

# Committee of the Whole

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December 10, 2013  
Handouts

1. Item VII-B RFP for Re-Entry Programming
2. Item VIII F1 Paperless Agenda Proposal
3. Item XI-F1-2 General Corporate fund FY2013 Budget Report and Budget Change Report
4. Communication from the Pre-Trial Justice Institute Regarding Pre-Trial Services  
*(Not an Agenda Item)*



## CHAMPAIGN COUNTY ADMINISTRATIVE SERVICES

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

ADMINISTRATIVE SUPPORT  
DATA PROCESSING  
MICROGRAPHICS  
PURCHASING  
PHYSICAL PLANT  
SALARY ADMINISTRATION

### REQUEST FOR PROPOSAL RE-ENTRY PROGRAMMING FOR THE COUNTY OF CHAMPAIGN

**RFP NO. 2013-006**

**ISSUE DATE:  
December 13, 2013**

**CLOSING LOCATION:**

Champaign County Administrative Services  
ATTN: Debra Busey  
1776 East Washington  
Urbana, IL 61802

**CLOSING DATE AND TIME:**

**WEDNESDAY, JANUARY 22, 2014**

Six (6) copies of the proposal must be presented by 3:00 p.m. on Wednesday, January 22, 2014 at which time only the names of the respondents will be read aloud and recorded. (Please show RFP #2013-006 on the lower left corner of package.) An electronic version of the proposal shall also be submitted on a USB key or CD.

**NOTICE: If downloading this solicitation from our website; it is the responsibility of the proposer to e-mail our office at [bbrunk@co.champaign.il.us](mailto:bbrunk@co.champaign.il.us) to be registered as a potential proposer to receive any subsequent amendments.**

**REQUEST FOR PROPOSAL**  
**RE-ENTRY PROGRAMMING**  
**FOR THE COUNTY OF CHAMPAIGN**  
**RFP NO. 2013-006**

**TABLE OF CONTENTS**

**Section I – Time Schedule**..... **2**

**Section II – General Terms and Conditions**..... **2**

**Section III – Basis of Award**..... **4**

**Section IV – Description of Champaign County**..... **5**

**Section V – Scope of Services** ..... **6**

**Section VI – Instruction to Proposers**..... **7**

### SECTION I – TIME SCHEDULE

The County will use **anticipates** the following timetable which should result **will be used** in the selection of a service provider on February 20, 2014. After the County Board selects a service provider, a formal contract for services will be executed, and subsequently approved by the County Board on March 20, 2014. ***This schedule is subject to change to which all Proposers will be provided with notice.***

December 13, 2013	Request for Proposal Posted & Advertised
January 22, 2014 – 3:00 p.m.	Proposals Due
January 22, 2014 – 3:30 p.m.	Proposals Opened – <i>Lyle Shields Meeting Room-Brookens Administrative Center, 1776 E. Washington, Urbana, IL</i>
February 11, 2014 – 6:30pm	Justice & Social Services Committee of the Whole - Consideration of Recommendation by Review Committee
February 20, 2014 – 6:30 p.m.	County Board Selection of Service Provider
March 20, 2014 – 6:30 p.m.	County Board Approval of Contract for Services with Selected Provider

### SECTION II – GENERAL INFORMATION

1. Proposals will be considered as specified herein or attached hereto under the terms and conditions of this Request for Proposal.
2. A proposal shall be made in the official name of the agency or individual under which business is conducted (showing the official organization address) and must be signed in ink by a person duly authorized to legally bind the person, partnership, company, or corporation submitting the proposal.
3. Proposers are to include all applicable requested information and are encouraged to include any additional information they wish to be considered. Additional information shall be a separate section of the proposal, and shall be identified as such.
4. Six (6) copies of your proposal are required, together with an electronic version provided on a USB key or CD. The proposal must be complete, clear and concise.
5. Proposals will be received by Champaign County until the time and date shown on the cover page. Proposals received after the time set for closing will be returned unopened.

6. Proposals may be hand delivered or mailed to:  
Champaign County Administrative Services,  
ATTN: Debra Busey, County Administrator  
1776 East Washington, Urbana, IL 61802
7. The submitted proposer is required to have printed on the envelope or wrapping containing the proposal: proposer organization name and address, the proposal title, proposal number.
8. Champaign County shall not be responsible for unidentified proposals.
9. Proposers mailing their proposal must allow a sufficient mail delivery period to insure timely receipt of their proposal. Champaign County is not responsible for proposals delayed by mail and/or delivery services of any nature.
10. Proposals may be withdrawn by proposer prior to, but not after, the time set for closing. Any proposal not so withdrawn shall constitute an irrevocable offer for a period of ninety (90) days.
11. Offers, amendments or withdrawal requests must be received by the time advertised for RFP closing to be timely filed. It is the proposer's sole responsibility to insure that all documents are received by person (or office) at the time indicated in the RFP document.
12. By submission of a proposal, you are guaranteeing that all goods and services meet the requirements of the solicitation during the contract period.
13. Proposers must clearly mark as "Confidential" each part of their proposal which they consider to be proprietary information that could be exempt from disclosure under 5 ILCS 140/1 (Freedom of Information Act). If any part is designated as "confidential", there must be attached to that part an explanation of how this information fits within one or more categories listed in 5 ILCS 140/1. Champaign County reserves the right to determine whether this information should be exempt from disclosure and no legal action may be brought against Champaign County or its agents for its determination in this regard.
14. The agreement or contract resulting from the acceptance of a proposal shall be on forms prepared by the proposer and approved by the County, and shall incorporate, as the minimum, this entire solicitation, all amendments, and the successful proposer's proposal. The County reserves the right to reject any contract that does not conform to this solicitation and any County requirements for agreements and contracts.
15. This solicitation does not commit Champaign County to award a contract, to pay any cost incurred in the preparation of a proposal or to procure a contract for the articles of goods or services. Champaign County reserves the right to accept or reject any or all proposals received as a result of this solicitation, to negotiate with all qualified proposers, or to cancel in part or in its entirety this solicitation if it is in the best interest of the County to do so. Champaign County reserves the right to interview any, all, or none of the respondents and to select who they feel is the most responsive consultant.

16. If awarded, this contract will be awarded to the proposer whose proposal is within the competitive range and determined to be in the best interest of Champaign County. Evaluation of proposals and selection of a proposer are set forth in Section 3 – “Basis of Award”. Award will be made to the responsive and responsible team after evaluation of the proposal, oral presentation, and/or a thorough review of the qualifications, as determined to be the most advantageous to Champaign County. The right is reserved to reject any and all proposals received; and, in all cases, Champaign County will be the only judges as to whether the proposal has, or has not, satisfactorily met the requirements of this RFP.
17. NON-APPROPRIATION: The contract shall include a rider that allows cancellation of contract without penalty if funds are not appropriated or otherwise made available to support continuation of performance in any fiscal year. Any contract approved by the County shall be conditioned by a “non-appropriation” clause containing the following or similar language:
  - a. **“This contract is approved and funded contingent upon annual appropriations being established by the local governing body of Champaign County to provide funding necessary to meet the requirements of the contract. Such funding is approved on a fiscal year basis with the fiscal year commencing January 1<sup>st</sup> and terminating December 31<sup>st</sup> of that year. In order for the contract to remain in effect, such appropriation must be approved on an annual basis throughout the term of the contract scheme. In the event that an annual appropriation is not approved, the County shall not be held responsible for any liabilities beyond the remaining annual term prior to the new budget year.”**
18. Failure to submit all required information may be determined as a non-responsive proposal.
19. Notice of Award will be posted on Champaign County’s website at [www.co.champaign.il.us](http://www.co.champaign.il.us).

### **SECTION III – BASIS OF AWARD**

At the discretion of the County, entities submitting proposals may be requested to make oral presentations as a part of the evaluation process. The County reserves the right to interview any or all proposers and to request additional information deemed appropriate to evaluate the proposer’s qualifications and the quality of its proposal.

**In evaluating the Proposer Responses to Section V of this RFP,** the County will give consideration to the following:

1. Leadership and organizational capabilities;
2. Understanding of community reentry, reentry best practices, and the data bearing on reentry, including relevant outcome measures;

3. The description and strategy for services, including carefully targeted intervention strategies to improve identified outcomes;
4. Strategies for enhancing community-wide collaboration and support for reentry services and efforts;
5. Strategies for enhancing state support, including funding support for this reentry initiative;
6. The proposer's qualifications and experience;
7. The incorporation of quality assurance and evaluation mechanisms into the reentry initiative;
8. The reasonableness of the proposed timeline and funding request.

The members of the County's Evaluation Team for this RFP will include:

County Board Chair  
Chair of Justice & Social Services Committee  
County Board Minority Caucus Chair or designee  
Champaign County Sheriff (or designee)  
Community Justice Task Force Representative Lynn Branham  
Community Justice Task Force Representative Benita Rollins-Gay  
Don Moyer Boys & Girls Club Executive Director Sam Banks  
County Administrator

## **SECTION IV – DESCRIPTION OF CHAMPAIGN COUNTY**

### **1. GENERAL INFORMATION**

The County is a body politic and corporate created by the State of Illinois in 1833. The County is located in east central Illinois, approximately 135 miles south of downtown Chicago, Illinois. The County operates under the township form of government. The County's 30 townships lie in eleven County Board districts. The two largest cities in the County are Champaign and Urbana, with 2010 census populations of 81,055 and 41,250, respectively. The County seat is the City of Urbana. As reported in the 2010 census, the population of the County is 201,081, which represented growth of 11.9% over the 2000 census, and placed Champaign County as the 10<sup>th</sup> largest county in the State of Illinois.

The governing body for the County is the Board, comprised of 22 members, with two members elected from each of eleven districts, and a County Board Chair who is elected by the Board from among its members. The Board also has appointed a County Administrator. Also overseeing offices of County government are the following elected county officials: Auditor, Clerk of the Circuit Court, Coroner, County Clerk, Recorder, Regional Superintendent of Schools, Sheriff, State's Attorney and Treasurer. The County Treasurer is responsible for the receipt and custody of County funds, and as County Collector, is responsible for the collection of real property taxes.

### **2. BACKGROUND INFORMATION**

The County Board has worked with the Champaign County Sheriff over the last two years to identify facility and programming solutions to address the capacity of the Champaign County Jail to

provide appropriate adult detention space, based on the needs and requirements of today's adult detention population. The County Board contracted with the Institute for Law and Policy Planning (ILPP) to provide a report with regard to these issues, and also appointed a Community Justice Task Force to investigate programming alternatives to reduce incarceration that could be developed and made available within this community.

In both the ILPP Final Report -

[http://www.co.champaign.il.us/JailAssessment/ILPP\\_CHAMPAIGN\\_COUNTY\\_FINAL\\_REPORT\\_09-24-13.pdf](http://www.co.champaign.il.us/JailAssessment/ILPP_CHAMPAIGN_COUNTY_FINAL_REPORT_09-24-13.pdf)

presented on September 24, 2013, and the Community Justice Task Force Report -

<http://www.co.champaign.il.us/CJTFRReport.pdf>, presented on June 25, 2013, there were

recommendations to the County Board for the establishment of a Re-Entry Program in Champaign County, with the express goal of reducing recidivism among this population, which ultimately reduces the demand on the County Jail.

The purpose of this RFP is to seek proposals from qualified individuals and agencies for the development and implementation of a Re-Entry Program in Champaign County.

## **SECTION V – SCOPE OF SERVICES**

### **1. RE-ENTRY PLAN DEVELOPMENT**

The Champaign County Board requests proposals which will address the following recommendations in the development of a Re-Entry Program Plan:

- Proposer's Recommendation regarding establishment of a Re-Entry Council as documented in the ILPP Report REENTRY Recommendations.
- Document strategies for identifying funding for a long-term re-entry program that extends beyond resources provided by the County, including participation by other appropriate governmental and service provider agencies, and funding provided through grants, contributions and/or other fundraising models.
- Document the target population your proposed program will serve including estimates of number of clients you anticipate could be served within the first 12 months of the program, and whether those clients are anticipated to be on parole from the Department of Corrections, inmates released from the County Jail, or both.
- Document the case management strategies to be utilized for discharge planning through ongoing mentoring and counseling services to be provided to program participants.
- Document strategies for identifying and potentially collaborating with other entities within the community who may be able to provide services as a component of the overall re-entry effort.



## 2. EVALUATION

The Proposer shall include a description of data that will be maintained and reported to enable the effective evaluation of the services provided through the Re-Entry Program. The Proposer should indicate how the proposed evaluation of services adheres to "best practices" and other industry standards relevant to the services evaluated. It is expected that regular reporting to the Re-Entry Council will be provided, and that the Re-Entry Program will provide an annual Report to the County Board Justice & Social Services Committee regarding the outcomes and accomplishments achieved through the Program. Broad program goals should be included in the Response to this RFP, with the acknowledgement that specific program goals will ultimately be identified, monitored and evaluated by the Re-Entry Council.

## 3. TIMELINE

The proposer shall provide a timeline for the first 12-month period, indicating timing of specific actions that are anticipated to be implemented in that time period in the implementation of the proposal recommendations. This timeline is intended to include (but not be limited to) establishment of a Re-Entry Council, hiring of Re-Entry Program Staff, development of services to be provided, initiation of services to clients, additional funding recruitment, and program evaluation reporting to the County Board.

## 4. FUNDING

The proposer shall provide a funding request, identifying the specific expenditure requests, specifically delineated for Year 1, Year 2 and Year 3 of the proposed program. The County Board has identified approximately \$100,000 to be made available for planning, development and implementation of a Re-Entry Program in its FY2014 Budget. Ongoing Funding beyond Year 1 is dependent upon approval of continued funding for this Program by the County Board in future County fiscal year budgets.

## **SECTION VI – INSTRUCTIONS TO PROPOSERS**

Please six (6) copies of your proposal in a sealed envelope to:

Champaign County Administrative Services  
ATTN: Debra Busey, County Administrator  
1776 East Washington  
Urbana, IL 61802

All proposals must be clearly marked in the lower left corner "**REQUEST FOR PROPOSAL – NUMBER 2013-006. ALL PROPOSALS MUST BE RECEIVED BY 3:00PM ON JANUARY 22, 2014.**"

To aid in comparability, all proposals submitted must be organized in the following manner:

1. **Title Page** – Include: "Re-Entry Programming Proposal for Champaign County"  
Proposal Number 2013-006  
Name of Proposing Firm  
Local Address

Telephone Number  
Name of Contact Person  
Date

2. **Table of Contents** – Indicate page numbers for each major section
3. **Letter of Transmittal** – Summarize the information which will be presented in more detail in the proposal. Include a statement of your understanding of the work to be done and the deadline for completion. Provide reasons why your firm believes itself to be the best qualified to perform the engagement. Indicate that the proposal is a firm and irrevocable offer for 90 days. Identify the person(s) who are authorized to make binding representations on behalf of the proposer, including their title(s), address(es) and phone number(s).
4. **Profile of the Proposer**
  - a. Describe the proposing firm/agency which will perform the scope of work outlined in this RFP, including its location, overall staff size, and range of services offered.
  - b. Identify the personnel who will be assigned to the Re-Entry Program development, indicating for each his/her experience, relevant continuing professional education for the past three years, membership in professional organizations relevant to the performance of this Proposal, and any other relevant experience or education.
  - c. For the proposing firm/agency that will perform the Re-Entry Programming, list engagements performed in the last five years that are similar to the requested programming services focused on the target population of this Proposal.
5. **Proposer's Approach to the Re-Entry Programming** –
  - a. Submit a proposal to address the requirements established in Section V of this RFP.



## **CHAMPAIGN COUNTY ADMINISTRATIVE SERVICES**

1776 East Washington Street, Urbana, Illinois 61802-4581

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

**Deb Busey, County Administrator**

### **MEMORANDUM**

**TO: James Quisenberry, Deputy Chair of Policy, Personnel & Appointments,**

**FROM: Deb Busey, County Administrator**

**DATE: December 4, 2013**

**RE: Paperless Agenda Project**

In response to your request for a cost analysis of the proposed paperless agenda project, wherein all county board members would be provided with tablets upon which they would access all documents for county board business and county board e-mail, we have evaluated the cost of processing and mailing paper agendas against the cost of providing tablets to all county board members.

<b>Annual cost of preparing and mailing agenda packets:</b>	<b>\$6,271</b>
Break-down:	
Staff Time	\$2,311
Postage & Paper Copy Cost	\$3,960
<b>Annual cost of providing 22 tablets for Board Members</b>	<b>\$4,400 - 6,160</b>
<i>(depending on need to provide board members with wireless access)</i>	

Based on this analysis, there is a range of \$1,871 to \$111 in savings by moving to the paperless agenda approach.

If you have questions about this information, or if we can provide additional information for you regarding this issue, please let me know.

Thank you!

**FY2013 General Corporate Fund Revenue Projection Report**

12/10/2013	FY2012 Actual 11/30/2012	FY2012 Actual 12/31/2012	FY2013 BUDGET 12/1/2012	FY2013 YTD 11/30/2013	Projected % to be Received	Projected \$\$ to be Received	Difference to Original Budget
<b>SIGNIFICANT REVENUES</b>							
PROPERTY TAXES (CURRENT)	\$8,255,678	\$8,255,678	\$8,686,118	\$8,481,519	98%	\$8,481,519	-\$204,599
PROPERTY TAXES (BACK)	\$0	\$12,844	\$5,200	\$0	100%	\$5,200	\$0
MOBILE HOME TAXES	\$8,492	\$9,116	\$8,500	\$8,640	100%	\$8,500	\$0
PAYMENT IN LIEU OF TAXES	\$1,345	\$1,345	\$4,500	\$3,823	100%	\$4,500	\$0
COUNTY HOTEL/MOTEL TAX	\$23,578	\$26,177	\$21,000	\$26,287	140%	\$29,445	\$8,445
COUNTY AUTO RENTAL TAX	\$27,575	\$29,933	\$30,000	\$26,633	96%	\$28,934	-\$1,066
PENALTIES ON TAXES	\$689,013	\$694,211	\$677,000	\$591,589	88%	\$596,059	-\$80,941
BUSINESS LICENSES & PERMITS	\$37,364	\$37,364	\$40,500	\$36,097	89%	\$36,097	-\$4,403
NON-BUSINESS LIC. & PERMITS	\$1,392,550	\$1,410,816	\$1,195,425	\$1,282,345	109%	\$1,299,235	\$103,810
FEDERAL GRANTS	\$369,639	\$391,947	\$423,762	\$422,092	100%	\$423,762	\$0
STATE GRANTS	\$195,282	\$203,962	\$219,381	\$218,513	100%	\$219,381	\$0
<b>STATE SHARED REVENUE</b>							
CORP. PERS. PROP. REPL. TAX	\$688,933	\$688,933	\$782,641	\$999,854	134%	\$1,048,878	\$266,237
1% SALES TAX (UNINCORPOR.)	\$969,285	\$1,043,741	\$1,155,478	\$1,091,072	102%	\$1,174,838	\$19,360
1/4% SALES TAX (ALL COUNTY)	\$4,719,378	\$5,158,766	\$5,389,687	\$4,867,529	99%	\$5,322,861	-\$66,826
USE TAX	\$451,958	\$494,737	\$495,626	\$490,028	111%	\$549,200	\$53,574
INHERITANCE TAX	\$328,274	\$328,274	\$0	\$0	0%	\$0	\$0
STATE REIMBURSEMENT	\$674,604	\$674,978	\$1,320,153	\$1,309,277	100%	\$1,320,153	\$0
SALARY REIMBURSEMENT	\$402,685	\$422,714	\$307,471	\$301,327	100%	\$307,471	\$0
STATE REV./SALARY STIPENDS	\$48,500	\$48,500	\$48,500	\$45,500	94%	\$45,500	-\$3,000
INCOME TAX	\$2,777,689	\$2,948,008	\$2,870,635	\$2,880,737	112%	\$3,215,697	\$345,062
CHARITABLE GAMES/LICENSE	\$0	\$0	\$0	\$41,759	100%	\$50,111	\$50,111
OFF-TRACK BETTING	\$47,200	\$47,200	\$55,000	\$39,702	68%	\$37,582	-\$17,418
POLICE TRAINING REIMBURSEMENT	\$20,365	\$20,365	\$25,472	\$9,821	100%	\$25,472	\$0
LOCAL GOVERNMENT REVENUE	\$569,615	\$569,615	\$535,580	\$562,849	105%	\$562,849	\$27,269
LOCAL GOVERNMENT REIMBURSE.	\$526,236	\$563,306	\$563,182	\$551,690	106%	\$596,639	\$33,457
GENERAL GOVERNMENT	\$3,741,790	\$4,113,942	\$4,199,198	\$3,507,501	91%	\$3,810,121	-\$389,077
FINES	\$928,039	\$1,014,698	\$1,017,000	\$835,981	89%	\$908,438	-\$108,562
FORFEITURES	\$14,220	\$28,878	\$30,000	\$4,614	52%	\$15,455	-\$14,545
INTEREST EARNINGS	\$12,257	\$14,553	\$14,400	\$3,618	32%	\$4,558	-\$9,842
RENTS & ROYALTIES	\$570,114	\$584,808	\$591,514	\$575,206	98%	\$581,236	-\$10,278
GIFTS & DONATIONS	\$12,687	\$12,687	\$7,500	\$12,379	165%	\$12,379	\$4,879
OTHR FIN. SOURCES-FIX. ASSETS	\$24,454	\$27,104	\$4,000	\$21,822	546%	\$21,822	\$17,822
OTHR. MISC. REVENUE	\$90,630	\$91,262	\$99,050	\$207,945	210%	\$207,945	\$108,895
INTERFUND TRANSFERS	\$1,136,265	\$1,495,136	\$1,329,440	\$785,234	98%	\$1,304,440	-\$25,000
INTERFUND REIMBURSEMENTS	\$133,461	\$402,997	\$413,903	\$94,061	100%	\$413,903	\$0
OTHER FINANCING SOURCES							
<b>TOTALS</b>	<b>\$29,889,156</b>	<b>\$31,868,595</b>	<b>\$32,566,816</b>	<b>\$30,337,040</b>	<b>100%</b>	<b>\$32,670,178</b>	<b>\$103,362</b>

**FY2013 General Corporate Fund Expenditure Projection Report**

<b>SIGNIFICANT EXPENDITURE LINE ITEMS/CATEGORIES</b>	<b>FY2012 YTD 11/30/2012</b>	<b>FY2012 FINAL 12/31/2012</b>	<b>FY2013 BUDGET 12/1/2012</b>	<b>FY2013 YTD 11/30/2013</b>	<b>Projected % TO BE SPENT</b>	<b>Projected \$ TO BE SPENT</b>	<b>\$ Difference to Original BUDGET (+/-)</b>
<b>PERSONNEL</b>							
Regular Salaries & Wages	\$12,557,546	\$12,804,410	\$13,191,757	\$12,696,302	98.13%	\$12,945,249	-\$246,508
SLEP Salaries	\$6,817,404	\$6,946,772	\$7,311,843	\$7,122,838	99.29%	\$7,259,737	-\$52,106
SLEP Overtime	\$369,352	\$371,447	\$486,685	\$437,457	91.65%	\$446,034	-\$40,651
Fringe Benefits	\$2,617,548	\$2,625,138	\$2,737,013	\$2,684,803	98.40%	\$2,693,128	-\$43,885
<b>COMMODITIES</b>							
Postage	\$236,892	\$237,503	\$243,618	\$207,694	85.53%	\$208,367	-\$35,251
Purchase Document Stamps	\$870,000	\$870,000	\$748,150	\$748,150	100.00%	\$748,150	\$0
Gasoline & Oil	\$218,450	\$236,781	\$237,089	\$220,803	101.39%	\$240,375	\$3,286
All Other Commodities	\$572,082	\$608,126	\$661,304	\$544,618	94.07%	\$622,095	-\$39,209
<b>SERVICES</b>							
Gas Service	\$258,591	\$300,072	\$390,000	\$285,509	83.76%	\$326,663	-\$63,337
Electric Service	\$811,673	\$872,397	\$895,000	\$760,964	92.07%	\$824,000	-\$71,000
Medical/Professional Services	\$963,814	\$1,089,242	\$1,121,489	\$1,015,097	97.49%	\$1,093,334	-\$28,155
All Other Services	\$3,372,889	\$3,575,200	\$3,792,072	\$3,382,667	97.07%	\$3,680,877	-\$111,195
<b>CAPITAL</b>							
Vehicles	\$45,852	\$228,237	\$191,880	\$191,880	100.00%	\$191,880	\$0
All Other Capital	\$20,357	\$88,686	\$260,406	\$178,911	100.00%	\$260,406	\$0
<b>TRANSFERS</b>							
To Capital Improvement Fund	\$0	\$86,319	\$123,278	\$0	100.00%	\$123,278	\$0
All Other Transfers	\$97,205	\$167,205	\$505,643	\$428,121	100.00%	\$505,643	\$0
<b>DEBT REPAYMENT</b>							
	\$545,181	\$549,556	\$545,536	\$545,346	100.00%	\$545,536	\$0
<b>TOTAL</b>	<b>\$30,374,837</b>	<b>\$31,657,090</b>	<b>\$33,442,763</b>	<b>\$31,451,160</b>	<b>97.82%</b>	<b>\$32,714,754</b>	<b>-\$728,009</b>

**FY2013 General Corporate Fund Projection Summary Report**

FUND BALANCE 11/30/12 ( <i>unaudited</i> )	\$4,348,086	
BEGINNING FUND BALANCE % OF BUDGET -	13.00%	
	<b><i>Budgeted</i></b>	<b><i>Projected</i></b>
ADD FY2013 REVENUE	\$32,566,816	\$32,670,178
LESS FY2013 EXPENDITURE	\$33,442,763	\$32,714,754
<b>Revenue to Expenditure Difference</b>	<b>-\$875,947</b>	<b>-\$44,576</b>
<b>FUND BALANCE PROJECTION - 11/30/13</b>	<b>\$3,472,139</b>	<b>\$4,303,510</b>
<b>% OF 2013 Expenditure Budget</b>	<b>10.38%</b>	<b>12.87%</b>

## GENERAL CORPORATE FUND - FY2013 BUDGET CHANGE REPORT

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

<b>General Corporate Fund Budget As Of:</b>		<b>12/10/2013</b>		
<b>Expenditure</b>	<b>\$33,442,763</b>	<b>% Inc/Dec</b>	<b>2.45%</b>	<b>Revenue/Exp.</b> <b>(\$875,947)</b>
<b>Revenue</b>	<b>\$32,566,816</b>	<b>% Inc/Dec</b>	<b>0.15%</b>	

### EXPENDITURE CHANGES

Department	Description	Expenditure Change	Revenue Change	Difference
Sheriff	Re-Encumber Purchase of Vehicles from FY2012	\$85,585	\$0	(\$85,585)
County Board	Re-Encumber Funds Pledged for Clinton Landfill Legal Challenge	\$13,642	\$0	(\$13,642)
Public Properties	Re-Encumber Funds for Downtown Correctional Center Repair/Maintenance	\$5,960	\$0	(\$5,960)
County Board	Appropriate Funds for Participation in Mahomet Aquifer Sole Source Coalition	\$14,000	\$0	(\$14,000)
EMA	Grant Award for Training Exercises	\$3,730	\$3,730	\$0
IT	Re-Encumber Funds for Lyle Shields Meeting Room Remodel	\$3,116	\$0	(\$3,116)
General County	Grant to Nursing Home to Forgive Outstanding Loan	\$333,142	\$0	-\$333,142
Correctional Center	Signing Bonus for Corrections Contract	\$141,000	\$0	-\$141,000
Coroner	Public Health Grant	\$625	\$625	\$0
Physical Plant	Elevator Upgrades	\$9,110	\$0	-\$9,110
IT	Internet Bandwidth Upgrade	\$13,936	\$0	-\$13,936
IT	E-Mail Server Upgrades	\$20,367	\$0	-\$20,367
Coroner	Cooler	\$21,971	\$21,971	\$0
Auditor	Full-Time Accountant from Part Time	\$4,475	\$0	-\$4,475
Physical Plant	Parking Lot Improvements	\$5,000	\$0	-\$5,000
Administrative Services	Deputy County Administrator	\$17,351	\$0	-\$17,351
Administrative Services	Publication Costs for Search Committees	\$5,053	\$0	-\$5,053
Coroner	Refrigeration Unit Replacement	\$2,800	\$2,800	\$0
IT	Copier Services	\$52,000	\$19,945	-\$32,055
State's Attorney	Carle Property Tax Case	\$11,000	\$0	-\$11,000
Coroner	Autopsy & Lab Costs	\$35,260	\$0	-\$35,260
<b>TOTAL</b>		<b>\$799,123</b>	<b>\$49,071</b>	<b>(\$750,052)</b>

**Changes Attributable to Recurring Costs** **\$156,424** **\$41,916** **(\$114,508)**

**Changes Attributable to 1-Time Expenses** **\$642,699** **\$7,155** **(\$635,544)**



December 2, 2013

Champaign County Board  
County Board Office  
Brookens Administrative Center  
1776 E. Washington Street  
Urbana, IL 61802

Dear Members of the Board:

The Pretrial Justice Institute (PJI) understands that the Institute for Law and Policy Planning conducted a system assessment in Champaign County, IL, and, as part of that assessment, recommended that the county institute a “comprehensive” pretrial services program. We further understand that the County Board agreed to fund such a program, and that court officials set up procedures to test its potential impact. Those procedures involved targeting defendants who had been in custody for seven days or longer and who had bond amounts of \$50,000 or less, and then applying a validated pretrial risk assessment tool to that population. After a five-week test of these procedures, the conclusion was reached that the program would have very limited impact.

While PJI has not conducted its own assessment of the pretrial justice process in Champaign County, IL, we can offer the following general information about pretrial risk assessment and risk mitigation protocols:

- The American Bar Association defines the role of pretrial services programs as conducting risk assessments of every defendant prior to their initial appearance in court. (American Bar Association Pretrial Release Standard 10-1.10.)
- Research has made clear that validated pretrial risk assessment tools applied at the defendant’s initial court appearance can successfully sort defendants into risk groups showing their probabilities of making all their court appearances and maintaining lawful behavior while their cases are pending. (To view this research, go to: [http://www.pretrial.org/solutions/risk-assessment/.](http://www.pretrial.org/solutions/risk-assessment/))
- Research has shown that imposing non-financial conditions of release on defendants at the initial appearance that match the identified risks can increase court appearance and public safety rates. (To view this research, go to: [http://www.arnoldfoundation.org/sites/default/files/pdf/LJAF\\_Report\\_Supervision\\_FNL.pdf.](http://www.arnoldfoundation.org/sites/default/files/pdf/LJAF_Report_Supervision_FNL.pdf))





- The Conference of Chief Justices, the Conference of State Court Administrators, the International Association of Chiefs of Police, the Association of Prosecuting Attorneys, the National Sheriff's Association, the American Jail Association, the National Association of Criminal Defense Lawyers, and the American Council of Chief Defenders have all, in recent years, called for the use of evidence-based risk assessment tools at the defendant's first bail-setting appearance in court to help the court make the initial pretrial release decision. (To view these statements, go to: [http://www.pretrial.org/get-involved/pretrial-national-coalition/.](http://www.pretrial.org/get-involved/pretrial-national-coalition/))

In summary, the key is to conduct a risk assessment using a validated tool at the defendant's initial appearance in court, and then matching release conditions to the identified risks. The procedures that were tested to assess the impact of a pretrial services program in Champaign County, however, took a completely different approach. Under that approach, the risk assessment was held back for seven days and used only on those with certain bond amounts. Waiting seven days before applying the validated risk assessment tool, and restricting the application of that tool to a certain population – one that had already been assessed as being lower risk by virtue of the bond amount ceiling of \$50,000 – misses the point of pretrial risk assessment and risk mitigation. The results of the test of that procedure, therefore, yield no valuable information on the question of the impact of comprehensive pretrial services in Champaign County.

Two very recently released studies call into question the idea of waiting seven days to see if defendants can post their bonds before the validated risk assessment is applied.

- One new study has shown that lower and moderate risk defendants who spend even a few days in jail waiting to post monetary bonds recidivate both in the short-term and in the long-term at a much higher rate than those who are released at the initial appearance. In other words, even very short periods of detention extend the criminal careers of individuals. (To view this research, go to: [http://www.arnoldfoundation.org/sites/default/files/pdf/LJAF\\_Report\\_hidden-costs\\_FNL.pdf.](http://www.arnoldfoundation.org/sites/default/files/pdf/LJAF_Report_hidden-costs_FNL.pdf))
- Another new study has shown that, when controlling for risk level, defendants who are not required to post a monetary bond to be released appear in court and maintain lawful behavior at the same rate as those who must post a bond to be released, but use substantially less jail bed space. In other words, we get the same court appearance and public safety benefits from using non-monetary bonds at the initial appearance as with monetary bonds, but do so with substantially less consumption of jail bed space. (To view this research, go to:



- <http://www.pretrial.org/download/research/Unsecured%20Bonds,%20The%20As%20Effective%20and%20Most%20Efficient%20Pretrial%20Release%20Option%20-%20Jones%202013.pdf>.)

Another recent study has resulted in the development and validation of a pretrial risk assessment tool that (1) is universal – that is, it is valid in any jurisdiction; and (2) does not require that the defendant be interviewed to complete the assessment. (To read about the research behind this tool go to:

[http://www.arnoldfoundation.org/sites/default/files/pdf/LJAF\\_Report\\_no-interview\\_FNL.pdf](http://www.arnoldfoundation.org/sites/default/files/pdf/LJAF_Report_no-interview_FNL.pdf).) This tool, which should become available to the public without charge in mid-2014, may provide Champaign County the opportunity to focus its pretrial services staff resources on the supervision of defendants who are scored by the risk assessment tool as having moderate and higher risks.

The tools are now available for Champaign County to implement evidence-based pretrial risk assessment and risk mitigation protocols that can better assure that scarce and expensive jail beds are reserved for those with unmanageable risks. We urge the county to take the steps to implement those tools.

But doing so can be very challenging. Recognizing this, the Department of Justice makes technical assistance available to jurisdictions through its National Training and Technical Assistance Center (NTTAC). We would urge the county to request technical assistance from NTTAC as the implementation of the new pretrial services program begins. (For information on how to apply for that technical assistance, go to:

<https://www.bjatrainning.org/working-with-nttac/requestors/tta-request>.)

We hope that this information is helpful to the Board. If you have any questions, please feel free to contact PJI Senior Associate John Clark at 202-841-3179, or [john@pretrial.org](mailto:john@pretrial.org). Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read 'Timothy J. Murray'.

Timothy J. Murray  
Executive Director