

Committee of the Whole

March 11, 2014
Handouts

1. Item VIII F1-2 General Corporate fund FY2014 Budget Projection Report and Budget Change Report
2. Item IX D1 Administrative Services Monthly Report
3. Item IX G1 County Board Rules Resolution

General Corporate Fund FY2014 Revenue Projection Report

February	FY2013 YTD 02-28-13	FY2013 Total - (Adjusted for 13 Month Comparison)	FY2014 - YTD 02-28-14	FY2014 Budget	Projected % to be Received	Projected \$\$ to be Received	\$ Difference to Original Budget
Property Taxes	\$0	\$8,481,519	\$0	\$8,998,568	100.00%	\$8,998,568	\$0
Back Taxes	\$0	\$4,554	\$0	\$8,000	100.00%	\$8,000	\$0
Mobile Home Tax	\$0	\$9,135	\$0	\$9,000	100.00%	\$9,000	\$0
Payment in Lieu of Tax	\$2,241	\$9,811	\$0	\$4,600	138.41%	\$6,367	\$1,767
Hotel Motel Tax	\$3,616	\$30,207	\$4,131	\$28,500	116.76%	\$33,276	\$4,776
Auto Rental Tax	\$5,039	\$32,356	\$2,191	\$32,000	48.50%	\$15,521	-\$16,479
Penalties on Taxes	\$6,033	\$593,465	\$6,391	\$693,200	93.77%	\$650,000	-\$43,200
Business Licenses & Permits	\$555	\$36,372	\$2,990	\$36,500	100.00%	\$36,500	\$0
Non-Business Licenses & Permits	\$197,832	\$1,404,433	\$278,210	\$1,728,378	107.25%	\$1,853,704	\$125,326
Federal Grants	\$82,462	\$472,545	\$42,550	\$348,876	100.00%	\$348,876	\$0
State Grants	\$38,514	\$234,214	\$14,817	\$150,334	100.00%	\$150,334	\$0
Corporate Personal Property Replacement Tax	\$7,554	\$1,041,277	\$41,930	\$981,966	107.67%	\$1,057,323	\$75,357
1% Sales Tax	\$222,175	\$1,338,466	\$116,749	\$1,322,645	117.47%	\$1,553,677	\$231,032
1/4% Sales Tax	\$881,337	\$5,763,397	\$446,963	\$5,818,083	98.98%	\$5,758,514	-\$59,569
Use Tax	\$85,374	\$584,769	\$46,170	\$576,540	100.71%	\$580,655	\$4,115
State Reimbursement	\$503,153	\$1,953,368	\$0	\$1,666,421	100.00%	\$1,666,421	\$0
State Salary Reimbursement	\$56,573	\$338,117	\$54,686	\$328,468	97.41%	\$319,959	-\$8,509
State Revenue Salary Stipends	\$0	\$45,500	\$0	\$49,042	100.00%	\$49,042	\$0
Income Tax	\$470,818	\$3,544,086	\$0	\$3,394,981	100.47%	\$3,411,080	\$16,099
Charitable Games License/Tax	\$4,480	\$48,840	\$8,947	\$51,500	110.01%	\$56,654	\$5,154
Off-Track Betting	\$3,355	\$45,554	\$5,930	\$48,000	100.00%	\$48,000	\$0
Local Government Revenue	\$55,886	\$615,341	\$96,210	\$641,215	100.00%	\$641,215	\$0
Local Government Reimbursement	\$76,271	\$628,150	\$53,724	\$633,000	100.00%	\$633,000	\$0
General Government - Fees	\$607,805	\$4,211,053	\$603,961	\$5,271,449	81.47%	\$4,294,912	-\$976,537
Fines	\$125,843	\$999,170	\$166,497	\$1,098,500	100.35%	\$1,102,294	\$3,794
Forfeitures	\$1,627	\$17,837	\$4,330	\$17,000	100.00%	\$17,000	\$0
Interest Earnings	\$1,124	\$5,659	\$1,587	\$11,400	100.00%	\$11,400	\$0
Rents & Royalties	\$104,818	\$1,149,340	\$661,868	\$1,046,722	110.23%	\$1,153,813	\$107,091
Gifts & Donations	\$3,055	\$13,604	\$3,800	\$10,450	100.00%	\$10,450	\$0
Sale of Fixed Assets	\$14,083	\$21,822	\$0	\$20,000	100.00%	\$20,000	\$0
Miscellaneous Revenue	\$45,984	\$228,692	\$21,471	\$123,283	100.00%	\$123,283	\$0
Interfund Transfers	\$141,438	\$1,116,629	\$76,791	\$1,074,830	100.00%	\$1,074,830	\$0
Interfund Reimbursements	\$663	\$406,616	\$984	\$653,234	100.00%	\$653,234	\$0
TOTAL	\$3,749,708	\$35,435,716	\$2,763,879	\$36,876,685	98.56%	\$36,346,901	-\$529,784

General Corporate Fund FY2014 Expenditure Projection Report

February	FY2013 YTD 02-28-13	FY2013 Total - (Adjusted for 13 Month Comparison)	FY2014 - YTD 02-28-14	FY2014 Budget	Projected % to be Received	Projected \$\$ to be Spent	\$ Difference to Original Budget
PERSONNEL							
Regular Salaries & Wages	\$2,713,818	\$12,943,166	\$2,909,813	\$15,126,389	98.98%	\$14,972,312	-\$154,077
SLEP Salaries	\$1,504,819	\$7,795,384	\$1,410,384	\$7,700,182	94.25%	\$7,257,066	-\$443,116
SLEP Overtime	\$84,295	\$505,658	\$96,938	\$493,220	101.13%	\$498,789	\$5,569
Fringe Benefits	\$644,026	\$2,695,564	\$697,405	\$2,976,861	101.52%	\$3,022,087	\$45,226
COMMODITIES							
Postage	\$62,128	\$209,968	\$67,545	\$234,473	101.24%	\$237,392	\$2,919
Purchase Document Stamps	\$280,000	\$916,100	\$320,000	\$975,000	107.38%	\$1,046,971	\$71,971
Gasoline & Oil	\$40,931	\$257,983	\$37,250	\$279,803	83.91%	\$234,783	-\$45,020
All Other Commodities	\$167,184	\$681,456	\$122,079	\$661,583	75.21%	\$497,604	-\$163,979
SERVICES							
Gas Service	\$94,867	\$377,498	\$113,243	\$400,000	112.66%	\$450,621	\$50,621
Electric Service	\$109,892	\$876,812	\$86,512	\$900,000	76.70%	\$690,267	-\$209,733
Medical Services	\$229,084	\$1,003,365	\$224,315	\$872,636	112.59%	\$982,479	\$109,843
All Other Services	\$692,674	\$4,380,609	\$757,402	\$5,007,222	95.66%	\$4,789,967	-\$217,255
CAPITAL							
Vehicles	\$76,740	\$191,880	\$0	\$230,000	100.00%	\$230,000	\$0
All Other Capital	\$0	\$236,530	\$0	\$9,000	100.00%	\$9,000	\$0
TRANSFERS							
To Capital Improvement Fund	\$0	\$123,278	\$0	\$778,662	100.00%	\$778,662	\$0
To All Other Funds	\$0	\$515,550	\$0	\$251,617	100.00%	\$251,617	\$0
DEBT REPAYMENT							
	\$404,366	\$549,721	\$414,710	\$959,945	100.00%	\$959,945	\$0
TOTAL	\$7,104,824	\$34,260,521	\$7,257,596	\$37,856,593	97.50%	\$36,909,562	-\$947,031

General Corporate Fund FY2014 Summary Projection Report

FUND BALANCE 11/30/13	\$6,000,180	
BEGINNING FUND BALANCE % OF BUDGET -	15.85%	
ADD FY2014 REVENUE	Budgeted	Projected
LESS FY2014 EXPENDITURE	\$36,876,685	\$36,346,901
	\$37,856,593	\$36,909,562
Revenue to Expenditure Difference	-\$979,908	-\$562,661
FUND BALANCE PROJECTION - End FY2014	\$5,020,272	\$5,437,519
% OF 2014 Expenditure Budget	13.26%	14.73%

GENERAL CORPORATE FUND - FY2013 BUDGET CHANGE REPORT

General Corporate Fund Original Budget As Of:	12/1/2013
Expenditure	\$37,838,231
Revenue	\$36,874,235
Revenue/Expenditure Difference	(\$963,996)

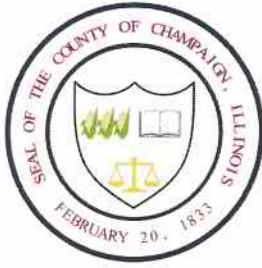
General Corporate Fund Budget As Of:		3/11/2014		
Expenditure	\$37,856,593	% Inc/Dec	0.05%	Revenue/Exp. (\$979,908)
Revenue	\$36,876,685	% Inc/Dec	0.01%	

EXPENDITURE CHANGES

Department	Description	Expenditure Change	Revenue Change	Difference
Physical Plant	Re-Encumber Funds for ILEAS Elevator Upgrade	\$1,983	\$0	(\$1,983)
VAC	Funds donated in 2013 to be spent in FY2014	\$1,500	\$0	(\$1,500)
IT	3-Month Over-Hire to Replace Key Position	\$12,429	\$0	(\$12,429)
County Board	2014 MLK Event Revenue & Expense re-encumbered from 2013 to 2014	\$2,450	\$2,450	\$0
TOTAL		\$18,362	\$2,450	(\$15,912)

Changes Attributable to Recurring Costs	\$0	\$0	\$0
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Changes Attributable to 1-Time Expenses	\$18,362	\$2,450	(\$15,912)
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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 FEBRUARY 2014

VACANT POSITIONS LISTING

FUND	DEPT	POSITION TITLE	HOURLY RATE	REG HRS	REGULAR SALARY	FY 2014 HRS	FY 2014 SALARY
		EXECUTIVE					
80	22	ASSISTANT	\$14.10	1950	\$27,495.00	2122.5	\$29,927.25
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	40	DEP SHERIFF-PATROL	\$21.34	2080	\$44,387.20	2264	\$48,313.76
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	SERGEANT- CORR	\$34.03	2080	\$70,782.40	2264	\$77,043.92
850	111	BUS SYS ANALYST	\$24.45	1950	\$47,677.50	2122.5	\$51,895.13
		-- TOTAL --	\$192.57		\$379,268.50		\$412,819.18

UNEMPLOYMENT REPORT

Notice of Claims received – 0 total

Employer Protests Filed – 0 total

Benefit Determinations – 14 total

Notice of Telephone Hearing – 3 total

- 1 - Mental Health allow
- 1 - Corrections approved
- 1 - Head Start approved
- 6 - Nursing Home approved
- 5 - Nursing Home denied

3 - Nursing Home

Notice of Pending Appeal – 3 total

3 - Nursing Home

PAYROLL REPORT

FEBRUARY PAYROLL INFORMATION

Pay Group	2/7/2014		2/21/2014	
	EE's	Total Payroll \$\$	EE's	Total Payroll \$\$

	<u>Paid</u>		<u>Paid</u>	
General Corp	510	\$905,492.12	507	\$891,562.20
Nursing Home	198	\$237,177.98	206	\$224,134.52
RPC/Head Start	210	\$278,532.52	215	\$275,573.47
 Total	 918	 \$1,421,202.62	 928	 \$1,391,270.19

HEALTH INSURANCE/BENEFITS REPORT

February, 2014

Total Number of Employees Enrolled: 723

General County Union:

Single 216; EE+spouse 28; EE+child(ren) 63; Family 34; waived 38

Nursing Home Union:

Single 66; EE+spouse 6; EE+child(ren) 9; Family 1; waived 7

Non-bargaining employees:

Single 125; EE+spouse 29; EE+child(ren) 28; Family 22; waived 51

Life Insurance Premium paid by County: \$1,844.44

Health Insurance Premium paid by County: \$356,022.60

Health Reimbursement Account contribution paid by County: \$20,315.00

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

February 2014: 6.91%

February 2014: 5 out of 568 Employees left Champaign County

WORKERS' COMPENSATION REPORT

<u>Entire County Report</u>	<u>February 2014</u>	<u>February 2013</u>
New Claims 2/1 – 2/28	4	0
Closed Claims 2/1 – 2/28	9	17
Open Claims	36	17
(Ongoing #, total number of open claims as of 2/28)		

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

February 2013 21

February 2014 17

EEO REPORT

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

February EEO Report - General County Only	Internship (Planning and Zoning)	Master Control Officer (CCSO)	February - TOTALS
Total Applicants Applied	10	69	79
Male	5	34	39
Female	3	35	38
Undisclosed	2	0	2
Caucasian	6	42	48
African-American	2	24	26
Asian or Pacific Islander	0	1	1
Hispanic	0	2	2
Native American or Alaskan Native	0	0	0
Two of more races	0	0	0
Undisclosed	2	0	2
Veteran Status	0	5	5
Disability	0	1	1

ADMINISTRATIVE SUPPORT to COUNTY BOARD REPORT

Agendas Posted	9	Meetings Staffed	6	Minutes Posted	7
Appointments Posted	7	Notification of Appointment	2	Contracts Posted	4
Calendars Posted	5	Resolutions Prepared	25	Ordinances Prepared	2

RESOLUTION NO. 8306

**A RESOLUTION THAT SUPERSEDES RESOLUTION NO. ~~71438306~~ and 8418
ON ESTABLISHMENT OF ORGANIZATION, DUTIES, RULES, POLICIES, AND
PROCEDURES OF THE CHAMPAIGN COUNTY BOARD**

Adopted by the Champaign County Board on ~~October 18, 2012~~

~~Amended January 24, 2013 Resolution 8418~~

~~Amended Resolution~~

WHEREAS, The Champaign County Board by Resolution No. ~~71438306~~, which superseded Resolution Numbers ~~743, 993, 1107, 3416, 3864, 4070-7143~~, and Resolution No. 8418 which amended Resolution 8306, established the organization, duties, rules, policies and procedures of the Champaign County Board; and

WHEREAS, The Champaign County Board has determined that Resolution ~~71438306~~ and as amended by Resolution No. 8418 requires revision;

NOW, THEREFORE, BE IT RESOLVED by the Champaign County Board that the following rules shall govern the organization, duties, rules, policies and procedures of the Champaign County Board, except as otherwise required by law, and shall supersede all previous resolutions concerning the same matters adopted by the Champaign County Board.

Organization and Duties of the County Board

1. County Board

The governing body of Champaign County, Illinois, as legally constituted, shall be known as the Champaign County Board (hereinafter "Board"). The number of members of the Board, number of County Board Districts and number of members representing each district shall be determined by the Board, effective on or before July 1, 2001 and every ten years thereafter, as required by statute. Every member of the County Board shall be a member of the Committee of the Whole.

2. Biennial Organizational Meeting

Unless otherwise required by law, the Board shall hold an organizational meeting on the first Monday in December of each even numbered year, being the first meeting in the month following the month in which Board members are elected.

A. The meeting chair (the sitting Board Chair, sitting Board Vice-Chair, or temporary Board Chair, as described in Section 2) shall accept nominations from the floor for the position of Board Chair. Any member may nominate any member who is not currently a nominee, including himself or herself. The meeting chair may offer a nomination after all other members have had an opportunity to do so. A member may6 decline nomination. When all members who wish to do so, including the meeting chair, have offered nominations, the meeting chair shall declare nominations closed.

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B. The meeting chair shall give each nominee an opportunity to speak, once, in order of their nomination. A nominee may choose to withdraw from consideration at any time prior to the start of the Roll Call vote.

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C. After all nominees have one opportunity to speak, the meeting chair shall call for a Roll Call vote. Each member present shall vote by stating the name of their preferred nominee. A member may not abstain. A member may vote for any nominee.

Comment [j2]: remove space

D. If a nominee receives the votes of twelve (12) or more members during the Roll Call vote, the nominee is elected. In the case of the election for Board Chair, a successfully elected nominee immediately becomes the meeting chair. If no nominee receives twelve or more votes, the meeting chair shall call for a ten minute recess for individual or caucus discussion (subject to the provisions of the Illinois Open Meetings Act). Upon return from the recess, the process shall start over with Step 1, except that all current nominees remain nominated, and members who previously declined nomination or withdrew from consideration may be nominated again. The process continues until a nominee has been successfully elected. Said meeting shall be chaired by the Board Chair, if still a member of the Board, otherwise by the Board Vice Chair, if still a member of the Board. If neither the Board Chair nor the Vice Chair are, then members of the Board, the meeting shall be chaired by a temporary Board Chair, selected by majority vote of the members present. At that meeting, the Board, by majority vote of the members present, shall first select from among its members a Board Chair, who shall preside over the remainder of the meeting.

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E. The Board shall next select from among its members a Vice Chair, by majority vote of the members present.

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F. The Board Chair shall then appoint, subject to the advice and consent of majority of the members present, Deputy and Assistant Chairs for each Area of Responsibility assigned to the Committee of the Whole, and Chairs, Assistant Chairs and members of each standing committee.

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Comment [j3]: By placing this item under the biennial organizational meeting, do we dictate that the Chair must have these individuals appointed and approved at that meeting?

3. **Board Chair**

The Board shall be presided over by a Board Chair who shall be selected by the Board from among its members at the Organizational Meeting, for a term of two years. The term of the Chair shall commence upon selection by the Board and extend so long as the Board Chair remains a member of the Board or until a successor is selected by the Board at the next Organizational Meeting. In the event of the death, resignation, or extended disability of the Board Chair, the Board shall elect a successor as soon as practicable at a lawfully noticed and constituted meeting by a majority vote of the all members present.

Comment [j4]: Changed to all members as opposed to members present.

4. **Vice-Chair**

A Vice Chair, who shall be selected by the Board from its membership at the Organizational Meeting, for a term of two years, shall assume the duties of the Board Chair in the event of the absence of the Chair. In the event of the death, resignation, or extended disability of the Chair, the Vice Chair shall serve as Board Chair until the election of a new Board Chair by the Board. In the event of the death, resignation, or extended disability of the Vice Chair,

the Board shall elect a successor as soon as practicable at a lawfully noticed and constituted meeting by a majority vote of the members present.

5. **Duties of County Board Chair**

- A. The County Board Chair shall preside at all meetings of the Board and meetings of Committee of the Whole.
- B. The County Board Chair shall appoint the deputy and assistant deputies for each area of County Board responsibility assigned to the Committee of the Whole, and the Chair, Assistant Chair and members of each standing committee, subject to the advice and consent of the Board, and after receiving the advice of the respective party caucuses. To the greatest extent possible, appointments made by the County Board Chair shall reflect the expressed will of the party caucuses.
- C. Subject to the advice and consent of the Board, and after receiving the advice of the respective party caucuses, the County Board Chair may establish special committees and appoint their members, Chair and Vice Chair and fix the duration of their existence. To the greatest extent possible, such appointments by the County Board Chair shall reflect the expressed will of the party caucuses. Such special committees shall be dissolved upon the completion of a session of the Board, ~~unless reappointed by the County Board Chair with the advice and consent of the Board.~~
- D. All Standing committees, special committees and subcommittees shall be composed of members of each of the political parties represented on the Board, in approximate proportion to those parties' representation on the Board. Each member of the County Board shall be appointed to one standing committee.
- E. ~~Unless assigned to the relevant committee,~~ the County Board Chair is an ex-officio member (non-voting ~~unless assigned to the relevant committee~~) of all Standing committees, special committees and subcommittees.
- F. The County Board Chair shall be responsible for the proper and timely implementation of the resolutions, ordinances, and policies of the Board, and shall act in concert with the County Administrator to enforce the ordinances, orders, resolutions, and policies of the Board relevant to the operations of the Champaign County government.
- G. The County Board Chair shall be the Board liaison with the County Administrator.
- H. The County Board Chair shall timely perform all duties set forth herein or otherwise imposed by action of the Board or by law.
- I. The County Board Chair, in accordance with statute, shall, whenever a Board vacancy occurs, give notice of the vacancy to the County Central Committee of each political party within the County within three (3) days of the occurrence of the vacancy
- ~~J. and~~ ~~J. The Board Chair shall first appoint the respective party's Central Committee nominee as~~ a successor to that office ~~who shall be of the same political party as that to which the holder of that office belonged when elected.~~ Such appointments shall be subject to the approval of the Board. To the extent practical, such appointments shall be made within sixty (60) calendar days, unless otherwise required by law.
- ~~K.~~ The County Board Chair shall direct that a weekly calendar be prepared indicating the date and place of all meetings of the Board and special committees. This calendar

Comment [j5]: Redundant given the first sentence. If a special committee is needed at next session, the Chair will need to reappoint anyways and get consent.

Comment [j6]: Removed exemption of the COW. County Board Chair should have a vote. My alteration was in error.

Comment [j7]: In our rules, we never state that the Central Committee's appointment must be the one appointed first by the Board Chair. This alteration addresses the concern.

shall be distributed weekly, in advance, to all Board members, all news media which have filed an annual request under the Illinois Open Meetings Act, and to any citizen of the County who provides a written request. This calendar shall also be posted, in advance, in the lobbies of the Champaign County Courthouse and the Brookens Administrative Center.

~~K.L.~~ The County Board Chair, in cooperation with the Deputy Chairs for areas of responsibility assigned to the Committee of the Whole, the Chairs of the standing committees, the County Administrator, and the Administrative Services Department, shall be responsible for developing the agenda for each meeting. The County Board Chair shall designate a portion of the regular monthly County Board Meeting agenda as the Consent Agenda. Items included in the Consent Agenda shall be items that the County Board Chair believes will be unanimously adopted without discussion. Motions to go into closed session may not be included in the Consent Agenda.

6. Rules

- A. The business of the Board, Committee of the Whole, standing committees, and special committees or subcommittees shall be conducted in conformity with these Rules.
- B. Except otherwise required by these Rules or by statute, the conduct of all meetings of the Board, Committee of the Whole, and special committees or subcommittees shall be governed by *Roberts Rules of Order Newly Revised*.
- C. For the purpose of these Rules, a Session of the Board shall be for the two year period commencing with the biennial organizational meeting.
- D. Every item listed on a County Board, Committee of the Whole, standing committee, or special or subcommittee agenda is considered to be an item subject to action unless it is listed as DISCUSSION or INFORMATION ONLY on the agenda.
- E. Whenever there is a tie vote on a main motion in standing committee, special committee, subcommittee or Committee of the Whole, the matter is reported to the County Board for action as "without recommendation" out of special committee, subcommittee or Committee of the Whole. The Chair, Deputy Chair, or upon a motion approved by the body, may request a straw poll (conducted by a show of hands) on an issue, without a binding vote, which will also be reported to the County Board for action "without recommendation" from the special committee or Committee of the Whole.
- F. All meetings of the Board and the Committee of the Whole, standing committees, special committees, and subcommittees shall be held in compliance with the terms of the Illinois Open Meetings Act.
- G. Pursuant to the Open Meetings Act, 5 ILCS 120/7(c), if a quorum of the members of the County Board is present, a majority of the County Board may allow a member or members to attend by video or telephone conference if the member is prevented from physically attending because of (1) personal illness or disability; (2) employment purposes or the business of the public body; or (3) a family or other emergency. If a member wants to attend the meeting by video or telephone conference, he or she must notify the recording secretary or County Clerk before the meeting, unless advance notice is impractical.

F.

Comment [j8]: Allowing multiple just to be clear

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7. **Parliamentarian**

- A. The County Board Chair may designate a Parliamentarian, who may be a member of the Board, or may rely on the advice of the State’s Attorney’s Office.
- B. The Parliamentarian, if any, shall advise the County Board Chair or Deputy Chair on any Rule when called upon to do so by the Chair.

8. **Rule Changes**

Written notice of any proposed change(s) to these Rules *is* to be presented to the Policy Committee ~~of the Whole~~ at least fourteen (14) days prior to any consideration of such changes.

9. **Suspension of Rules**

Any Rule, except Rule 8 (Rule Changes), ~~this Rule 9, herein,~~ may be suspended for a specific question by a majority two-thirds vote of the Board or Committee of the Whole members present, except as otherwise required by law.

10. **Quorum**

- A. A majority of the members of the Board; ~~i.e. twelve (12),~~ shall constitute a quorum for the purpose of the transaction of business by the Board; or Committee of the Whole.
- B. A majority of the number of the members appointed to a standing committee, special committee, or subcommittee shall constitute a quorum of that committee.
- C. No business shall be conducted in the absence of a quorum.
- D. If, at any time during any meeting of the Board, Committee of the Whole, or any standing committee, special committee or subcommittee, the number of members of the Board Committee of the Whole, or standing or special or subcommittee present falls below that constituting a quorum, that meeting shall cease and no further business be conducted until such time as a quorum is present.
- E. Any member of the Board or Committee of the Whole or standing or special or subcommittee then meeting may, at any time, suggest the Chair shall immediately order a roll call to determine the presence or absence of a quorum; ~~unless it is obvious to the Chair that a quorum is present.~~

1. **Appointive Position – Procedures**

- A. The Board Chair shall designate appointees to public boards, commissions, and committees as required by statute or by action of the Board, subject to review and recommendation of the ~~Committee of the Whole~~ Policy, Personnel, and Appointments Committee of the Whole, and further subject to the advice and consent of the Board.
- B. On or before February 1 of each year, the Chair shall direct the preparation and distribution of a list of appointments expiring during the next twelve (12) months. This list shall be distributed to all Board members, all affected public boards, commissions,

Comment [j9]: Avoiding the use of vague terms such as 'obvious'.
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and committees, and any news media, which has filed an annual request to receive public notices under the Illinois Open Meetings Act. That list shall be made available for public inspection and copying.

- C. All persons desiring to be considered for appointment to any such appointive office shall make written application to the Board Chair. Forms for those applications shall be approved by the Board Chair, who shall direct that they be made available at a place of County business reasonably convenient to the public.
- D. All Board members, public officials, and members of the public are encouraged to make recommendations for appointive offices by encouraging the timely submission of the necessary application to the Board Chair.
- E. The Board Chair shall direct that a press release be issued as to any appointive position(s) to be filled, which shall state where application forms may be obtained and delivered when complete, the deadline by which applications must be received, and any special qualifications required of persons appointed to that office.
- F. To the extent practicable, the Board Chair shall personally interview all applicants for such offices.

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 as indicated in section 2.~~ 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 pursuant to the Illinois Open Meetings Act.~~
- ~~C.~~ B. A special meeting of the Board may be called, in accordance with 55 ILCS 5/2-1002, by written request of 1/3 of the membership of the Board, addressed to the Clerk of the Board (County Clerk) and specifying the time and place of the meeting. Upon receipt of such request, the Clerk shall immediately transmit written notice to each member of the Board and publish notice as required by law.
- ~~D.~~ C. Emergency meetings of the Board may be held only in accordance with Section 2.02 of the Illinois Open Meetings Act.
- ~~E.~~ D. Time for public participation shall be provided on the agenda for members of the public to be heard, on both the regular meeting of the County Board and Committee of the Whole meetings of the Board, and meetings of standing committees, as follows:
 1. Any person wishing to address the Board shall be allotted not more than five (5) minutes to do so.
 2. ~~Unless waived by majority vote of the Board members present, the~~ The total time allotted for public participation shall not exceed sixty (60) minutes.

Comment [j10]: This can be removed as its included in the suspension of the rules. All other items in this list (1-5) can also be impacted by suspension

3. Members of the public wishing to speak at other times on the agenda may do so only if recognized by the Chair or by majority vote of the Board or committee members present.
4. No Board member shall be permitted to address the Board during the time reserved for public participation.
5. Board members shall not engage in dialogue with members of the public during public participation.

F. ~~The Board Chair shall prepare an agenda for each meeting of the Board, which shall be sufficiently itemized to inform the Board and the public of the business to be considered by the Board.~~ The following requirements shall apply to items to be considered by the Chair for placement on the Agenda:

1. Items proposed for consideration by the Board shall be submitted to Administrative Services on or before Noon on the Tuesday preceding the Board meeting.
2. Any resolution or ordinance submitted shall be accompanied by a summary of its contents, unless it is so brief in nature that a summary is unnecessary.
3. Only items first presented to Committee of the Whole or a standing committee or a special committee of the Board shall be placed on the agenda of the Board for action with the exception of:
 - a) Matters relating to pending litigation;
 - b) Correction of the form of matters previously presented to the Board;
 - c) Matters which the Board has, as a body, directed to be returned directly to the Board at a previous meeting;
 - d) Matters presented to the Board at its Biennial Organizational Meeting;
 - e) Collective bargaining and employment matters;
 - f) Purely procedural matters, such as scheduling meetings;
 - g) Announcements, and matters for consideration and not formal action; and
 - h) Emergency budget amendments.

G. All meetings of the Board, Committee of the Whole, standing committees, special committees, subcommittees, and informal or incidental meetings of these bodies (including those, which may occur during party caucuses) shall be held in compliance with the Illinois Open Meetings Act. All meetings of the Board that are subject to the Open Meetings Act (including those meetings which may occur during party caucuses), shall be preserved by a tape recording, which at the close of the meeting shall be placed in the custody of the County Clerk for the possibility of Further review, as may be required by law. County Board, Committee of the Whole and standing committee meeting minutes and proceedings will also be posted on the County's website.

H. To the extent possible, seating of Board members shall be by district.

13. Order of Business – County Board, Committee of the Whole, & Special Committee Meetings

Comment [j11]: This issue already addressed in (now) 5K.

Comment [j12]: This language is vague. 'Seating' typically implies membership to the board (as opposed to the physical location of a member during a meeting). Suggest using alternative such as "seating arrangements during Board meetings".

- A. The Chair shall call the meeting to order at the time scheduled for the meeting or as soon thereafter, as it shall appear that a quorum is present.
- B. Prior to the conduct of any other business, the Chair shall direct that the roll be called if a quorum is present and, if so, the meeting shall immediately proceed according to the designated order of business.
- C. The Order of Business for each regular meeting of the Board shall be as follows:

- Call to Order
- Roll Call
- Prayer and Pledge of Allegiance
- Read Notice of Meeting
- Approval of Agenda and Addendum
- Approval of the Consent Agenda
- Public Participation
- Communications
- Approval of Minutes of Previous Meeting(s) (if not approved as part of the Consent Agenda)
- Reports of Standing Committees
- Areas of Responsibility Reports
- Other Business
- New Business
- Adjournment

- D. The order of business for meetings of Committee of the Whole shall include the following:

- Call to Order
- Roll Call
- Approval of Minutes of Previous Meeting(s)
- Approval of Agenda/Addenda
- Public Participation
- Communications
- Areas of Responsibility Items:
 - New Business
 - Other Business
 - Chair's Reports
 - Designation of Items to be Placed on the Consent Agenda
- Adjournment

- E. The order of business for meetings of standing committees, special committees and subcommittees shall include the following:

- Call to Order
- Roll Call
- Approval of Minutes of Previous Meeting(s)
- Approval of Agenda/Addendum

- Public Participation
- Communications
- [New Business](#)
- Other Business
- [New Business](#)
- [Chair's Report](#)
- [Designation of Items to be Placed on the Consent Agenda](#)
- Adjournment

- F. All questions regarding the priority of business shall be decided by the Chair, subject to appeal to the Board or special committee or subcommittee.
- G. The Chair shall decide all questions of order and procedure, subject to appeal to the Board.
- H. Breaks or recesses shall be taken at the discretion and by declaration of the Chair.

Comment [J13]: Generic. Need to better define 'appeal.'

Comment [J14]: Generic. Need to better define 'appeal.'

14. Recognition of Members of the Board, Committee of the Whole, and Others

- A. Each member of the Board shall have the privilege of the floor upon seeking and obtaining recognition by the Chair. In meetings of the Committee of the Whole, the County Board Chair shall designate who shall preside over all sections of the Agenda except for the specified areas of Deputy Chair responsibilities, where the relevant Deputy Chair shall preside.
- B. No member of the Board, Committee of the Whole, Standing committee, special committee, or subcommittee may speak twice on the same question until all members wishing to be heard have spoken, unless otherwise recognized by the Chair.
- C. The Chair shall determine the order in which members shall be recognized; however, special and subcommittee chairs or designees of the special or subcommittee reporting to the Board on behalf of their committee shall be heard first on those matters.
- D. No member who has the floor shall be interrupted except for the following:
 - 1. By a call to order by the Chair;
 - 2. By an objection to the introduction of the question;
 - 3. By a call for a point of order;
 - 4. A Question of Privilege;
 - 5. A Parliamentary inquiry.
- E. The appearance of elected and appointed officials of Champaign County and other persons requested to appear before the Board, Committee of the Whole, standing committee, special committee or subcommittee shall not be subject to the limitations regarding public participation and shall be recognized at the discretion of the Chair.

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

- A. Motions shall be stated by the mover. No motion shall be debated before it has received a second, except motions placed before the Board by vote or consensus of a committee.

- B. Except as herein specified or as required by Statute, all motions may be adopted by majority vote of the members present.
- C. Every member of the Board present shall be given the opportunity to vote on all questions. There shall be no "absentee" or "proxy" voting on any question.
- D. In a case where a member, except the County Board Chair, abstains, the member shall state the reason and the facts shall be noted in the minutes of the Board. If the County Board Chair abstains in a voice vote or to break a tie, the County Board Chair must state the reason for the abstention.
- E. The vote on all propositions to appropriate money, approve the annual budget and tax levy, issue bonds and fix salaries, shall be by roll call vote which shall be recorded in the minutes of the meeting.
- 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.
- G. A roll call vote shall be called on any question upon the demand of any two members. The Roll Call shall be in alphabetical order and shall be advanced one name each meeting, with the County Board Chair always voting last. This shall be recorded in the minutes.
- H. A motion before the Board may be withdrawn by the proposer with the consent of the second at any time prior to the adoption of an amendment to the motion or vote of the Board on the motion.
- I. Any Board member may request assistance in drafting resolutions and may receive assistance in preparation through the County Administrator or Administrative Services Department.
- J. Prior to approval of the Consent Agenda and upon the request of any County Board member, any item(s) in the Consent Agenda shall be removed and returned to the appropriate Area of Responsibility. Such a request does not require a reason, a second, or a vote. Items may not be added to the Consent Agenda during the meeting.
- K. The Consent Agenda shall be approved by roll call vote without debate or discussion.

16. Areas of County Board Responsibilities Assigned to the Committee of the whole

A. STRUCTURE OF AREAS OF RESPONSIBILITY

- 1. The following shall be the Areas of Responsibility of the Champaign County Board assigned to the Committee of the Whole:

- Finance
- Policy, Personnel, & Appointments
- Justice & Social Services

B. MEETINGS OF COMMITTEE OF THE WHOLE

- 1. The schedule for regular monthly Committee of the Whole meetings during a two-year County Board session shall be approved by the County Board at ~~its first~~

~~meeting in December of each even-numbered year. The Biennial meeting.~~ Notices of all meetings shall be placed on the calendar of the Champaign County Board. Any changes of meeting dates and times must be submitted to the County Administrator in time to be placed on the weekly County Calendar, in strict compliance with the notice requirements of the Illinois Open Meetings Act.

Comment [j15]: We define the biennial meeting multiple times.

- 2. All members present at a Committee of the Whole Meeting shall vote on all action items presented on that agenda.
- 3. The Committee of the Whole shall be scheduled as follows:
 - a) The Committee of the Whole Meeting of each month shall be held on the Tuesday following the second Monday of the month and shall take up matters pertaining to Finance, Policy, Personnel, & Appointments, Justice & Social Services. The chair of this meeting shall be determined by the County Board Chair, but shall be one of the Deputy Chairs with business before the Committee of the Whole that evening. The other Deputy Chairs will report out the business of their Area of Responsibility.

~~4. Items acted on at the Committee of the Whole Meetings shall then be forwarded to the regularly next scheduled monthly County Board Meeting, held on the Thursday following the third Monday of the month, for final County Board action.~~

Comment [DB16]: As stated, this rule does not allow for the fact that many items receive final action at the committee level. This statement seems unnecessary in light of language in Article 12 – which anticipates actions coming from the COW or standing committees to the County Board.

Comment [j17]: Technically, we are only required for twice a year.

D. DUTIES OF DEPUTY CHAIR

- 1. The Deputy Chair may vote on all motions before the Committee of the Whole.
- 2. The Deputy Chair, in cooperation with the County Board Chair and the County Administrator, shall be responsible for developing the agenda for each meeting.
- 3. The Deputy Chair shall notify the Administrative Services Department, in a timely manner, of any recommendations or actions requiring County Board action.
- 4. The Deputy Chair, with the approval of the majority of the Board members, may designate a subcommittee of one or more members and a Subcommittee Chair to conduct specific duties.
- 5. In the absence of a Deputy Chair, the Assistant Deputy Chair shall serve in the Deputy Chair's stead.

E. AREAS OF RESPONSIBILITY: DUTIES AND ROLES

- 1. Finance
 - a) Establishes process with County Administrator for annual budget preparation.
 - b) Plans overall county long-range needs, including consideration of the County's information technology systems and infrastructure.
 - c) Plans overall budget, in view of department proposal and County needs.
 - d) Convenes a public hearing on the preliminary budget in compliance with legal requirements.
 - e) Reviews departments' budgets and reports to the Board any recommendations necessary for the reasonable adherence to the budget.
 - f) Prepares and submits final budget to the Board.

- g) Confers with the County Treasurer to determine the proper and legal investment and deposit of County funds.
 - h) Approves transfer of funds on line item accounts as necessary.
 - i) Evaluates distribution of funds and appropriation of expenditures within the County with the goal to achieve maximum efficiency and economy within the government structure.
 - j) Receives periodic reports on status of employees' bargaining units: reviews collective bargaining contracts prior to expiration and recommends approval of negotiated tentative agreements to full County Board.
 - k) Receives, reviews, and considers recommendation to the County Board from the Champaign County Salary Administrator regarding position classification, evaluation, salary administration, and County staffing.
 - l) Reviews and recommends Champaign County Financial Policies annually.
2. Justice & Social Services
- a) Considers issues and receives reports from the Champaign County Mental Health Board, Developmental Disabilities Board, Cooperative Extension Services Board, RPC Head Start, RPC Senior Services, Regional Office of Education, Children's Advocacy Center, Veterans' Assistance Commission, and Community Services Board.
 - b) Works with the County Sheriff on all matters pertaining to adult correctional programs and policies.
 - c) Confers with Circuit Judges on operation of courts and court related offices and agencies.
 - d) Considers programs and receives reports involving Courts, Circuit Clerk, State's Attorney, Public Defender, Court Services, Coroner, Animal Control, and Emergency Management Agency departments.
3. Policy, Personnel, & Appointments
- a) Reviews and acts upon all appointments recommended by the County Board Chair.
 - b) Develops, maintains, and recommends County policies, in compliance with federal and state regulation.
 - c) Accepts and reviews reports for County Administrator, County Board Chair, and County Clerk.
 - ~~d) Receives bids and recommends award of contract for county wide purchasing.~~
 - e) Receives, reviews, and makes recommendations from subcommittees.
 - f) Serves as final step for hearing process in grievance procedures as provided in Champaign County Personnel Policy.
 - g) Responsible for reviewing and recommending positions on state and federal legislation impacting the County.
 - h) Receives, reviews, and considers requests from department heads and recommendations from Champaign County Salary Administrator regarding position classification and evaluation, and forwards recommendations to

Comment [DB18]: The Purchasing Policy has been amended to reflect that RFPs and bids are issued by Finance Committee, Highway Committee and/or County Facilities which invalidates this responsibility to the Policy Committee.

Finance Committee of the Whole, and/or County Board, pursuant to the terms of the Champaign County Personnel Policy.

17. Standing Committees

A. Names and Sizes of Standing Committees

The following shall be the standing committees of the Champaign County Board and their respective sizes:

- County Facilities Committee (7 members)
- Environment and Land Use Committee (7 members)
- Highway and Transportation Committee (8 members)

B. Rules for Standing Committees

1. Except as specifically provided for in this section, all rules and procedures set forth elsewhere in this Resolution (including but not limited to those related to notice of meetings, conduct of meetings, establishment of quorum, provision for public participation and compliance with the Illinois Open Meetings Act) shall apply to standing committees.
2. All standing committees shall hold a regular meeting once each month, prior to the second Monday of the month. Standing committees shall set a regular meeting day and time. Notices of standing committee meetings shall be the County Calendar.
3. Standing committee meetings shall be presided over by the Chair of the standing committee or in the absence of the Chair, the Assistant Chair of the standing committee, or in the absence of the Assistant Chair, by a member of the committee elected by a majority of the committee members present.
4. ~~Items acted on at standing committee meetings shall be forwarded to the regularly next scheduled monthly County Board Meeting, held on the Thursday following the third Monday of the month, for final County Board action.~~

Comment [DB19]: Same comment as C-4 above.

C. Duties of Standing Committees

1. County Facilities Committee
 - a) Reviews and approves construction and remodeling, maintenance and operation of County buildings, property and recreational land, in compliance with all federal and state requirements

- b) Reviews topics involving acquisition, leasing, and disposition of real property for the County.
 - c) Establishes, plans, and approves long-range goals and development of plans for County facilities.
 - d) Provides overall supervision of matters relating to County facilities.
2. Environment and Land Use Committee
- a) Works with the Regional Planning Commission and other units of government to meet the need for regional planning and zoning.
 - b) Makes recommendations for guidance and control of the future economic development of the County.
 - c) Drafts rules and regulations for subdivisions.
 - d) Acts on approval of plats.
 - e) Issues various licenses as established by the Board.
 - f) Provides Cable television oversight.
 - g) Provides Solid Waste oversight.
 - h) Reviews and recommends policies and actions regarding all zoning and enforcement issues.
3. Highway and Transportation
- a) Establishes and approves long-range plans for County roads and highway construction.
 - b) Provides overall supervision of matters relating to County roads, bridges, and right-of-way.
 - c) Approves all highway construction plans.
 - d) Considers acquisition and disposition of County Highway equipment and materials.

18. Per Diem

- A. Per Diem payments shall be established by the County Board for each term of office and shall prevail throughout that term of office including any replacement Board members.
- B. Per Diem shall be determined by the County Board biennially in advance of the election of new Board members.
- C. No more than one per Diem shall apply on any given calendar day.
- ~~D. The Chair of a special committee or subcommittee, by affixing his or her signature on the attendance sheet, certifies that those members signing the sheet were present and participating in at least the majority of such meeting.~~
- ~~E-D.~~ Board members shall be reimbursed for mileage for attendance at meetings and events approved based on the rate established by the County Board. Mileage for a second meeting on any one day shall be chargeable.
- ~~F.~~ In the absence of a quorum at a duly called meeting, those members attending the called meeting shall be entitled to per diem and mileage.

~~E. Champaign County Board members are to receive per diems for subcommittee or special committee meetings of which they are members on the same basis as they receive per diems for County Board meetings.~~

Comment [DB20]: The Resolution approved by the County Board establishing per diems sets forth a different rate for sub-committee and special committees. This language is not necessary to be included in the Rules, since the Resolution approving per diems is the authority for per diems.

~~G.F. Board members attending by video or telephone conference as defined in Article 6-G of these Rules, shall receive the per diem payment for that meeting, but shall not receive mileage reimbursement.~~

19. Effective Date

This Resolution shall become effective ~~December-June 1, 2014~~.

Comment [j21]: Make effective date to be as soon as possible to accommodate the telecommunication policy.

PRESENTED, ADOPTED, APPROVED, AND RECORDED This 18th day of October A.D. 2012.

~~C. Pius Al Kurtz, Weibel~~, Chair
Champaign County Board

ATTEST:

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

