

**CHAMPAIGN COUNTY BOARD
COMMITTEE OF THE WHOLE**

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

County of Champaign, Urbana, Illinois

Tuesday, January 14, 2014 – 6:30 p.m.

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

I. Call To Order

II. Roll Call

III. Approval of Minutes

A. Committee of the Whole Minutes: November 12, 2013

1-10

B. Committee of the Whole Minutes: December 10, 2013 (*to be distributed*)

IV. Approval of Agenda/Addenda

V. Public Participation

VI. Communications

VII. Justice & Social Services

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

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

B. Other Business

C. Chair’s Report

VIII. Policy, Personnel, & Appointments

A. Appointments/Reappointments

1. Bailey Memorial Cemetery Association-1 Unexpired Term Ending 6/30/2017

11

Applicant:

- Rachel Schroeder

2. List of Appointments Expiring in 2014 (*provided for information only*)

12-15

B. County Clerk

1. December 2013 Report

16

C. Champaign South West Mass Transit District

17-21

1. Resolution Authorizing Discontinuance of the Champaign South West Mass Transit District Services and Dissolution of the Champaign South West Mass Transit District

- D. County Administrator
 - 1. Administrative Services December 2013 Report 22-24

 - E. County Board Rules 25
 - 1. Presentation of Recommended Changes to be Voted on February 2014
 - 2. Approval of Waiver of County Board Rule 12-B for January 23 and February 20, 2014
County Board Meetings to Begin at 6:30 p.m.

 - F. Other Business

 - G. Chair's Report

 - H. Designation of Items to be Placed on the Consent Agenda
- IX. Finance**
- A. Treasurer
 - 1. Monthly Report – December 2013 – Reports are available on the Treasurer's webpage at:
<http://www.co.champaign.il.us/TREAS/reports.htm>

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

 - C. Nursing Home Monthly Report 26-31

 - D. Budget Amendments/Transfers
 - 1. Budget Amendment #13-00061 32
Fund/Dept. 080 General Corporate-036 Public Defender
Increased Appropriations: \$3,073
Increased Revenue: None: from Fund Balance
Reason: In July 2013, First Assistant Public Defender Scott Schmidt and Senior Assistant Public Defender Anthony Ortega Left the Office to Become Chief Public Defenders. Both Were Longtime Public Defender employees and Had Accrued Significant Benefit Time. Our Current Budget was Insufficient to Pay Out Their Accrued Benefits.

 - 2. Budget Amendment #13-00064 33-34
Fund/Dept. 080 General Corporate-020 Auditor
Increased Appropriations: \$4,127
Increased Revenue: None: from Fund Balance
Reason: To Cover Shortfall Due to Payout of Benefits Due to Retirement Previous Budget Amendment Did Not Include Obligations Posted After December Finance Committee Meeting

 - 3. Budget Amendment #14-00005 35
Fund/Dept. 083 County Highway-060 Highway
Increased Appropriations: \$150,996
Increased Revenue: None: from Fund Balance

Reason: New Tandem Truck Ordered in July 2013 Not Received in FY13 Will be Delivered in December 2013

E. County Administrator

1. General Corporate Fund FY2013 Budget Report *(to be distributed)*
2. General Corporate Fund FY2013 Budget Change Report *(to be distributed)*
3. Request Release of RFP 2014-001 for Nursing Home Management Services

F. Other Business

G. Chair's Report

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

X. Other Business

XI. Adjournment

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CHAMPAIGN COUNTY BOARD COMMITTEE OF THE WHOLE MINUTES

Finance; Policy, Personnel, & Appointments; Justice & Social Services
Tuesday, November 12, 2013
Lyle Shields Meeting Room

MEMBERS PRESENT: Christopher Alix, Astrid Berkson, Lloyd Carter, Lorraine Cowart, Aaron Esry, Stan Harper, Josh Hartke, Stan James, John Jay, Jeff Kibler, Alan Kurtz, Ralph Langenheim, Gary Maxwell, Jim McGuire, Diane Michaels, Patti Petrie, James Quisenberry, Michael Richards, Giraldo Rosales, Jon Schroeder, Rachel Schwartz

MEMBERS ABSENT: Max Mitchell

OTHERS PRESENT: Van Anderson (Deputy County Administrator/Finance), Deb Busey (County Administrator), John Farney (Auditor), Duane Northrup (Coroner), Barb Ramsay (Auditor's Office), Kay Rhodes (Administrative Assistant), Dan Welch (Treasurer)

CALL TO ORDER

Kurtz called the meeting to order at 6:02 p.m.

ROLL CALL

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

APPROVAL OF MINUTES

MOTION by Rosales to approve the Finance Committee of the Whole minutes for October 1, 2013; seconded by Carter. **Motion carried with unanimous support.**

APPROVAL OF AGENDA/ADDENDA

MOTION by James to approve the agenda/addenda; seconded by Berkson. Berkson, Deputy Chair of Justice & Social Services removed item VII-A, Report on Pre-trial Services Pilot Program, from the agenda. Alix, Deputy Chair of Finance added a brief discussion of the nursing home after item VIII-B and removed item VIII-F-3, FY2014 Final Budget Change Recommendation from the agenda. **Motion carried with unanimous support.**

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47 **PUBLIC PARTICIPATION**

48

49 Charlotte Green was disappointed to read about the decision to table the pre-trial ser-
50 vices program after only a 5-week trial period. William Sullivan, former member of the Com-
51 munity Justice Task Force, expressed his concern over the decision to refrain from the use of a
52 pre-trial program as well. He explained that the results obtained from the 5-week pilot program
53 were much different from those of most counties, which utilize a pre-trial services program,
54 and he asked if the any comparisons had been made with their programs to identify any vari-
55 ances, which would cause such different results.

56

57 James Kilgore reiterated the statements of the previous speakers. He added that the pi-
58 lot program was not conducted with enough transparency. He felt that there seemed to be per-
59 sonal and political pushback because people do not like change. Aaron Ammons appreciated
60 the work the County Board had accomplished so far and looked forward to discussions with all
61 stakeholders to move the pre-trial services program forward.

62

63 Ryan Roth, Public Policy Director for the Champaign County Chamber of Commerce
64 raised questions regarding the proposal for use of placards by the Public Health Department for
65 food service businesses. Items for consideration were scheduling of inspections, a public edu-
66 cation campaign, and placement of the placards.

67

68 Niloofar Shambayati said the 5-week pre-trial services pilot program was too short and
69 not pursuing it further was unacceptable. She reminded the board that a pre-trial services pro-
70 gram was recommended by Dr. Kalmanoff and a few people should not be allowed to make the
71 decision to shut it down behind closed doors.

72

73 **COMMUNICATIONS**

74

75 Kibler announced that the Martin Luther King Jr. County-wide Celebration would take
76 place on January 17, 2013 from 4-5 p.m., featuring Cheryl Brown Henderson. Richards ex-
77 pressed the thoughts of Lynn Branham, former member of the Community Justice Task Force,
78 regarding the pre-trial services pilot program, since she could not be present at the meeting. He
79 stated that the pilot conducted was not a best-practice pre-trial services program and she did
80 not agree with the way it was conducted and too little information was made available to the
81 public. He would forward her memo to the full board. Kurtz said the Champaign-Urbana Pub-
82 lic Health District Board had voted unanimously in favor of the Department of Public Health
83 placard program.

84

85 **JUSTICE & SOCIAL SERVICES**

86 Request to Release RFP for Re-Entry Programming

87

88 **MOTION** by Langenheim to approve the release of an RFP for Re-Entry Program-
89 ming; seconded by Kurtz. **MOTION** by Petrie to defer the request to release the RFP until the
90 December 10, 2013 Committee of the Whole meeting to allow time for review of the RFP lan-
91 guage in order to obtain the best program; seconded by Carter. James was confident that staff
92 had done their due diligence while putting the RFP together and if the board disagreed with the

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93 proposals they receive they did not have to accept them. Kurtz agreed, he said the RFP had
94 been put together by himself, the Justice & Social Services Deputy Chair, and the County Ad-
95 ministrator, and the Administrator had written numerous RFPs. McGuire also supported the
96 release of the RFP. Kibler felt it was reasonable to defer the release of the RFP in order to as-
97 sure the public that the County Board is doing its due diligence.

98
99 Schwartz pointed out that the current RFP referred to the use of a justice system leader
100 council and she was concerned because the justice system leaders had just tabled the pre-trial
101 services program. Alix said it was clear that some board members were not comfortable with
102 the release of the RFP at this time, although he had read it and felt it was suitable, but if it were
103 deferred, he hoped board members would make their concerns known so as not to waste a 30-
104 day period. Hartke agreed with Petrie and hoped that members who had expressed concerns
105 would bring them forward so as not to waste the extra 30 days.

106
107 **Motion to defer carried 13-8.** Alix, Cowart, Esry, Hartke, Kibler, Maxwell, Michaels,
108 Petrie, Quisenberry, Richards, Rosales, Schroeder, and Schwartz voted in favor of the motion
109 to defer. Berkson, Carter, Harper, James, Jay, Kurtz, Langenheim, and McGuire voted against
110 it.

111
112 Monthly Reports

113
114 **OMNIBUS MOTION** by James to receive the Animal Control-September 2013;
115 Emergency Management Agency- October 2013; Head Start-September and October 2013;
116 Probation & Court Services-September 2013; Public Defender-September 2013; and the Veter-
117 ans' Assistance Commission-October 2013 reports and place them on file; seconded by Cow-
118 art. **Motion carried with unanimous support.**

119
120 There was no other business or Chair's report.

121
122 **FINANCE**

123 Treasurer

124
125 **MOTION** by Kibler to receive the Treasurer's October 2013 report and place on file;
126 seconded by Hartke. **Motion carried with unanimous support.**

127
128 **OMNIBUS MOTION** by Michaels to recommend County Board approval of resolu-
129 tions authorizing the County Board Chair to assign a mobile home tax sale certificates of pur-
130 chase for permanent parcel numbers 20-032-0042 and 11-013-0058; seconded by Cowart. **Mo-**
131 **tion carried with unanimous support.**

132
133 Auditor

134
135 **MOTION** by Hartke to receive the Auditor's October 2013 report and place on file;
136 seconded by Kibler. **Motion carried with unanimous support.**

137

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138 **MOTION** by Michaels to receive the FY2012 Comprehensive Annual Financial Re-
139 port/Audit and place on file; seconded by James. Quisenberry read from the report recommen-
140 dations ...*the County should consider updating its financial system and reviewing all related*
141 *security settings at the system and financial application levels...* Quisenberry pointed out that
142 the findings regarding Information Technology talked about a lack of security, mostly based on
143 the age of the system and the capabilities associated with it. He reminded board members that
144 they had declined to approve a previous request for a new financial system. Quisenberry stated
145 he thought that there was not enough consideration given to this decision. He explained that the
146 board had implemented steps to maintain facilities but nothing to maintain or improve the in-
147 frastructure of the County's information technologies.

148

149 Petrie suggested that the information technology risks be placed on the County Board
150 Study Session agenda for January 2014. Quisenberry added that if they sought the opinion of a
151 technology auditor they would receive a much more detailed report. Berkson asked how many
152 technology systems the County had. Busey explained that the County used Jano and New
153 World software systems for the criminal justice system; Kronos utilized for the County's pay-
154 roll; the nursing home utilized a software package; and various offices use smaller software
155 packages and developed in-house programs, which integrate with other departments. Certainly
156 all of these factors must be taken into consideration when looking for a financial system soft-
157 ware solution. **Motion carried with unanimous support.**

158

159 Nursing Home Discussion

160

161 Maxwell stated that the nursing home's cash operations for September 2013 came in at
162 a deficit largely due to over 900 conversion days. He explained that conversion days were the
163 period over which a private pay resident converts to Medicaid. The State of Illinois is taking
164 over a year in some cases to approve Medicaid applications resulting in the nursing home wait-
165 ing for Medicaid payments, which cover the conversion period. He said this also distorted the
166 September 2013 payer mix the Medicaid 65%, Private Pay at 28% and Medicare at approxi-
167 mately 7%.

168

169 Maxwell said that cash operations were expected to drop to approximately \$389,000 by
170 the end of the month, but would be rebound once the Tax Anticipation Warrants were executed
171 in December 2013. He added that admissions through October 2013 averaged about 25.7 per
172 month and discharges and expirations average about 19.5 per month. The kitchen inspection
173 score had not improved since the last inspection in April 2013. Maxwell reported that the No-
174 vember 2013 census was 195.

175

176 Budget Amendments/Transfers

177

178 **MOTION** by Kurtz to recommend County Board approval of a resolution authorizing
179 **Budget Amendment #13-00054** for Fund/Dept. 620 Health-Life Insurance-120 Employee
180 Group Insurance with increased appropriations of \$66,000 and increased revenue of \$66,000
181 for payment of HRA claims and health insurance premiums; seconded by Langenheim. **Motion**
182 **carried with unanimous support.**

183

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184 **MOTION** by James to recommend County Board approval of a resolution authorizing
185 **Budget Amendment #13-00055** for Fund/Dept. 080 General Corporate-041 State's Attorney
186 with increased appropriations of \$11,000 and no increased revenue, to pay for expenses related
187 to the Carle Property Tax Case, 2008-L-202; seconded by Esry. **Motion carried with unani-**
188 **mous support.**

189
190 **MOTION** by Schroeder to recommend County Board approval of a resolution author-
191 izing **Budget Amendment #13-00056** for Fund/Dept. 080 General Corporate-042 Coroner
192 with increased appropriations of \$35,260 and no increased revenue to cover additional autopsy
193 and laboratory costs for FY2013; seconded by Kurtz.

194
195 Northrup clarified his budget amendment request. He explained that conducting autop-
196 sies at his facility did not generate revenue it actually created an expense, however it does save
197 money because he does not pay a fee for use of another facility. However, for part of the year
198 he did not have a pathologist so this resulted in the need to use other facilities again. **Motion**
199 **carried with unanimous support.**

200
201 State's Attorney
202

203 **MOTION** by Esry to recommend County Board approval of a resolution authorizing
204 the designation of the State's Attorneys appellate prosecutor as agent; seconded by Hartke.
205 **Motion carried with unanimous support.**

206
207 Jano Technologies Program Maintenance Agreement
208

209 **MOTION** by McGuire to recommend County Board approval of a resolution authoriz-
210 ing an agreement with Jano Technologies for licensed program maintenance; seconded by
211 Berkson. Schwartz questioned the increase in cost. Busey explained that this was a CPI ad-
212 justment. Petrie asked if Jano was the only company available to perform this work and if a
213 bidding process had been utilized. Busey said that Jano was selected through a competitive
214 process in 2002 resulting in a \$2.8 million project and they are the only vendor who can sup-
215 port their software. **Motion carried with unanimous support.**

216
217 County Administrator
218 General Corporate Fund FY2013 Budget and Budget Change Reports
219 .

220 Busey explained the FY2013 Budget Projection Report was not as positive as it had
221 been in the past months. In October, the County received \$100,000 less in General Government
222 Revenue than last October and the current projection is approximately a \$324,000 shortfall.
223 Busey said the projected expenditures were still coming in at 98% of total budget. This places
224 the County at a positive projected Fund Balance of \$48,000.

225
226 **OMNIBUS MOTION** by Cowart to receive and place on file the General Corporate
227 Fund FY 2013 Budget and Budget Change reports; seconded by Hartke. **Motion carried with**
228 **unanimous support.**

229

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230 **MOTION** by Hartke to recommend County Board approval of an ordinance authoriz-
231 ing the FY2014 Annual Tax Levy; seconded by Langenheim. **Motion carried with unani-**
232 **mous support.**

233

234 **MOTION** by Kurtz to recommend County Board approval of an ordinance authorizing
235 the FY2014 annual budget and appropriation; seconded by Hartke. **Motion carried.**

236

237 **MOTION** by Maxwell to recommend County Board approval of a resolution authoriz-
238 ing the issuance of Tax Anticipation Warrants; seconded by Hartke. Petrie asked if it were im-
239 perative to take this action now or if it could wait a little longer to lower the amount of interest
240 to be paid. Hartke explained that the cash level was low and it was necessary to take action
241 now in order to complete all the paperwork in a timely manner. James felt that board members
242 really needed to look at other ways to deal with the annual shortfall.

243

244 Schwartz pointed out that the nursing home pays the accrued interest. She added that
245 the General Corporate Fund borrowed from the Public Safety Sales Tax Fund every year, but
246 no one was disturbed by this fact. Kibler suggested that the Nursing Home Board of Directors
247 explain to the County Board what cash position it would take at this point to sustain nursing
248 home operations through April, and then use this amount as a goal over the next 3-5 years to
249 lower its dependence upon the receipt of these funds annually. Tax Anticipation Warrants
250 could then be used for disaster recovery if needed. Michaels understood the need for the use of
251 the Tax Anticipation Warrants. However, she felt that they should start scaling back on the
252 percentage.

253

254 Maxwell stated he that he had an idea of the amount it would take to carry the nursing
255 home through to April. Carter asked what the main reason that the nursing home could not
256 function on its own without assistance. Hartke explained that the nursing home takes in more
257 Medicaid residents than most others and the State of Illinois does not reimburse in a timely
258 manner. The nursing home's mission is to take care of those in the community who cannot af-
259 ford the care they need. **Motion carried 17-4.** Alix, Berkson, Carter, Cowart, Esry, Hartke,
260 Kibler, Kurtz, Langenheim, Maxwell, McGuire, Michaels, Quisenberry, Richards, Rosales,
261 Schroeder, and Schwartz voted in favor of the motion. Harper, James, Jay, and Petrie voted
262 against it.

263

264 There was no other business.

265

266 Chair's Report

267

268 Deputy Chair Alix appointed Catherine Emanuel, Nursing Home Board of Directors
269 Chair; Deb Busey, County Administrator; Gary Maxwell and Josh Hartke, County Board
270 members and liaisons to the Nursing Home Board of Directors; Jeff Kibler and Rachel
271 Schwartz, County Board members; as the evaluation team for the Nursing Home Management
272 Services RFP.

273

274 Designation of Items for the Consent Agenda

275

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276 Items A2-3; C1-3; D1; E and F4 were designated for the consent agenda.

277

278 **POLICY, PERSONNEL, & APPOINTMENTS**

279 **Appointments/Reappointments**

280

281 **OMNIBUS MOTION** by Kurtz to recommend County Board approval of resolutions
282 authorizing the appointments of Donald W. Lyn, Samuel Banks, and Catherine Emanuel to the
283 Nursing Home Board of Directors, term 12/1/2013-11/30/2015; seconded by Schroeder.

284

285 **MOTION** by Langenheim to divide the question; seconded by Alix. Discussion fol-
286 lowed. **Motion to divide the question failed. Omnibus motion carried with a roll call vote**
287 **of 19-1.** Alix, Berkson, Carter, Cowart, Esry, Harper, Hartke, James, Jay, Kibler, Kurtz, Max-
288 well, McGuire, Michaels, Quisenberry, Richards, Rosales, Schroeder, and Schwartz voted in
289 favor of the motion. Petrie voted against it. Langenheim exited the meeting.

290

291 **OMNIBUS MOTION** by Kurtz to recommend County Board approval of resolutions
292 authorizing the appointments of Catherine Capel, Debra Griest, and Marilyn Lee to the Zoning
293 Board of Appeals, term 12/1/2013-11/30/2018; seconded by Jay.

294

295 **MOTION** by Langenheim to divide the question; seconded by Alix. **Motion to divide**
296 **the question failed with a roll call vote of 16-5.** Carter, Cowart, Esry, Harper, Hartke, James,
297 Jay, Kibler, Kurtz, Maxwell, McGuire, Michaels, Quisenberry, Rosales, Schroeder, and
298 Schwartz voted against the motion to divide. Alix, Berkson, Langenheim, Petrie, and Richards
299 voted in favor of the motion to divide. **Omnibus motion carried.**

300

301 **OMNIBUS MOTION** by Kurtz to recommend County Board approval of resolutions
302 authorizing the appointments of Bernie Magsamen, Andrew Quarnstrom, and Bryan Wrona to
303 the Public Aid Appeals Committee, term 12/1/2013-11/30/2015; seconded by Schroeder. **Mo-**
304 **tion carried.**

305

306 **MOTION** by Kurtz to recommend County Board approval of a resolution authorizing
307 the appointment of Rick Johnson to the Penfield Water District for an unexpired term ending
308 5/31/2014; seconded by James. **Motion carried with unanimous support.**

309

310 **MOTION** by Kurtz to recommend County Board approval of a resolution authorizing
311 the appointment of William Shumate to the Somer #1 Drainage District for an unexpired term
312 ending 8/31/2015; seconded by Schroeder. **Motion carried with unanimous support.**

313

314 **OMNIBUS MOTION** by Kurtz to recommend County Board approval of resolutions
315 authorizing the appointments of Christine Bruns and Elaine Palencia Fowler to the Rural
316 Transit Advisory Group, term 12/1/2013-11/30/2015; seconded by Kibler. **Motion carried.**

317

318 **OMNIBUS MOTION** by Kurtz to recommend County Board approval of resolutions
319 authorizing the appointments of Cynthia Bell, Jimmey Kaiser, and Jane Nathan to the Senior
320 Services Advisory Committee, term 12/1/2013-11/30/2016; seconded McGuire. **Motion car-**

321 **ried.**

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322

323 County Board of Health

324

325 **MOTION** by James to recommend County Board approval of an ordinance authorizing
326 an amendment to Ordinance No. 573-County Health Ordinance, Section 5-Inspection Notice
327 Placards; seconded by Rosales.

328

329 James supported the use of placards. He explained this request comes to the board after
330 two-years of research and work. Kurtz also supported the use of placards for the health and
331 safety of the public. Berkson did not support the use of placards. Petrie had reservations re-
332 garding the point system and restaurant violations and could not support it in its present format.
333 She explained that as it stands a restaurant could have an egregious violation but still have
334 enough points to receive a green placard. James said many open meetings were held to allow
335 for input and the system may not be perfect, everything evolves, but if this never gets off the
336 ground, we cannot move forward.

337

338 The County Board Rules were suspended in order to allow Jim Roberts, Director of
339 Environmental Health, CUPHD to answer questions from the board members.

340

341 Harper asked how quickly the Public Health Department would return to a restaurant
342 for re-inspection once given a yellow (re-inspection required) placard for minor infractions be-
343 cause having a yellow placard would affect their business.

344

345 Mr. Roberts explained a yellow placard is earned by having 5-6 violations plus demer-
346 its for repeat violations. In order to fail an inspection, a restaurant must receive a score of less
347 than 36%. Once corrected, public health will come out and perform a re-inspection. Currently,
348 the public is not aware of who has failed an inspection because they are given 30 days to take
349 corrective action and then an unannounced inspection is made.

350

351 McGuire asked how many inspectors were available to perform inspections in a timely
352 manner and how would the public be educated. Mr. Roberts explained that were nine inspec-
353 tors. Educating the public comes through the media and he had done several interviews and
354 would continue to do so. Once notified that corrective action has been taken, an inspector
355 should be out within 48 hours for re-inspection.

356

357 Alix liked that the restaurant inspection results were on-line, although they were not
358 posted by the public health department, but instead by a citizens group who obtained the in-
359 spection results through FOIA requests. Alix felt that there should be a credible correlation be-
360 tween the color of the placard on the door and the chance of becoming ill. He did not believe
361 that the inspections were not frequent enough to give a good indication of the restaurant's suit-
362 ability. The score could be affected by the time and day of the week. Alix explained that a
363 green placard would not necessarily provide the public with any sense of security because all it
364 takes is one careless worker. Similarly, the public could dine at a restaurant with a yellow plac-
365 ard and may not become ill. He added that it could also create a relationship where the inspec-
366 tor is viewed in a different light by the restaurateur. He explained that currently when an in-
367 spector comes in the restaurateur knows he is not there to shut it down but to point out any de-

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368 deficiencies, which need correction. If a consequence of the inspection is a placard that could be
369 detrimental to business, it could create an adversarial relationship rather than cooperative. He
370 noted that language talking about a re-inspection within three business days if a restaurant re-
371 ceives a yellow placard is not in the ordinance.

372

373 Kurtz said when a restaurant is ready for re-inspection after receiving a yellow placard
374 they can call because three days may not be enough time for them to take corrective action.
375 Alix expounded that his concern was if a restaurant is ready for re-inspection, he wanted reas-
376 surance that they could be re-inspected this quickly. Schroeder agreed with Alix and added that
377 in the past restaurants further out in the County would not be re-inspected for 2-3 weeks.

378

379 **Motion failed with a roll call vote of 9-11.** Carter, Cowart, Hartke, James, Kurtz,
380 Langenheim, Michaels, Richards, and Rosales voted in favor of the motion. Alix, Berkson,
381 Esry, Harper, Jay, Kibler, Maxwell, McGuire, Petrie, Schroeder, and Schwartz voted against
382 the motion. Quisenberry abstained due to a possible conflict of interest.

383

384 **MOTION** by Alix to recommend County Board approval of an ordinance authorizing
385 an amendment to Ordinance No. 573-county Health Ordinance, Section 12-Fee Waivers for
386 Non-Profit Organizations; seconded by Kurtz. **Motion carried.** Quisenberry abstained due to a
387 possible conflict of interest.

388

389 County Clerk

390

391 **MOTION** by James to receive the October 2013 report and place it on file; seconded
392 by Cowart. **Motion carried with unanimous support.**

393

394 County Administrator

395

396 **MOTION** by Esry to receive the Administrative Services October 2013 report and
397 place it on file; seconded by Rosales. **Motion carried with unanimous support.**

398

399 There was no other business.

400

401 Chair's Report

402 Recommendation for FY2014 Calendar of Meetings

403

404 **MOTION** by Hartke to amend the FY2014 Calendar of Meetings for all County Board
405 meetings except Highway & Transportation to meet at 6:30 p.m.; seconded by Berkson.

406

407 **MOTION** by James to amend the FY2014 Calendar of Meetings for all County Board
408 meetings except Highway and Transportation to begin at 6:00 p.m.; seconded by Kibler. Dis-
409 cussion followed. **Motion carried.**

410

411 Designation of Items for the Consent Agenda

412

413 Items A4-5 were designated for the County Board Consent Agenda.

414

415 **OTHER BUSINESS**

416

417 **Adjourn**

418

419 The meeting adjourned at 8:44 p.m.

420

421 Respectfully submitted,

422

423

424 Kay Rhodes

425 Administrative Assistant

426

427

428

429

430 *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
Fire, Drainage, Cemetery, Water, & Farmland Assessment

PLEASE TYPE OR PRINT IN BLACK INK

NAME: RACHEL J. SCHROEDER

ADDRESS: 2528 WINDWARD BLVD. CHAMPAIGN IL 61821-6960
Street City State Zip Code

EMAIL: rjschroeder2@gmail.com PHONE: 217-493-2810
 Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: BAILEY CEMETERY

BEGINNING DATE OF TERM: Unexpired ENDING DATE: 6/30/2017

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

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

As a child, I accompanied my late mother to the cemetery to place flowers at loved ones graves. I was raised less than 2 miles from the cemetery. My late husband, parents, grandparents, aunts + uncles are buried at Bailey. I visit the cemetery frequently and am interested in its upkeep.

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

I have limited knowledge, but have talked to JAY FREESE about finances + meetings + am interested in learning more. My late father WAYNE WOODWORTH + my brother ROGER WOODWORTH served on the BOARD. My dad + the late MARVIN LITTLE were 1st cousins.

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

Rachel J. Schroeder
Signature

January 2, 2014
Date

Appointments Expiring During the Next 12 Months - 2014
Effective January 1, 2014 - This List is Subject to Change

Body	# of Terms Expiring	Requirements for Vacancy Listed
Appointments Expiring on February 28, 2014:		
Champaign County Lincoln Legacy Committee	1	Resident of County
Appointments Expiring on April 30, 2014:		
Broadlands Longview FPD	1	All Fire Protection Districts - County resident
Eastern Prairie FPD	1	resident and elector in the FPD
Edge-Scott FPD	1	There shall be no more than one trustee from any one city
Ivesdale FPD	1	or village or incorporated town in a district
Ogden-Royal FPD	1	unless such city, village or town has more than 50%
		of the population of the district, according to the last preceding federal census. (This applies to Broadlands-Longview FPD & Sangamon Valley FPD, according to the 2010 census)
Ludlow FPD	1	
Pesotum FPD	1	
Philo FPD	1	
Sadorus FPD	1	
Sangamon Valley FPD	1	
Scott FPD	1	
St. Joseph-Stanton FPD	1	
Thomasboro FPD	1	
Tolono FPD	1	
Windsor Park FPD	1	
Appointments Expiring on May 31, 2014:		
Champaign County Board of Review	2	One Republican and One Democrat
Penfield Water District	2	Water District and County Resident
Sangamon Valley Public Water District	1	Water District and County Resident
Urbana-Champaign Sanitary District	1	Resident of the district

Appointments Expiring During the Next 12 Months - 2014
Effective January 1, 2014 - This List is Subject to Change

Appointments Expiring on June 30, 2014

Bailey Memorial Cemetery Association	3	At least 2/3 of cemetery trustees reside within 15 miles of the cemetery of some part thereof. The other third is interested in said cemetery through family interments or otherwise and Illinois Resident
Clements Cemetery Board	1	
Locust Grove Cemetery	2	
Mount Olive Cemetery Association	3	
Prairie View Cemetery Association	3	
Yearsley Cemetery Association	1	
Champaign County Board of Health	2	
Champaign County Developmental Disabilities Board	1	
Champaign County Forest Preserve Board	1	Elector in the Forest Preserve District

Appointments Expiring on August 31, 2014

Beaver Lake DD	1	Resident of IL
Blackford Slough DD	1	Each appointee owns land in the district
Conrad & Fisher Mutual DD	1	
Fountain Head DD	1	
Harwood & Kerr DD	1	
Kankakee DD	1	
Kerr & Compromise DD	1	
Lower Big Slough DD	1	
South Fork DD	1	
Nelson-Moore-Fairfield DD	1	
DD #10 Town of Ogden	1	
Okaw DD	1	
Owl Creek DD	1	
Pesotum Slough Special DD	1	
Prairie Creek DD	1	
Raup DD	1	
Salt Fork DD	1	
Sangamon & Drummer DD	1	

Appointments Expiring During the Next 12 Months - 2014
Effective January 1, 2014 -This List is Subject to Change

St. Joseph #3 DD	1
Silver Creek DD	1
Somer #1 DD	1
St. Joseph #4 DD	1
St. Joseph #6 DD	1
Triple Fork DD	1
Two Mile Slough DD	1
Union DD #1 of Philo & Crittenden	1
Union DD #3 South Homer & Sidney	1
Union DD #1 of Philo & Urbana	1
Union DD #2 of St. Joseph & Ogden	1
Union DD of Stanton & Ogden	1
West Branch DD	1
Willow Branch DD	1
Wrisk DD	1
Pesotum Consolidated DD	1
DD #2 Town of Scott	1
Longbranch Mutual DD	1

14

Appointments Expiring on November 30, 2014:

Deputy Sheriff Merit Commission	1	
Champaign Co. Nursing Home Board of Directors	2	
Public Aid Appeals Committee	2	One Republican Member and One Alternate
Rural Transit Advisory Group	4	Names are submitted by RPC
Senior Services Advisory Group	2	Must be interested in senior citizens and more than 50% of
Zoning Board of Appeals	1	committee should be over age 60; some names are
Nursing Home Board of Directors	2	submitted by RPC

Appointments Expiring During the Next 12 Months - 2014
Effective January 1, 2014 - This List is Subject to Change

Appointments Expiring on December 31, 2014:

Champaign-Urbana Mass Transit District Board	1	Democrat/may be additional residency requirements
Champaign County Mental Health Board	2	should be interested in the area of mental health

Bodies with Existing Vacancies as of January 1, 2014

These appointments are needed in addition to any terms listed above expiring in 2014 unless otherwise noted

Champaign County Board of Health	1	
Clements Cemetery Association	2	
DD #10 Town of Ogden	1	
East Lawn Memorial Burial Park Assoc.	6	See Cemeteries above
Harwood & Kerr DD	1	
Nelson-Moore-Fairfield DD	1	
Pesotum Consolidated DD	1	
Senior Services Advisory Committee	4	
Union DD #2 St. Joseph & Ogden	1	
Upper Embarras River Basin DD	1	
West Branch DD	1	
Willow Branch DD	1	



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
DECEMBER
2013

Liquor Licenses & Permits	200.00
Civil Union License	\$140.00
Marriage License	3,560.00
Interests	14.07
State Reimbursements	-
Vital Clerk Fees	12,796.85
Tax Clerk Fees	3,898.88
Refunds of Overpayments	<u>94.44</u>
TOTAL	20,704.24
Additional Clerk Fees	1,024.00

RESOLUTION NO.

RESOLUTION AUTHORIZING DISCONTINUANCE OF THE CHAMPAIGN SOUTH WEST MASS TRANSIT DISTRICT SERVICES and DISSOLUTION OF THE CHAMPAIGN SOUTH WEST MASS TRANSIT DISTRICT

WHEREAS, on March 21, 2006, the voters approved the creation of the Champaign South West Mass Transit District, an area bounded on the north by Interstate Highway 72; on the east by Interstate Highway 57; on the south by Champaign County Road 1300 North; and on the west by the Champaign County Highway 19; and

WHEREAS, in furtherance of the creation of the Champaign South West Mass Transit District, the County Board of Champaign County appointed seven members to serve on the Champaign South West Mass Transit District Board of Trustees in December 2006; and

WHEREAS, on December 19, 2013, the Champaign South West Mass Transit District Board of Trustees adopted, by unanimous consent, a Memorandum of Resolution determining that there is no longer a need for public transportation services provided by the Champaign South West Mass Transit District and/or that adequate services can be made available, and that the existence of the Champaign South West Mass Transit District should be terminated; and

WHEREAS, the Champaign County Board Policy, Personnel & Appointments Committee of the Whole recommends to the Champaign County Board authorization of the discontinuance of services by the Champaign South West Mass Transit District; and

WHEREAS, the Champaign County Board Policy, Personnel & Appointments Committee of the Whole further recommends that, pursuant to 70 ILCS 3610/9, after payment of all the Champaign South West Mass Transit District debts and settlement of all obligations and claims have been made, any funds remaining after the sale and disposition of its property shall be disposed of by payment to the Treasurer of Champaign County; and

WHEREAS, the Champaign County Board Policy, Personnel & Appointments Committee of the Whole further recommends to the Champaign County Board approval of the Memorandum of Resolution adopted by the Champaign South West Mass Transit District Board of Trustees on December 19, 2013, and the dissolution of the Champaign South West Mass Transit District;

NOW, THEREFORE, BE IT RESOLVED by the Champaign County Board that the discontinuation of services by the Champaign South West Mass Transit District is hereby authorized; and

BE IT FURTHER RESOLVED by the Champaign County Board that, pursuant to 70 ILCS 3610/9, after payment of all the Champaign South West Mass Transit District debts and settlement of all obligations and claims have been made, any funds remaining after the sale and

disposition of its property shall be disposed of by payment to the Treasurer of Champaign County; and

BE IT FURTHER RESOLVED by the Champaign County Board that the Memorandum of Resolution adopted by the Champaign South West Mass Transit District Board of Trustees on December 19, 2013, and the dissolution of the Champaign South West Mass Transit District is hereby approved; and

BE IT FURTHER RESOLVED by the Champaign County Board that the Champaign County Clerk is hereby directed to file this Resolution with the Illinois Secretary of State.

PRESENTED, ADOPTED, APPROVED and RECORDED this 23rd day of January, A.D. 2014.

Alan Kurtz, Chair
Champaign County Board

ATTEST:

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

Edward H. Rawles
Also Licensed in Colorado

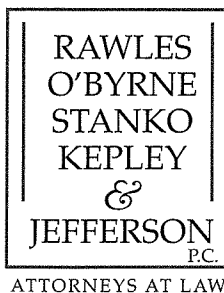
Stephen M. O'Byrne

Glenn A. Stanko

Brett A. Kepley

Timothy S. Jefferson
Also Licensed in Missouri

J. Michael O'Byrne
Of Counsel



Reno & O'Byrne
1952-1962

Reno, O'Byrne
& Kepley
1962-1984

Reno, O'Byrne
& Kepley, P.C.
1984-1994

Rawles, O'Byrne
Stanko & Kepley, P.C.
1994-2005

December 19, 2013

Ms. Julia Rietz
Champaign County State's Attorney
Champaign County Courthouse
101 East Main Street
Urbana, IL 61801

Re: Champaign Southwest Mass Transit District Resolution of Discontinuance

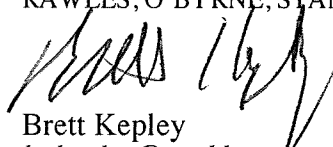
Dear Julia:

I am counsel for the Champaign Southwest Mass Transit District Board of Trustees. Enclosed please find a copy of a Memorandum of Resolution, which I provide to you in your capacity as counsel for the Champaign County Board so as to pass on to the Board. The Resolution is made and forwarded pursuant to 70 ILCS 3610/9 wherein a local mass transit district must seek approval of discontinuance by the governing county.

Thank you for your attention in this matter.

Sincerely,

RAWLES, O'BYRNE, STANKO, KEPLEY & JEFFERSON, P.C.



Brett Kepley
bakepley@rosklaw.com

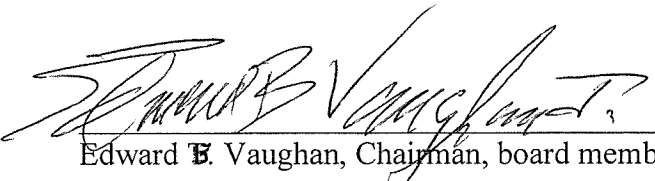
BK/jhm
Enclosure
cc: CSWMTD Board of Trustees

RECEIVED
JAN 02 2013
SUPERVISOR OF
ASSESSMENTS

MEMORANDUM OF RESOLUTION

The Board of Trustees of the Champaign Southwest Mass District, by unanimous consent, certify that it has determined that there is no longer a need for its public transportation services and/or that other adequate services can be made available, and that its existence should be terminated.

Dated December 19, 2013


Edward B. Vaughan, Chairman, board member

West's Smith-Hurd Illinois Compiled Statutes Annotated
Chapter 70. Special Districts
Transit
Act 3610. Local Mass Transit District Act (Refs & Annos)

70 ILCS 3610/9
Formerly cited as IL ST CH 111 2/3 ¶ 359

3610/9. Discontinuance

Currentness

§ 9. Whenever the Board of Trustees of any District shall determine that there is no longer a public need for its transportation services or that other adequate services are or can be made available, and that it should terminate its existence and services, it may by resolution so certify to the participating municipalities and counties which created it. If the participating municipalities and counties approve of such discontinuance, they may by ordinance or resolution, as the case may be, authorize the District to discontinue its services and wind up its affairs. A copy of such ordinance or resolution or both, shall be filed with the county or municipal clerk or clerks and the Secretary of State. After payment of all its debts and settlement of all obligations and claims, any funds remaining after the sale and disposition of its property shall be disposed of by payment to the treasurer of the county or municipality which created it, or if created by 2 or more municipalities or counties, by payment to the several treasurers, first, to repay in whole or pro rata, funds advanced to the authority, and the balance, if any, pro rata according to the length of scheduled transportation route miles operated in the several municipalities and unincorporated areas of the several counties during the preceding calendar year.

Credits

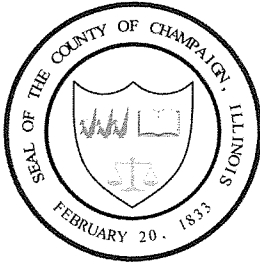
Laws 1959, p. 1635, § 9, eff. July 21, 1959.

Formerly Ill.Rev.Stat.1991, ch. 111 2/3, ¶ 359.

70 I.L.C.S. 3610/9, IL ST CH 70 § 3610/9
Current through P.A. 98-604 of the 2013 Reg. Sess.

End of Document

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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 DECEMBER 2013

VACANT POSITIONS LISTING

FUND	DEPT	POSITION TITLE	HOURLY RATE	REG HRS	REG SAL		FY 2014 HRS	FY '14 SAL
80	22	DEPUTY CO CLERK	\$11.86	1950	\$23,127.00		2122.5	\$25,172.85
80	30	LEGAL CLERK	\$11.86	1950	\$23,127.00		2122.5	\$25,172.85
80	30	LEGAL CLERK	\$11.86	1950	\$23,127.00		2122.5	\$25,172.85
80	30	PT LEGAL CLERK	\$11.86	1040	\$12,334.40		1132	\$13,425.52
80	40	CLERK	\$11.86	1950	\$23,127.00		2122.5	\$25,172.85
80	41	LEGAL SEC/REC	\$11.86	1950	\$23,127.00		2122.5	\$25,172.85
80	52	CRT SRV OFCR	\$17.25	1950	\$33,637.50		2122.5	\$36,613.13
80	77	ASSOCIATE PLANNER	\$18.38	1950	\$35,841.00		2122.5	\$39,011.55
80	140	CORRECTIONAL OFCR	\$18.85	2080	\$39,208.00		2264	\$42,676.40
80	140	CORRECTIONAL OFCR	\$18.85	2080	\$39,208.00		2264	\$42,676.40
80	140	CORRECTIONAL OFCR	\$18.85	2080	\$39,208.00		2264	\$42,676.40
80	140	CORRECTIONAL OFCR	\$18.85	2080	\$39,208.00		2264	\$42,676.40
80	140	MCO	\$11.86	2080	\$24,668.80		2264	\$26,851.04
80	140	PT MCO	\$11.86	1040	\$12,334.40		1132	\$13,425.52
850	111	BUS SYS ANALYST	\$24.45	1950	\$47,677.50		2122.5	\$51,895.13
-- TOTAL --			\$230.36		\$438,960.60			\$477,791.74

UNEMPLOYMENT REPORT

Notice of Claims received – 4 total

1 – Nursing Home
2 – Head Start
1 – Corrections

Employer Protests Filed – total

3 – Nursing Home
3 – Head Start
1 – Corrections

Benefit Determinations

2 – Nursing Home benefits allowed
1 – Head Start benefits denied

Notice of Telephone Hearing

1 – Nursing Home
1 – Head Start

Notice of Pending Appeal

1 – Regional Planning Commission

PAYROLL REPORT

DECEMBER PAYROLL INFORMATION

Pay Group	12/13/2013		12/27/2013	
	EE's Paid	Total Payroll \$\$	EE's Paid	Total Payroll \$\$
General Corp	503	\$951,212.94	517	\$913,563.94
Nursing Home	203	\$277,219.88	200	\$227,026.28
RPC/Head Start	219	\$328,204.16	217	\$277,727.72
Total	925	\$1,556,636.98	934	\$1,418,317.94

HEALTH INSURANCE/BENEFITS REPORT

December, 2013

Total Number of Employees Enrolled:

General County Union:

Single 218; EE+spouse 28.; EE+child(ren) 61. ; Family 33 waived 36

Nursing Home Union:

Single 66; EE+ spouse 8; EE+child(ren) 5; Family 1; waived 8

Non-bargaining employees:

Single 123; EE+spouse 31; EE+child(ren) 26; Family 23; waived 50

Life Insurance Premium paid by County: \$10,481.29

Health Insurance Premium paid by County: \$345,424.60

Health Reimbursement Account contribution paid by County: \$19,974.00

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

December 2013 : 6.59%

December 2013 : 3 out of 571 Employees left Champaign County

WORKERS' COMPENSATION REPORT

<u>Entire County Report</u>	<u>December 2013</u>	<u>December 2012</u>
New Claims 12/1 – 12/31	10	1
Closed Claims 12/1 – 12/31	13	12
Open Claims	38	18
(Ongoing #, total number of open claims as of 12/31)		

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

December 2012	102
December 2013	112

EEO REPORT

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

December EEO Report - General County Only	Master Control - Part Time (CCSO)	Legal Clerk (Circuit Clerk)	Deputy Clerk (Recorder)	Deputy County Clerk (County Clerk)	December - TOTALS
Total Applicants Applied	35	167	132	163	497
Male	16	25	18	30	89
Female	18	138	111	129	396
Undisclosed	1	4	3	4	12
Caucasian	22	117	84	104	327
African-American	11	37	35	42	125
Asian or Pacific Islander	0	1	2	3	6
Hispanic	2	9	4	6	21
Native American or Alaskan Native	0	0	2	3	5
Two of more races	0	3	5	5	13
Undisclosed	0	0	0	0	0
Veteran Status	4	7	7	9	27
Disability	0	2	1	2	5

ADMINISTRATIVE SUPPORT to COUNTY BOARD REPORT

Agendas Posted	6	Meetings Staffed	5	Minutes Posted	6
Appointments Posted	1	Notification of Appointment	5	Contracts Posted	1
Calendars Posted	6	Resolutions Prepared	19	Ordinances Prepared	2

12. **County Board Meetings**

- A. As required by statute, the Board shall meet during the months of June and September of each year. The Biennial Organizational Meeting shall take place on the first Monday of December of each even numbered year. Unless otherwise scheduled in accordance with these Rules, the Board shall hold regular meetings on the Thursday following the third Monday of each month, (which shall include the required June and September meetings).
- B. Regular meetings of the Board shall ~~begin at 7:00 p.m. unless otherwise scheduled in accordance with these Rules.~~ **be held in compliance with the Annual Calendar of Meetings approved by the County Board each year.**

15. **Motions, Resolutions, Ordinances, Voting and Roll Call – County Board Meetings**

- F. Transfers from one appropriation of any one fund to another of the same fund not affecting the total amount appropriated, and appropriations in excess of those authorized by the budget in order to meet an immediate emergency may be made at any meeting of the Board by a two-thirds (2/3) vote of ALL the members constituting such Board; (i.e. 18); the vote to be taken by ayes and nays and entered on the record of the meeting, as required by 55 ILCS 5/6-1003.

To: Board of Directors
Champaign County Nursing Home

From: Scott Gima
Manager

Date: January 8, 2013

Re: November 2013 Financial Management Report

The November census was 193.8, down slightly from 195.4 in October. Medicare decreased from 14.3 in October to 12.8 in November. Net income was -\$53,412 in November, down from -\$9,491 in October. After adding back depreciation, operating cash flow was a positive \$7,561. For the year, cash flow is \$93k.

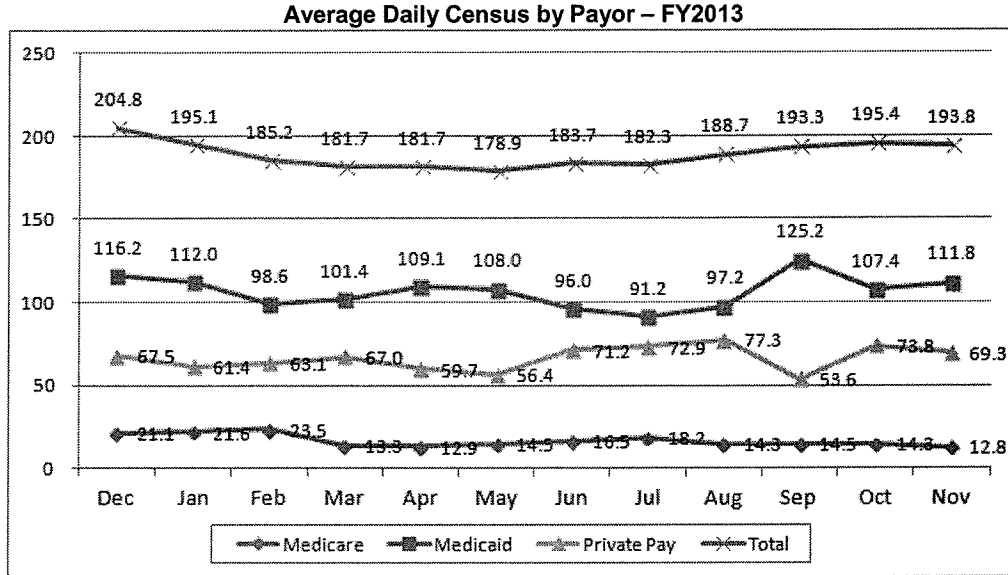
Without question, 2013 was a down year for CCNH as a result of the extended census decline from February to July. The lower census was not due to a drop in admissions. 2013 showed a higher monthly average of admissions compared to 2012. We saw months where more than 30 residents were admitted – that was unprecedented. The census downturn was due to a higher number of discharges, which does not keep the beds filled, but it is a positive quality indicator.

December's stats show improvement. The census climbed to 201.7 with 19.5 Medicare. This is close to the census figures seen in December 2012. The current census is 201 with 16 Medicare.

Cash is down in November, totaling \$367k. The tax anticipation warrant was not issued until early December. The current cash balance is \$761k. Accounts payables are at 60 days and no finance charges have been paid since May 2013.

Statistics

The overall census declined slightly from 195.4 in October to 193.8 in November. There were 413 Medicaid conversion days in November, up from 242 in October.

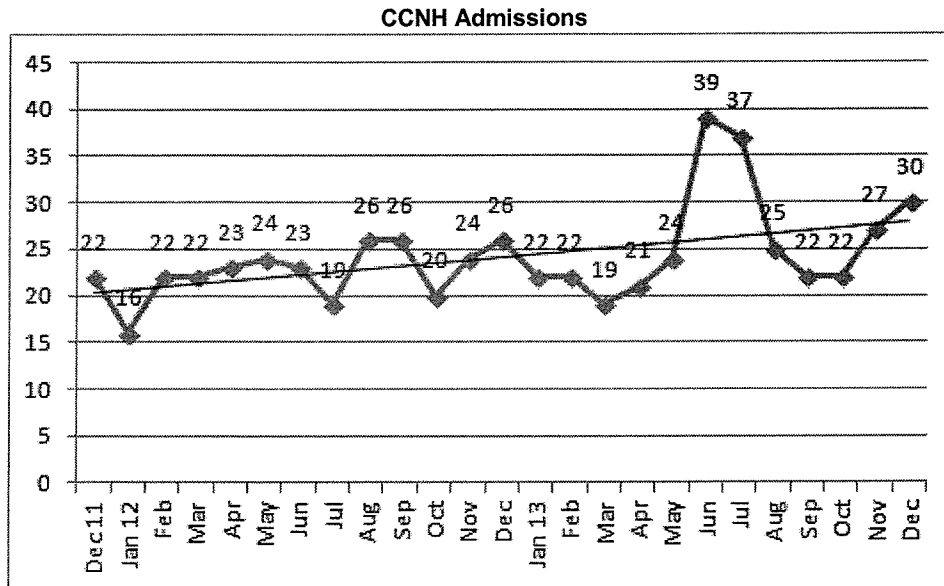


Admissions are up slightly in December, hitting the 30 mark. Discharges bumped up from 12 in November to 17 in December, but it is significantly down from the outflow activity of December 2012.

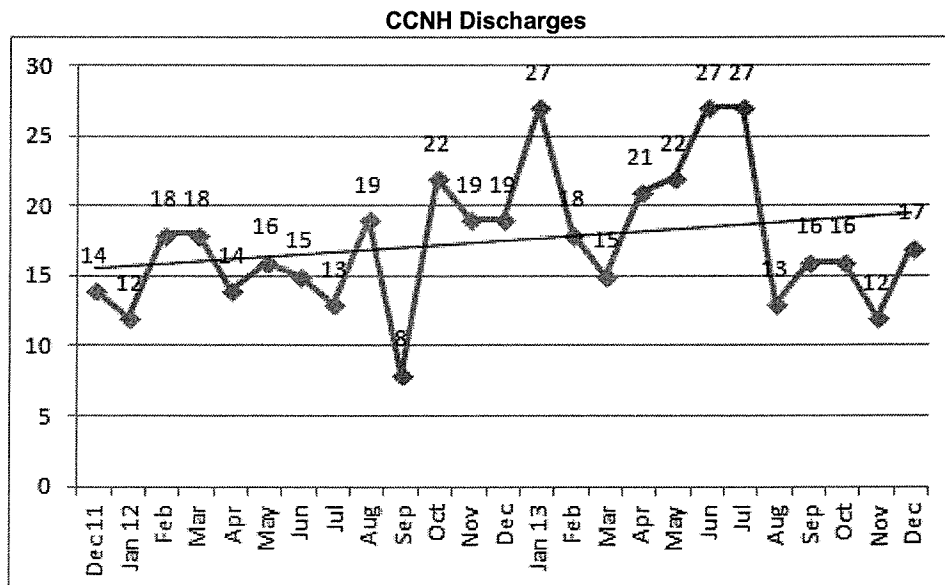
**Admissions and Discharges
December 2012 to December 2013**

	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	11	14	25	16	4	20
Oct	13	9	22	16	10	26
Nov	16	11	27	12	9	21
Dec	16	14	30	17	7	24

In FY2012, monthly admissions averaged 22.2 per month. The chart below shows monthly admissions between December 2011 and December 2013. Through November FY2013, the average is 25.5 per month.

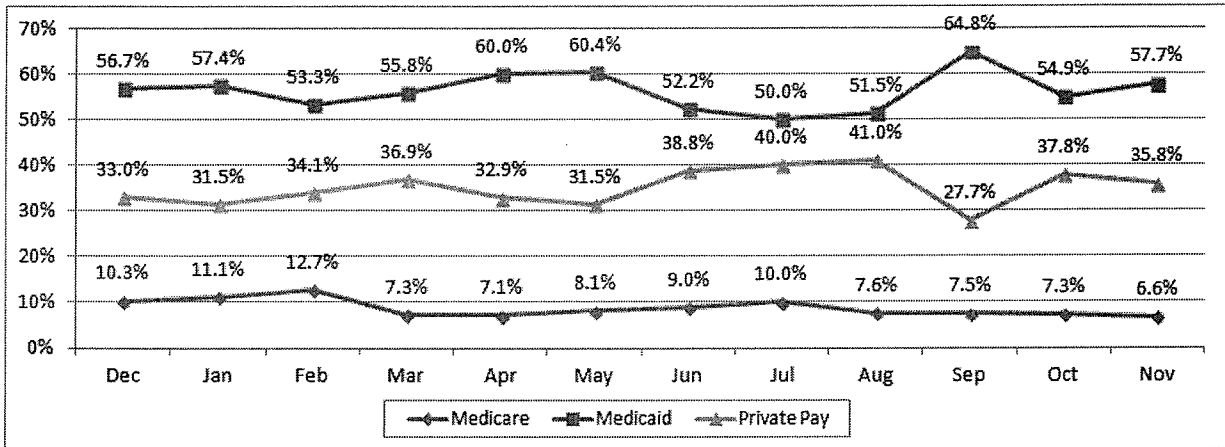


Discharges, however, have been occurring at a high pace in 2013, especially early in the year compared to FY2012. In FY2012, the average monthly discharges was 15.7, ranging between 8 and 22. The current monthly average for FY2013 is 19.4.



The sharp increase in September's Medicaid mix was due to 936 conversion days in September. There were 242 conversion days in October and 413 conversion days in November. The conversion days skewed the census by approximately 8 residents (8 more Medicaid and 8 less private pay) in October and by 13.7 in November.

Payor Mix by Resident Days



Net Income/(Loss)/Cash from Operations

November closed with a net loss of -\$53,412. Adding back depreciation, cash from operations was \$7,561. On a year-to-date basis, the net loss is -\$306,563. YTD cash from operations after adding back depreciation is cash is \$93k after adjusting for the \$333k loan write-off in April.

Revenues

- Revenues decreased from \$1.187 million in October to \$1.112 million in November, a decrease of \$74.6k. The 413 conversion days reduced revenue by \$11k. Medicare revenue fell from \$214,521 in October to \$169,658 in November. Revenue per day fell from \$196 to \$191.30 between October and November. The drop in Medicare census and high number of conversion days are the primary reasons for the decrease in revenue per day.

Expenses

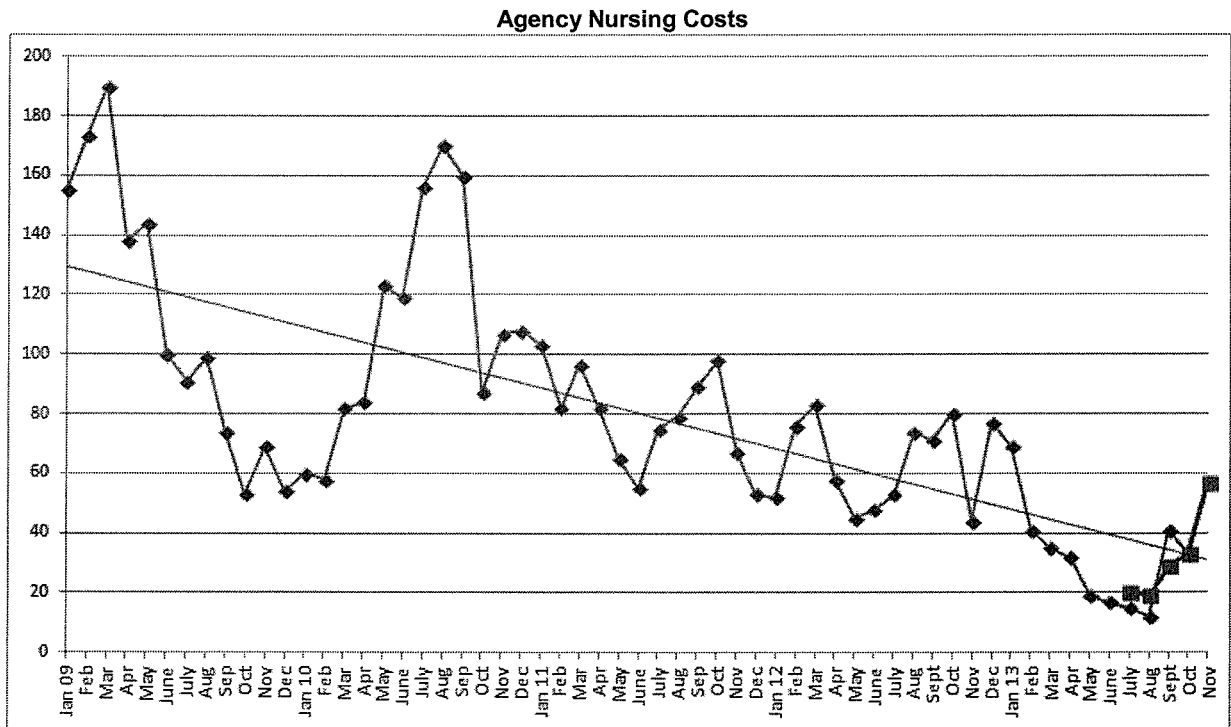
- Expenses fell from \$1.289 million in October to \$1.259 million in November, a decrease of \$29,492. Expenses per day increased from \$212.81 to \$216.59. The average for the year is \$220.81 per day.
- Wages increased from \$540,023 in October to \$556,294 in November.. Wages per day decreased from \$89.16 to \$95.67. This is above the average for the year which is \$93.11 per day.
- Non-labor expenses fell from \$612,342 in October to \$561,603 in November. Non-labor expenses per day fell from \$101.10 to \$96.58. The average for the year is \$95.62 per day. The following items impacted non-labor expenses in November.

In October, CCNH was informed that the County Information Technology (IT) department would be charging \$39k for 2013 IT support services. \$19.5k was expensed in October and the remaining \$19.5k was expensed in November. If known in advance, the expense would have been accrued monthly. Accrual of this expense will occur in FY2014 starting in December.

Gas service totaled \$22,620. The monthly average is \$9,729. Two months (Oct & Nov) were recorded in November, in addition to a higher monthly expense in winter months.

Dietary non-labor expenses totaled \$43,652, the lowest monthly total in 2013. Food costs fell from \$50k in October (\$8.26 per day) to \$34k in November (\$5.82 per day).

- Agency expenses in October totaled \$32,928. In the graph below, the red line indicates the corrected expenses for July (\$19,839), August (\$18,595) and September (\$29,010). October expenses were \$32,928 and November rose to \$56,534.



Cash Position

The month ending cash balance dropped from \$655,770 in October to \$366,793 in November. Due to the Thanksgiving holiday, Medicare payments totaling more than \$200k that would have normally been received in November were not received until early December. The November receivables reflect this with an increase from \$3.213 million in October to \$3.454 million in November. Accounts payable increased from \$1.530 million in October to \$1.646 million in November.

Two other factors have impacted the November ending cash balance. Regular monthly Medicaid payments were received through July. No payment was made in August and payments resumed in September. This lost payment decreased cash by about \$300k. The second factor was a management decision to get vendor payments to 60 days or less and eliminate finance charges. This resulted in accounts payable falling by \$372k. Without the two, cash at the end of November 2013 would be near or at \$1 million.

REQUEST FOR BUDGET AMENDMENT

BA NO. 13-00061

FUND 080 GENERAL CORPORATE

DEPARTMENT 036 PUBLIC DEFENDER

INCREASED APPROPRIATIONS:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
080-036-511.03 REG. FULL-TIME EMPLOYEES	892,944	892,944	896,017	3,073
TOTALS	892,944	892,944	896,017	3,073

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: IN JULY 2013, FIRST ASSISTANT PUBLIC DEFENDER SCOTT SCHMIDT AND SENIOR ASSISTANT PUBLIC DEFENDER ANTHONY ORTEGA LEFT THE OFFICE TO BECOME CHIEF PUBLIC DEFENDERS. BOTH WERE LONG TIME PUBLIC DEFENDER EMPLOYEES AND HAD ACCRUED SIGNIFICANT BENEFIT TIME. OUR CURRENT BUDGET WAS INSUFFICIENT TO PAY OUT THEIR ACCRUED BENEFITS.

DATE SUBMITTED: <i>12/30/13</i>	AUTHORIZED SIGNATURE <i>R. Lee B. ...</i>	** PLEASE SIGN IN BLUE INK **
------------------------------------	--	-------------------------------

APPROVED BY BUDGET & FINANCE COMMITTEE: _____ DATE: _____

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

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

DATE: January 8, 2014

RE: Budget Amendment 13-00064

The Champaign County Auditor's Office is requesting a final Budget Amendment in the amount of \$4127 to offset benefits paid to terminated employees during Fiscal Year 2013.

Specifically, these costs can be attributed to the long term medical leave and retirement of a 23 year bargaining unit employee.

Should you have any questions about this Budget Amendment, please don't hesitate to contact me.

Sincerely,



JOHN FARNEY
COUNTY AUDITOR

REQUEST FOR BUDGET AMENDMENT

BA NO. 13-00064

FUND 080 GENERAL CORPORATE

DEPARTMENT 020 AUDITOR

INCREASED APPROPRIATIONS:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
080-020-511.03 REG. FULL-TIME EMPLOYEES	208,943	211,143	215,131	3,988
080-020-511.05 TEMP. SALARIES & WAGES	0	9,064	9,203	139
TOTALS	208,943	220,207	224,334	4,127

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 SHORTFALL DUE TO PAYOUT OF BENEFITS DUE TO RETIREMENT PREVIOUS BUDGET AMENDMENT DID NOT INCLUDE OBLIGATIONS POSTED AFTER DECEMBER FINANCE COMMITTEE MEETING.

DATE SUBMITTED: 1/3/2013 AUTHORIZED SIGNATURE: *[Signature]* ** PLEASE SIGN IN BLUE INK **

APPROVED BY BUDGET & FINANCE COMMITTEE: _____ DATE: _____

FUND 083 COUNTY HIGHWAY

DEPARTMENT 060 HIGHWAY


INCREASED APPROPRIATIONS:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
083-060-544.35 HEAVY EQUIPMENT	295,258	295,258	446,254	150,996
TOTALS	295,258	295,258	446,254	150,996

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: NEW TANDEM TRUCK ORDERED IN JULY 2013 NOT RECEIVED IN FY-13. WILL BE DELIVERED IN DECEMBER 2013 IN FY-14.

DATE SUBMITTED: 12/17/13 AUTHORIZED SIGNATURE  ** PLEASE SIGN IN BLUE INK **

APPROVED BY BUDGET & FINANCE COMMITTEE: _____ DATE: _____



CHAMPAIGN COUNTY ADMINISTRATIVE SERVICES

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

ADMINISTRATIVE SUPPORT
DATA PROCESSING
MICROGRAPHICS
PURCHASING
PHYSICAL PLANT
SALARY ADMINISTRATION



REQUEST FOR PROPOSAL

NURSING HOME MANAGEMENT SERVICES

FOR THE COUNTY OF CHAMPAIGN

RFP Number 2014-001

ISSUE DATE:
January 15, 2014

CLOSING LOCATION:
Champaign County Administrative Services
ATTN: Van A. Anderson
1776 East Washington Street
Urbana, IL 61802

CLOSING DATE AND TIME:
FRIDAY, March 21, 2014, 3:00 PM

Eight (8) copies of the proposal must be presented by 3:00 p.m. on Friday, March 21, 2014. At 3:30 p.m. on that date, the names of the respondents will be read aloud and recorded. (Please show RFP #2014-001 on the lower left corner of package.) An electronic version of the proposal shall also be submitted on a USB drive (preferred) or CD-ROM.

NOTICE: If downloading this solicitation from our website; it is the responsibility of the respondent to e-mail our office at bbrunk@co.champaign.il.us to be registered as a potential respondent in order to receive any clarifications or addenda.

REQUEST FOR PROPOSAL
NURSING HOME MANAGEMENT SERVICES
FOR THE COUNTY OF CHAMPAIGN
RFP Number 2014-001

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Section 1 – General Information

1-1 Purpose of the Request for Proposal

The Champaign County Nursing Home (CCNH) is a governmental enterprise owned by the County and governed by the Champaign County Nursing Home Board of Directors, a seven-member body appointed by the Champaign County Board. The CCNH consists of 243 Medicaid certified beds and is licensed to provide skilled and intermediate care. Services offered by CCNH include rehabilitation (occupational, physical, and speech), memory care, long-term care, and adult day care. The Champaign County Board, through its Administrative Services Department, is pleased to issue this Request for Proposals (“RFP” or “Solicitation”) seeking competitive proposals from private, public, and/or not-for-profit entities interested in providing management services for the CCNH located at 500 South Art Bartell Road in Urbana, Illinois (see Appendix A for links to comprehensive information on CCNH).

Champaign County is seeking proposals from interested parties that would ensure management of the CCNH operation in the delivery of high quality services within the resources currently available for that operation. The County is seeking a qualified independent contractor who shall be responsible for ensuring the continuation of a high quality of services which are provided to the Nursing Home residents. Contractor must demonstrate the ability to provide those services within available resources to the County throughout the term of the contract. In considering any proposal, the County’s priorities are the quality of care and well-being of the CCNH’s current residents, the safe and secure environment for CCNH’s employees, and the financial impact of the CCNH operations.

Champaign 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 10th largest county in the State of Illinois.

The governing body for the County is the County Board, comprised of 22 members, with two members elected from each of eleven districts, and a County Board Chair who is elected by the County Board from among its members. The County 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.

1-2 Internet Access to this RFP

All materials related to the RFP will be available on the Internet at <http://www.co.champaign.il.us/RFP2014-001CCNH>. In the event that a potential Respondent does not have download capability, all materials may be obtained from the Champaign County Administrative Services, 1776 East Washington Street, Urbana, IL 61802. Prior to submittal, Respondents shall be responsible for ensuring they have obtained all RFP materials.

All Respondents who download an RFP solicitation from our website have the responsibility to e-mail our office at bbrunk@co.champaign.il.us referencing RFP 2014-001 to be registered as a potential Respondent in order to be notified of any clarifications or addenda. Failure to register to receive clarifications and/or addenda shall not relieve the Respondent from being bound by any additional terms and conditions in the clarifications and/or addenda, or from the responsibility of considering additional information contained therein in preparing Respondent's proposal. Any harm to the Respondent resulting from the failure to register and/or ensuring they have obtained all RFP materials shall not be valid grounds for a protest against award(s) made under this solicitation.

1-3 Inquiries and Lobbying Restrictions

Respondents will carefully examine all documents included in this RFP and shall make a written request to the County for interpretation or correction of any ambiguity, inconsistency, or error herein. Any written interpretation or correction will be issued as an Addendum by the County. Only a written interpretation or correction by addendum shall be binding. **Respondents are cautioned against relying upon any interpretation or correction given by any other method.**

All Requests for Interpretation (RFI), correction, or other inquiries concerning the RFP process and/or the subject of this RFP must be directed to:

Van Allen Anderson, PhD, MBA
Deputy County Administrator of Finance
Champaign County
1776 East Washington Street
Urbana, Illinois 61802
PH: 217-384-3776
FAX: 217-384-3896
e-mail: vanderson@co.champaign.il.us

Except for contact with the designated County official for this RFP, all interested individuals, firms, and their agents who intend to submit or have submitted a proposal or other response to the County are hereby placed on formal notice that no Champaign County Board Members, CCNH Board Members, RFP Committee Members, or CCNH Staff is to be lobbied either individually or collectively concerning this RFP.

Lobbying consists of introduction, discussions related to the selection process, or any other discussions or actions that may be interpreted as attempting to influence the outcome of the selection process. This includes holding meetings, engaging in the aforementioned prohibited lobbying and/or prohibited contact, which actions may immediately disqualify Respondent from further consideration by the County for this RFP.

By submitting a proposal, qualifications or other response for this RFP, the Respondent certifies that it and all of its affiliates and agents have not lobbied or attempted to lobby Champaign County Board Members, CCNH Board Members, RFP Committee Members, or CCNH Staff.

1-4 Pre-Proposal Conference

The County will hold a Pre-Proposal Conference in the Lyle Shields Meeting Room of the Brookens Administrative Center, 1776 East Washington, Urbana, Illinois, 61802, at 2:00 p.m. Central Time on February 7, 2014. All interested parties are invited to attend. The County requests that all parties planning on attending the Pre-Proposal Conference notify Beth Brunk (bbrunk@co.champaign.il.us) prior to the Pre-Proposal Conference. The e-mail communication shall include the names, titles, e-mail address, and phone number of each attendee. The County will answer questions and clarify the terms of the RFP at the Pre-Proposal Conference. The County may respond both to questions posed on the day of the conference and to questions faxed or mailed prior to the deadline for receipt of questions per Section 1-3 above.

1-5 Addenda

If revisions or clarifications to the RFP become necessary, the County will post written Addenda on its website. All Addenda issued by the County will include a receipt form, which must be signed and included with any proposals submitted to the County. In the event that multiple Addenda are issued, a separate receipt for each Addendum must be included with the proposal at the time it is submitted to the County. **However, it is the responsibility of Respondents to closely monitor postings on the County's website** (<http://www.co.champaign.il.us/RFP2014-001CCNH>).

The County will not issue Addenda less than five (5) days prior to the scheduled deadline date and time for receiving proposals, unless said date is to be postponed.

1-6 Proposal Submission and Opening

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, corporation, or not-for-profit entity submitting the proposal. Champaign County shall not be responsible for unidentified proposals. Respondents are to include all applicable requested information and are expected to expand on the scope of services requested by incorporating their expertise and proposed methods or approaches. Respondents should clearly identify the expanded scope of services being offered and the value of those services.

To be considered, proposals shall include one (1) unbound original proposal (clearly marked as such), one (1) electronic version in pdf format or Microsoft Word (Version 2010 or newer) on a USB drive (preferred) or CD-ROM and seven (7) additional copies of the RFP Proposal (which must be identical to the original Proposal, including any supplemental information), which clearly identifies the RFP number/title as well as the Respondent's name and return address. Proposals may be hand delivered or mailed to:

Champaign County Administrative Services
RFP for CCNH Management Services (RFP 2014-001)
ATTN: Van A. Anderson
Deputy County Administrator of Finance
1776 East Washington Street
Urbana, IL 61802

The County will not accept nor consider proposals submitted by facsimile or e-mail transmission. Respondents mailing their proposal must allow a sufficient mail delivery period to ensure timely receipt of their proposal. Champaign County is not responsible for proposals delayed by mail and/or delivery services of any nature.

Proposals and proposal amendments shall be accepted until 3:00 p.m. local time on March 21, 2014. Proposals received after 3:00 p.m. on March 21, 2014, will not be considered and will be returned to the Respondent unopened. At 3:30 p.m. on that date, the proposals will be opened in the Lyle Shields Meeting Room of the Brookens Administrative Center, 1776 East Washington, Urbana, Illinois, and recorded.

1-7 Proposal Withdrawal

Respondents may withdraw their proposals by notifying the County, in writing, at any time prior to the proposal response time deadline. Respondents may withdraw their proposals in person or through an authorized representative. Respondents and authorized representatives must disclose their identity and provide receipt for the proposal. Any proposal not so withdrawn shall constitute an irrevocable offer for a period of ninety (90) days. Proposals, once opened, become the property of Champaign County and will not be returned to the Respondents.

1-8 Proposal Disclosure

All proposals submitted to the County are subject to the Illinois Compiled Statutes Chapter 5, Section 140 (5 ILCS 140/Freedom of Information Act). Any information submitted in a proposal which the Respondent considers to be proprietary or otherwise exempt from disclosure, the Respondent must invoke, in writing, the exemption(s) to disclosure provided by 5 ILCS 140/Freedom of Information Act in its proposal by providing the specific statutory authority for claimed exemptions, identifying the data or other materials to be protected, and stating the reasons why such exclusion from public disclosure is necessary. Furthermore, to designate portions of the bid as confidential, the Respondent must:

1. Mark the cover page as follows: "This proposal includes trade secrets or other proprietary data."
2. Mark each sheet or data to be restricted with the following legend: "Confidential: Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this proposal."
3. Provide a USB drive (preferred) or CD-ROM with a redacted copy of the entire bid or submission in pdf format for posting on the County's website for public inspection. Respondent is responsible for properly and adequately redacting any proprietary information or data which Respondent desires remain confidential. If entire pages or sections are removed, they must be represented by a page indicating that the page or section has been redacted. Failure to provide a USB drive (preferred) or CD-ROM with a redacted copy may result in the posting of an un-redacted copy.

Indiscriminate labeling of material as "Confidential" may be grounds for deeming a bid as non-responsive.

Champaign County will make the final determination as to whether information, even if marked "confidential," will be disclosed pursuant to a request under the Freedom of Information Act or valid

subpoena. Respondent agrees not to pursue any cause of action against Champaign County or its agents for its determination in this regard and disclosure of information.

At some point after proposal opening, all opened proposals will be made available for public inspection consistent with 5 ILCS 140/Freedom of Information Act.

If a contract is awarded as a result of this RFP, the awarded contract will also become a public record consistent with 5 ILCS 140/Freedom of Information Act. The County has the right to use any or all information/material submitted.

Champaign County reserves the right to make an award to the Respondent offering a proposal in the best interests of the Champaign County and meeting all the requirements of this RFP.

1-9 Oral Presentations and/or Interviews

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. At its sole discretion, the County may invite short-listed Respondents to conduct oral presentations or interviews. Presentations or interviews provide an opportunity for Respondents to clarify their proposals for the County. The County will schedule any such presentations or interviews as indicated in the timetable below.

1-10 Proposal Timetable

Champaign County will use the timetable below which is expected to result in the selection of a service provider on April 29, 2014, and the beginning of contracted services on July 1, 2014. After the Champaign County Board selects a service provider, a formal contract for services is expected to be executed, and subsequently approved by the Champaign County Board on May 22, 2014.

Date	Event
January 15, 2014	Request for Proposal Posted & Advertised
February 7, 2014 – 2:00 p.m.	Pre-Proposal Conference
March 16, 2014	Final Date to Issue Addenda
March 21, 2014 – 3:00 p.m.	Proposals Due
March 21, 2014 – 3:30 p.m.	Proposals Opened – <i>Lyle Shields Meeting Room-Brookens Administrative Center, 1776 East Washington, Urbana, IL 61802</i>
April 15, 2014 – 6:30 p.m.	Committee of the Whole - Consideration of Recommendation by Review Committee
April 29, 2014 – 6:30 p.m.	Special Finance Committee Meeting – Presentation of Proposals by Service Providers
May 13, 2014 – 6:30 p.m.	Committee of the Whole – Recommended Contract
May 22, 2014 – 6:30 p.m.	County Board Approval of Contract for Services with Selected Provider
July 1, 2014	Contracted services begin.

Champaign County may delay or modify scheduled event dates if it is to the advantage of the County to do so. The County will notify Respondents of all changes in scheduled due dates by

posting any change in the form of an Addendum on the County's website at <http://www.co.champaign.il.us/RFP2014-001CCNH>.

1-11 Acceptance or Rejection of Proposals

Each Respondent will be evaluated on its overall strategy, methodology, experience, qualifications, timetable, cost proposal, and approach to service delivery and meeting the County's requirements.

1-12 Development Costs

Neither the County nor its representatives shall be liable for any expenses incurred in connection with the preparation, submission, or presentation of a proposal in response to this RFP.

1-13 Conflicts of Interest

All Respondents must disclose with their proposal the name of any officer, director, or agent who is an elected official, appointed official or an employee of the County. Further, all Respondents must disclose the name of any elected official, appointed official or employee of the County, who owns directly or indirectly, any interest in the Respondent's firm or any of its affiliates or branches.

1-14 Non-Collusion

By submitting and signing a proposal response, the Respondent certifies that its proposal is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a proposal for the same materials, services, supplies, or equipment and is in all respects fair and without collusion or fraud. No premiums, rebates, or gratuities are permitted, either with, prior to, or after any delivery of material or provision of services. Any violation of this provision may result in contract cancellation, return of materials, or discontinuation of services.

1-15 Notice of Award

Notice of Award is expected to be posted on Champaign County's website at www.co.champaign.il.us on May 23, 2014.

Section 2 – Scope of Services

2-1 Description of Services

The scope of services that Champaign County seeks to acquire is described in Exhibit 1 of this RFP. The respondent is expected to expand on this scope in the submitted proposal by incorporating their expertise and proposed methods and approaches.

2-2 Term of Contract

Any contract awarded pursuant to this RFP solicitation is expected to commence on July 1, 2014, and shall be for a base contract period of three (3) years with an option for Champaign County to renew for a

second three (3) year period. The contract may extend thereafter on a month-to-month basis by mutual agreement of the parties for a period not to exceed twelve (12) months.

2-3 Non-Appropriation

The contract for management services shall include a rider that allows cancellation of contract 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:

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 1st and terminating December 31st 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, Champaign County shall not be held responsible for any liabilities beyond the remaining annual term prior to the new budget year.

Section 3 – Preparing Proposals: Required Information

Each Proposal must contain all of the following documents and must conform to the following requirements:

3-1 Format of Proposals

Proposals must be prepared on 8 ½" X 11" letter size paper (preferably recycled), printed double-sided, and bound on the long side. The County encourages using reusable, recycled, recyclable and chlorine free printed materials for proposals, reports and other documents prepared in connection with this solicitation. Expensive papers and bindings are discouraged, as no materials will be returned. Submit one (1) unbound original proposal (clearly marked as such), seven (7) additional copies, and one (1) electronic version in pdf format or Microsoft Word (Version 2010 or newer) on a USB drive (preferred) or CD-ROM of the RFP Proposal (which must be identical to the original Proposal, including any supplemental information).

Sections should be separated by labeled tabs and organized in accordance with subject matter sequence as set forth below. Each page of the Proposal must be numbered in a manner so as to be uniquely identified. Proposals must be clear, concise and well organized.

3-2 Required Content of Proposals

Respondents are advised to adhere to the submittal requirements of the RFP. Failure to comply with the instructions of this RFP may be cause for rejection of the non-compliant Proposal. Respondent must provide information in the appropriate areas throughout the RFP. By submitting a response to this RFP, you are acknowledging that if your Proposal is accepted by the County, your Proposal and related submittals may become part of the contract.

At a minimum, the Proposal must include the following items:

1. Cover Letter

Respondent(s) must submit a cover letter signed by an authorized representative of the entity committing Respondent to provide the Services as described in this RFP in accordance with the terms and conditions of any contract awarded pursuant to the RFP process. The cover letter must:

(i) Indicate the number of years the entity has been in business, and provide an overview of the experience and background of the entity and its key personnel committed to the Champaign County account.

(ii) Identify the legal name of the entity, its headquarters address, its principal place of business, its legal form (i.e., corporation, joint venture, limited partnership, not-for-profit, etc.), and the names of its principals or partners and authority to do business in Illinois.

(iii) Indicate the name and telephone number(s) of the principal contact for oral presentation or negotiations.

(vi) Acknowledge receipt of Addendum/Addenda issued by the County, if any.

2. Executive Summary

Respondent must provide an executive summary which explains its understanding of the County's intent and objectives and how their Proposal would achieve those objectives. The summary must discuss Respondent's strategy and methodology for successfully implementing and monitoring the Services; approach to project management; strategies, tools, and safeguards for ensuring performance of all required Services; equipment, software and firmware considerations; training and on-going support; and any additional factors for the County's consideration.

3. Professional Qualifications and Specialized Experience of Respondent and Key Personnel Committed to the Champaign County Account

If Respondent proposes that major portions of the work will be performed by different team members (e.g. joint venture partners, subcontractors, etc.), Respondent must provide the required information as described below for each such team member.

A. Respondent Profile Information (see Exhibit 3)

Submit a completed Respondent profile information sheet (Exhibit 3) for prime, each joint venture partner and subcontractor, as applicable. Identify participants in Respondent's "Team." For example if Respondent is a business entity that is comprised of more than one legal participant (e.g., Respondent is a general partnership, joint venture, not-for-profit, etc.), then Respondent must identify or cause to be identified all participants involved, their respective ownership percentages, and summarize the role, degree of involvement, and experience of each participant separately.

If Respondent has a prime consultant/subcontractor relationship instead, the information regarding role, involvement and experience is also required for any subcontractor that is proposed to provide a significant portion of the work.

Provide a chronological history of all mergers and/or acquisitions involving the Respondent team members, including all present and former subsidiaries or divisions and any material restructuring activities, if applicable. Include any such forthcoming actions, if such disclosure has already been made generally available to the public and is permitted by law.

B. Respondent References/Client Profile (See Form in Exhibit 4)

Submit a completed client profile information sheet for each Respondent reference (Exhibit 4). Respondent must provide a minimum of three (3) references, preferably at least one from a county, municipality or government agency related to a contract of similar scope and magnitude as described in this RFP. Experience will not be considered unless complete reference data is provided. At a minimum, the following information must be included for each client reference:

- Client name, address, contact person name, telephone, and fax number.
- Description of services provided similar to the services outlined in Exhibit 1, Scope of Services of this RFP.
- Nature and extent of Respondent's involvement as the prime consultant. Identify services, if any, subcontracted, and to what other company.
- Total dollar value of the contract.
- Contract term (Start and Expiration).

All client reference information must be supported and verified. Reference contacts must be aware that they are being used and agreeable to County interview for follow-up.

The County may solicit from previous clients, including Champaign County, or any available sources, relevant information concerning Respondent's record of past performance.

C. Business License/Authority to do Business in Illinois

Respondent must provide copies of appropriate licenses or certifications required of any individual or entity performing the services described in this RFP in Champaign County and the State of Illinois, for itself, its partners and its subcontractors, including evidence that Respondent is authorized by the Secretary of State to do business in the State of Illinois. Provide copies with the Proposal submission.

If required by law, Respondents are required to have an Illinois Business License. See the State of Illinois, Department of Business Services' website for additional information: (<http://www.cyberdriveillinois.com/>).

Additionally, visit the State of Illinois' Division of Professional Regulation for information regarding the State of Illinois' Professional Certifications: <http://www.idfpr.com/DPR/>.

D. Profiles of and Local Availability of Committed Key Personnel

Respondent must provide a summary identifying who will be dedicated to the Services described in this RFP. For each person identified, describe and/or provide the following information:

- Title and reporting responsibility,
- Proposed role in this program, including the functions and tasks for which they will have prime responsibility (also indicate areas of secondary responsibility, if appropriate),
- Pertinent areas of expertise and past experience,
- Base location (local facility, as applicable), and
- Resumes or corporate personnel profiles which describe their overall experience and expertise.
- Copies of all licenses required by law for the positions to be filled.

4. Capacity to Perform

Respondent must provide a summary of current and future projects and commitments and include projected completion dates. Describe how any pending and/or ongoing contractual commitments to other clients will affect your ability to deliver Services, capacity to perform within the County's timeline and affect dedicated resources committed to the County's program. Identify what percentage of the Services will be performed utilizing your own workforce, equipment and facilities. Identify the percentage of the work to be subcontracted.

5. Implementation Plan

Respondent must provide a comprehensive and detailed plan for implementing Services as outlined in Exhibit 1, Scope of Services in this RFP.

The implementation plan must include, but not be limited to, the following:

A. Approach to Implementing Services

Respondent must address an approach to implementing and managing the Services described in this RFP; policies and procedures for implementing services for clients, quality control checks, adherence to compliance programs, and project management; program support and reporting/recommendation services, including an approach to overcoming obstacles, if any, and troubleshooting to resolve problems. Also, describe respondent's approach to providing positive, in-house management in the home on a regular basis.

B. Organization Chart

Submit an organization chart which clearly illustrates all firms (joint venture partners, if any, subcontractors); their relationship in terms of proposed Services; and key personnel involved and the following information:

- A chart which identifies not only the proposed organizational structure, but also key personnel by name and title. Staffing levels of each organizational unit should be estimated.
- The specific role of each of the firms in a team or joint venture for each task/work activity must be described.

C. Dedicated Resources

- Describe facilities, equipment, personnel, communication technologies, and other resources available for implementing the proposed Services.
- Staffing requirements. Provide an assessment of staffing needs for each major activity area by job title and function. The assessment should include full-time equivalents for professional staff and supervisors committed to the CCNH. Specify if the assigned personnel will be on a full or part-time basis. Specify how each employee turnover will be handled (i.e., Sick, vacation, leave of absence, etc.).

6. Cost Proposal

The County is requesting information regarding the costs for the Services required. In Exhibit 2, provide detail for the price schedule options indicated. The Respondent is responsible for disclosing any charges or fees that the County would incur with the Respondent, before, during, and after the implementation.

Proposals that fail to include complete cost information will be rejected as incomplete and deemed non-responsive.

The County reserves the right to negotiate a final fixed price, terms, and conditions with the selected Respondent.

7. Financial Statements

Respondent must provide a copy of last three (3) years audited financial statements (i.e., income statement, balance sheet, and annual report). Respondents that are comprised of more than one entity must include financial statements for each entity. The County reserves the right to accept or reject any financial documentation other than the financial statements requested by this section.

If Respondent is unable to provide audited financial statements, state the reasons in your Proposal response and provide financial documentation in sufficient detail to enable the County to assess each Respondent's financial condition.

Sufficient alternate documentation would be un-audited financial statements from those Respondents not required to have their financial statements audited. At a minimum, the statements need to be the balance sheets and income statements (or equivalent) and annual reports, if available, for the requested three years to provide adequate detail for the County to assess the financial condition of the Respondent.

8. Legal Actions

Respondent must provide a listing and a brief description of all material legal actions, together with any fines and penalties (i) Respondent or any division, subsidiary or parent entity of Respondent, or (ii) any member, partner, etc., of Respondent if Respondent is a business entity other than a corporation, has been:

- A. A debtor in bankruptcy; or
- B. A plaintiff or defendant in a legal action for deficient performance under a contract or violation of a statute or related to service reliability; or
- C. A respondent in an administrative action for deficient performance on a project or in violation of a statute or related to service reliability; or
- D. A defendant in any criminal action; or
- E. A named insured of an insurance policy for which the insured has paid a claim related to deficient performance under a contract or in violation of a statute or related to service reliability; or
- F. A principal of a bond for which a surety has provided contract performance or compensation to an obligee of the bond due to deficient performance under a contract or in violation of a statute or related to service reliability; or
- G. A defendant or respondent in a governmental inquiry or action regarding accuracy of preparation of financial statements or disclosure documents.

The County reserves the right to request similar legal action information from Respondent's key personnel members during the evaluation process.

9. Insurance

Prior to contract award, the Consultant will be required to submit evidence of insurance in the amounts specified in Exhibit 1.

Section 4 – Evaluation of Proposals

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

- County Board Members Josh Hartke, Jeff Kibler, Gary Maxwell, and Rachel Schwartz
- Nursing Home Board of Directors Chair Catherine Emanuel (Note: County Board Members Josh Hartke and Gary Maxwell also serve as members of the Nursing Home Board of Directors)
- County Administrator Debra Busey

The Evaluation Committee will evaluate the proposals in order to prepare a recommendation to the Champaign County Board for award of the proposal. The County, in its sole discretion, reserves the right to waive all technicalities or irregularities, to reject any or all proposals, including any portion thereof, to award to a single Respondent or to divide the award between Respondents, and to reject all proposals and/or re-solicit in whole or in part. The County further reserves the right, in its sole discretion, to award a contract to the Respondent (or Respondents) whose proposal best serves the interests of the County.

When an offer appears to contain an obvious error or otherwise where an error is suspected, the circumstances may be investigated and then be considered and acted upon. Any action taken shall not prejudice the rights of the public or other offering companies. Where offers are submitted substantially in accordance with the procurement document but are not entirely clear as to intent or to some particular fact or where there are other ambiguities, clarification may be sought and accepted provided that, in doing so, no change is permitted in prices. The purpose of seeking clarification is to clarify existing information, not to allow additional information to be added.

4-1 Phase I - Preliminary Proposal Assessment

Phase I will involve an assessment of the Respondent's compliance with, and adherence to, all submittal requirements requested in Section 3-2 Required Content of the Proposal. Proposals which are incomplete and missing key components necessary to fully evaluate the Proposal may, at the discretion of the EC, be rejected from further consideration due to "non-responsiveness" and rated Non-Responsive. Proposals providing responses to all sections will be eligible for detailed analysis in Phase II, Proposal Evaluation.

4-2 Phase II - Proposal Evaluation

In Phase II, the EC will evaluate the extent to which a Respondent's Proposal meets the program objectives set forth in the RFP. Phase II will include a detailed analysis of the Respondent's qualifications, experience, proposed implementation plan, cost proposal, and other factors based on the evaluation criteria outlined in Section V - Evaluating Proposals.

As part of the evaluation process, the EC will review the information required by Section 3, for each Proposal received. The EC may also review other information gained by checking references and by investigating the Respondent's financial condition.

The County reserves the right to seek clarification of any information that is submitted by any Respondent in any portion of its Proposal or to request additional information at any time during the evaluation process. Any material misrepresentation made by a Respondent may void the Proposal and eliminate the Respondent from further consideration.

The County reserves the right to enlist independent consulting services to assist with the evaluation of all or any portion of the Proposal responses as it deems necessary.

In addition, the EC will review the Respondent's Proposal to determine overall responsiveness and completeness of the Proposal with respect to the components outlined in the RFP using the following criteria (not necessarily listed in order of importance):

A. Professional Competence: Ability to provide the Services described in the RFP, including capacity to achieve the project goals, objectives, and scope of services described in this RFP.

B. Professional Qualifications and Specialized Experience of Respondent and Team with emphasis on specific experience on projects of similar scope and magnitude as outlined in Exhibit 1 - Scope of Services of the RFP.

C. Past and Current Performance of the Respondent on other contracts in terms of quality of services and compliance with budgets and performance schedules. The Committee may solicit from current and/or previous clients including Champaign County, other government agencies, or any available sources, relevant information concerning the Respondent's record of performance.

D. Professional Qualifications and Specialized Experience of Respondent's Key Personnel and Local Availability of Key Personnel with emphasis on specific experience on projects of similar scope and magnitude as outlined in Exhibit 1 - Scope of Services of the RFP.

E. Quality, Comprehensiveness, and Adequacy of the proposed Implementation Plan including its responsiveness and understanding of the needs of Champaign County and how the County's program may be best accomplished.

The EC will review each Proposal for the Respondent's understanding of the objectives of the Services and how these objectives may be best accomplished. Each Respondent will be evaluated on their overall strategy, methodology, and approach to meeting the County's program objectives.

F. Schedule of Professional Fees and Expenses relative to information provided in Exhibit 2.

G. Legal Actions - The EC will consider any legal actions, if any, against Respondent and any division, subsidiary or parent company of Respondent, or against any member, partner, etc., of Respondent if Respondent is a business entity other than a corporation.

H. Financial Stability – The EC will consider the financial condition of Respondent. Respondent must be financially stable to ensure performance over the duration of the contract.

I. Compliance with Laws, Ordinances, and Statutes. The EC will consider Respondent's compliance with all laws, ordinances, and statutes governing the contract.

J. Conflict of Interest – The EC will consider any information regarding Respondent, including information contained in Respondent's Proposal, that may indicate any conflicts (or potential conflicts) of interest which might compromise Respondent's ability to satisfactorily perform the proposed Services or undermine the integrity of the competitive procurement process. If any Respondent has provided any services for the County in researching, consulting, advising, drafting, or reviewing of this RFP or any services related to this RFP, such Respondent may be disqualified from further consideration.

Section 5 – Selection Process

After the Evaluation Committee (EC) completes its review of Proposals in Phase II, it may submit to the Finance Committee of the Champaign County Board a recommended short list of Respondents (Phase III), or the EC may forego Phase III and submit a recommendation to select one Respondent, or a recommendation to reject any or all Proposals.

5-1 Phase III - Oral Presentations and/or Site Visit

If the EC submits a short list of Respondents for further review, then those short-listed Respondents will be invited to appear before the Champaign County Board and the Nursing Home Board of Directors for an oral presentation. The purpose of the oral presentation is to clarify in more detail the information that was submitted in Respondent's Proposal and to allow the Board and Nursing Home Board members to ask Respondent to respond to additional questions. Afterwards, the EC will make a final evaluation, including a final ranking of the Respondents, and will submit a recommendation for one Respondent to the County Board.

If the Board makes a service-provider selection, the selection will be forwarded to the Administrative Services Department as authorization to enter into contract negotiations with the selected Respondent.

The County will require the selected Respondent to participate in contract negotiations. The County's requirement that the selected Respondent negotiate is not a commitment by the County to award a contract. If the County determines that it is unable to reach an acceptable contract with the selected Respondent, including failure to agree on a fair and reasonable cost proposal for the Services or any other terms or conditions, the Board may ask the Administrative Services Department to terminate negotiations with the selected Respondent, and to negotiate with any of the other qualified Respondents, until such time as the County has negotiated a contract meeting its needs.

The County reserves the right to terminate this RFP solicitation at any stage if the EC and/or the Administrative Services Department determine this action to be in the County's best interests. The receipt of Proposals or other documents will in no way obligate Champaign County to enter into any contract of any kind with any party.

Section 6 - Additional Details of the Process

6-1 Addenda

If it becomes necessary to revise or expand upon any part of this RFP, an addendum will be sent to all of the prospective Respondents registered with the County prior to the Proposal due date. Prospective Respondents are automatically listed when they e-mail Administrative Services as documented in Section 1-2 upon download of the RFP package. Each addendum is incorporated as part of the RFP documents, and the prospective Respondent must acknowledge receipt.

The addendum may include, but will not be limited to, the following:

1. Responses to questions and requests for clarification sent to the Deputy County Administrator of Finance according to the provisions of Section 1-3 herein; or
2. Responses to questions and requests for clarification posed at the Pre-Proposal Conference or by the deadline for submission of questions.

6-2 County's Rights to Reject Proposals

If no Respondent is selected through this RFP process, then the Administrative Services Department may utilize any other procurement method available to Champaign County, to obtain the Services described here.

In soliciting proposals, any and all proposals received may be rejected in whole or in part. Basis for rejections shall include, but not be limited to the following:

- The proposal being deemed unsatisfactory as to quantity, quality, delivery, price, or service offered.
- The proposal not complying with conditions of the solicitation document or with the intent of the proposed contract.
- Lack of competitiveness by reason of collusion or knowledge that reasonably available competition was not received.
- Error in specifications or indication that revision would be to the County's advantage.
- Cancellation or changes in the intended project or other determination that the proposed requirement is no longer needed.
- Regulatory changes.
- Circumstances which prevent determination of the most advantageous proposal.
- Any determination that rejection would be in the best interest of the County.

Champaign County reserves the right to reject any and all proposals. The County also reserves the right to cancel this RFP at any time and/or to solicit and re-advertise for other proposals.

6-3 No Liability for Costs

The County is not responsible for costs or damages incurred by Respondents, member(s), partners, subcontractors or other interested parties in connection with the RFP process, including but not limited to costs associated with preparing the Proposal and/or participating in any conferences, site visits, product/system demonstrations, oral presentations, or negotiations.

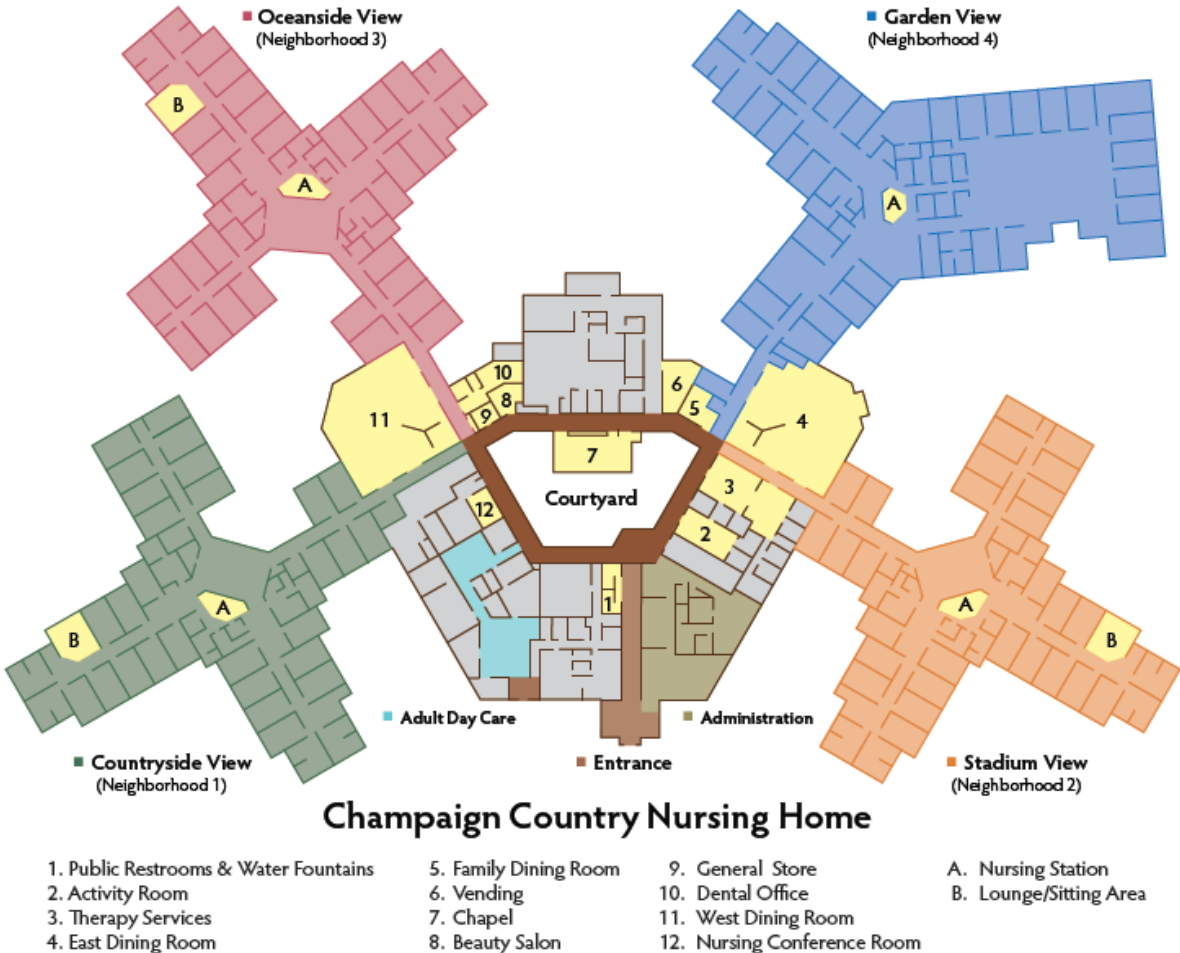
EXHIBIT 1

SCOPE OF SERVICES

E1-1 DESCRIPTION OF NURSING HOME AND CLINICAL PARADIGM

The Champaign County Nursing Home (CCNH), a skilled nursing facility, is located at 500 South Art Bartell Road, Urbana, Illinois. The Facility consists of 243 beds and is certified for Medicare and Medicaid. The Facility contains four (4) living areas designated as neighborhoods and an Adult Day Care program. CCNH provides compassionate long-term, rehabilitative, and memory care services reflective of the community served, and in a manner respectful with CCNH’s 100 year history. The Adult Day Care provides exceptional daily respite services for local caregivers and members of the community who prefer the safety and comfort of a day care center to staying at home.

In addition to the residents’ rooms, the Facility includes an administration area, therapy services, an activity room, two dining rooms, a separate family dining room, a chapel, a beauty salon, a dental office, a general store, a vending area, laundry services, lounge/sitting areas in each neighborhood, and an outdoor courtyard. The layout of the facility is shown in the diagram below.



E1-2 THIRD PARTY MANAGEMENT OF CCNH

A. Scope of Work for Management Services

The successful respondent shall manage the daily operations of the CCNH, including developing improvement programs based upon key performance indicators, and continue the development and implementation of a compliance program to reduce the risk of regulatory penalty. Respondent shall be responsible for ensuring a continuation of high quality services to the residents of the CCNH. The Respondent shall act for and on behalf of the Champaign County Board as sole Manager of the CCNH. At all times, however, the CCNH, by and through its Board of Directors and the Champaign County Board, shall retain and exercise the ultimate control and direction of the assets, policy, and affairs of CCNH, including all medical, governance, and collective bargaining decisions, policies, and matters pertaining to CCNH, consistent with the primary purpose of CCNH. Subject to the foregoing reservations of power to the Champaign County Board and Nursing Home Board of Directors (Nursing Board), nothing herein shall be construed to prohibit Manager from contracting with other parties to provide similar services to those being provided hereunder or any other service. Furthermore, nothing herein shall be construed as requiring Manager to maintain specific working hours. Manager shall maintain its own schedule so long as such schedule does not interfere with Manager's ability to meet its obligations stated herein.

The responsibilities of the successful Respondent shall include, but not necessarily be limited to, the following:

1. Primary Goals

- a. At all times acknowledge, and implement the mission of CCNH (*defined in the Nursing Board Bylaws as approved by the Champaign County Board*), which is exclusively under the direction of the Nursing Board;
- b. Provide an objective reporting channel to the CCNH through its Board of Directors;
- c. Promote strong administration and management controls between CCNH and Manager;
- d. Maintain and strive to continually improve the operations of the CCNH to:
 - (1) Provide quality nursing, memory care, and rehabilitation services;
 - (2) Maintain programs to promote the effective utilization of CCNH's services;
 - (3) Provide recommendations and planning for new or expanded services to be provided by the CCNH, which may include but are not limited to: dementia care, rehabilitation services, and dialysis care;
 - (4) Maintain a deserved public image of excellence for CCNH, including development of an appropriate external marketing program;
 - (5) Maintain quality staffing of CCNH, with particular emphasis on employee development and satisfaction;
 - (6) Operate CCNH on a sound, self-supporting financial basis, including the development of a documented long-term plan for budgeting of capital expenditures;
 - (7) Institute and maintain sound financial accounting systems in the CCNH;
 - (8) Institute and maintain internal fiscal controls through budgeting procedures;
 - (9) Prevent loss of revenues to CCNH through sound billing procedures;
 - (10) Control the cash position of CCNH through sound collection methods;

- (11) Adhere to, and fully cooperate with, all applicable State and Federal rules and regulations, including but not limited to the Nursing Home Care Act;
- (12) Maintain high levels of customer/patient satisfaction;
- (13) Generate Policies and Procedures in accordance with applicable law; and
- (14) Creation of new, and improvement of, existing key performance indicators and provide regular performance and progress updates on those indicators.

2. General Respondent Responsibilities

The Respondent shall perform management services for the facility as specified in the RFP, Contract, and any addenda thereto, and agreed upon information provided in the Proposal.

The Respondent shall provide and assign only individuals who have experience with management services for long-term care for senior residents and skilled nursing facilities. Respondent must also ensure individuals meet standards for Illinois Nursing Homes, including criminal background checks.

The Respondent shall perform management services in strict compliance with all Federal, State, and local laws, regulations, ordinances, directives, and licensing requirements as they may pertain to said services.

The Respondent shall document all savings to Champaign County, demonstrating how savings were achieved, and provide the necessary tools and/or direction to ensure savings shall remain in place.

The Respondent shall be responsible for obtaining any and/or all approvals from the County for all proposed financial and/or operational changes the Respondent may recommend, as outlined in the By-Laws of the Nursing Home Board of Directors and/or ultimate Management Services Agreement.

Respondent will also be responsible to conform to the budget as determined by the Champaign County Board regarding all expenditures associated with providing services.

The Respondent shall collaborate with the County to obtain appropriate approval(s) from Illinois Department of Public Health (IDPH) for the Facility.

3. Manager's Duties

Consistent with the provisions of this RFP and the Primary Goals, Manager shall assist Directors in Directors' supervision, management, and operation of CCNH which shall include the following:

- 1) General Responsibility. Consistent with the provisions of this RFP, Manager shall provide managerial services for CCNH, including the specific managerial and consulting services to CCNH as hereinafter set forth in this Section. As manager of CCNH, Manager shall have the general responsibility to implement all aspects of the operation of CCNH in accordance with established policies and procedures of the Champaign County Board and the Nursing Board, and shall have responsibility and commensurate authority for all such activities. Manager shall make monthly written reports to the Nursing Board and shall meet with the Nursing Board on a regular monthly basis. The Manager shall also make an annual report to the Nursing Board,

and regular quarterly reports to the County Board. In the event Directors fail to establish such policies or procedures, for whatever reason, Manager may, but is in no way obligated to, establish such policies and procedures as Manager selects.

- 2) Administrator. Manager shall provide and employ a qualified health care executive to act as Administrator for the CCNH and Manager's provision of Administrator shall be a CCNH Expense. The compensation package for the Administrator shall be pre-approved by the Nursing Board.
- 3) Manager's Consultants. Manager shall make available to, or obtain the services for, the CCNH for consultation and advice to the extent deemed appropriate by Manager, the current staff specialists of, or available to, Manager in areas of operations of facilities similar to CCNH, including accounting, budgeting, finance, human resources, government programs, insurance, marketing, productivity management, public health surveillance, systems, and procedures, third party reimbursement, and special consultants in other areas of operations as Manager may have available in the future. All expenses under this Section shall be a Manager Expense.
- 4) Special Consultants. Should the Nursing Board or County Board request a type, form, or level of special consultant, including, but not limited to, underwriters, bond counsel, expert witnesses, or other reasonably necessary consultants, which Manager cannot fully provide, or cause to be provided, Manager shall endeavor to locate and make available such special consultant service, the cost of which, including, but not limited to, application fees and license fees, shall be a CCNH Expense. Legal Services, other than those routinely provided by the Champaign County State's Attorney, will be subject to the prior approval by the State's Attorney and will also be a CCNH Expense. Manager shall provide CCNH recording and documentation of all such consultant service so performed including a full description of the services performed and the duration of attendance within CCNH. Such consultant service is expressly limited to personal consulting exclusive of any obligation to provide equipment or products, including data processing.
- 5) Contracts. Manager shall advise and assist CCNH in securing and retaining contracts in the name and for the account of CCNH with such individuals or entities necessary for the proper and efficient functioning of CCNH, the cost of which shall be a CCNH Expense.
- 6) Equipment and Supplies. Manager shall cause to be obtained equipment and supplies appropriate for operation of the CCNH, the cost of which shall be a CCNH Expense.
- 7) Labor Organization. At the request of the CCNH, Manager shall advise and assist CCNH in any matter involving the possible unionization of the employees of CCNH and in negotiations with any labor union lawfully entitled to represent the employees of CCNH.
- 8) Maintenance and Repair. Manager shall keep the CCNH in good working order and condition and make all necessary and proper repairs in and to CCNH, its furnishings and equipment, the cost of which shall be a CCNH Expense.

- 9) Regulatory and Contractual Requirements. Subject to the direction and consent of the Nursing Board, Manager shall attempt to cause all things to be done in and about CCNH reasonably necessary to comply with the requirements of any applicable constitution, statute, ordinance, law, rule, regulation, or order of any governmental or regulatory body respecting the use of CCNH or the construction, maintenance, or operation thereof. Subject to the direction and consent of the Nursing Board, Manager shall further cause to be discharged all duties with respect to the operation of CCNH required by any applicable standard, interpretation, ruling, or regulation of the United States Department of Health and Human Services, the Illinois Department of Health, or of any other governmental agency, or entity exercising authority to administer, regulate, accredit, or otherwise set standards for facilities such as CCNH, the cost of which shall be a CCNH Expense.
- 10) Insurance. Manager shall periodically review the insurance program of CCNH and make recommendations with respect thereto to the Champaign County Board. The Champaign County Board shall negotiate a contract or contracts for, and keep in full force and effect, all policies of insurance of the type, extent, and cost of coverage which is consistent with sound management of the CCNH, insuring the CCNH, and the Champaign County Board thereof, and Manager with limits of coverage of not less than \$5,000,000.00 per occurrence and \$5,000,000.00 in the aggregate, against the risks customarily insured against by such a CCNH, the cost of which insurance shall be a CCNH Expense. Such insurance shall include coverages for building and contents, comprehensive general liability, professional liability, directors' and officers' liability, blanket fidelity bond coverage, boiler explosion, comprehensive automobile liability, statutory workers' compensation coverage, and excess liability coverage, which coverage shall name Manger as an additional insured. Certificates of insurance (and any renewals thereof) evidencing such coverage, cancelable only upon not less than ten (10) days prior written notice, shall be delivered to Directors and Manager as soon as practicable after the date hereof (and any renewal date of such insurance policies). The Champaign County Board may fulfill any or all of its obligations hereunder through a program of self-insurance, the details of which shall be reviewed with Manager.
- Manager shall obtain a business owner's comprehensive general liability policy of insurance in an amount not less than \$1,000,000.00 combined single limit naming Champaign County, Illinois, and its Board as additional insured and will provide the Champaign County Board with a copy of the endorsement and proof of insurance, cancelable only upon not less than ten (10) days prior written notice, the cost of which insurance shall be a Manager Expense.
- 11) Legal Actions. Manager shall advise and assist the CCNH, and the Champaign County Board thereof, in instituting or defending all actions by or against third parties arising out of the operation of CCNH, the cost of which shall be a CCNH Expense.
- 12) Compliance with Third-Party Payor Requirements. Manager recognizes that CCNH is a participant in various third-party payment programs, including Medicare and Medicaid, which participation is essential to the financial viability of Home. Therefore, in connection with the subject matter of this Contract, Manager agrees to fully cooperate with CCNH to meet all reasonable requirements for participation and payment associated with such third-party payment program, including the matters more specifically discussed in #13 below.

- 13) Third-Party Payment Programs. CCNH shall properly prepare, sign, and timely file all claims, cost reports, or other documentation required by the Medicare Program, Medicaid Program, and any other third-party payor for the operations of the CCNH. CCNH shall be solely liable for, and shall hold Manager harmless from, any underpayments or overpayments made to CCNH by any third-party payor attributable to any period prior to the commencement of provision of management services and for any and all recapture or other charges by any such payor attendant to the transactions herein contemplated or the actions of CCNH.

Pursuant to Section 1861(v)(1)(II) of the Social Security Act, as amended, Manager agrees:

- (i) until the expiration of four years after the furnishing of such services pursuant to this contract, the Manager shall make available, upon written request to the Secretary, or upon request to the Comptroller General, or any of their duly authorized representatives, the contract, and books, documents, and records of Manager that are necessary to certify the nature and extent of such costs, and
- (ii) if Manager carries out any of the duties of the contract through a subcontract, with a value or cost of \$10,000 or more over a twelve-month period, with a related organization, such subcontract shall contain a clause to the effect that until the expiration of four years after the furnishing of such services pursuant to such subcontract, the related organization shall make available, upon written request to the Secretary, or upon request to the Comptroller General, or any of their duly authorized representatives, the subcontract, and books, documents, and records of such organization that are necessary to verify the nature and extent of such costs. In addition, Manager agrees to make available to CCNH such information and records as CCNH may reasonably request to facilitate CCNH's compliance with the Medicare Conditions of Participation and to facilitate CCNH's substantiation of its as reasonable costs in accordance with the requirements applicable to CCNH pursuant to 42 C.F.R. Subpart D of Part 405 and Subpart C of Part 420.

- 14) Financial Affairs. This Section sets forth in more particularity certain financial matters involving CCNH and Manager:

- 14-1 Charges. From time to time, Manager will recommend to the Nursing Board for approval the overall rate structure of CCNH including patient room charges, charges for all ancillary services, charges for supplies, medication, and special services, and all such charges shall take into account the financial obligations of CCNH and the level of rates at other comparable facilities and the importance of providing care at a low cost, all considered in a manner most likely to achieve the Primary Goal. Consistent with the foregoing, the Champaign County Board, with the recommendation of the Nursing Board based upon the advice of Manager, shall have the exclusive authority to approve the rates and charges for services rendered by CCNH. Recognizing that a reasonable charge structure may, in certain events, fail to fully satisfy all expenses associated with the CCNH, in this connection it shall be the duty of the Champaign County Board to charge sufficient rates for services rendered by CCNH, to the extent practicable, and to utilize all other available sources of revenues other than donor restricted funds, so that sufficient CCNH revenues will be

produced to pay all expenses in connection with the ownership, operation, and maintenance of CCNH, and to pay the principal and interest on CCNH's outstanding debts, if any.

- 14-2 Reports. Manager shall keep the Nursing Board informed as to the financial status, condition, and operation of CCNH with monthly written reports.
- 14-3 Credits and Collections. Manager shall recommend to the Champaign County Board policies and procedures for a sound, feasible, and prudent credit and accounts receivable programs. Upon approval by the Champaign County Board of said program, Manager shall implement the same by taking all reasonable steps necessary to effectuate timely bills by CCNH including the issuance of invoices, statements for services rendered, and materials furnished by CCNH, the collection of accounts and monies owed to CCNH, including the referral of all legal proceedings necessary, the cost of which shall be a CCNH expense.
- 14-4 Payment of Accounts and Indebtedness. Manager shall recommend to the Nursing Board policies and procedures for a sound, feasible, and prudent accounts payable program. Upon approval by the Nursing Board of said program, Manager shall implement same by taking all necessary steps to prepare and transmit all checks, vouchers, and other documents necessary for the payment of payroll, trade accounts, amounts due on short- and long-term indebtedness, taxes, rents, and all other obligations of the CCNH.
- 14-5 Accounting and Financial Records. Manager shall establish and administer accounting procedures and controls, and systems, for the development, preparation, and safekeeping of records and books of accounting relating to the business and financial affairs of CCNH, in accord with generally accepted accounting principles.
- 14-6 Budget. Annually, Manager shall prepare and submit to the Nursing Board with subsequent submittal to the Champaign County Board in writing a capital expenditure and operating budget (the "Budget") for the Home's next fiscal year at a time specified by the Champaign County Board or its designee prior to the commencement thereof. Said budget shall set forth (a) a detailed program of capital expenditures, designating same as mandatory or desirable; (b) an estimate of operating revenues and expenses including the Management Fee; (c) an explanation of any anticipated changes in the CCNH's utilization, payroll rate, and positions, non-wage cost increases; and (d) all other factors differing significantly from the then current fiscal year. The Nursing Board and Manager shall consider the proposed budget in joint conferences, and upon approval by the Nursing Board shall be submitted to the Champaign County Board for its approval which, when approved, shall be known as the "Approved Budget." Manager shall operate the CCNH as therein provided by the "Approved Budget," so that the actual reviews, costs, and expenses of the operation and maintenance of CCNH during any applicable period of the fiscal year shall be consistent with the Approved Budget. The inclusion of any item within the Approved Budget shall constitute all necessary approval of

Champaign County Board for Manager to expend CCNH funds for the budgeted item.

14-7 Access. Champaign County Board shall have the right at all reasonable times to audit, examine, and make copies of books of account maintained by Manager applicable to CCNH. Such right may be exercised through any agent or employee designated by Champaign County Board or by an independent public accountant.

14-8 Management of the Business Office. Manager shall be responsible for providing the financial reporting to include monthly income statements and balance sheets. Manager shall be further responsible for assisting CCNH in the application of generally accepted accounting principles, for directing CCNH personnel in the application of accounting procedures, and for improving the effectiveness of CCNH's accounting methods.

15) Goals of the Board of Directors' Strategic Plan. Manager shall work to implement the goals of the current Board of Directors' strategic plan, assist the Board of Directors with updates to the existing plan, and assist the Board of Directors in the preparation of future plans.

B. Scope of Work for Compliance Program Services

Respondent will work with CCNH to continue the development and implementation of a Compliance Program. Respondent will serve as a Compliance Program resource and will be available to answer questions that may arise regarding the Compliance Program and its policies and procedures. The Compliance Program will include, but not be limited to, the following elements:

1. Written policies, procedures, and standards of conduct
2. A designated compliance officer and compliance committee
3. An effective training and education strategy
4. Effective lines of communication
5. Enforcement of standards through well-publicized disciplinary guidelines
6. Internal monitoring and auditing (to be performed by CCNH staff with Respondent guidance)
7. Prompt response to detected offenses and corrective action including self-reporting, if warranted
8. Regular review of Compliance Program
9. Updates to the Compliance Program

The Compliance Program is divided into the following seven (7) components:

1. Ongoing Assessment of Compliance Status

Respondent will work with CCNH staff to assess CCNH's current state of compliance with the nine Compliance Program Components identified above.

2. Compliance Program Document Development

Respondent will review and revise the Compliance Program document as needed. This document will be tailored to organization-specific practices.

Building on CCNH's current compliance practices, Respondent will review and revise existing Policies and Procedures (P&P), as well as develop new P&P as needed for the following Compliance Program elements:

- **Compliance officer and compliance committee**
Respondent will work with CCNH the Compliance Officer and Compliance Committee, and refine the roles of the officer and committee as needed. Respondent will also revise the method for which the compliance officer and committee will interface with and report to CCNH.
- **Conducting effective training and education**
The Compliance Program will describe CCNH's plan for compliance related training (including how often employees will be trained and on what topics, and how training is documented). Respondent will continue to work with CCNH to maintain effective and timely training and education.
- **Developing effective lines of communication**
Respondent will help CCNH maintain the communication of the program including the use of a toll-free hotline for employees, residents, and others to report potential compliance program violations.
- **Enforcing standards through well-publicized disciplinary guidelines**
Respondent will continue to review and revise CCNH's employee handbook to ensure that compliance is sufficiently addressed as an element of evaluating employees and managers. While compliance training and education are designed to prevent disciplinary action, the Compliance Program must state how non-compliance will be addressed. If additional P&P are needed, Respondent will work with staff input to develop P&P that include consequences for violating the Compliance Program and failing to detect Compliance Program violations. Corrective action may take the form of employee education. P&P will explain the range of discipline; who is responsible for taking action and how matters are handled; and that disciplinary action will be taken on an equitable basis. These

P&P will be listed in the Compliance Program document and become a part of employee training.

- **Responding promptly to detected offenses and developing corrective action**

Respondent will continue to review CCNH's P&P for handling internal investigations, and expand them in the Compliance Program document. There will be guidelines for: investigating incidents or reports of alleged non-compliance, including P&P for developing a proper corrective action plan; self-reporting overpayments; and how to document the investigation and corrective action process.

3. Development of Policies and Procedures that Target Organization-Specific Compliance Risks

Respondent will continually review CCNH's P&P against changes in Office of Inspector General (OIG) compliance guidance, prior surveys, staff input, and the results of the baseline assessment. The P&P development will focus on the compliance risks identified in the baseline assessment as well as risk areas identified by the OIG.

4. Training and Education

Respondent will continue to review and revise the training plan for CCNH which will set out training topics, frequency, and documentation requirements. In addition, Respondent will provide all necessary training programs:

5. Auditing and Monitoring

For each compliance risk area, Respondent will work with CCNH staff (management, administrative, clinical and/or billing) to review and revise existing audit tools and well as develop new audit tools as necessary to benchmark CCNH's compliance progress in each compliance risk area. Audit tools include: random sampling of records or charts; reviewing written contracts; observing clinical staff; assessing HIPAA documentation; evaluating employee training and discipline records; and reviewing compliance report complaint logs and investigative files. Audits will be conducted by CCNH personnel with direction from Respondent.

Audits will be completed by CCNH staff at measured intervals as appropriate (monthly, quarterly, annually, or bi-annually, depending on the complexity of the standard and degree of risk involved). After each audit, CCNH will create a results report to be shared with management staff. Respondent will be involved in the creation of these reports. Periodically, Respondent and CCNH staff will review these reports, identify areas needing improvement, update goals, and develop a plan to achieve these new goals. Respondent will be heavily involved in assisting CCNH in the ongoing auditing and monitoring program.

6. Updates and Improvements

Respondent will provide ongoing regulatory updates to the Compliance Program. In addition, and in connection with the annual audit, Respondent will organize an annual evaluation of the Compliance Program, specifically addressing whether:

- adequate resources are dedicated to compliance
- P&P need to be updated based on audit results
- the Compliance Program is followed by employees
- the roles of Compliance Officer and Compliance Committee need clarification or modification
- further employee education and training are needed
- the reporting mechanism is used
- disciplinary P&P are followed, applied consistently, and effective to prevent non-compliance
- audit techniques successfully identify risk areas and monitor improvements
- investigation and corrective action procedures promptly identify, minimize the effects of, and prevent further non-compliance
- the Compliance Program is sufficiently documented

The results of the evaluation will be reported to senior management along with recommendations for improving the Compliance Program in the following year.

7. Ongoing Management

The following steps shall be incorporated into the Compliance Program to ensure the continuation of an effective, successful program:

- Creating a compliance culture that compliments the organization's mission
- Training and education
- Reviewing the effectiveness of auditing and monitoring
- Assessing the Compliance Program annually
- Updating the Compliance Program based on new regulations, OIG guidance, and improvements in best practices

C. The third party management proposal shall include the following information:

1. Long-Term Care Experience

Describe in detail and provide materials pertinent to showing Respondent's experience in the long-term care industry and skilled nursing facilities, as well as any other health care related experience. Respondent shall:

- a. identify, by name and address, all nursing home facilities owned or operated by Respondent, or any member of its ownership structure, during the past ten (10) years;
- b. identify any individual shareholders, or owners of your company or entity, that own or control an interest of 5% or more in your operation. Additionally, include anyone who meets the definition of being in a position of "managerial control."
- c. provide all state and federal licensure, inspection, citation, and other regulatory compliance information related to each facility for the four (4) most recent annual surveys. When identifying the facilities owned or managed by the Respondent, or any member of its ownership structure, include whether the facility is owned or operated, and, if operated, provide full contract information for the owner. In addition, provide the name and complete contact information for at least five (5) references.

2. Public Policy Commitments

a. Service to the Indigent and Vulnerable Communities

In seeking administration and management service for the CCNH, the County has declared a policy goal of ensuring continued access to the CCNH for vulnerable communities, including, in particular, those residents whose payment source is Medicaid. Respondent shall clearly state its willingness to accept and serve Medicaid residents. Respondent must also identify any means or asset-based admission requirement at its existing facilities, as well as any such requirements it intends to impose at the CCNH (or a statement that no such requirement will be imposed). Finally, the County believes it is important that CCNH continue to accept special needs populations, including, but not limited to those described in the Clinical Program Paradigm.

b. No Displacement of Residents

Include a statement that Respondent will not displace any resident currently residing at the CCNH, except as permitted by law and the regulations of the Illinois Department of Public Health.

c. Employees

The CCNH is currently a party to two collective bargaining agreements as outlined below. The successful Respondent shall be required to work with and under the constraints of all existing representatives and collective bargaining agreements:

1. AFSCME/Council 31 AFL-CIO Local 900 – The Nursing Home Nurses’ Unit (see: <http://www.co.champaign.il.us/labor/NHnurses2010-2013.pdf>)
2. AFSCME/Council 31 AFL-CIO Local 900 – The Nursing Home (see: <http://www.co.champaign.il.us/labor/NHgenunit2010-2013.pdf>)

The liability of NH employees’ accrued benefits shall remain a CCNH expense.

E1-3 ALL PROPOSALS MUST CONTAIN AND/OR ARE SUBJECT TO THE FOLLOWING

A. DUE DILIGENCE

The proposal must specify all material conditions that such Respondent may require to consummate the contemplated transaction.

B. APPROVALS

The proposal must include a statement regarding the level of review that the transaction will require in the Respondent's organization, as well as a list of any corporate, regulatory or third-party approvals, including the approvals of any existing lenders, required to consummate the contemplated transaction and the timing to obtain such approvals.

C. ADVISORS AND CONTACTS

The proposal should include in the initial proposal a list of the names and respective functions of any advisors the Respondent has engaged, or would plan to engage in connection with the transaction and the names, phone numbers, e-mail addresses and fax numbers of the parties that the Respondent wishes to designate to answer any questions regarding the proposal.

D. CONFLICTS OF INTEREST AND/OR POTENTIAL CONFLICTS OF INTEREST

1. Relationships with Third Parties

Each Respondent is charged with the continuing duty to disclose to the County the existence of any interests it may have, contractual or otherwise, ongoing or previous, with any companies or individuals with whom Champaign County does business with respect to the services required by this RFP. This duty continues for so long as the Respondent maintains a contract or lease with the County.

2. Relationships with County Departments/Agencies/Employees

Entities doing business with the County are charged with the continuing duty to disclose to the County the existence of any interests it may have, contractual or otherwise, ongoing or previous, with any County department, agency or employee. This duty continues for so long as the Respondent maintains a contract or lease with the County.

E. ADDITIONAL INFORMATION

Each Respondent must specify all material conditions that such Respondent may require to consummate the contemplated transaction. In addition, the Respondent should incorporate the Respondent's definition of success for the management of CCNH and ideas for new services at CCNH based on the Respondent's experience.

E1-4 MAINTENANCE AND INSPECTION

1. The Respondent shall be required to maintain the physical CCNH premises, including the site, building, building systems, and all equipment, fixtures, and appurtenances furnished by the County, in good repair and condition so that they are suitable in appearance and capable of supplying such heat, air conditioning, light ventilation, safety systems, access, and other services to the premises, without reasonably preventable or recurring disruption.

The County, upon reasonable prior notice to the successful Respondent shall be permitted access to the premises and associated maintenance records to ensure the site, building and associated systems are being maintained as above.

E1- 5 COST PROPOSAL

Respondents may propose a fixed monthly management fee or a percentage (%) of revenue.

Detail the fee structure for the Proposal. Provide hourly rates and reimbursable costs if not included in the lump sum.

Provide any other relevant information that will assist the County in evaluating your Proposal.

E1-6 ALTERNATIVES

Respondent may include in its Proposal items not specified in this RFP, which it would consider pertinent. All such alternatives must be listed separately from the Proposal and the cost thereof must be separate and itemized.

E1-7 INDEMNIFICATION

The successful Respondent shall defend, indemnify, and save harmless the County, its employees and agents, from and against all claims, damages, losses, and expenses (including without limitations, reasonable attorneys' fees) arising out of, or in consequence of, any negligent or intentional act or omission of the successful Respondent, its employees or agents, to the extent of its or their responsibility for such claims, damages, losses and expenses.

E1-8 REMEDY FOR BREACH

In the event of a breach by Respondent, Respondent shall pay to the County all direct and consequential damages caused by such breach, including, but not limited to, all sums expended by the County to procure a substitute contractor to satisfactorily complete the contract work, together with the County's own costs incurred in procuring a substitute contractor.

E1-9 CASH DISCOUNT

Cash discounts may be offered by a Respondent for prompt payment of bills, but such cash discounts will not be taken into consideration in determining the low Respondent.

For purposes of any applicable cash discount, the payment date shall be calculated from the receipt of invoice or final acceptance of the goods, whichever is later.

E1-10 PRIVACY OF PERSONAL HEALTH INFORMATION

In order to comply with the federal Health Insurance Portability and Accountability Act of 1996 (HIPAA), the CONTRACTOR, (deemed a BUSINESS ASSOCIATE as defined at 45 CFR § 164.501), its employees, administrators and agents shall not use or disclose Protected Health Information (PHI), (as defined in 45 CFR § 164.501) other than as permitted or required by this AGREEMENT with the COUNTY (deemed a HYBID ENTITY as defined at 45 CFR § 164.504) or as Required By Law (as defined in 45 CFR § 164.501). The CONTRACTOR shall maintain compliance with all U.S. Department of Health and Human Services, Office for Civil Rights, policies, procedures, rules and regulations applicable in the context of this AGREEMENT.

OBLIGATIONS, ACTIVITIES AND PERMITTED USES AND DISCLOSURES

a. Except as otherwise limited in this AGREEMENT, the CONTRACTOR may use PHI for the proper management and administration of the CONTRACTOR, to perform functions, activities, or services for, or on behalf of, COUNTY as specified in the Scope of Services contained in this AGREEMENT or to carry out the legal responsibilities of the CONTRACTOR as required by the Scope of Services, provided that such use or disclosure would not violate the Privacy Rule (as defined in 45 CFR Part 160 and Part 164, subparts A and E) if done by the COUNTY or the minimum necessary policies and procedures of the COUNTY. Except as otherwise limited in this AGREEMENT, the CONTRACTOR may disclose PHI for the proper management and administration of the CONTRACTOR and to perform functions, activities or services for, or on behalf of COUNTY as specified in the Scope of Services of this AGREEMENT, provided such disclosures are Required By Law or reasonable assurances are obtained that the information will remain confidential, be used or disclosed solely for the purpose it was disclosed or as Required By Law, and that any violation of such confidentiality will be reported to CONTRACTOR.

b. The CONTRACTOR agrees to use appropriate safeguards to prevent use or disclosure of the PHI other than as provided by this AGREEMENT, and, upon knowledge of a violation, to mitigate any known harmful effects of such a disclosure. The CONTRACTOR shall immediately report to the COUNTY any use or disclosure of PHI not provided by this AGREEMENT of which it becomes aware. The CONTRACTOR shall ensure any agents and subcontractors of the CONTRACTOR to the extent allowed by this AGREEMENT, to whom PHI is supplied, created, used or maintained on behalf of the COUNTY, shall be bound by the requirements of this Article.

c. The CONTRACTOR shall provide access to PHI in a designated record set in accordance with 45 CFR § 164.524. The CONTRACTOR shall make any amendments to PHI in a designated record set that the COUNTY directs or agrees to in accordance with 45 CFR § 164.526. The CONTRACTOR shall make available the information required to provide an accounting of disclosures in accordance with 45 CFR § 164.528.

d. The CONTRACTOR shall make internal practices, books, records, including policies and procedures on PHI received from, or created or received by the CONTRACTOR on behalf of the

COUNTY available to the Secretary of the Department of Health and Human Services or his designee for the purposes of determining the CONTRACTOR's compliance with this Article.

TERMINATION

a. Upon the COUNTY'S knowledge of a breach or violation of this Article by the CONTRACTOR, the COUNTY, pursuant to 45 CFR § 164.504(e)(2)(iii), may terminate the AGREEMENT if it determines that such a breach violated a material term of this Article. Notwithstanding that, the COUNTY may provide an opportunity for the CONTRACTOR to cure the breach or end the violation within a time set by the COUNTY and, if cure is not possible or does not occur within the time limit, immediately terminate the AGREEMENT without penalty. If neither termination nor cure is feasible, the COUNTY shall report the violation to the Secretary.

b. Upon termination of this AGREEMENT, if feasible, the CONTRACTOR, shall return or destroy all PHI received from, or created or received by the CONTRACTOR on behalf of the COUNTY that the CONTRACTOR still maintains in any form and retain no copies of such information, or, if such return or destruction is not feasible, extend the protections of this AGREEMENT to the information and limit further uses and disclosures to those purposes that make the return or destruction of the information not feasible.

E1-11 INTERPRETATION

In the event of any discrepancy, disagreement or ambiguity among the documents which comprise this RFP, and/or, the Agreement (between the County and the successful proposer) and its incorporated documents, the documents shall be given preference in the following order to interpret and to resolve such discrepancy, disagreement or ambiguity: 1) the Agreement; 2) the RFP; 3) the Contractor's proposal.

EXHIBIT 2

SCHEDULE OF PROFESSIONAL FEES AND EXPENSES (2014 – 2017)

EXHIBIT 3

RESPONDENT PROFILE INFORMATION

Submit a completed company profile information sheet for prime, each joint venture partner and subcontractor, as applicable.

(1) Legal Name of Business Entity:

(2) Doing Business under Other Company Name(s)?
If yes, Name(s) of Company(ies):

(3) Headquarters Address:

(4) City, State, Zip Code:

(5) Web Site Address:

(6) Proposed Role: Prime Subcontractor/Subconsultant Joint Venture Partner
 Supplier or Other:

(7) Number of Years in Business:

(8) Total Number of Employees:

(9) Total Annual Revenues separated by last 3 full fiscal years:

(10) Major Products and/or Services Offered:

(11) Other Products and/or Services:

(12) Briefly describe your firm's strategy for providing management service solutions for a client:

(13) Briefly describe your firm's experience in Nursing Home Management Services for clients:

EXHIBIT 4

RESPONDENT REFERENCES/CLIENT PROFILE INFORMATION

Submit a completed client profile information sheet for each company reference. Provide a minimum of 3 references.

- (1) Client Name:
- (2) Address:
- (3) City, State, Zip Code:
- (4) Project Manager:
- (5) Telephone Number:
- (6) E-mail:
- (7) Number of Employees in Client Organization:
- (8) Project Scope of Services/Goals:
- (9) Contract Award Date: Completion Date:
- (10) Initial Contract Amount: \$ Final Contract Amount: \$
- (11) Describe how the client's goals were met. Describe the Management Services offered and implemented. Attach additional pages, as necessary.
- (12) Discuss significant obstacles to providing the required services and how those obstacles were overcome:
- (13) Is the client still utilizing the your Management Services?
- (14) What was the cost/financing structure of the contract?

Appendix A

Information relating to the Champaign County Nursing Home (CCNH):

- CCNH Website: <http://www.co.champaign.il.us/ccnh> - This site provides general information on the CCNH. On the left-hand side of the web page, the “Nursing Home Menu” provides links to the following:
 - Mission and Promises: <http://www.co.champaign.il.us/ccnh/goals.htm>
 - Contact Info: <http://www.co.champaign.il.us/ccnh/contacts.htm>
 - Nursing Home Rates: <http://www.co.champaign.il.us/ccnh/rates.htm>
 - Adult Day Care: <http://www.co.champaign.il.us/ccnh/adcfac.htm>
 - Activities and Volunteer Opportunities: <http://www.co.champaign.il.us/ccnh/adcfac.htm>
 - Nursing Home Auxiliary: <http://www.co.champaign.il.us/ccnh/ccnhauxiliary.htm>
 - Important Client Information: <http://www.co.champaign.il.us/ccnh/news.htm>
 - Compliance Program: <http://www.co.champaign.il.us/ccnh/complianceprogram.pdf>
 - Inside the Home: Provides a few pictures of the Nursing Home facility - <http://www.co.champaign.il.us/ccnh/inside.htm>
 - Jobs at the Nursing Home: <http://www.co.champaign.il.us/ccnh/emplopps.htm>
 - Position Descriptions: <http://www.co.champaign.il.us/descript/ccnhpd.htm#posdes>
 - Nursing Home Board of Directors (BOD): <http://www.co.champaign.il.us/ccnh/BoD.htm>, this page has links to the following and other information on the BOD:
 - BOD Meetings, Agendas, and Minutes Page: <http://www.co.champaign.il.us/COUNTYBD/nhagenda.htm#nh>
 - BOD Bylaws: <http://www.co.champaign.il.us/ccnh/BoDbylaws2008.pdf>
 - BOD Policy Book: <http://www.co.champaign.il.us/ccnh/BoDpolicy2008.pdf>
 - BOD Appointments Page: <http://www.co.champaign.il.us/countybd/appointments/ccnhdirapp.htm#ccnhdir>
 - BOD Agendas: <http://www.co.champaign.il.us/COUNTYBD/nhagenda.htm#nh> – a direct link to the BOD Meetings, Agendas, and Minutes Page. The agenda packets contain management reports (statistical and financial) and updates; compliance program updates; summaries of strategic objectives; and budget information.
 - Freedom of Information Act: <http://www.co.champaign.il.us/foia> - provides compliance information and information links.
- CCNH Labor Contracts:
 - Nursing Home General Bargaining Unit: <http://www.co.champaign.il.us/labor/NHgenunit2010-2013.pdf>
 - Nursing Home Nurses Unit: <http://www.co.champaign.il.us/labor/NHnurses2010-2013.pdf>

- CCNH 2014 Budget Documents
 - Nursing Home Fund Summary:
<http://www.co.champaign.il.us/countybd/2014budget/final/pages/081-000.pdf>
 - Administration: <http://www.co.champaign.il.us/countybd/2014budget.htm>
 - Environmental Services:
<http://www.co.champaign.il.us/countybd/2014budget/final/pages/081-415.pdf>
 - Laundry Services: <http://www.co.champaign.il.us/countybd/2014budget/final/pages/081-420.pdf>
 - Maintenance: <http://www.co.champaign.il.us/countybd/2014budget/final/pages/081-425.pdf>
 - Medical Services: <http://www.co.champaign.il.us/countybd/2014budget/final/pages/081-430.pdf>
 - Activities: <http://www.co.champaign.il.us/countybd/2014budget/final/pages/081-440.pdf>
 - Social Services: <http://www.co.champaign.il.us/countybd/2014budget/final/pages/081-441.pdf>
 - Medical Services – Physical Therapy:
<http://www.co.champaign.il.us/countybd/2014budget/final/pages/081-445.pdf>
 - Medical Services – Occupational Therapy:
<http://www.co.champaign.il.us/countybd/2014budget/final/pages/081-446.pdf>
 - Respiratory Therapy:
<http://www.co.champaign.il.us/countybd/2014budget/final/pages/081-447.pdf>
 - Medical Services – Speech Therapy:
<http://www.co.champaign.il.us/countybd/2014budget/final/pages/081-448.pdf>
 - Dietary: <http://www.co.champaign.il.us/countybd/2014budget/final/pages/081-450.pdf>
 - Activities – Beauty Shop:
<http://www.co.champaign.il.us/countybd/2014budget/final/pages/081-455.pdf>
 - Adult Day Care: <http://www.co.champaign.il.us/countybd/2014budget/final/pages/081-460.pdf>
 - Medical Services – Alzheimer's:
<http://www.co.champaign.il.us/countybd/2014budget/final/pages/081-462.pdf>
- CCNH Continuing Strategic Objectives – September 2013:
<http://www.co.champaign.il.us/COUNTYBD/nh/2013/130909handout.pdf>
- Strengths, Weaknesses, Opportunities, and Threats (SWOT) Analysis: Strategic Planning Session, July 29, 2013