOARD OF ELECTIONS

VAID V GRANT

Expenditure List

Election Jurisdiction Name: _____

Person Completing Form: _____

Phone: _____ **E-mail:** _____

Fax: _____ **Date:** _____

B) VOTING PROCESS ACCESSIBILITY IMPROVEMENTS

PRODUCT	VENDOR	QUANTITY	COST PER UNIT	TOTAL COST	CHECK #
Accessible Voting Equipment					
Magnifying Glasses					
Curtains/Privacy Screens					
Signature Guides					
Accessible Tables					
Hearing Aids					
Portable Lights					
Low Vision Pens					
Grip Adaptors for Pens, Stylus, etc.					
Portable Clipboards					
Pen & Pad of Paper					
Accessible Voting Chairs					
Accessible Voting Booths					
Sip & Puff					
<i>Shipping</i>					
			PAGE TOTAL		



ILLINOIS STATE BOARD OF ELECTIONS

VAID V GRANT

Expenditure List

Election Jurisdiction Name: _____

Person Completing Form: _____

Phone: _____ E-mail: _____

Fax: _____ Date: _____

C) SENSITIVITY TRAINING

PROVIDER/VENDOR NAME	DESCRIPTION OF TRAINING	COST PER SESSION	TOTAL COST	CHECK #
PAGE TOTAL				



ILLINOIS STATE BOARD OF ELECTIONS

VAID V GRANT

Expenditure List

Election Jurisdiction Name: _____

Person Completing Form: _____

Phone: _____ E-mail: _____

Fax: _____ Date: _____

D) INFORMATION TO INDIVIDUALS

TYPE	VENDOR	QUANTITY	COST PER UNIT	TOTAL COST	CHECK #
Publication of accessible voting equipment					
Publication of accessible polling places					
Website Accessible (include vendor and type of software)					
Fliers, Brochures, Handouts, etc					
Other (please list)					
<i>Shipping</i>					
	PAGE TOTAL				



ILLINOIS STATE BOARD OF ELECTIONS
VAID V GRANT
Expenditure List

CERTIFICATION STATEMENT

I, _____, _____, of _____,
(Print Name of Election Authority) (Title) (Jurisdiction)

certify that the VAID IV grant funds this election authority receives will only be used as authorized by the terms of the Illinois State Board of Elections and/or other grantor. Such terms may be found in, but are not limited to, the VAID IV Grant Acceptance Agreement this election authority enters into with the State Board of Elections. I agree to provide, upon the request of the Illinois State Board of Elections and/or other grantor, any and all receipts and records of expenditures for the VAID IV grant funds.

Signature of Election Authority

Date



ILLINOIS STATE BOARD OF ELECTIONS

VAID V

Information Sheet

1. Name of Jurisdiction*: _____
Payable to: _____
2. Primary Contact: _____
3. Title: _____
4. Mailing Address: _____

- Mailing Address
For Payment:
(if different from
above) _____

5. Telephone Number: _____
6. Fax Number: _____
7. E-Mail: _____

*Specify payment payable to (if different from Jurisdiction)

STATE BOARD OF ELECTIONS
STATE OF ILLINOIS

2329 S. MacArthur Blvd.
Springfield, Illinois 62704-4503
217/782-4141 TTY: 217/782-1518
Fax: 217/782-5959

James R. Thompson Center
100 W. Randolph St, Ste 14-100
Chicago, Illinois 60601-3232
312/814-6440 TTY: 312/814-6431
Fax: 312/814-6485



EXECUTIVE DIRECTOR
Rupert T. Borgsmiller

BOARD MEMBERS
Jesse R. Smart, Chairman
Charles W. Scholz, Vice Chairman
Harold D. Byers
Betty J. Coffrin
Ernest L. Gowen
William M. McGuffage
Bryan A. Schneider
Casandra B. Watson

ADDENDUM
TO
VAID V GRANT AGREEMENT

I respectfully request that the funds available to _____
(name of county or election commission) be supplied in more than one payment. At this
time I would like to request \$ _____ of my eligible amount. I am aware that
HAVA funds were made available for federal elections and not for expenses related to
local elections. We will forward this total amount to the vendor within thirty (30) days of
receipt of such funds and submit to the SBE a copy of the vendor check(s) within ten
(10) days of such payment of funds to vendor.

(Name and Title)

Date

Office use only:

Amount requested: _____

Date received by the State Board of Elections: _____

ORDINANCE NO.

**ORDINANCE INCREASING STATUTORY COUNTY CLERK, RECORDER and
SHERIFF FEES for CHAMPAIGN COUNTY, ILLINOIS**

WHEREAS, 55 ILCS 5/4-4001 provides that the statutory County Clerk fees may be increased by the County Board if an increase is “justified by an acceptable cost study showing that the fees allowed by this Section (55 ILCS 5/4-4001) are not sufficient to cover the costs of providing the services”; and

WHEREAS, 55 ILCS 5/3-5018 provides that the statutory Recorder fees may be increased by the County Board if an increase is “justified by an acceptable cost study showing that the fees allowed by this Section (55 ILCS 5/3-5018) are not sufficient to cover the cost of providing the services”; and

WHEREAS, 55 ILCS 5/4-5001 provides that the statutory Sheriff fees may be increased by the County Board if an increase is “justified by an acceptable cost study showing that the fees allowed by this Section (55 ILCS 5/4-5001) are not sufficient to cover the costs of providing the services”; and

WHEREAS, 55 ILCS 5/4-4001, 55 ILCS 5/3-5018, and 55 ILCS 5/4-5001 require a statement of the costs of providing each service, program and activity shall be prepared and be a part of the public record; and

WHEREAS, a statement of cost (attached hereto and made a part hereof) and cost analysis by Bellwether, LLC has been prepared; and

WHEREAS, based on the Bellwether study, the Finance Committee of the Whole recommends the County Code be amended to increase the County Clerk, Recorder and Sheriff’s fees;

NOW, THEREFORE, BE IT ORDAINED by the County Board of Champaign County, that the County Code is amended as follows:

County Clerk	FY2013 Fee	Actual Cost per Cost Study	New Price for Ordinance
Certified Copies - Birth Certificates	\$11.00	\$21.46	\$21.00
Additional Copies - Birth Certificates	\$3.00	\$12.13	\$11.00
Certified Copies - Death Certificates	\$15.00	\$21.46	\$21.00
Additional Copies - Death Certificate	\$7.00	\$12.13	\$12.00
Marriage & Civil Union Licenses*	\$30.00	\$37.30	\$75.00*
Certified Copy - Marriage & Civil Union	\$11.00	\$16.96	\$16.50

Additional copy - Marriage & Civil Union	\$2.00	\$13.41	\$13.00
Misc Filing Fee	\$5.00	\$16.96	\$16.00
Certificate of Authority	\$2.00	\$16.96	\$16.00
Notary Certification	\$5.00	\$16.96	\$16.00
Tax Redemption	\$35.00	\$41.92	\$41.00
Forfeiture & Bankruptcy Certificate	\$35.00	\$39.62	\$39.00
Valuation Certificate	\$5.00	\$17.41	\$17.00
Surrender Certificate	\$35.00	\$39.62	\$39.00

****Marriage & Civil Union License is set at the Statutory Maximum - does not require cost analysis***

Recorder Fees	FY2013 Fee	Actual Cost per Cost Study	New Price for Ordinance
Document Recording	\$35.00	\$53.57	\$53.00

Sheriff Fees	FY2013 Fee	Actual Cost per Cost Study	New Price for Ordinance
Jail Bond Out	\$20.00	\$34.44	\$34.00
Civil Process Base*	\$30.00	\$32.21	\$32.00
Process (Labor)*	\$0.00	\$12.03	\$12.00
Civil Action Standby Hourly Fee*	\$54.90	\$78.46	\$78.00
<i>*County Board Approval of "up to maximum amount" to be determined by Sheriff on individual basis</i>			

PRESENTED, ADOPTED, APPROVED and RECORDED this 24th day of October, A.D. 2013.

 Alan Kurtz, Chair
 Champaign County Board

ATTEST:

 Gordy Hulten, County Clerk & *Ex Officio*
 Clerk of the Champaign County Board

Government Performance Services

Expense and Cost Consulting

Cost of Services

Champaign County, Illinois

County Clerk Office
County Recorder Office
Sheriff's Office

Presented by



Bellwether, LLC

Management Services & Consulting

August 13, 2013

Cost of Services Study

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Report Summary

Champaign County Clerk, Recorder and Sheriff's Departments engaged **Bellwether, LLC.** (Bellwether) to provide a preliminary review of the actual costs of providing permitted fee services within the County Clerk, County Recorder and Sheriff's Departments. These departments currently charge fees to residents and non-residents of Champaign County as services are requested.

The principal goal of the preliminary study was to evaluate aggregate collected fees to estimate the alignment of current fees to actual costs. This evaluation used leading indicators to juxtapose fee alignment and therefore did not provide the full calculation necessary to meet State of Illinois statutes and OMB requirements regarding fees within these departments.

Determining the preliminary estimates were challenged by a lack of available reports demonstrating discreet transaction accounting within the County Clerk and Sheriff's Department. Proxy value were established using available monthly reports and estimating individual volumes from summary reports. The preliminary fee review suggested a potential annual fee gap existing in each department. Table 1 illustrates the reported gap by department.

Table 1: Preliminary Estimates

Clerk Preliminary Estimate	\$ 86,910
Sheriff Preliminary Estimate	\$ 170,240
Recorder Preliminary Estimate	\$ 228,646
	\$ 485,796

The Champaign County Board authorized a Full Fee Review in June 2013. Bellwether, working closely with each department, conducted a fully compliant review of these departments. Although still challenged by a lack of automated transparency into transaction level accounting, the study was able to develop a deeper understanding of the services provided by each of these departments. Table 2 illustrates the potential increase in fee based revenue for each department.

Table 2: Maximum Potential Fee Based Increase

Clerk Potential	\$ 178,078
Sheriff Potential	\$ 125,118
Recorder Potential	\$ 579,525
	\$ 882,721

These summary finding reflect conservative calculations of the labor, equipment, consumable and facilities costs of providing the services reviewed within this study and under the control of the Champaign County Board. Additional fees were reviewed and information provided to the elected official. The potential to capture this new revenue depends on a constant volume of transactions and establishing fees at the cost threshold.

Methods

The Cost of Services Study or Fee Review is a detailed analysis of the data related to the operations and expenses of the department. Central to the analysis is:

- Annual budgeted expenses
- Actual expenses
- Inclusion (or exclusion) of expense categories or lines within the department budget(s)
- Actual staff related expenses
- Current revenues derived from fees
- Current revenues derived from other sources
- Service requests - Volumes and trends
- Changes in State Law or Regulations
- Onsite observation of core processes related to each service
- Appropriate exclusions of data (related to services that are non-eligible for fees)

Bellwether engaged County staff only to the extent necessary to collect and clarify the data. All departments should be recognized for the thorough nature of their records keeping, willingness to participate in the review process and the direct support of the elected official. These reviews would not be possible without the added effort from all staff involved.

The provided data was assessed for reasonableness and completeness. The Bellwether analysis produced a detailed description of each service under review and detailed direct and indirect costs that can be attributed to each.

Both direct and indirect expenses may be included for the purposes of establishing the cost of services under Illinois law. Direct expenses are expenses, including labor, that are directly incurred for the purpose of delivering a particular service. These expenses include pre-printed forms, dedicated equipment or software, or dedicated office facilities. Indirect expenses are expenses that include shared management services or administrative costs, portions of shared facility costs and equipment.

Table 3: Example Labor Calculations

		IMRF	Medical	FICA combined	Unemp / WC		
SALARY COST		0.103	7,370	0.0765	0.0163		
	Base	IMRF	Medical	FICA combined	Unemp/WC	total labor	minute
Vitals Clerk	32,900.00	3,389	7,370	2,517	536	46,712	0.45
Tax Clerk	38,400.00	3,955	7,370	2,938	626	53,289	0.52
Lead Tax Clerk	47,280.00	4,870	7,370	3,617	771	63,907	0.62
IT resource	23,900.00	2,462	7,370	1,828	390	35,950	

While it is not possible to attribute every moment of every transaction to an individual, it is possible to understand the flow of the work and develop a weighted value of labor. Table 3 provides an example of the labor calculations for department staff.

Comp: is fixed salary or hourly rate times 1,950 (standard number of hours in a full-time work year)

Benefits: includes IMRF plus budgeted insurance costs

Tax & WC: includes SS/FICA, SS/Medicare, Unemployment and Workman’s Comp insurance

Note: The above list does not include employees dedicated to elections activities

Note: Adjusted cost per minute has been adjusted for paid time off and estimated training/administrative time required to perform the core functions of the office for which a fee is permitted.

Several processes have direct materials, equipment and other relatable costs. To the extent possible these costs are determined on a "per transaction" basis. Table 4 provides an example direct non-labor costs.

Table 4: Examples of Direct Non-Labor Costs

Expense Item	Cost	Allocation Method
Marriage Licenses (forms & Packets)	\$1.75 (each)	Cost per transaction
Copier (monthly Consumables)	\$42.00 (monthly Cost)	Cost per transaction
Thermal Receipt paper	\$2.30 (est. 180 per roll)	Cost per transaction
Marriage & Death Certificates	\$0.31 (each)	Cost per transaction

Indirect costs were allocated to specific activities within the office when possible; when not possible the costs were allocated to general administration. According to federal rules (US Office of Management & Budget Circular A-87), ideally expenses associated with central services provided to sub-units of local governments would be documented in a Central Services Cost Allocation Plan to ensure the consistent treatment of these expenses. No such plan was available at the time of this study. For the purposes of this study we applied guidance provided in Circular A-87 for reasonableness. County Overhead Expenses (indirect costs) were allocated to specific activities or services within the Clerk's office. Some County Overhead Expenses were allocated to Clerk general administration, and were re-allocated to specific activities and services accordingly. The indirect expenses included in the study included:

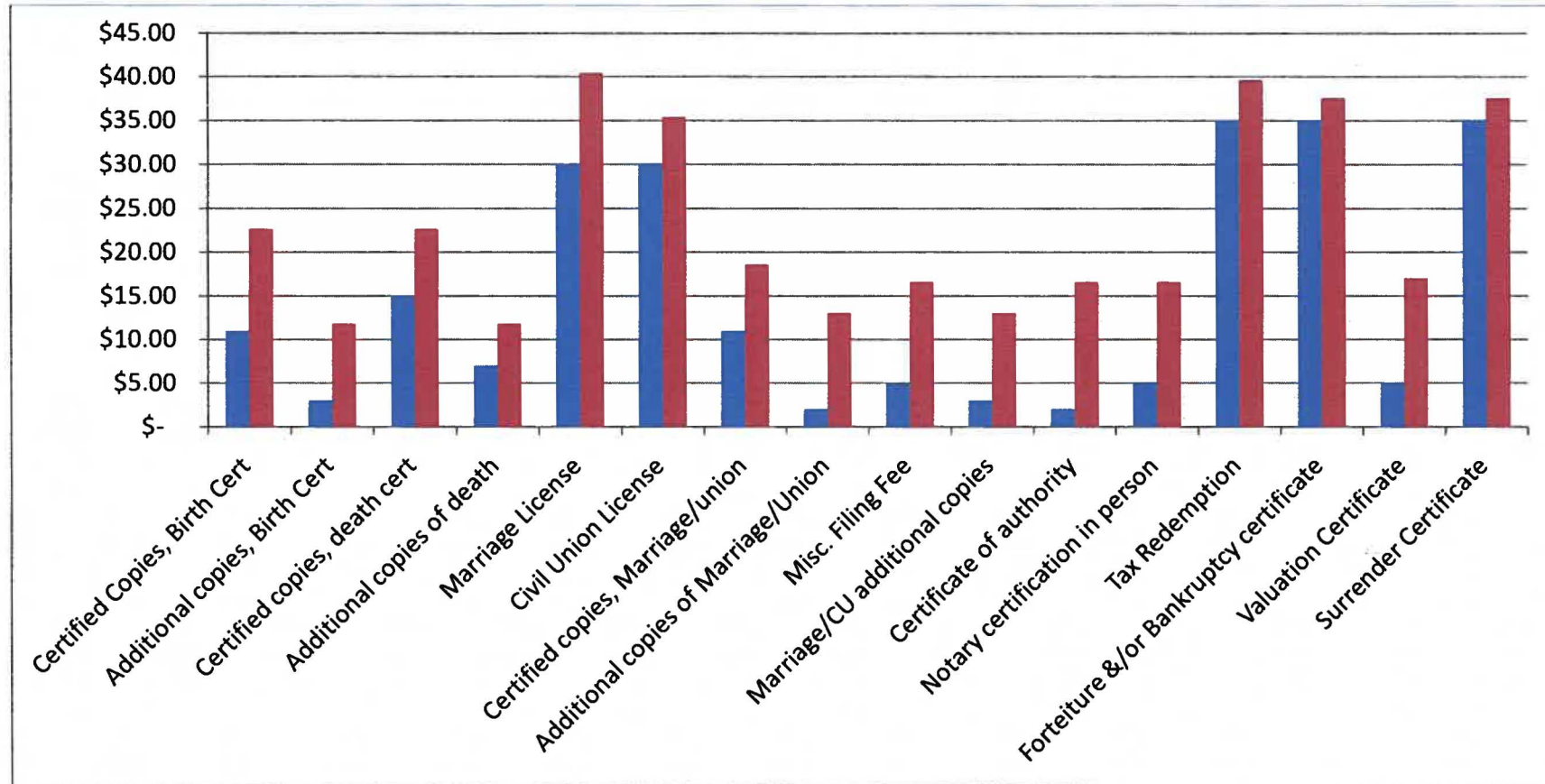
Table 5: Examples of Allocations

Expense Item	Allocation Process
General Management & Administrative Time	The cost of management time, training time, and other administrative time was allocated to the services under review based on the amount of time employees spend providing the services under review. Not all management and administrative time was allocated to the services under review as other work is conducted within the office that is not subject to service fees.
General Equipment, Telephone and Supplies	The cost of equipment and supplies that are used to provide multiple services within the office were allocated based on the volume of transactions in the office, and the estimated consumption of the resource per transaction.
General Facilities	The costs associated with office/building space and operations & maintenance that could not be allocated to specific services were distributed based on the amount of time that employees spend providing various services. Not all indirect facility costs were allocated to the services under review as other work is conducted within the office that is not subject to service fees.

Champaign County Clerk

The **County Clerk Office** is well organized with engaged and capable staff. The available technology limited our ability to drill down to a detail accounting within the Vital Records area, however detailed notes and comments provided by staff was more than sufficient to establish a conservative baseline.

Table 6 provides an overview of gap between current fees (blue) and actual costs (red) to provide services.



- Staff effort remains a major contributor to most vital records transactions.
- Marriage License and Civil Union fees may be increased to \$75 without further justification

Illinois law - 55 ILCS 5/4-4001 (from Ch. 34, par. 4-4001) (County Clerk Fees), prescribes:

"For issuing each civil union or marriage license, the certificate thereof, and for recording the same, including the recording of the parent's or guardian's consent where indicated, a fee to be determined by the county board of the county, not to exceed \$75, which shall be the same, whether for a civil union or marriage license. \$5 from all civil union and marriage license fees shall be remitted by the clerk to the State Treasurer for deposit into the Domestic Violence Fund."

- This report reflects the current technology costs for the County Clerk's Office and includes the allowed fee for technology.

Illinois law - 55 ILCS 5/4-4001 (from Ch. 34, par. 4-4001) (County Clerk Fees), prescribes:

"For each official copy of any process, file, record or other instrument of and pertaining to his office, 50¢ for each 100 words, and \$1 additional for certifying and sealing the same."

"The county board of any county of the first or second class may by ordinance authorize the county clerk to impose an additional \$2 charge for certified copies of vital records as defined in the Section 1 of the Vital Records Act, for the purpose of developing, maintaining, and improving technology in the office of the County Clerk."

- The volume of questions by phone, email and in person adds a significant effort for the Tax Area of the office. The total effort of all calls were allocated across all tax transactions.
- Election functions were not reviewed at the department head request.

Table 7 provides greater detail on the calculations used within this report.

Fee	Total Labor	Total Equip	Total Facilities	Actual Total Cost	2012 Fee	Gap	Potential Increase
CLERK							
Certified Copies, Birth Cert	\$ 10.99	\$ 7.92	\$ 2.55	\$ 21.46	\$ 11.00	\$ 10.46	\$ 46,069.98
Additional copies, Birth Cert	\$ 5.22	\$ 4.36	\$ 2.55	\$ 12.13	\$ 3.00	\$ 9.13	\$ 27,981.61
Certified copies, death cert	\$ 10.99	\$ 7.92	\$ 2.55	\$ 21.46	\$ 15.00	\$ 6.46	\$ 2,021.53
Additional copies of death	\$ 5.22	\$ 4.36	\$ 2.55	\$ 12.13	\$ 7.00	\$ 5.13	\$ 569.03
Marriage License	\$ 23.84	\$ 10.92	\$ 2.55	\$ 37.30	\$ 30.00	\$ 7.30	\$ 3,452.93
Civil Union License	\$ 23.84	\$ 10.92	\$ 2.55	\$ 37.30	\$ 30.00	\$ 7.30	\$ 233.60
Certified copies, Marriage/union	\$ 6.50	\$ 7.92	\$ 2.55	\$ 16.96	\$ 11.00	\$ 5.96	\$ 6,751.29
Additional copies of Marriage/Union	\$ 6.50	\$ 4.36	\$ 2.55	\$ 13.41	\$ 2.00	\$ 11.41	\$ 61,434.53
Misc. Filing Fee	\$ 6.50	\$ 7.92	\$ 2.55	\$ 16.96	\$ 5.00	\$ 11.96	\$ 1,124.62
Marriage/CU additional copies	\$ 6.50	\$ 4.36	\$ 2.55	\$ 13.41	\$ 3.00	\$ 10.41	\$ 7,610.13
Certificate of authority	\$ 6.50	\$ 7.92	\$ 2.55	\$ 16.96	\$ 2.00	\$ 14.96	\$ 8,005.76
Notary certification in person	\$ 6.50	\$ 7.92	\$ 2.55	\$ 16.96	\$ 5.00	\$ 11.96	\$ 3,349.93
Tax Redemption	\$ 31.46	\$ 7.92	\$ 2.55	\$ 41.92	\$ 35.00	\$ 6.92	\$ 8,728.62
Forfeiture &/or Bankruptcy certificate	\$ 29.15	\$ 7.92	\$ 2.55	\$ 39.62	\$ 35.00	\$ 4.62	\$ 682.76
Valuation Certificate	\$ 6.95	\$ 7.92	\$ 2.55	\$ 17.41	\$ 5.00	\$ 12.41	\$ 62.05
Surrender Certificate	\$ 29.15	\$ 7.92	\$ 2.55	\$ 39.62	\$ 35.00	\$ 4.62	\$ 18.45
							\$ 178,096.82

Bellwether does not propose specific recommendations for establishing or changing fees. Our observations suggest an increase in some fees may be warranted and acceptable under current state law. The decision to change or add fees is the sole responsibility of Champaign County government.

Cost of Services Study

Champaign County Sheriff

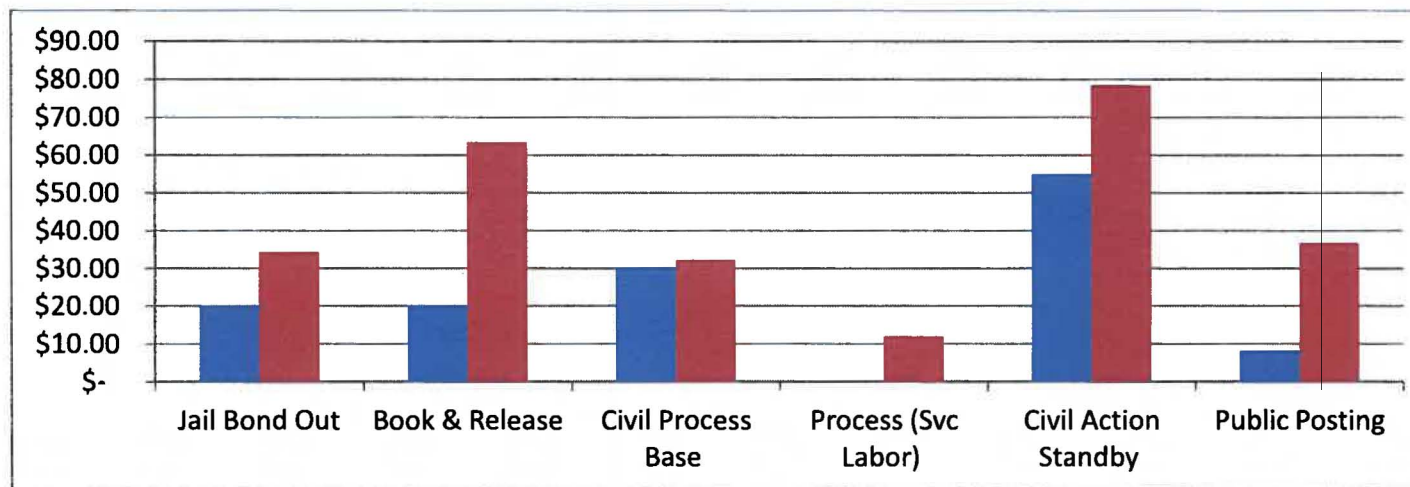
The **Sheriff's Department** is well organized with engaged and capable staff. The review would not have been possible without the specific assistance provided by Teresa Schleinz and Lieutenant Nathaniel Cook. We used detailed notes and comments provided by staff to develop models of staff effort and time spent. Where no trending data was available the most conservative value was used in the cost calculation. (i.e. cycle times for staff effort)

Fee prices are defined by state laws and county ordinances. County governments may charter cost studies to review the appropriateness of these fees and make adjustments to meet actual expenses. The process and authority to adjust these fees are addressed in laws of the State of Illinois - (55 ILCS 5/4-5001) (from Ch. 34, par. 4-5001)(Sheriff Fees) , prescribing:

"The foregoing fees allowed by this Section are the maximum fees that may be collected from any officer, agency, department or other instrumentality of the State. The county board may, however, by ordinance, increase the fees allowed by this Section and collect those increased fees from all persons and entities other than officers, agencies, departments and other instrumentalities of the State if the increase is justified by an acceptable cost study showing that the fees allowed by this Section are not sufficient to cover the costs of providing the service. A statement of the costs of providing each service, program and activity shall be prepared by the county board. All supporting documents shall be public records and subject to public examination and audit. All direct and indirect costs, as defined in the United States Office of Management and Budget Circular A-87, may be included in the determination of the costs of each service, program and activity.

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Tables 8 & 9. Sheriff Fees Controlled by Board Action



Fee	Total Labor	Total Equip	Total Facilities	Actual Total Cost	2012 Fee	Gap	increase
Jail Bond Out	30.92	2.21	1.30	34.44	20.00	14.44	61,772.37
Book & Release	59.95	2.21	1.30	63.47	20.00	43.47	22,603.14
Civil Process Base	28.76	2.21	1.24	32.21	30.00	2.21	6,303.46
Process (Svc Labor)	12.03			12.03	-	12.03	34,321.59
Civil Action Standby	70.41	5.91	2.14	78.46	54.90	23.56	117.78
Public Posting	33.00	2.21	1.49	36.70	8.20	28.50	-
							125,118.34

- The Bonding Fee, Booking and Civil Process are the major contributors to the overall gap. The labor costs and use of technology were comparable to other Sheriff's Departments.
- Staff effort, specifically data entry and movement, remains a major contributor cost.
- Civil Process fees are described in great detail within the statute. Fees and mileage are allowed with actual definition of costs.
 - The base fee presents the Process ready to be served either at the Sheriff's Office or by delivery by a Deputy.
 - The Travel Labor is the actual labor by the Deputy driving to deliver the process. The times have been calculated to a number of cities, townships and villages within Champaign County. The \$12.03 in the chart above represents the average of all fees destination multiplied by the total volume of served processes.
 - The volume of 2012 was estimated at 2,853 using a weighed projection on available reports. This volume appears to be low based on comparable departments, however while the potential under-estimated volume may change the annualized value, it does not impact the cost per transaction which is the basis for the fee.
 - The reported revenue for Civil Processes was reported at \$290,010. The current recording method does not account for fee and mileage separately. For comparison purposes the 2012 fee only was derived from the estimated volume (2,853) multiplied by the current fee (\$30). These method of estimating may have an impact on the annualized value, however it will not change the cost per transaction.

The principal goal of the study was to calculate the full cost of providing the services, including all direct, indirect, and support costs associated with the Office's services. The nature of fees within the Sheriff's department is such that a significant amount of the potential revenue may remain uncollected. We advise a projection of the new potential based on the collection rate in prior years. Anecdotal information suggests a collection rate of 50% may be a norm for Corrections fees.

Cost of Services Study

Champaign County Sheriff Office

CIVIL PROCESS FEES

City	Base fee	Fee / mile	Labor / mile	Total
Allerton	32.01	29.00	21.17	82.18
Bondville	32.01	10.00	7.30	49.31
Broadlands	32.01	26.00	18.98	76.99
Champaign	32.01	4.00	2.92	38.93
Dewey	32.01	19.00	13.87	64.88
Fisher	32.01	22.00	16.06	70.07
Foosland	32.01	27.00	19.71	78.72
Gifford	32.01	22.00	16.06	70.07
Homer	32.01	19.00	13.87	64.88
Ivesdale	32.01	24.00	17.52	73.53
Longview	32.01	24.00	17.52	73.53
Ludlow	32.01	21.00	15.33	68.34
Mahomet	32.01	14.00	10.22	56.23
Ogden	32.01	14.00	10.22	56.23
Penfield	32.01	26.00	18.98	76.99
Pesotem	32.01	16.00	11.68	59.69
Philo	32.01	10.00	7.30	49.31
Rantoul	32.01	15.00	10.95	57.96
Royal	32.01	18.00	13.14	63.15
Sadorus	32.01	17.00	12.41	61.42
Savoy	32.01	7.00	5.11	44.12
Seymour	32.01	13.00	9.49	54.50
Sidney	32.01	14.00	10.22	56.23
St. Joseph	32.01	10.00	7.30	49.31
Thomasboro	32.01	10.00	7.30	49.31
Tolono	32.01	12.00	8.76	52.77
Urbana	32.01	2.00	1.46	35.47

Service: \$32.01 /includes Return

Delivery Labor: 0.73 per mile

Mileage: \$1.00 per mile

Bellwether does not propose specific recommendations for establishing or changing fees. Our observations suggest an increase in some fees may be warranted and acceptable under current state law. The decision to change or add fees is the sole responsibility of Champaign County government.

Cost of Services Study

The **Recorder's Office** effectively leverages defined process and technology to provide document accuracy .

Fee prices are defined by state laws and county ordinances. County governments may charter cost studies to review the appropriateness of these fees and make adjustments to meet actual expenses. The process and authority to adjust these fees are addressed in laws of the State of Illinois - 55 ILCS 5/3-5018 (from CH. 34, Par. 305018) (*County Recorder Fees*), prescribing:

'The county board may, however, by ordinance, increase the fees allowed by this Section and collect such increased fees from all persons and entities other than officers, agencies, departments and other instrumentalities of the State if the increase is justified by an acceptable cost study showing that the fees allowed by this Section are not sufficient to cover the cost of providing the service.....

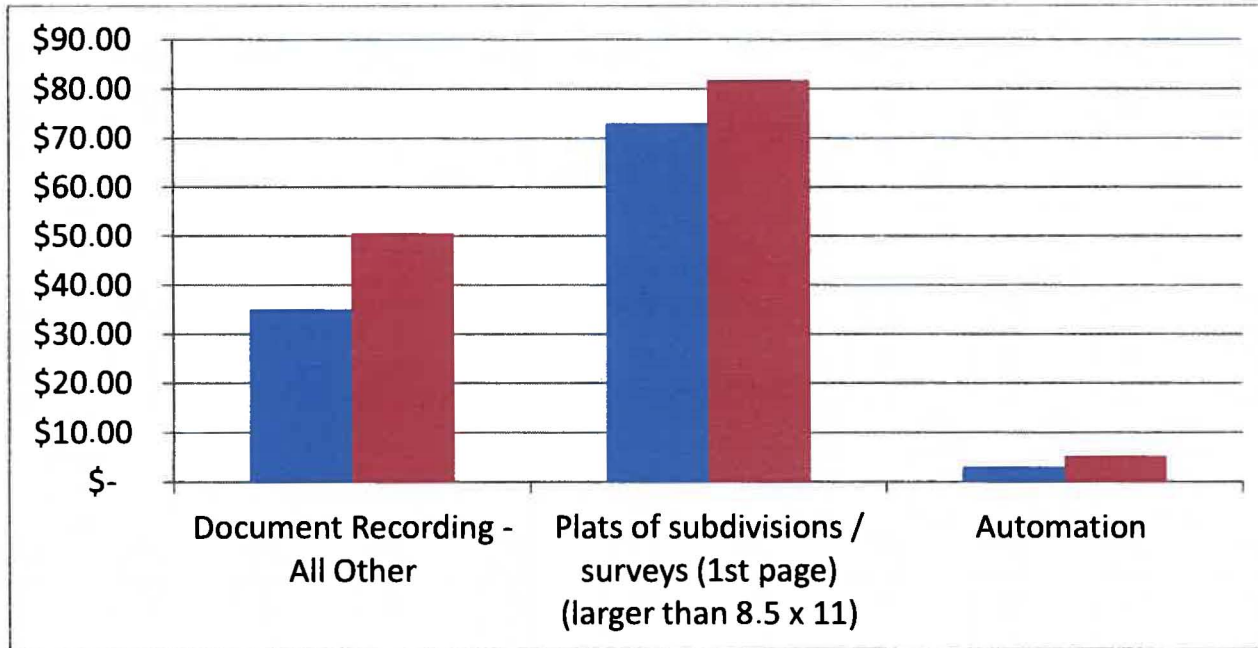
A statement of the costs of providing each service, program and activity shall be prepared by the county board. All supporting documents shall be public record and subject to public examination and audit. All direct and indirect costs, as defined in the United States Office of Management and Budget Circular A-87, may be included in the determination of the costs of each'

The prior fee study allocated all direct technology costs to the individual fee and relegated imaging and back scanning costs to the Automation Fund. While this approach is accurate, it does not recognize the need for cyclic equipment replacement and software upgrades.

This study places the cost of the Fidar document management system and other required hardware and software under the Automation Fund. This model allows the Department Head to accumulate a reserve fund for replacements and upgrades outside of the General Fund budget process.

Should this approach not be accepted the Recording and Plat fees would be adjusted upward to include the Fidar and other software expenses.

Table 10 provides an overview of the gap between current fees (blue) and actual costs (red) to provide services.



- The increase in labor and overhead expenses contribute to the greatest growth in expense.
- These fees include all required State distributions
- The Recorder's Office fees include funds collected for distribution within the county (i.e. GIS) and to the state (i.e. RHSP).

Cost of Services Study

Table 11 provides greater detail on the potential increases

Fee	2012 Fee	Total Labor	Common Equip & Consum	GIS, RHSP, Doc Stor	Total Facility	Actual Total Cost	Gap	increase
Recording								
Document Recording - All Other	35.00	19.42	9.62	23.00	1.53	53.57	18.57	605,864.82
Plats of subdivisions / surveys (1st page) (larger than 8.5 x 11)	73.00	40.03	9.62	13.00	22.05	84.70	11.70	514.80
Automation	3.00	1.83	\$ 3.33			5.17	2.17	70,893.90
								677,273.52

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- Total Labor includes the direct labor plus a management overhead per minute.
- Common equipment is calculated as the total department expense on common equipment and consumables divided by the total number of transactions.
- Other: GIS fees, RHSP fees, Document Storage Fee
- Total Facility is a function of a share of common space per transaction plus any direct sqft required for normal operations.

The principal goal of the study was to calculate the full cost of providing the services, including all direct, indirect, and support costs associated with the Office's services. In addition, there is was a desire to:

- Ensure that the fees are reasonable and fair
- Ensure that the fees are rational and defensible
- Design a fee structure that is capable of recovering the full cost of services, whether currently subsidized by fees or not, or subsidized by general fund property taxes or not
- Identify potential new fees for revenue recovery

Bellwether does not propose specific recommendations for establishing or changing fees. Our observations suggest an increase in some fees may be warranted and acceptable under current state law. The decision to change or add fees is the sole responsibility of Champaign County government.

Cost of Services Study

Additional Observations

Fee Reviews include an intricate review of employee activities; their use of equipment and technology and the organization and facility design. It does not provide sufficient information to be used for staffing, performance or process improvement decisions.

Determining indirect expenses for Champaign County

- The lack of a comprehensive **Cost Allocation Plan** creates a significant risk of under reporting the aggregate cost of County services when negotiating Inter-Governmental Agreements, determining the ROI of capital investments and when reporting administrative costs in grant documentation.
- **Recommendation:** Complete a comprehensive **Cost Allocation Plan**.

Technology and End User Computing

- In two departments the available End User Computing appeared to be functional, however the current state of software and hardware design does not appear to seamlessly meet the business need. In several instances detailed data reporting and discreet transaction management were not available. In one department the use of network printing appears to directly conflict with the high print requirements of the current software.
- A review of multiple years of Champaign County technology budgets and recent meeting minutes suggests a rising cost in IT infrastructure may be at a tipping point.
- **Recommendation:** Complete a three part **Business / Technology Needs Assessment**.
 - Define the end-user business requirements and current technology's capability.
 - Identify technology improvements / transformations necessary to meet the business need.
 - Work directly with county administration budgeting to develop a realistic multi-year plan prioritized to improve operations while reducing long term IT infrastructure costs.

Additional Fee Review

- A review of Champaign County Budgets suggest other departments are operating on a negative cash flow based on fee services. Bellwether suggests continued reviews in the following departments..
 - Planning / Community Development
 - Animal Control

Attachment A – Sample County Board Action on Clerk Fees

WHEREAS, 55 ILCS 5/4-4001 provides that the statutory County Clerk fees may be increased by the County Board if an increase is “justified by an acceptable cost study showing that the fees allowed by this Section (55 ILCS 5/4-4001) are not sufficient to cover the costs of providing the services”; and

WHEREAS, both 55 ILCS 5/4-4001 require a statement of the costs of providing each service, program and activity be prepared and be part of the public record; and

WHEREAS, a statement of cost (attached hereto and made a part hereof) and cost analysis by Bellwether, LLC. has been prepared; and

WHEREAS, 55 ILCS 4/4001 provides authority to the County Board to establish a County Clerk’s Automation Fund and collect a \$2.00 fee for each copy of a certified document produced by the County Clerk; and

WHEREAS, based on the Bellwether, LLC study and the recommendation of the County Clerk, and the County Board agrees that the County Code should be amended to change and establish the fees charged by the Champaign County Clerk.

NOW, THEREFORE, BE IT ORDAINED that the County Code is amended as follows:

Fee	Current Fee	Identified Cost	New Fee
Certified Copies, Birth Cert	11.00	21.46	
Additional copies, Birth Cert	3.00	12.13	
Certified copies, death cert	15.00	21.46	
Additional copies of death	7.00	12.13	
Marriage License	30.00	37.30	
Civil Union License	30.00	37.30	
Certified copies, Marriage/union	11.00	16.96	
Additional copies of Marriage/Union	2.00	13.41	
Misc. Filing Fee	5.00	16.96	
Marriage/CU additional copies	3.00	13.41	
Certificate of authority	2.00	16.96	
Notary certification in person	5.00	19.96	
Tax Redemption	35.00	41.92	
Forfeiture /or Bankruptcy certificate	35.00	39.61	
Valuation Certificate	5.00	17.41	
Surrender Certificate	35.00	39.61	

Attachment B – Sample County Board Action on Sheriff Fees

WHEREAS, 55 ILCS 5/4-5001 provides that the statutory County Sheriff fees may be increased by the County Board if an increase is “justified by an acceptable cost study showing that the fees allowed by this Section (55 ILCS 5/4-5001) are not sufficient to cover the costs of providing the services”; and

WHEREAS, both 55 ILCS 5/4-5001 require a statement of the costs of providing each service, program and activity be prepared and be part of the public record; and

WHEREAS, a statement of cost (attached hereto and made a part hereof) and cost analysis by Bellwether, LLC. has been prepared; and

WHEREAS, based on the Bellwether, LLC study and the recommendation of the County Sheriff, and the County Board agrees that the County Code should be amended to change and establish the fees charged by the Champaign County Clerk.

NOW, THEREFORE, BE IT ORDAINED that the County Code is amended as follows:

Fee	Current Fee	Identified Cost	New Fee
Jail Out Bond	20.00	34.35	
Civil Process Base	30.00	55.05	
Process (travel Labor)	n/a	0.73 per mile	

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Attachment C – Sample County Board Action on Recorder Fees

WHEREAS, 55 ILCS 5/3-5018 provides that the statutory County Recorder fees may be increased by the County Board if an increase is “justified by an acceptable cost study showing that the fees allowed by this Section (55 ILCS 5/3-5018) are not sufficient to cover the costs of providing the services”; and

WHEREAS, both 55 ILCS 5/3-5018 require a statement of the costs of providing each service, program and activity be prepared and be part of the public record; and

WHEREAS, 55 ILCS 5/3-5018 provides authority to the County Board to establish a County Recorder's Automation Fund and collect a \$2.00 for document storage for each document recorded by the Recorder; and

WHEREAS, 55 ILCS 5/3-5018 provides authority to the County Board to establish a County GIS Fee and directs County Recorders to collect a Rental Housing Support Program Fee for each document recording reflecting financial value; and

WHEREAS, a statement of cost (attached hereto and made a part hereof) and cost analysis by Bellwether, LLC. has been prepared; and

WHEREAS, based on the Bellwether, LLC study and the recommendation of the County Sheriff, and the County Board agrees that the County Code should be amended to change and establish the fees charged by the Champaign County Clerk.

NOW, THEREFORE, BE IT ORDAINED that the County Code is amended as follows:

Fee	Current Fee	Identified Cost	New Fee
Document Recording - All Other	35.00	53.58	
Plats of subdivisions / surveys (1st page) (larger than 8.5 x 11)	73.00	84.70	
Automation	3.00	5.17	

RESOLUTION NO.

**RESOLUTION AMENDING THE SCHEDULE OF AUTHORIZED POSITIONS FOR
CHAMPAIGN COUNTY SHERIFF, PUBLIC DEFENDER, AND COURT SERVICES**

WHEREAS, pursuant to Article 9-2 of the Champaign County Personnel Policy, the Schedule of Authorized Positions reflects the quantity and position title of all permanent positions in every County Department as approved by the Champaign County Board; and

WHEREAS, pursuant to recommendations presented by the Institute for Law and Policy Planning (ILPP) contracted by the Champaign County Board in 2013 to conduct an assessment and study of the County's corrections system, the Finance Committee recommends to the County Board amendment to the Schedule of Authorized Positions by adding the following positions:

- Sheriff's Corrections – 1 full-time Lieutenant
- Public Defender – 1 full-time Investigator
- Court Services – 2 full-time Court Services Officers;

NOW, THEREFORE BE IT RESOLVED by the County Board of Champaign County, that Champaign County Schedule of Authorized Positions is amended by adding the following positions, effective December 1, 2013:

- Sheriff's Corrections – 1 full-time Lieutenant
- Public Defender – 1 full-time Investigator
- Court Services – 2 full-time Court Services Officers.

PRESENTED, ADOPTED, APPROVED and RECORDED this 24th day of October, A.D. 2013.

Alan Kurtz, Chair
Champaign County Board

ATTEST:


Gordy Hulten, County Clerk & *Ex Officio*
Clerk of the Champaign County Board

Champaign County Circuit Court

Roger W. Holland

Court Administrator

TO: Mr. Christopher Alix, Chair
Champaign County Board Finance Committee

FROM:  Roger W. Holland, Court Administrator

RE: Drug Court Funding for Fiscal Year 2014

DATE: October 4, 2013

Pursuant to direction of the County Board, the Circuit Court is requesting additional funding in Fiscal Year 2014 in the amount of \$32,947.69 to provide compensation for the Drug Court Coordinator.

Judge Ford has indicated that the most pressing need for the Drug Court is to establish ongoing funding for the Drug Court Coordinator. Del Ryan, the current Coordinator, among his other duties, makes information available to the public regarding the program, compiles statistics, obtains donations, and assists Drug Court clients find employment. Funding for the position of Drug Court Coordinator has been provided by a federal grant which expired this year. Prairie Center has requested that the grant be extended until next year. However, funding for the Drug Court Coordinator position is due to be depleted by April 1, 2014. As such, the Court is requesting that the County Board provide funding in the Fiscal Year 2014 budget for the remainder of the salary and benefits for this position.

The Drug Court Coordinator's annual salary is \$43,930.25. To provide funding for his position for the remainder of the nine months of Fiscal Year 2014 (nine months due to the thirteen month FY14 budget), the Court is requesting \$32,947.69 (\$3,660.85 monthly salary and benefits for nine months).

The Court greatly appreciates all of the cooperation and assistance provided by the County Board for this important program. If you have any questions, please do not hesitate to contact me.

Champaign County Circuit Court
101 East Main Street - Room 213
Urbana, Illinois 61801-2799



Telephone: (217) 239-5789
Facsimile: (217) 531-7476
Email: rholland@co.champaign.il.us



FY2014 General Corporate Fund Budget Summary

FY2014 GENERAL CORPORATE FUND BUDGET OVERVIEW

The FY2014 General Corporate Fund Budget is presented with **\$36,874,235** in projected revenue and **\$37,838,231** in budgeted expenditure. The FY2014 budget is a 13-month budget covering the period from December 1, 2013 through December 31, 2014. This has been done at the County Board's direction, to enable the County to transition to a calendar year fiscal year beginning on January 1, 2015. The \$963,996 shortfall in revenue is appropriated from the General Corporate Fund balance, and reflects the following 2 issues resulting from the 13-month budget:

1. Property tax revenue – which reflects 27% of total revenue for the General Corporate Fund – will only generate 12 months of revenue in this 13-month fiscal year. The value of one month of property tax revenue is **\$773,282**, and is budgeted as a FY2014 deficit that would have been experienced in December 2014 without the change in fiscal year; and
2. Debt service expense – The General Corporate Fund will make a 2nd annual principal payment and a 3rd semi-annual interest payment on the debt service for the Highway Facility and 202 Art Bartell Facility in December 2014 – totaling an additional payment of **\$207,114**, and is also budgeted as a FY2014 deficit that would have been experienced in December 2014 without the change in fiscal year.

Consideration of these two issues documents the County Board's approval of adopting a FY2014 budget with a deficit of up to \$980,396.

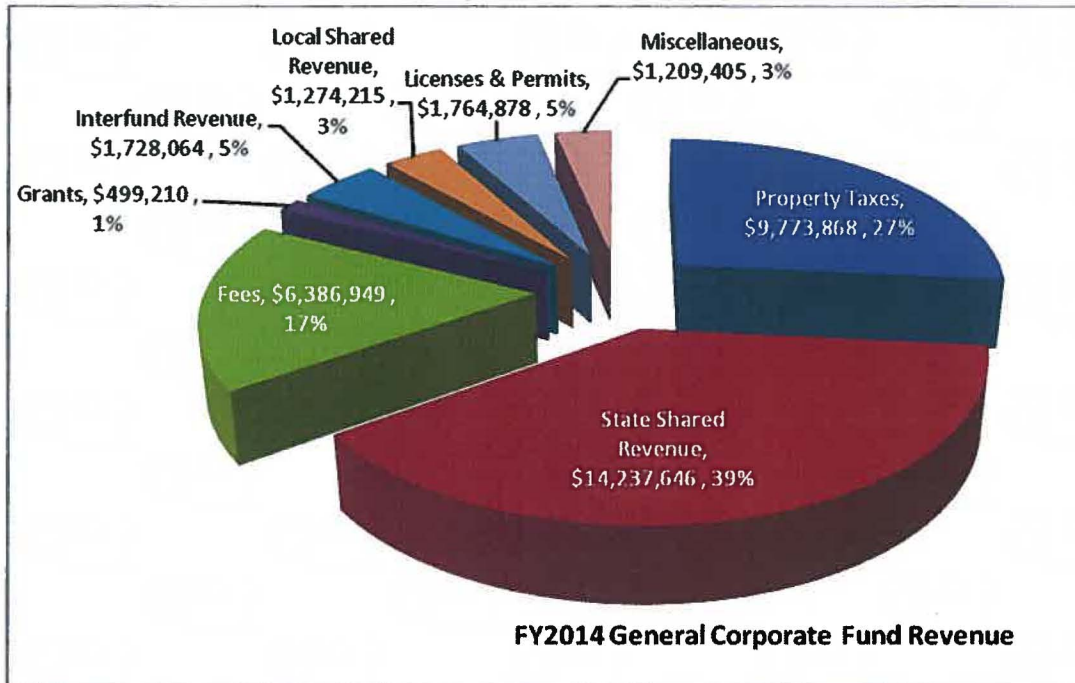
REVENUES

The majority of the County-wide operations, including the budgets of elected officials, are included in the General Corporate Fund. The FY2014 revenue projections for the General Corporate Fund are as follows:

General Corporate Fund Revenue Source	FY2014	% of Total Budget
Property Taxes	\$9,773,868	26.51%
State Shared Revenue	\$14,237,646	38.61%
Fees	\$6,386,949	17.32%
Grants	\$499,210	1.35%
Inter-fund Revenue	\$1,728,064	4.69%
Licenses & Permits	\$1,764,878	4.79%
Local Shared Revenue	\$1,274,215	3.46%
Miscellaneous	\$1,209,405	3.28%
TOTAL	\$36,874,235	100.00%



FY2014 General Corporate Fund Budget Summary



The budgeted change in revenue for the General Corporate Fund in FY2014 represents a 13.4% or \$4,356,490 increase over the original FY2013 budget. The 13th-month in the FY2014 budget creates at least an 5.3% increase in revenue – approximately \$1.7 million based on the FY2013 budget.

The changes in estimated FY2014 revenues by source are as follows:

Revenue Source	FY2014 - \$ Change	FY2014 - % Change
Property Taxes	\$341,550	3.62%
State Shared Revenue	\$1,786,983	14.35%
Fees	\$1,143,551	21.81%
Grants	(\$117,607)	-19.07%
Inter-fund Revenue	(\$15,279)	-0.88%
Local Shared Revenue	\$175,453	15.97%
Licenses & Permits	\$528,953	42.80%
Miscellaneous	\$512,886	73.64%
TOTAL	\$4,356,490	13.40%

Beyond the growth in revenue resulting from the 13th month, new revenue growth in FY2014 includes the following:

- FEES** – The County Board conducted a Cost Analysis Study to review fees of the County Clerk, Recorder and Sheriff that, by statute, can be increased to reflect the actual cost of providing the service. This study and the County Board's adoption of the new fee schedule results in \$793,487 in new Fees revenue in FY2014:



FY2014 General Corporate Fund Budget Summary

- Sheriff Bond Fees \$ 59,842
- County Clerk Fees \$157,646
- Recording Fees \$576,000

- **PROPERTY TAX**
 - Property Tax \$305,497 *Annual General Corporate Fund Levy Growth allowed by PTELL calculation*

- **MISCELLANEOUS**
 - Rent \$435,945 *Annual Rent payment from ILEAS – last rent payment received from ILEAS was in 2011 – advance rent for FY2013 – so no rent has been included in annual revenue since FY2011*

- **STATE SHARED REVENUE**
 - Charitable Games/Licenses Tax \$ 51,000 *New revenue pursuant to the State Gaming Law that was not anticipated or budgeted in FY2013 and will be received in FY2014*
 - State Reimbursement \$346,268 *Increase in funding for salaries of probation/court services officers from the Administrative Office of Illinois Courts*

- **LOCAL SHARED REVENUE**
 - Local Government Reimbursement \$150,890 *Negotiated increases for Sheriff's services with villages contracting for law enforcement services*

- **LICENSES and PERMITS**
 - Marriage & Civil Union Licenses \$ 45,000 *Part of the Fee Increases approved by the County Board*
 - Revenue Stamps \$502,775 *Continuing growth in real estate transactions anticipated by the County Recorder*

The only notable decrease or loss of funding is in Grants:

- **GRANTS**
 - HHS & HFS Funding **-\$122,404** *Loss of Funding by the Department of Health & Human Services and Illinois Department of HealthCare and Family Services for child support enforcement programming and services in the offices of the State's Attorney & Circuit Clerk*

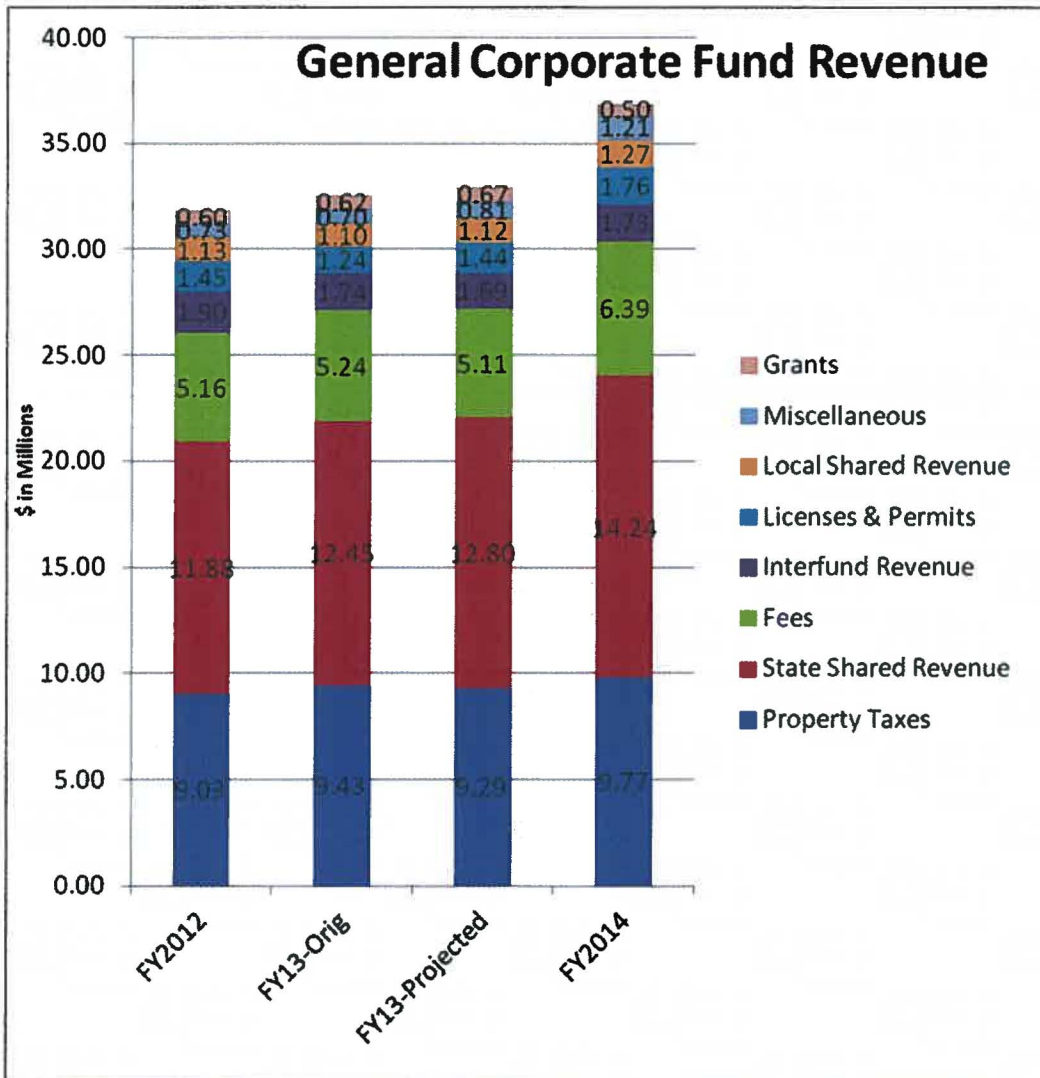
The new revenues, as indicated above, create new growth of approximately 8.09%, which when combined with the 5.3% increase for the 13th month, and balancing against slight declines in some revenues, results in an overall 13.4% increase in the General Corporate Fund revenue budgeted for FY2014.

The three year overview of General Corporate Fund Revenue follows:



FY2014 General Corporate Fund Budget Summary

General Corporate Fund Revenue	FY2012	FY2013 Original	FY2013 Projected	FY2014
Property Taxes	\$9,029,303	\$9,432,318	\$9,288,166	\$9,773,868
State Shared Revenue	\$11,876,216	\$12,450,663	\$12,796,855	\$14,237,646
Fees	\$5,157,520	\$5,243,398	\$5,110,087	\$6,386,949
Grants	\$595,911	\$616,817	\$672,949	\$499,210
Interfund Revenue	\$1,898,133	\$1,743,343	\$1,690,030	\$1,728,064
Licenses & Permits	\$1,448,180	\$1,235,925	\$1,441,047	\$1,764,878
Local Shared Revenue	\$1,132,922	\$1,098,762	\$1,122,927	\$1,274,215
Miscellaneous	\$730,412	\$696,519	\$806,577	\$1,209,405
TOTAL	\$31,868,597	\$32,517,745	\$32,928,638	\$36,874,235



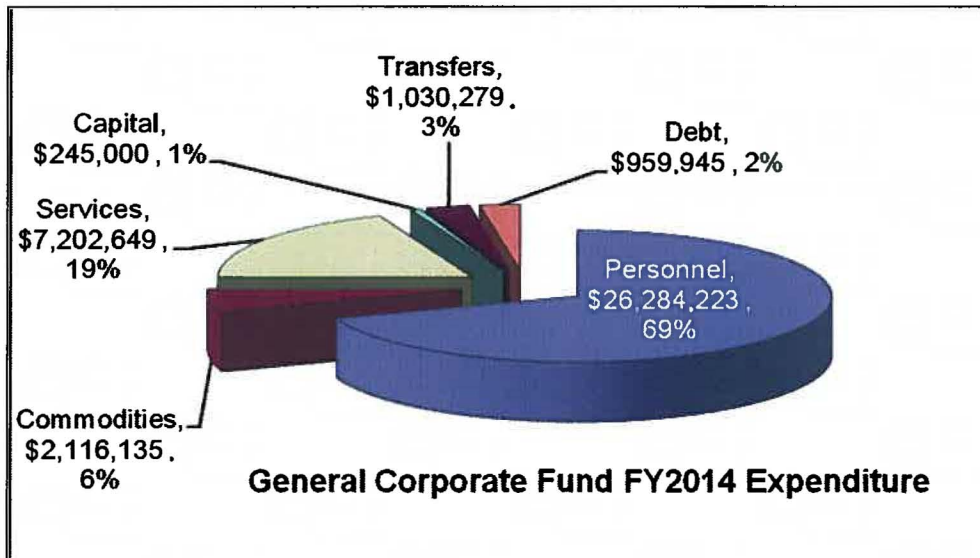
EXPENDITURES



FY2014 General Corporate Fund Budget Summary

The General Corporate Fund expenditure budget for FY2014 was prepared in accordance with Resolution No.8510. The FY2014 budget of \$37,838,231 represents a 15.9% or \$5,194,591 increase over the original FY2013 budget of \$32,643,640. At least 8.3% or \$2,709,422 of that increase is attributed to the 13th month of the FY2014 budget, as the County transitions from a December 1st fiscal year start to a calendar year – January 1st start to be effective on January 1, 2015. The breakdown of expenditure by classification for FY2014 is as follows:

FY2014 General Corporate Fund	FY2014	% of Total Budget
Personnel	\$26,284,223	69.46%
Commodities	\$2,116,135	5.59%
Services	\$7,202,649	19.04%
Capital	\$245,000	0.65%
Transfers	\$1,030,279	2.72%
Debt	\$959,945	2.54%
TOTAL	\$37,838,231	100.00%



The County Board's initial direction for the preparation of the General Corporate Fund Department budgets for FY2014 was to prepare the budgets with 0% growth to all non-personnel expenditures, unless there was a documented price increase for commodities related purchases, or contractual approved increases for services. The County Board also approved an across the board wage increase of 2% for all non-bargaining employees, which is fairly consistent with the terms of all of the negotiated contracts for bargaining unit employees that carry forward into FY2014.

The actual budgeted changes in General Corporate Fund expenditures for FY2014, by classification of expenditure, are as follows:



FY2014 General Corporate Fund Budget Summary

Expenditure	FY2014 - \$ Change	FY2014 - % Change
Personnel	\$2,747,032	11.67%
Commodities	\$227,299	12.03%
Services	\$920,112	14.65%
Capital	\$155,000	172.22%
Transfers	\$730,739	243.95%
Debt	\$414,409	75.96%
TOTAL	\$5,194,591	15.91%

Explanation of notable changes to classifications of expenditure for FY2014 follows:

PERSONNEL – Overall increase of \$2,747,032 – 11.67%

- 2% or \$475,125 of the total personnel increase is attributed to the approved wage increases of 2% in FY2014 for County employees;
- 8.3% or \$1,953,587 of the total personnel increase is attributed to the 13th month budgeted in FY2014;
- New positions approved by the County Board to be included in the FY2014 budget for 13 months are as follows and represent new appropriation of \$296,290 or 1.26% of the total personnel increase:

ADDED POSITION	NEW COST
Part Time Accountant - Auditor	\$27,768
Public Defender Investigator	\$53,108
Jail Classification Program - Lieutenant	\$91,850
Pre-Trial Services Program - 2 Court Services Officers	\$123,564
Total New Personnel Dollars - FY2014	\$296,290

- The Employee Health Insurance Premiums increase by 8.3% in FY2014 which represents an increase of \$306,024 or 1.3% for the total General Corporate Fund personnel budget.

COMMODITIES – Overall increase of \$227,299 – 12.03%.

- The most significant increase in commodities is in Purchase Document Stamps – a budgeted increase of \$164,753 or 8.72% of the increase in commodities.
- The balance of all commodities required only a 4% or \$75,553 adjustment to accommodate the 13th month and/or other minor increases in commodities expenditures.

SERVICES – Overall increase of \$920,112 – 14.65%

- Increases based on negotiated contract terms and/or increase in demand for various areas of service (as allowed by Budget Process Resolution 8510) represent \$412,909 – 6.6% of the total 14.65% increase – documented as follows:



FY2014 General Corporate Fund Budget Summary

INCREASES to SERVICES	
Planning & Zoning - Legal Notices	\$2,199
Sheriff - Automobile Maintenance	\$17,000
Sheriff - METCAD Agreement	\$102,700
Corrections - Medical Services	\$69,300
Corrections - Food Service	\$35,713
Corrections - Prisoner Transport & EHD (Electronic Home Detention) Services	\$37,988
State's Attorney - Attorney Licensing	\$8,450
Juvenile Detention Center - Medical Services	\$15,856
IT - Copier Services	\$50,000
Facilities Elevator Improvements	\$73,703
TOTAL	\$412,909

- The balance of \$507,203 or 8% of increase in services is attributed to the 13th month.

CAPITAL – Overall increase of \$155,000 – 172.2%

- \$150,000 or 167% of the increase in Capital is in the Sheriff's Law Enforcement Budget for the purchase of squad cars;
- \$5,000 or 5% of the increase in Capital is in the County Clerk's Budget for election/voter registration equipment.

TRANSFERS – Overall increase of \$730,739 – 244%

- \$655,384 or 219% of this increase is in the Transfer to Capital Asset Replacement Fund. Of that total, \$123,123 is in new money for replacement of technology and equipment for General Corporate Fund Departments, and the balance of \$532,261 is to be spent on Facilities Capital Projects. In FY2013, the County Facilities Committee and County Board began the process of prioritizing capital facilities projects and made it a priority to begin funding those projects through the Capital Asset Replacement Fund;
- \$46,517 or 15% of this increase is in the Transfer to Highway Facility Bond Fund which reflects the additional principal and interest payment the General Corporate Fund will pay in the 13 month FY2014 budget;
- The remaining \$28,838 of the increase is equal to 8% and attributable to the 13 month fiscal year.

DEBT – Overall increase of \$414,409 – 76%

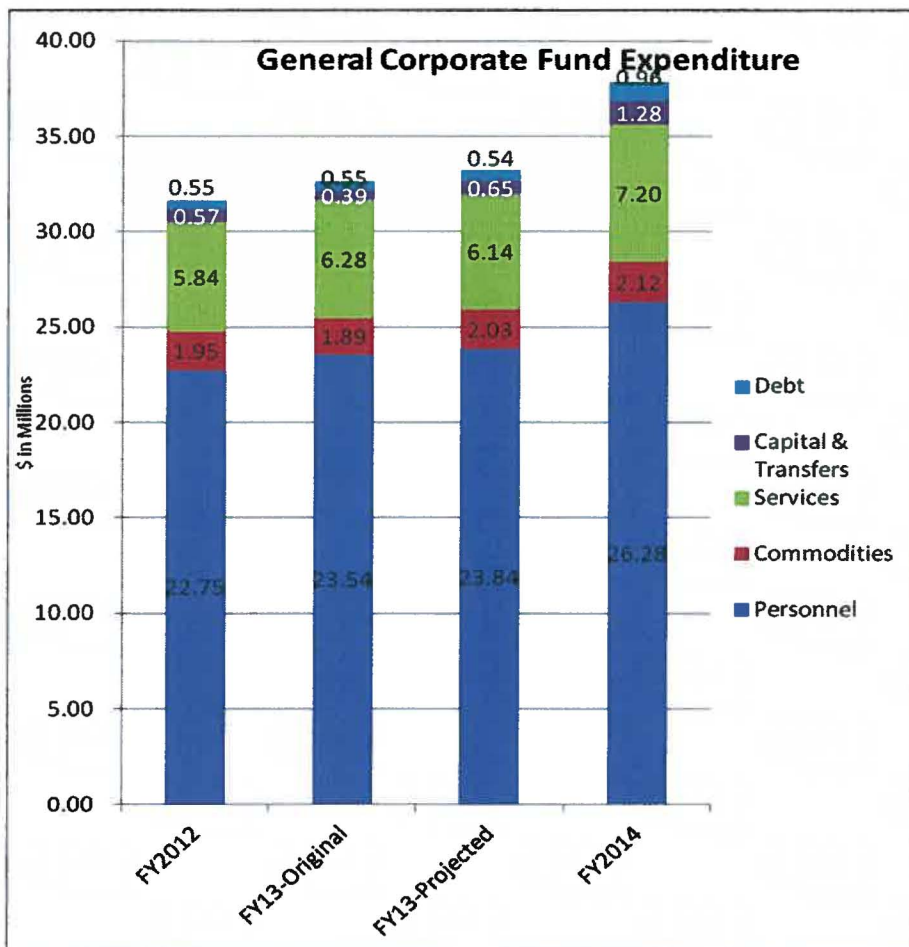
- This entire increase is attributed to the fact that 2 annual principal payments and 3 semi-annual interest payments on the Nursing Home \$4 Million Construction Bonds, Highway Facility Construction Bonds, and 202 Art Bartell Debt Certificate payments will be made in the 13th month of FY2014.

The three-year overview for General Corporate Fund expenditure follows:



FY2014 General Corporate Fund Budget Summary

GENERAL CORPORATE FUND EXPENDITURE	FY2012	FY2013 - Original	FY2013 - Projected	FY2014
Personnel	\$22,747,766	\$23,537,191	\$23,836,799	\$26,284,223
Commodities	\$1,952,408	\$1,888,836	\$2,027,856	\$2,116,135
Services	\$5,836,916	\$6,282,537	\$6,137,866	\$7,202,649
Capital	\$316,923	\$90,000	\$349,037	\$245,000
Transfers	\$253,524	\$299,540	\$299,540	\$1,030,279
Debt	\$549,556	\$545,536	\$544,336	\$959,945
TOTAL	\$31,657,093	\$32,643,640	\$33,195,434	\$37,838,231



General Corporate Fund Expenditures by Area of Operation: The operating departments included in the County’s General Corporate Fund fall generally into four categories: *Justice & Public Safety Offices; Administrative Departments; Real Estate/Tax Cycle Departments, and Miscellaneous which includes funding to Extension Education, Regional Office of Education, and General County receipts and expenditures.*



FY2014 General Corporate Fund Budget Summary

The following depicts the expenditure budgets for the General Corporate Fund Departments as Actual for FY2012; as original budget for FY2013; and as ultimately recommended for FY2014.

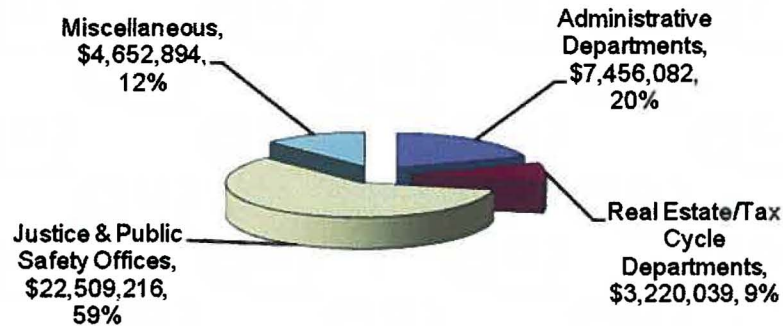
EXPENDITURE	FY2012 Actual	FY2013 Budget	FY2014 Budget	FY2014 - \$ Change	FY2014 - % Change
County Board	\$309,543	\$293,021	\$321,049	\$28,028	9.57%
Debt Service	\$401,437	\$398,575	\$694,206	\$295,631	74.17%
Adm. Services	\$568,757	\$575,809	\$757,483	\$181,674	31.55%
IT	\$834,635	\$850,501	\$984,586	\$134,085	15.77%
Auditor	\$350,792	\$331,211	\$399,135	\$67,924	20.51%
Public Properties	\$2,781,314	\$3,005,937	\$3,890,008	\$884,071	29.41%
Planning & Zoning	\$332,666	\$344,907	\$409,615	\$64,708	18.76%
Board of Review	\$114,630	\$119,727	\$131,639	\$11,912	9.95%
County Clerk	\$974,722	\$928,994	\$1,002,120	\$73,126	7.87%
Recorder	\$1,349,443	\$1,203,657	\$1,407,266	\$203,609	16.92%
Supv Assessments	\$359,126	\$363,236	\$399,630	\$36,394	10.02%
Treasurer	\$256,342	\$254,803	\$279,384	\$24,581	9.65%
Circuit Clerk	\$1,082,110	\$1,160,744	\$1,277,297	\$116,553	10.04%
Courts	\$1,074,444	\$1,077,697	\$1,186,370	\$108,673	10.08%
Public Defender	\$1,037,172	\$1,063,865	\$1,190,268	\$126,403	11.88%
Sheriff	\$4,649,103	\$4,735,494	\$5,305,851	\$570,357	12.04%
Corrections	\$5,582,177	\$5,909,099	\$6,742,735	\$833,636	14.11%
State's Attorney	\$2,448,691	\$2,458,138	\$2,586,765	\$128,627	5.23%
JDC	\$1,621,886	\$1,642,877	\$1,810,287	\$167,410	10.19%
Court Services	\$1,437,221	\$1,471,446	\$1,712,526	\$241,080	16.38%
Coroner	\$472,130	\$494,042	\$540,511	\$46,469	9.41%
EMA	\$119,908	\$131,623	\$156,606	\$24,983	18.98%
Extension Education	\$407,894	\$408,991	\$415,944	\$6,953	1.70%
Reg Ofc Education	\$203,310	\$206,598	\$226,369	\$19,771	9.57%
VAC	\$3,183	\$122,550	\$127,026	\$4,476	3.65%
General County	\$2,884,457	\$3,090,098	\$3,883,555	\$793,457	25.68%
TOTAL	\$31,657,093	\$32,643,640	\$37,838,231	\$5,194,591	15.91%

The breakdown of expenses within functional areas of the General Corporate Fund is exemplified in the following charts:

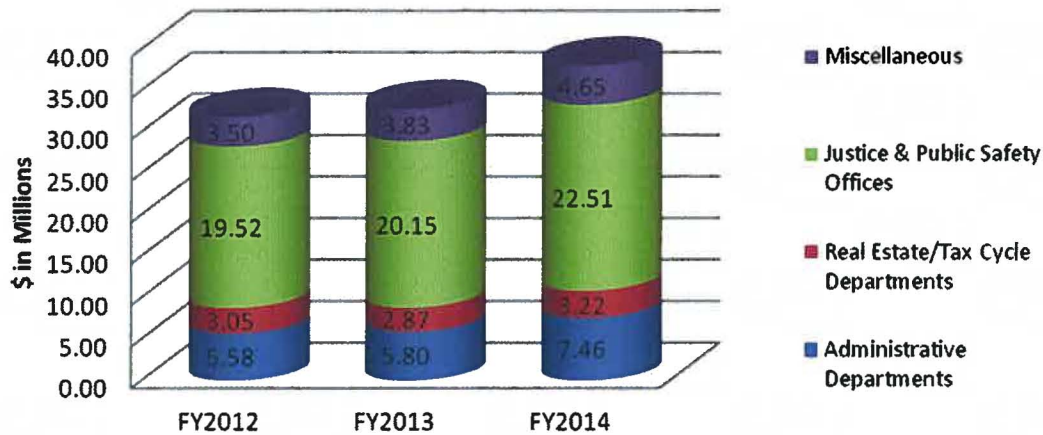


FY2014 General Corporate Fund Budget Summary

FY2014 - General Corporate Fund Expenditure by Function Category



General Corporate Fund Expenditure by Function



OVERVIEW for the FUTURE

An additional step in the FY2014 budget process included requesting the General Corporate Fund Department Heads and Officials to provide an overview of new or additional funding requests they have for the future operation of their offices. There were only two requests that were not funded by the County Board for FY2014 – both are technology related. The first request was from the County Auditor for a replacement accounting technology system at an estimated cost of \$750,000. The second request was from the IT Department for the purchase of a document management software system at an estimated cost of \$175,000.

FUND BALANCE



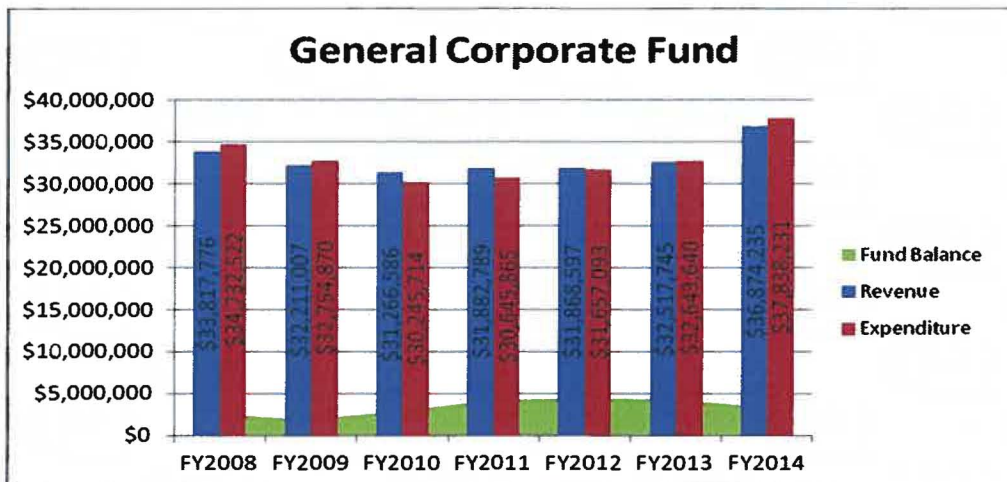
FY2014 General Corporate Fund Budget Summary

The County Financial Policies establish the fund balance goal for the General Corporate Fund at 12.5% of budgeted expenditure – for FY2014 (after adjustment for an annualized 12-month budget) that goal equals \$4,365,950. The current projected ending fund balance for the General Corporate Fund on December 31, 2014 is at \$3,258,194 – or 9.33% of annualized FY2014 expenditure. The following table depicts how this fund balance is consistent with previous years fund balance available at the end of December:

General Corporate Fund	FY End - 11/30	% of Budget	1st Month - Next FY - End 12/31	% of Budget
FY2010	\$2,874,771	9.50%	\$1,187,879	3.93%
FY2011	\$4,136,581	13.50%	\$2,415,387	7.88%
FY2012	\$4,348,085	13.73%	\$3,003,024	9.49%
<i>FY2013 (projected)</i>	<i>\$4,222,190</i>	<i>12.93%</i>	<i>\$3,251,415</i>	<i>9.96%</i>
<i>FY2014 - Fiscal Year End on 12/31</i>			<i>\$3,258,194</i>	<i>9.33%</i>

The change in fiscal year moves the reported fund balance down – primarily due to the fact that property taxes, which comprise 27% of total General Corporate Fund revenue, are received between May and October, with no receipts in the month of December.

Maintaining the 12.5% fund balance goal, even after the change in fiscal year, is recommended and considered best practice by the County Treasurer, as in the future it could alleviate any need for the General Corporate Fund to borrow internally from other county funds in the months preceding the collection of property taxes. To this end, the County Board will make it a priority to build the General Corporate Fund balance with any unspent dollars at the end of each fiscal year until the 12.5% fund balance goal can be achieved.



Public Safety Sales Tax Fund Summary

PUBLIC SAFETY SALES TAX – FUND 106-000

The voters of Champaign County approved, by referendum, the establishment of the ¼ Cent Special County Retailers' Occupation Tax for Public Safety (Public Safety Sales Tax), pursuant to 55 ILCS 1006.5 on November 3, 1998.

BUDGET HIGHLIGHTS

The ¼ cent Public Safety Sales Tax is the primary source of revenue for this fund.

The following summarizes revenue/expenditure highlights for FY2014:

1. Sales Tax revenue is budgeted at a 2% increase over FY2013 projected revenues, which are currently 2% ahead of FY2012;
2. \$121,183 is budgeted for software maintenance for the Courts Technology system;
3. \$128,142 is budgeted to be transferred to the Capital Asset Replacement Fund for technology needs of criminal justice system offices;
4. \$230,613 is budgeted as the 5% of FY2013 revenue designated for delinquency prevention grant funding;
5. \$119,217 is budgeted for transfer to General Corporate Fund/Corrections Budget to offset the cost of one lieutenant and data analysis services dedicated to Classification system development in the Jail;
6. \$107,886 is budgeted for transfer to General Corporate Fund/Court Services Budget to offset the cost of two positions to create a Pre-Trial Services Program;
7. \$22,311 is budgeted for transfer to General Corporate/General County Budget to cover the annual health insurance contributions for the 3 positions added in #5 & #6 above;
8. \$200,000 is budgeted for additional criminal justice system programming as recommended through the ILPP Report as follows:
 - a. \$32,948 transfer to the Drug Courts Program Grant Fund to offset the personnel costs for the Drug Courts Program Coordinator position from April 1st, 2014 – December 31, 2014;
 - b. \$167,052 transfer to General Corporate Fund/General County Budget to provide funding, at the County Board's direction, for programs focusing on re-entry and/or mental health services for inmates of the Jail, and for improvements to the County's jail facilities as recommended by the Sheriff;
9. \$441,586 is budgeted for transfer to the General Corporate Fund to offset the utilities costs for the public safety buildings;
10. \$6,240,944 is budgeted for debt service on bonds issued for the construction of the Courthouse and Juvenile Detention Center.

If the 13th month debt payment and 13th month revenue set aside for debt is subtracted from the FY2014 budget, the actual revenue to expenditure budget for the Public Safety Sales Tax Fund is revenue positive in the amount of \$9,540 for FY2014.

Public Safety Sales Tax Fund Summary

FINANCIAL

		Fund 106 Summary	2012 Actual	2013 Original	2013 Projected	2014 Budget
318	9	PUB SAFETY 1/4% SALES TAX PROPERTY TAXES	\$4,545,119 \$4,545,119	\$4,681,786 \$4,681,786	\$4,612,255 \$4,612,255	\$5,085,203 \$5,085,203
361	10	INVESTMENT INTEREST MISCELLANEOUS	\$2,651 \$2,651	\$3,200 \$3,200	\$2,850 \$2,850	\$3,000 \$3,000
371	46	FROM DELINQ PREV FUND 109 INTERFUND REVENUE	\$128,100 \$128,100	\$0 \$0	\$0 \$0	\$0 \$0
REVENUE TOTALS			\$4,675,870	\$4,684,986	\$4,615,105	\$5,088,203
522	1	STATIONERY & PRINTING COMMODITIES	\$796 \$796	\$0 \$0	\$0 \$0	\$0 \$0
533	7	PROFESSIONAL SERVICES	\$1,925	\$118,865	\$0	\$0
533	8	CONSULTING SERVICES	\$3,000	\$0	\$141,865	\$0
533	42	EQUIPMENT MAINTENANCE	\$112,993	\$117,513	\$112,590	\$121,183
533	92	CONTRIBUTIONS & GRANTS SERVICES	\$190,343 \$308,261	\$228,380 \$464,758	\$228,380 \$482,835	\$230,613 \$351,796
571	14	TO CAPITAL IMPRV FUND 105	\$156,406	\$69,384	\$69,384	\$128,142
571	80	TO GENERAL CORP FUND 080	\$933,093	\$825,000	\$798,525	\$858,052
571	87	TO DRUG COURTS FUND 685 INTERFUND EXPENDITURE	\$0 \$1,089,499	\$0 \$894,384	\$0 \$867,909	\$32,948 \$1,019,142
581	1	GEN OBLIG BOND PRINCIPAL	\$1,810,000	\$1,250,415	\$1,250,415	\$2,753,285
582	2	INT & FEES-GEN OBLIG BONDS DEBT	\$1,437,497 \$3,247,497	\$2,075,574 \$3,325,989	\$2,077,049 \$3,327,464	\$3,487,659 \$6,240,944
EXPENDITURE TOTALS			\$4,646,053	\$4,685,131	\$4,678,208	\$7,611,882

FUND BALANCE

2012 Actual	2013 Projected	2014 Budgeted
\$4,238,507	\$4,238,362	\$1,651,725

The fund balance goal for this fund through FY2014 is approximately \$1.7 million – due to bond covenants for debt financing paid from the Public Safety Sales Tax Fund. The significant drop in fund balance from FY2013 to FY2014 is attributable to the 13 month budget for FY2014. In FY2014, the County will make two annual principal payments on the debt service and three semi-annual interest payments for a total additional payment of \$2,832,013 due to the 13th month.

DRUG COURTS PROGRAM GRANT – 685-053

BUDGET HIGHLIGHTS

1. The Champaign County Mental Health Board (CCMHB) is party to a Memorandum of Understanding (MOU) with Champaign County Government which delineates roles and responsibilities pertaining to management of fees designated for Drug Court and donations from citizens and organizations to support the activities of the Drug Court.
2. CCMHB staff will serve as members of the Drug Court Steering Committee and report to the committee on a regular basis concerning the status of this fund.
3. Management of this fund by the CCMHB is provided free of charge.
4. Use of Drug Court Fund revenue is the purview of the Drug Court Steering Committee and all disbursements are authorized by the Committee as stated in the MOU.
5. In FY2014, revenue as a transfer from the County’s Public Safety Sales Tax Fund in the amount of \$32,948 is provided to offset the cost of the Drug Court Coordinator position effective April 1, 2014. That corresponding expenditure is reflected in the Contributions and Grants line item. This position had previously been funded by a grant that terminates on March 31, 2014.

FINANCIAL

Fund 685 Dept 053			2012	2013	2013	2014
			Actual	Original	Projected	Budget
331	78	JUSTC-DRUG COURTS PROGRAM	\$77,694	\$100,000	\$100,000	\$36,667
		FEDERAL, STATE & LOCAL SHARED REVENUE	\$77,694	\$100,000	\$100,000	\$36,667
341	10	COURT FEES AND CHARGES	\$22,247	\$20,000	\$20,000	\$20,734
		FEES AND FINES	\$22,247	\$20,000	\$20,000	\$20,734
361	10	INVESTMENT INTEREST	\$77	\$25	\$25	\$25
363	10	GIFTS AND DONATIONS	\$1,100	\$1,000	\$1,000	\$500
		MISCELLANEOUS	\$1,177	\$1,025	\$1,025	\$525
371	6	FROM PUB SAF SALES TAX FD	\$0	\$0	\$0	\$32,948
		INTERFUND REVENUE	\$0	\$0	\$0	\$32,948
REVENUE TOTALS			\$101,118	\$121,025	\$121,025	\$90,874
522	6	POSTAGE, UPS, FED EXPRESS	\$32	\$0	\$0	\$0
		COMMODITIES	\$32	\$0	\$0	\$0
533	92	CONTRIBUTIONS & GRANTS	\$92,692	\$121,025	\$121,025	\$90,874
		SERVICES	\$92,692	\$121,025	\$121,025	\$90,874
EXPENDITURE TOTALS			\$92,724	\$121,025	\$121,025	\$90,874

FUND BALANCE

<i>2012</i>	<i>2013</i>	<i>2014</i>
<u><i>Actual</i></u>	<u><i>Projected</i></u>	<u><i>Budgeted</i></u>
\$70,680	\$70,680	\$70,680

Fund Balance Goal: The CCMHB’s goal for FY14 is to maintain a fund balance which assures adequate cash flow that is necessary to meet contractual obligations as defined by the Drug Court Steering Committee.

ALIGNMENT TO STRATEGIC PLAN

Goal #1 – Champaign County is a high performing local government committed to open, transparent, governance.

- The Drug Court Fund is used according to guidelines created by the Drug Court Team. The County entered into a memorandum of understanding with the Champaign County Mental Health Board (CCMHB) to assure integration of funding and coordination/alignment.

Goal #2 – Champaign County maintains high quality public facilities.

- The CCMHB administers the Drug Court fund and is located in the Brooken’s Administrative Center.

Goal #3 – Champaign County promotes a safe and healthy community.

- Drug Court Fund revenue is used as part of the CCMHB behavioral health plan for the county.

Goal #4 – Champaign County supports balanced growth.

- The CCMHB allocated Drug Court Fund dollars in accordance with the policies established by the Drug Court Team. In addition, the Drug Court fund has been supplemented by a grant from the U.S. Department of Justice, Office of Justice Programs.

DESCRIPTION

For FY14, the Champaign County Mental Health Board (CCMHB) continues to be a party to the memorandum of understanding with the Champaign County Board to manage and administer all Drug Court fees and donations collected on behalf of the operation of the Drug Court. This is an extension to the CCMHB prioritization of Drug Court and funding for substance abuse services for Drug Court participants. All monies included in this fund shall be used to benefit Drug Court clients with guidelines for use promulgated by the Drug Court Steering Committee. The purpose of these funds shall be to purchase capital equipment for the Drug Court program, provide training to Drug Court team members, pay expenses related to home visits for drug court participants and to pay expenses for drug court participants for medical care, dental care, education, housing, transportation and other incentives as delineated in the guidelines. There have not been changes in these criteria since the onset of this project.

The CCMHB contracts with Prairie Center Health Systems to disburse Drug Court Fees in behalf of Drug Court clients. These disbursements are made under the supervision of and consistent with Drug Court

Steering Committee policies for appropriate use of these dollars. In addition, the CCMHB provides funding to support clinical services for Drug Court clients through a separate contract with Prairie Center.

OBJECTIVES

1. Work in collaboration with Drug Court Steering Committee aka Problem Solving Court Steering Committee members to maintain and expand Champaign County Drug Court programs and services.
2. Use Drug Court fees and donations to provide incentives and support the clinical progress of Drug Court participants.
3. Assure integration of the Drug Court fees and donations with other CCMHB funded Drug Court contracts.

PERFORMANCE INDICATORS

Performance Indicator (Objective #1)

The CCMHB will participate in meetings of the Problem Solving Court Steering Committee. The committee under the leadership of the Courts/Judge Ford, discuss the operation of the problem solving court including the work of the Drug Court Team.

Performance Indicator (Objective #2)

The CCMHB Drug Court Fund provider contract will be renewed and/or amended to ensure the Drug Court Team has access to resources necessary to provide client specific supports as defined in the Drug Court Fund - Guidelines for the Expenditure of Funds.

Performance Indicator (Objective #3)

Management of the Drug Court Fund under a contractual agreement with the CCMHB will be the service provider awarded the CCMHB contract that carries primary responsibility for outpatient treatment to Drug Court participants, currently Prairie Center Health Systems. Listed below are administrative performance indicators associated with this objective.

Allocation & Contract Management Performance Indicator (Obj. #3)	2012 Actual	2013 Projected	2014 Budgeted
Execute FY14 Contracts with Prairie Center	FY12	FY13	Yes
Quarterly Financial Monitoring	4	4	4
Participation in DC Steering Committee	4	2	2
Compliance with MOU	Yes	Yes	Yes

Capital Asset Replacement – Facilities Replacement

CAPITAL ASSET REPLACEMENT FUND – FACILITIES REPLACEMENT – 105-059

BUDGET HIGHLIGHTS

With the FY2014 Budget, the County Board has begun implementing replacement schedules for some of the capital infrastructure needs of the County. The County Facilities Committee has prioritized the following items for consideration with the funds appropriated in FY2014:

1. Brookens Pod 300 Chiller at an estimated cost of \$159,100
2. Brookens Pod 200 Chiller at an estimated cost of \$159,100
3. Satellite Jail Water Heater at an estimated cost of \$56,000
4. Juvenile Detention Center Building Automation System at an estimated cost of \$15,300
5. Juvenile Detention Center Water Heater #1 at an estimated cost of \$46,700
6. Roof replacement for the Juvenile Detention Center at an estimated cost of \$102,019
7. Roof replacement for an out building shared by the Sheriff and ILEAS at an estimated cost of \$46,489
8. EMA Garage/out building at an estimated cost of \$15,990

FINANCIAL

Fund 105 Dept 059			2012	2013	2013	2014
			Actual	Original	Projected	Budget
371	80	FROM GENERAL CORP FND 080	\$0	\$0	\$0	\$532,261
		INTERFUND REVENUE	\$0	\$0	\$0	\$532,261
		REVENUE TOTALS	\$0	\$0	\$0	\$532,261
533	46	1905 E MAIN REPAIR-MAINT	\$0	\$0	\$2,043	\$0
		SERVICES	\$0	\$0	\$2,043	\$0
544	16	COURTS FACILITY CONST/IMP	\$6,322	\$0	\$11,600	\$0
544	18	BROOKNS BLDG CONST/IMPROV	\$4,574	\$8,911	\$0	\$249,763
544	19	CORR CENTER CONST/IMPROVE	\$32,290	\$0	\$41,280	\$0
544	23	JUV DET CTR CONST/IMPROVE	\$0	\$0	\$0	\$102,019
544	33	FURNISHINGS, OFFICE EQUIP	\$0	\$0	\$0	\$15,300
544	46	1701 MAIN OUTBLDGS CONST	\$0	\$0	\$0	\$62,479
544	74	KITCHEN/LAUNDRY EQUIPMENT	\$15,998	\$0	\$0	\$0
		CAPITAL	\$59,184	\$8,911	\$52,880	\$429,561
566	14	ELEC. & REFRIGERATION	\$0	\$0	\$0	\$102,700
		NON CASH EXPENSES	\$0	\$0	\$0	\$102,700
		EXPENDITURE TOTALS	\$59,184	\$8,911	\$54,923	\$532,261

Highway Federal Aid Matching

HIGHWAY FEDERAL AID MATCHING – 103-060

BUDGET HIGHLIGHTS

In 2002, the County Board lowered the property tax revenue, which is the only revenue supporting this fund, to the lowest level allowed and still collect a property tax. In the FY2014 budget, the County Board has re-allocated property tax levy growth from other levies to enable the re-establishment of this property tax levy. \$79,200 in new levy growth was added to create a property tax levy of \$86,526 in FY2014. This is a key source of revenue for Champaign County to provide matching funds for projects awarded through Federal Highway Administration fund dollars.

FINANCIAL

Fund 103 Dept 060			2012	2013	2013	2014
			Actual	Original	Projected	Budget
311	27	CURR PROP TX-FED AID MTCH	\$8,291	\$7,390	\$7,390	\$86,526
313	27	RE BACKTAX-FED AID MATCH	\$13	\$0	\$0	\$0
314	10	MOBILE HOME TAX	\$9	\$0	\$0	\$0
315	10	PAYMENT IN LIEU OF TAXES	\$1	\$0	\$0	\$0
		PROPERTY TAXES	\$8,314	\$7,390	\$7,390	\$86,526
361	10	INVESTMENT INTEREST	\$477	\$0	\$1,000	\$0
		MISCELLANEOUS	\$477	\$0	\$1,000	\$0
		REVENUE TOTALS	\$8,791	\$7,390	\$8,390	\$86,526
533	4	ENGINEERING SERVICES	\$0	\$0	\$0	\$10,000
		SERVICES	\$0	\$0	\$0	\$10,000
		EXPENDITURE TOTALS	\$0	\$0	\$0	\$10,000

FUND BALANCE

<i>2012</i>	<i>2013</i>	<i>2014</i>
<u>Actual</u>	<u>Projected</u>	<u>Budgeted</u>
\$360,029	\$368,419	\$444,945

The goal is to grow this fund balance to a level where it can be used to leverage future Federal Highway Administration Fund dollars for local road projects.