

**CHAMPAIGN COUNTY BOARD
COMMITTEE OF THE WHOLE**

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

County of Champaign, Urbana, Illinois

Tuesday, April 15, 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. March 11, 2014

1-9

IV. Approval of Agenda/Addenda

V. Public Participation

VI. Communications

VII. Justice & Social Services

A. EMA – Update Report on Gifford Tornado

B. Circuit Clerk – Update Report on Jury System

C. Sheriff – Presentation Regarding Jail Facilities

D. 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 – February 2014

2. Emergency Management Agency – March 2014

3. Head Start – March 2014

4. Probation & Court Services – February 2014

5. Public Defender – February 2014 and March 2014

6. Veterans’ Assistance Commission – March 2014

E. Animal Control

1. Change in Business Hours of Animal Control Facility

10-11

F. Other Business

G. Chair’s Report

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

VIII. Finance

A. Treasurer

1. Monthly Report – March 2014 – Reports are available on the Treasurer’s webpage at:

<http://www.co.champaign.il.us/TREAS/reports.htm>

2. Amendment to Delinquent Tax Program Agreement

12-19

3. Resolution Designating Depositories for Funds

20-21

- B. Auditor
1. Monthly Report – March 2014 – Reports are available on the Auditor’s webpage at:
<http://www.co.champaign.il.us/Auditor/monthlyreports.htm>
 2. Quarterly Financial Report 22-25
- C. Nursing Home Monthly Report 26-30
- D. Re-Entry Program
1. Request Approval of the Application for, and If Awarded, the Acceptance of the Bureau of Justice Assistance Second Chance Act Prisoner Re-Entry Initiative Grant 31-33
- E. Budget Amendments/Transfers
1. Budget Amendment #14-00012 34
Fund/Dept. 630 Circuit Clerk Operation & Administration-030 Circuit Clerk
Increased Appropriations: \$60,000
Increased Revenue: None: from Fund Balance
Reason: Increase to Encumber Funds Not Allocated in the Previous Fiscal Year
 2. Budget Amendment #14-00013 35-36
Fund/Dept. 089 County Public Health Fund-049 Board of Health
Increased Appropriations: \$3,724
Increased Revenue: None: from Fund Balance
Reason: To Reimburse the Champaign-Urbana Public Health District for Additional services Provided to the County during the Gifford Tornado Response Efforts, As Approved by the County Board of Health on 3/18/14
 3. Budget Amendment #14-00014 37
Fund/Dept. 080 General Corporate-010 County Board
Increased Appropriations: \$12,917
Increased Revenue: None: from Fund Balance
Reason: Legal Fees Line to Carry Over Unspent Funds for the Original 2012 \$14,000 Commitment for the Clinton Landfill Legal Challenge. Professional Services Line is to Carry Over Unspent Funds from the Original 2013 \$14,000 Commitment to the Mahomet Aquifer Sole Source Designation Project.
 4. Budget Amendment #14-00015 38-39
Fund/Dept. 075 Regional Planning Commission-780 summer Youth Employment Program
Increase Appropriations: \$200,000
Increased Revenue: \$200,000
Reason: Ro Administer Payroll Processing for the City of Champaign Summer Youth Employment Program in Cooperation with Unit 4 School District.
 5. Budget Amendment #14-00016 40-42
Fund/Dept. 110 Workforce Development Fund-781 ACCEL Training-Illinois Manufacturing
Increased Appropriations: \$18,536

Increased Revenue: \$18,536
Reason: To Accommodate Pass-Through Funding From Decatur Local Workforce Investment Area to our 4-County Local Workforce Investment Area 17. The Grant Provides Funding for Job Training and Case Management for Workers Displaced by an Employer Transferring Production from Illinois to an Off Shore Facility.

6. Budget Amendment #14-00017 43

Fund/Dept. 080 General Corporate-127 Veterans Assistance Commission
Increased Appropriations: \$500
Increased Revenue: \$500
Reason: VFW #630 Ladies Auxiliary has Provided a Gift to the VAC with Instructions that it be Used for Food Vouchers for Veterans

7. Budget Amendment #14-00018 44

Fund/Dept. 075 Regional Planning Commission-779 Weatherization Training-DCEO
Increased Appropriations: \$45,000
Increased Revenue: \$45,000
Reason: To Accommodate a New Weatherization Training and Technical Assistance Grant. These Funds Will Be Used to Pay for Weatherization Staff Training Salaries and Training Conferences Sponsored by Illinois Department of Commerce and Economic Opportunity

8. Budget Transfer #14-00003 45

Fund/Dept. 679 Child Advocacy Center-179 Child Advocacy Center
Total Amount: \$33,665
Reason: Employee Moved from Contractual to Temporary Status

F. RFP 2014-001 Nursing Home Management Services Evaluation Committee 46-48

1. RFP 2014-001 Nursing Home Management Services Evaluation Committee Recommendation
2. Approval of Evaluation Committee Recommendation for Top Ranked Firm
3. Appointment of Contract Negotiating Team

G. County Administrator

1. General Corporate Fund FY2014 Budget Projection Report *(to be distributed)*
2. General Corporate Fund FY2014 Budget Change Report *(to be distributed)*
3. Recommendation for Establishment of Elected Official Salaries for Officials to be Elected in November 2014 49-55

H. Other Business

I. Chair's Report

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

IX. Policy, Personnel, & Appointments

A. Appointments/Reappointments *(italics indicate incumbent)*

1. Re-Entry Council – 1 Republican & 1 Democratic County Board Member

- Astrid Berkson (D)
 - Jim McGuire (R)
2. Board of Review Reappointments – 2 Terms - 6/1/2014-5/31/2016
- *Elizabeth Burgener-Patton* (D)
 - *Mark Whitsitt* (R)
3. Fire Protection Districts Term 5/1/2014-4/30/2017

56-69

Eastern Prairie Fire Protection District

- *Linda Kates*

Edge-Scott Fire Protection District

- *Dorothea Hunt*

Ivesdale Fire Protection District

- *Denny Jayne*

Ludlow Fire Protection District

- *James Kirk*

Ogden-Royal Fire Protection District

- *James Vickers*

Pesotum Fire Protection District

- *Raymond Hettinger*

Philo Fire Protection District

- *Kevin Chalmers*

Sadorus Fire Protection District

- *William Eckerty*

Sangamon Valley Fire Protection District

- *David Bright*

Scott Fire Protection District

- *Chris Karr*

St. Joseph-Stanton Fire Protection District

- *Howard Marsh*

Thomasboro Fire Protection District

- *William Kurth*

Tolono Fire Protection District	
• <i>Ann Jack Haluzak</i>	
Windsor Park Fire Protection District	
• <i>Ruth Mitchell</i>	
4. <u>Thomasboro Fire Protection District</u> – Unexpired Term Ending 4/30/2016	70
• Kris Ehler	
5. <u>Upper Embarras River Basin Drainage District</u>	
a. Resignation of Dudley Carroll from the Upper Embarras River Drainage District <i>(for information only)</i>	71-72
b. Steven Westfall- Unexpired Term Ending 8/31/2016	73-74
c. Andrew Edwards- Unexpired Term Ending 8/31/2014	75-76
6. <u>Yearsley Cemetery Association – Unexpired Term Ending 6/30/2014</u>	
• Phillip Nigg	77
B. <u>Sheriff</u>	
1. Proclamation Designating the Week of May 4 th as National Correctional Officer Week	78
2. Proclamation Designating the Week of May 11 th as National Police Week	79
C. <u>County Clerk</u>	
1. March 2014 Report	80
2. Update Report on March 18, 2014 Primary Election	
D. <u>County Administrator</u>	
1. Administrative Services March 2014 Report	81-83
2. Amended Agreement Concerning the Provider and Administration of METCAD By & Between the City of Champaign, the City of Urbana, Champaign County, Champaign County Sheriff, the University of Illinois, and the Village of Rantoul	84-117
3. Resolution in Support of 911 Funding	118
E. <u>Other Business</u>	
F. <u>Chair’s Report</u>	
1. Approval of Amendments to County Board Rules	119-133
G. <u>Designation of Items to be Placed on the Consent Agenda</u>	
X. <u>Other Business</u>	
A. <u>Change in Date for May Committee of the Whole to May 15th, 2014</u>	
B. <u>*Closed session pursuant to 5 ILCS 120/2 (c) (11) to consider litigation which is probable or imminent on behalf of Champaign County</u>	

XI. Adjournment

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

4
5 **Finance; Policy, Personnel, & Appointments; Justice & Social Services**
6 **Tuesday, March 11, 2014**
7 **Lyle Shields Meeting Room**
8

9 **MEMBERS PRESENT:** Astrid Berkson, Lorraine Cowart, Aaron Esry, Stan Harper, Josh
10 Hartke, Stan James, John Jay, Alan Kurtz, Ralph Langenheim, Gary
11 Maxwell, Jim McGuire, Max Mitchell, Patsi Petrie, James Qui-
12 senberry, Michael Richards, Giraldo Rosales, Jon Schroeder, Ra-
13 chel Schwartz
14

15 **MEMBERS ABSENT:** Christopher Alix, Lloyd Carter, Jeff Kibler, Diane Michaels
16

17 **OTHERS PRESENT:** Van Anderson (Deputy County Administrator/Finance), Deb Busey
18 (County Administrator), Susan Chavarria (RPC Planning & Com-
19 munity Development Manager), John Farney (Auditor), Kay
20 Rhodes (Administrative Assistant), Dan Welch (Treasurer)
21

22 **CALL TO ORDER**

23 Kurtz called the meeting to order at 6:30 p.m.
24

25 **ROLL CALL**
26

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

31 **APPROVAL OF MINUTES**
32

33 **MOTION** by Rosales to approve the Committee of the Whole minutes of February 11,
34 2014; seconded by James. **Motion carried with unanimous support.**
35

36 **APPROVAL OF AGENDA/ADDENDA**
37

38 **MOTION** by Cowart to approve the Agenda/Addenda; seconded by Berkson. **Motion**
39 **carried with unanimous support.**
40

41 **PUBLIC PARTICIPATION**
42

43 Becky Roach, a member of the Local Foods Policy Council, supported the continuation of
44 the Council.
45
46

47 **COMMUNICATIONS**

48
49 Kurtz pointed out an update on the Senate Bill amending the property tax code to provide
50 relief for commercial and industrial property following a natural disaster received from State Rep-
51 resentative Chad Hays. Kurtz explained that the SB had support from Senator Mike Frerichs and
52 Representative Hays.

53
54 Kurtz also pointed out communications from Congressman Rodney Davis regarding relia-
55 ble rail transportation, hazardous chemicals in the Clinton Landfill, and the Fairness in Federal
56 Disaster Declarations Act 2014.

57
58 Kurtz said that County Board members Alix, Carter, Michaels, and Kibler had notified
59 him that they would be unable to attend the meeting.

60
61 **JUSTICE & SOCIAL SERVICES**

62 Approval of Minutes

63
64 **MOTION** by James to approve the RFP 2013-006 Evaluation Committee minutes of Feb-
65 ruary 3, 2014; seconded by Petrie. **Motion carried with unanimous support.**

66
67 Monthly Reports

68
69 Berkson announced that she would ask the Emergency Management Agency to provide a
70 full report in April to the Committee of the Whole.

71
72 **OMNIBUS MOTION** by Mitchell to receive the Animal Control-January 2014; Emer-
73 gency Management Agency-February 2014; Head Start-February 2014; Probation & Court Ser-
74 vices-January 2014; Public Defender-January 2014; and the Veterans' Assistance Commission-
75 February 2014 reports and place them on file; seconded by Esry. **Motion carried with unani-**
76 **mous support.**

77
78 There was no other business or Chair's report.

79
80 Semi-Annual Review of Closed Session Minutes

81
82 **MOTION** by Jay to release the Justice & Social Services Closed Session minutes of Sep-
83 tember 17, 1990 concerning litigation related to a roofing warranty and all others remain closed
84 pursuant to Resolution No. 7969 establishing procedures for semi-annual review of closed session
85 minutes by the Champaign County Board; seconded by Esry. **Motion carried with unanimous**
86 **support.**

87
88 **FINANCE**

89 Treasurer

90
91 **MOTION** by Quisenberry to receive the Treasurer's February 2014 report and place on
92 file; seconded by James. **Motion carried with unanimous support.**

93

94 Auditor

95

96 **MOTION** by Mitchell to receive the Auditor's February 2014 report and place on file;
97 seconded by Esry. **Motion carried with unanimous support.**

98

99 Nursing Home Monthly Report

100

101 **MOTION** by Hartke to receive the Nursing Home Monthly Report and place it on file;
102 seconded by Maxwell. Petrie was concerned about the equipment to be purchased shortly and the
103 contract for dietary services.

104

105 Maxwell responded that the equipment, costing approximately \$43,000 would expedite
106 meal delivery for the residents and the Nursing Home Administrator as well as Mr. Gima had as-
107 sured him that it is a reputable vendor. Maxwell explained that MPA was in contact with the
108 States Attorney to identify the County's rights within the contract for dietary services.

109

110 Hartke said the candidate for the Director of Nursing position had accepted Champaign
111 County's offer of employment. **Motion carried with unanimous support.**

112

113 Budget Amendments/Transfers

114

115 **MOTION** by James to recommend County Board approval of a resolution authorizing
116 **Budget Transfer #14-00002** for Fund/Dept. 080 General Corporate-141 States Attorney Support
117 Enforcement in the amount of \$2,000 to take advantage of lower than expected salary expenses;
118 seconded by Berkson. **Motion carried with unanimous support.**

119

120 **MOTION** by Esry to recommend County Board approval of a resolution authorizing
121 **Budget Amendment #14-00010** for Fund/Dept. 080 General Corporate-028 Information Tech-
122 nology with increased appropriations of \$9,850 and no increased revenue to allow payment for
123 UPS System at the Courthouse; seconded by Kurtz. **Motion carried with unanimous support.**

124

125 **MOTION** by Mitchell to recommend County Board approval of a resolution authorizing
126 **Budget Amendment #14-00011** for Fund/Dept. 080 General Corporate-077 Zoning & Enforce-
127 ment with increased appropriations of \$20,600 and increased revenue of \$3,000 to complete the
128 Wilber Heights Preliminary Engineering Report contract; seconded by Kurtz. **Motion carried.**

129

130 County Clerk

131

132 **MOTION** by Langenheim to recommend County Board approval of a resolution authoriz-
133 ing an Acceptance Agreement Between Champaign County and the Illinois State Board of Elec-
134 tions for the 2014 Voter Registration State Grant; seconded by Hartke. **Motion carried with**
135 **unanimous support.**

136

137

138

Committee of the Whole

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

Tuesday, March 11, 2014

Page 4

139

140 County Administrator

141

142 Busey explained that General Corporate Fund FY 2014 Budget Projection and the General
143 Corporate Fund FY 2014 Budget Change reports were somewhat challenging this fiscal year be-
144 cause the model for past reports was based on a 12-month year and this fiscal year would be a 13-
145 month year. Busey added that the way revenues are posted had also changed due to the 60-day
146 closeout. She explained that in order to compare past fiscal years with this year that she adjusted
147 them to 13-month years.

148

149 Busey said revenue was stable in most areas. The year-to-date one-cent sales tax was up
150 16.5%, projecting the revenue for the year at \$231,000 above budget. However, there is a projec-
151 tion of over \$1 million shortfall for revenue from government fees. The Sheriff, County Clerk,
152 and Recorder fees are all up, but the Criminal Justice System fees continue to decline. Busey said
153 the new program administered by the Comptroller's office collects past due fees from income tax
154 reimbursements. Thus far, Champaign County has collected \$11,000 and the goal for the year is
155 \$88,000. Overall, revenues are expected to come in at 98.5% of total budgeted.

156

157 Busey said the County is projected to underspend in General Salaries and Wages, as well
158 as SLEP salaries. Although, when the Sheriff fills some vacancies within his department the sav-
159 ings for SLEP salaries would dwindle. Gas Service expenditures are projected over budget at this
160 point. Overall, expenditures are expected to come in at 97.5% of total budgeted.

161

162 Busey explained the Budget Summary sheet showed the Fund Balance at the start of the
163 fiscal year at \$6 million, which is almost 16% and based on the budgeted numbers the County,
164 would end the year at approximately a \$980,000 deficit. The County would end the year at ap-
165 proximately a \$560,000 deficit based on the projected numbers.

166

167 **OMNIBUS MOTION** by James to receive and place on file the General Corporate Fund
168 FY 2014 Budget Projection and the General Corporate Fund FY 2014 Budget Change reports;
169 seconded by Hartke. **Motion carried with unanimous support.**

170

171 **MOTION** by Cowart to recommend County Board approval of a resolution authorizing
172 the award of bid for ITB 2014-003 for Portable Digital X-Ray Imaging System; seconded by
173 Esry. **Motion carried with unanimous support.**

174

175 **MOTION** by Petrie to recommend County Board approval of a resolution establishing
176 elected official salaries for those elected in November 2014; seconded by Berkson.

177

178 **MOTION** by Maxwell to amend the motion establishing a salary increase for the County
179 Clerk and Treasurer in the amount of \$1,250 per year for the next four years; the Sheriff's salary
180 increase in the amount of \$1,550 for the next four years; and the County Board Chair salary in-
181 crease in the amount of \$400 for the next two years instead of salary increases by percentages;
182 seconded by James. Maxwell explained that the consensus from caucus discussion was to move
183 away from percentage increases because percentages would continue to spread high and low sala-
184 ries apart.

Committee of the Whole

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

Tuesday, March 11, 2014

Page 5

185 Schwartz asked Maxwell to expand upon the reasoning behind the increase to the County
186 Board Chair position because this position was already compensated above that of comparable
187 counties salaries for board chair. Maxwell explained that the increase was in proportion to the
188 proposed increases for the elected officials.

189
190 Schwartz stated that unlike other positions, the County Board Chair position is not some-
191 thing that someone runs for ahead of time, so the salary is not a factor in attracting good candi-
192 dates for the position.

193
194 Schroeder stated that a recent bargaining unit contract was negotiated with these terms.
195 Hartke supported the proposal of flat wage increases instead of percentage increases for elected
196 officials.

197
198 Petrie asked if the Republican Caucus had also discussed the per diems earned by the
199 County Board Chair. Jay explained that they did not discuss the County Board Chair's compensa-
200 tion in depth. Harper agreed with the proposed flat wage increases.

201
202 **MOTION by Kurtz to amend** the County Board Chair salary increase to \$0; seconded
203 by Jay. Maxwell and James agreed to the friendly amendment.

204
205 Richards restated the **Motion to Amend** as: establishing a salary increase for the County
206 Clerk and Treasurer in the amount of \$1,250 per year for the next four years; the Sheriff's salary
207 increase in the amount of \$1,550 per year for the next four years; and the County Board Chair sal-
208 ary would remain the same with no increase for the next two years.

209
210 **Motion to Amend carried** with a roll call vote of 16-2. Berkson, Esry, Harper, Hartke,
211 James, Jay, Kurtz, Langenheim, Maxwell, McGuire, Mitchell, Petrie, Quisenberry, Richards,
212 Schroeder, and Schwartz voted in favor of the amendment. Cowart and Rosales voted against it.

213
214 **MOTION** by Hartke to defer the establishment of elected official salaries for those elect-
215 ed in November 2014 until the April 15, 2014 Committee of the Whole meeting; seconded by
216 Quisenberry. **Motion to Defer carried** with a roll call vote of 14-4. Berkson, Cowart, Harper,
217 Hartke, James, Kurtz, Langenheim, Maxwell, Mitchell, Petrie, Quisenberry, Richards, Schroeder,
218 and Schwartz voted in in favor of deferral. Esry, Jay, McGuire, and Rosales voted against it.

219
220 Busey requested that board members notify her about any additional information they
221 would like to see before the April 15 meeting.

222
223 Semi-Annual Review of Closed Session Minutes

224
225 **MOTION** by Esry to release the Finance Closed Session minutes of December 12, 1990
226 and December 13, 1995 concerning litigation related to a worker's compensation claim pursuant
227 to Resolution No. 7969 establishing procedures for semi-annual review of closed session minutes
228 by the Champaign County Board; seconded by Kurtz. **Motion carried with unanimous support.**

229
230

231 Designation of Items for the Consent Agenda

232

233 Items D1-3; E1; and F3 were designated for the County Board Consent Agenda.

234

235 **POLICY, PERSONNEL, & APPOINTMENTS**

236 Appointments/Reappointments

237

238 **MOTION** by Kurtz to recommend County Board approval of a resolution authorizing the
239 appointment of Meghan Hennesy to the Sangamon Valley Public Water District for an unexpired
240 term ending 5/31/2016; seconded by Mitchell. **Motion carried with unanimous support.**

241

242 **MOTION** by Kurtz to recommend County Board approval of a resolution authorizing the
243 appointment of Tim Huls to an unexpired term ending 8/31/2015 for Drainage District #10 Town
244 of Ogden; seconded by Harper. **Motion carried with unanimous support.**

245

246 Quisenberry noted the resignation of Elvin Huls from Drainage District #10 Town of Og-
247 den for information only.

248

249 Local Foods Policy Council

250

251 **MOTION** by Kurtz to recommend County Board approval of a resolution extending the
252 term of the Local Foods Policy Council for two more years; seconded by Hartke. Hartke stated
253 that the Council has been a great advantage for Champaign County and he fully supported the
254 term extension.

255

256 Petrie updated the board members on the latest projects of the Local Foods Policy Coun-
257 cil: 1) the community is using some of the vacant land at the old Chanute Air Force Base in
258 Rantoul and also utilizing a couple of the buildings for a food hub and a fish farm; 2) the council
259 held a focus group with various entities and they agreed to increase the use of local foods by 10%.

260

261 Maxwell felt the Local Foods Policy Council had done an excellent job and he supported
262 the extension of the council term.

263

264 Busey asked if the resolution to continue the work of the council should have the same
265 language or if board members wished to add more parameters. She also asked if board members
266 intended for the same members to continue their service for two years on the Local Foods Policy
267 Council.

268

269 Hartke felt that the present members should continue on the council and the current mis-
270 sion statement had good results so it should continue to be the same as well. Quisenberry recom-
271 mended that board members review the mission statement and notify the Administrator if they
272 would like to make any changes or additions. **Motion carried with unanimous support.**

273

274

275

276

Committee of the Whole

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

Tuesday, March 11, 2014

Page 7

277 County Clerk

278

279 **MOTION** by Berkson to receive the February 2014 report and place it on file; seconded
280 by Jay. **Motion carried with unanimous support.**

281

282 County Administrator

283

284 **MOTION** by Berkson to receive the Administrative Services February 2014 report and
285 place it on file; seconded by Kurtz. **Motion carried with unanimous support.**

286

287 Legislative Review

288

289 **MOTION** by Kurtz to recommend County Board approval of a resolution opposing
290 SB3263; seconded by Schroeder. Kurtz explained that the Illinois Association of County Board
291 Members and Commissioners brought this Senate Bill to their attention via conference call with
292 the Metro-City Lobbying Group and ten other county board chairs. Kurtz explained that this SB
293 takes the power away from all counties to produce and develop wind farms and places it in the
294 hands of the agriculture. Kurtz stated that Mr. John Hall, Director of Planning and Zoning per-
295 formed a thorough review and of this Bill and its implications to Champaign County. Kurtz ex-
296 plained that it was unanimous decision of everyone via telephone conference to oppose SB3263.
297 He explained that each county has its own way of managing wind farms. Kurtz said it would also
298 probably take away the County's revenue stream.

299

300 Berkson stated that this Senate Bill gives wind farms more power and is a way of getting
301 out from under the County's regulations. She added that once the State of Illinois gets this regula-
302 tion, then it would inevitably start taking the taxes as well. Schroeder agreed and recalled that the
303 same type of situation occurred with the regulation of cellular towers. **Motion carried.**

304

305 Other Business

306

307 **MOTION** by Kurtz to appoint Lorraine Cowart as County Board Liaison to the Commu-
308 nity Action Board to replace Giraldo Rosales, term ending 11/30/2014; seconded by Schroeder.
309 **Motion carried with unanimous support.**

310

311 Chair's Report

312 Discussion of County Board Rules

313

314 Quisenberry invited comments from board members on the suggested changes and addi-
315 tions to the County Board Rules. He explained that no action would take place at this meeting.

316

317 James was concerned about the use of technology to attend meetings via Skype or confer-
318 ence call. He did not believe that board members should be compensated with per diems if they
319 were not physically present at the meeting.

320

321 Quisenberry pointed out that the rule requiring more than twelve votes to elect a chair is
322 more stringent than the state statute and they were waiting on an opinion from the States Attor-

Committee of the Whole

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

Tuesday, March 11, 2014

Page 8

323 ney. Busey said they would have that opinion by the April Committee of the Whole meeting as
324 well as an opinion on whether or not the board has the ability to remove a board chair.

325
326 Schwartz supported the suggestion of no per diem compensation for board members who
327 were not physically present at meetings. She also wanted to limit the amount of time allowed for
328 board chair candidates to speak to the board prior to the position election. Jay stated that he would
329 like to eliminate Item 6-G (rule regarding use of technology to attend meetings) altogether. He
330 felt it had the potential for abuse and set the wrong precedent. Kurtz agreed with Jay because
331 there were too many variables.

332
333 Rosales supported the use of technology for meeting attendance and used the example of
334 the extended absence due to illness of County Board member Carter as an example where the use
335 of this type of technology was warranted.

336
337 Richards also supported the inclusion of Item G-6 in the County Board Rules. He under-
338 lined that the board could place limits on the type of situations where this type of attendance
339 would be permissible. Berkson agreed with Rosales and Richards. McGuire felt that Item G-6
340 added too many complications to the business of the County Board. Mitchell agreed with Jay and
341 McGuire.

342
343 Petrie offered a compromise on Item G-6 suggesting that it could apply to committee
344 meetings but not to County Board meetings. She questioned the intended meaning of Statute 55
345 ILCS 5/2-1005; Section 2-1005: ... *A majority of the members of any county board shall consti-*
346 *tute a quorum for the transaction of business; and all questions shall arise at meetings shall be*
347 *determined by the votes of the majority of the members present...* Quisenberry explained that they
348 were waiting on the opinion of the States Attorney.

349
350 Petrie suggested that under Item maybe 2-F, regarding the Biennial Organizational Meet-
351 ing the word "*may*" should to be exchanged for the word "*shall*", in order to allow more time if
352 needed.

353
354 Quisenberry supported the inclusion of Item G-6 in the County Board Rules. He pointed
355 out that other entities had added this rule many years ago without repercussions. Kurtz was con-
356 cerned about the cost and details. Busey explained that the County already had the ability and
357 equipment to teleconference so there would be no added cost involved. She said the option of vid-
358 eo conferencing had not been explored yet, but would require an investment.

359
360 Quisenberry noted that the update to the County Board Rules adjusts the number of votes
361 required to suspend the rules. He explained that at some point in the past the number of votes re-
362 quired to suspend the rules was changed to 50% of the vote, but Robert's Rules of Order states
363 that it should be two-thirds vote, so the update to the County Board Rules includes this change.

364
365 Busey pointed out that if the County Board Chair is not prepared to appoint committee
366 members at the Biennial Organizational meeting it creates a logistical issue for the timely prepara-
367 tion and distribution of committee agendas. She suggested that during the biennial year during the

Committee of the Whole

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

Tuesday, March 11, 2014

Page 9

368 month of December that the business of the board should come directly to the board without
369 committee.

370 Semi-Annual Review of Closed Session Minutes

371

372 **MOTION** by Langenheim to release the Policy, Personnel, & Appointments Closed Ses-
373 sion minutes of May 14, 1993 and May 21, 1993 concerning job applicants and all others to re-
374 main closed pursuant to Resolution No. 7969 establishing procedures for semi-annual review of
375 closed session minutes by the Champaign County Board; seconded by Kurtz. **Motion carried**
376 **with unanimous support.**

377

378 Designation of Items for the Consent Agenda

379

380 Items A1-2; B1 were designated for the Consent Agenda.

381

382 **OTHER BUSINESS**

383

384 There was no other business.

385

386 **Adjourn**

387

388 The meeting adjourned at 8:09 p.m.

389

390 Respectfully submitted,

391

392

393 Kay Rhodes

394 Administrative Assistant

395

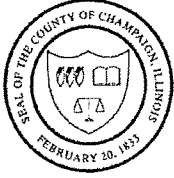
396

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

398

399

400



CHAMPAIGN COUNTY ANIMAL CONTROL DEPARTMENT

210 S. Art Bartell Rd
URBANA, IL 61802
(217) 384-3798
(217) 384-1238 – FAX
(217) 384-3864 – TDD
Website: www.co.champaign.il.us

To: Justice and Social Committee of the Whole

From: Stephanie Joos, Director of Champaign County Animal Control

Date: March 31, 2014

Subject: Change of business hours of the Animal Services Facility

I submit the following proposal for a change in business hours of the Champaign County Animal Services Facility.

History:

Our facility opened in July of 2005, at that time the Animal Services Facility was open seven days a week to accommodate citizens claiming their pets that were impounded on weekends. In 2009 the County Board approved a change in the business hours to eliminate the Sunday office hours. There was not enough business on Sundays to justify keeping office hours. We also at that time eliminated the part time clerk position to save administrative costs.

In fiscal year 2012/2013 the Animal Services Facility generated \$7,250.00 in fees from reclaimed animals on Saturdays. These same fees could be paid by the reclaiming owner Monday through Friday. Currently animals reclaimed on Saturdays that need a rabies vaccine or microchips do not go home until Monday when the veterinarian returns.

The animal control department employs nine people. Although we operate the department with only nine employees, the level of care and service is superb. The small number of employees does create hardships for the department; we often have little to no money available to pay for overtime and employees accrue large amounts of comp-time to compensate. The employees then have large amounts of time off; which often has the department operating one or two employees short.

Proposal:

I am requesting that the County Board considering closing the Animal Services Facility on Saturdays and increasing the hours of service by one hour on Mondays, Wednesdays and Thursdays to accommodate citizens that work during the week.

We currently do not have enough business on Saturdays to justify keeping the office open. Closing on Saturdays would also assist with employee scheduling and management. Animal control officers would still be on duty to assist citizens with animal complaints and would be trained to release an animal if it reclaimed by the owner on Saturdays.

The proposed office hours would be:

Mondays, Wednesdays and Thursdays - 8 am to 6 pm

Tuesdays and Fridays- 8 am to 5 pm

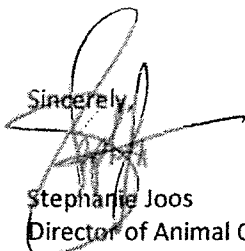
Operational effects:

Changes to all intergovernmental agreements with all contracting cities and villages would need to be made.

The clerk and animal caretaker's hour of work would be changed to accommodate the change in hours of service.

The animal control department needs to focus on cost saving measures but continue to provide the highest level of service for Champaign County residents. I feel these changes will do both.

Sincerely,

A handwritten signature in black ink, appearing to read 'Stephanie Joos', is written over the word 'Sincerely,'.

Stephanie Joos
Director of Animal Control
Champaign County

I am pleased to announce that we are changing our corporate structure. As part of this process, I need to assign my interest in the county contract to *Joseph E. Meyer and Associates, Inc.* This will not affect our services or procedures in any way. Other than the name, there will be no noticeable changes. However, it does require a technical update to the contract.

Please find attached a Resolution ratifying the assignment and updating the contract.

Thanks,

Joe Meyer

AMENDMENT TO DELINQUENT TAX PROGRAM AGREEMENT

WHEREAS, in accordance with previous resolutions this County Board of Champaign County, Illinois, and Joseph E. Meyer have heretofore entered into a written agreement dated 4/22/1998, as well as subsequent written amendments and addenda thereto, all being hereinafter collectively referred to as “the Agreements”; and

WHEREAS, pursuant to the Agreements Mr. Meyer acts as Tax Agent on behalf of this County Board in the operation of the delinquent tax liquidation program established pursuant to Illinois statute and governed by the Agreements; and

WHEREAS, Mr. Meyer has incorporated his business enterprise as an Illinois domestic corporation with the name “Joseph E. Meyer & Associates, Inc.”, and desires to continue to furnish services under the Agreements through said corporate entity, and also desires that said corporation be expressly substituted as Tax Agent under the Agreements; and

WHEREAS, Mr. Meyer desires and requests the consent of this County Board to this action; and

WHEREAS, this County Board finds that the actions proposed by Mr. Meyer should be approved and ratified;

NOW, THEREFORE, BE IT RESOLVED that this County Board of Champaign County, Illinois, hereby EXPRESSLY CONSENTS TO, RATIFIES AND APPROVES the assignment and delegation by Joseph E. Meyer of all of his rights and liabilities under the Agreements to Joseph E. Meyer & Associates, Inc., an Illinois corporation; and

BE IT FURTHER RESOLVED that Joseph E. Meyer & Associates, Inc., an Illinois corporation, is hereby substituted as “Agent” and as “Tax Agent” within the Agreements for all intents and purposes, and that the Agreements are deemed amended by reference as of the effective date of the assignment and delegation; and

BE IT FURTHER RESOLVED that as amended hereby the Agreements shall remain in full force and effect according to the terms thereof.

Passed by the Champaign County Board on _____, 2014.

Champaign County Board Chairman

Attest: Champaign County Clerk

PROFESSIONAL SERVICE AGREEMENT

This Agreement entered into by and between the County Board of Champaign County, Illinois, in its capacity as Trustee for taxing districts pursuant to the authority of 35 ILCS 200/21-90 (formerly 35 ILCS 205/216d), and in accordance with Resolution duly and regularly adopted, hereinafter referred to as "County", and Joseph E. Meyer, hereinafter referred to as "Agent";

WITNESSETH:

WHEREAS it is deemed by the County Board to be in the best interests of County and the taxing districts therein to create a Delinquent Real Estate Tax Liquidation Program for the attainment of the following specific goals of County and its several taxing districts, to-wit:

- (1) ~~to recover delinquent real estate taxes for the benefit of all taxing districts; and~~
- (2) ~~to restore tax delinquent property to tax paying status; and~~

WHEREAS Agent desires to provide, and County desires to obtain the knowledge, skills and experience of Agent in the establishment and operation of such a Delinquent Real Estate Tax Liquidation Program for County and its taxing districts;

NOW THEREFORE, in consideration of the joint and several promises and benefits hereinafter set forth, the parties hereto agree as follows:

1. Appointment Of Agent And Overview Of Services To Be Provided:

A. The parties agree that Agent is hereby appointed the agent of County pursuant to the provisions of 35 ILCS 200/21-90 (formerly 35 ILCS 205/216d), and that Agent shall establish and administer the County Delinquent Real Estate Tax Liquidation Program, hereinafter referred to as the "Program", for the benefit of County and its taxing districts, and as its agent shall exercise the rights provided to County by statute for the purpose of securing redemptions and liquidations of the tax delinquent properties within this county, and in conjunction therewith Agent shall provide the following services and exercise the following powers for and on behalf of County:

- 1) represent County (in its capacity as Trustee for its taxing districts) at all Annual Tax Sales conducted hereafter and bid thereon the maximum amount permitted by law on all tax delinquent tracts of land and lots in the absence of other bidders;
- 2) cause and supervise the preparation and service of all notices required by law;
- 3) cause the preparation and filing by his staff attorney of all required petitions, applications and orders for tax deed;
- 4) cause and supervise the conduct of all required research concerning the identity and location of parties of interest;
- 5) cause and supervise the inspection of properties as required in both the acquisition and disposition thereof;
- 6) cause and supervise the fulfillment of all other requirements of law in obtaining tax deeds in favor of County as to tax delinquent parcels within the county; and
- 7) manage and subsequently liquidate properties so acquired.

B. Agent shall diligently pursue a continuous process of collection of delinquent real estate taxes in the name of the County, and, subject to the direction of County, may employ the use of extensions of periods of redemption and the filing of petitions for tax deeds as Agent may deem necessary.

C. Agent shall, at all times, provide the services of his staff attorney with respect to the conduct and operation of the Program, and all matters requiring the assistance of counsel shall be referred to such attorney, or, if appropriate, shall be performed under his supervision and control. Further, such attorney shall agree to act as an Assistant State's Attorney, should the County desire, for representation of the County's interests under the Program or with respect to

any property administered thereunder.

D. The Agent will take all steps necessary to manage and operate the property to which tax deed is taken and shall post each parcel with signage supplied by Agent notifying the public of the availability thereof for sale.

E. At least yearly, unless waived by County, Agent shall conduct an auction sale of all property to which tax deed has been taken in the name of County, as Trustee, and as to which potential purchasers have expressed interest. Agent shall answer all inquiries relating to such properties, and shall prepare, furnish and distribute sale catalogs, and diligently pursue all reasonable efforts to procure the rapid disposition of property at auction sale. Agent will conduct such auction sale at a location selected and provided by the County, and all proceeds of such auction sale shall be deposited into the escrow account hereinafter described. Agent will obtain a qualified auctioneer to call the sale, and will attend to the processing of all proceeds and sales documentation resulting therefrom. After each auction sale Agent shall obtain all information and perform all other incidental acts necessary for transfer of each property to its auction sale purchaser.

F. Agent shall fully inform the County as to the operation of the Program, and shall cooperate in establishing minimum prices, rules of sales and general principals of accountability.

G. Agent and his legal staff shall assist the State's Attorney in pursuing marketable title to parcels of real property acquired through the Program that prove otherwise unmarketable. All required legal actions will be pursued in the name of the County, as Trustee, and any summons or other papers which may not legally be served by Agent or his personnel will be served by the Office of the Sheriff of the County. The expense of any such legal action concerning the validity of the County's title will be paid from the proceeds of the Program unless the action is made necessary by intentional misconduct on the part of Agent or anyone in his employ, in which case the cost shall be borne by Agent.

H. Agent shall, at his expense, provide and continuously maintain his own separate and independent business office and shall conduct all business and transactions pertaining to the Program from such office or from the County Courthouse. All business office expenses, office supply expenses, salaries of employees, and other expenses incurred by Agent not specifically provided otherwise herein shall be paid solely by Agent. All files pertaining to the Program and maintained by Agent shall remain in the office of the Agent, but all such files and all papers, documents, letters, and memoranda contained therein or pertaining thereto shall remain the property of County, and County shall have full access thereto at all times during normal business hours.

2. Mechanics of Operation:

A. The parties acknowledge and agree that Agent will attend to and conduct the following types of transactions through the Program on behalf of County:

1) Redemptions - The payment of the full amount shown upon the face of the Tax Sale Certificate plus the subsequently accruing taxes, penalties, costs, fees, and charges as specified by the Illinois Property Tax Code of 1993 and any future statutory revisions. No redemption will be accepted for less than the full statutorily required amount required by statute. Redemptions can only occur prior to the issuance of a Tax Deed to the property.

2) Assignments - The sale of open, unredeemed, Tax Sale Certificate of purchase to a third party. The charge for each assignment shall be no less than the full amount specified for redemption at the time of such assignment by the Illinois Property Tax Code of 1993 and any future statutory revisions thereof. All assignments must be approved by the County Board or it's designated committee.

3) Reconveyances - The conveyance of parcels to parties who, on or after the statutory lien date, held a valid ownership interest therein prior to the entry of an order for issuance of Tax Deed to County. No reconveyance will be allowed for less than the full amount required by statute to redeem such parcels plus the maximum of Two Hundred and Fifty Dollars (\$250.00) or Agent's actual expense in taking Tax Deed, whichever is less. Reconveyances can only occur after the issuance of a court order for Tax Deed and prior to the sale and conveyance of the title to the property. All reconveyances must be approved by the County Board or its designated committee.

4) Sales - The conveyance of titles obtained through Tax Deed proceedings to bona fide, legal, and

eligible purchasers for value. All sales will be made for value determined by public auction sale, appraisal, or other acceptable and recognized method. The Agent will offer all parcels of real estate obtained through Tax Deed proceedings at public auction sale and sell to the highest bidder unless specifically directed to do otherwise by the County Board or it's designated committee.

5) Rentals - The letting or leasing of parcels of real estate to bona fide, legal, and eligible third parties for a specific and determinable length of time and for a fair market fee. Properties obtained through the Delinquent Tax Program can only be rented after the issuance of a Tax Deed and only with the approval of the County Board or it's designated committee. All terms, rental fees and conditions will be determined by the County Board or it's designated committee. The Agent will manage the rental and offer his professional advice and guidance to the County.

B. The parties acknowledge that County will acquire Tax Sale Certificates of Purchase under the authority granted it under Section 21-90 of the Property Tax Code of 1993, and that such Certificates shall remain in the custody of the County Treasurer pending redemption or completion of tax deed proceedings resulting in cancellation thereof. Agent shall prepare notices for mailing required by and in compliance with Sec. 22-5 of the Property Tax Code for each such Certificate in due course as provided by law.

C. County shall furnish to Agent a duplicate or photocopy of each tax sale certificate and shall provide any information known by the offices of the County Clerk, County Treasurer and County Recorder, as to owners, occupants, parties of interest, the condition of the subject property and all other relevant information in the possession of such offices which would aid in obtaining tax deeds to the properties subject of the certificates of County.

D. Agent will in due course perform the following:

1) pursue redemptions upon and manage County's Tax Sale Certificates throughout the remainder of the redemption period provided by statute, exercising such extensions thereof, and entering into such agreements for monthly installment basis assignments of open certificates owned by County for periods up to six months in duration, as Agent may deem appropriate;

2) research the title of each parcel, and identify and locate all owners, occupants, mortgage holders, lien holders, judgment holders and other parties of interest in each parcel;

3) cause notice to be served upon all parties interested in each parcel in compliance with the Property Tax Code;

4) cause preparation of all pleadings and documents required in conjunction with legal proceedings under the Property Tax Code for the purpose of obtaining tax deeds to all parcels within the Program; and

5) attend tax deed hearings in order to obtain title to the parcels within the Program.

E. Agent will then manage parcels acquired as a result of tax deed proceedings and liquidate the same through auction sales as abovesaid, and may permit auction sale purchasers to make monthly installment payment of the purchase price for a period of up six (6) months. Agent may grant one additional installment payment period of six months in discretion.

F. The County Board shall, by resolution, and upon tender of all required sums, authorize the execution of a quitclaim deed to each property sold by County through the Program. Agent, with the advice and consent of County, will prepare at least three copies of each resolution for presentation to the County Board. Upon approval of the resolution, the Treasurer will surrender any outstanding Tax Sale Certificate of Purchase upon such property for cancellation as required, and Agent will prepare and deliver the deed to the County Board Chairman for execution.

G. Agreements for installment basis certificate assignments, installment basis parcel purchases, or installment basis reconveyances that are sixty (60) days delinquent shall be considered in default, and in such cases the Agent shall notify the defaulting party that unless the account is rendered contractually current within fifteen (15) days of receipt of such notice the account shall be considered defaulted and all money received on said contract shall be treated as liquidated damages.

3. Finance:

A. The actual expenses incurred for certified mail, publication, recording and other related charges authorized by statute in conjunction with or as incidental to the processing of tax sale certificates within the Program shall be paid from the proceeds of the Program. In the event such proceeds shall be insufficient at the time a charge is incurred, the Agent agrees to advance the funds necessary to pay these costs. Agent shall then be reimbursed for this advancement, in addition to his fee, and on a priority basis, from all collections of the Program. Auctioneer's fees for parcels sold at auction will not exceed one percent (1%) of the gross purchase price of each parcel, and will be added to the purchase price at the sale, together with the official fees for recording of each deed of conveyance and all other standard purchaser's closing costs, all of which shall be paid by the purchaser of such parcel.

B. An escrow account shall be created in a bank designated by the Treasurer of the County and shall be maintained jointly by Agent and the Treasurer of the County. All money collected by or coming into the hands of Agent through the Program shall be deposited into the escrow account. This account shall be balanced monthly by Agent and reported to the Treasurer and shall at all times be open to the County for inspection.

C. Upon completion of each auction sale purchase, assignment or reconveyance, the following checks will be drawn as required upon the escrow account, with the Treasurer of the County and Agent co-signing all checks:

- 1) One check will be made payable to County offices for fees and expenses required.
- 2) A second check will be drawn for Auctioneer fees when necessary;
- 3) An additional check to refund overpayments, etc., when necessary;
- 4) An additional check will be made payable to Agent for the fees and reimbursements for advancements to which he is entitled under the terms of this Agreement;
- 5) A final check will be made payable to the Treasurer of the County for the balance remaining from the sale of each piece of property and where applicable, the County's portion of rents collected prior to sale;

The check made payable to the Treasurer of the County shall be attached to the Treasurer's copy of the Resolution. The check made payable to Agent shall be attached to Agent's copy. All checks shall be presented simultaneously to the County Board by Agent prior to the County Board authorizing the issuance of a deed.

D. Upon completion of a monthly installment basis redemption, a check shall be drawn on the escrow account payable to the County Clerk of the County for the full amount necessary to redeem. Also, when applicable, a check shall be drawn on the account payable to Agent for the amount of time payment charges collected by Agent. Both the Treasurer of the County and the Agent shall co-sign the checks. The payment to the County Clerk shall then be distributed in the same manner as a redemption.

E. Upon the determination that an auction sale contract has been defaulted, the Agent shall disburse to Agent from Agent's escrow account the greater of One Hundred Fifty Dollars \$150.00 or twenty-five percent (25%) of the amount received plus the normal service charges for handling the account in full and the remaining balance will be distributed to the Treasurer of the County.

F. Agent will not be required to pay official fees on property administered through the Program. This shall include, but shall not be limited to, fees of the offices of the County Clerk, Circuit Clerk, Recorder and Sheriff. Official fees may be charged the redeeming or purchasing parties but in no event shall they affect the fees due Agent.

4. Compensation of Agent:

A. In cases of redemptions or assignments of tax certificates, Agent shall receive therefrom the maximum amount of penalties applicable to the same under the provisions of the Property Tax Code of 1993, plus fees and interest generated by the tax certificate and its processing, on a priority basis. Additionally, and with respect to each assignment, Agent shall be entitled to a fee of TWENTY-FIVE DOLLARS (\$25.00) per assigned certificate in order to reimburse Agent's processing costs, such fee to be paid by and collected from the assignee at the time of such assignment. The penalties, fees and interest, together with any applicable assignment fee, generated upon the Tax

Sale Certificate after the tax sale shall be disbursed and mailed to the Agent by the County Clerk at least monthly, along with a list of tax sale certificates redeemed for the period since the last disbursement and redemption report. At the time of each disbursement and report to Agent, the County Clerk shall retain the fees to which the County Clerk is entitled for redemption and shall forward to the Treasurer the face amount of the tax sale certificate, the funds expended for costs on the redeemed certificate and the amount of subsequently accruing taxes applied to such certificate.

B. When a tax deed has been taken as to any parcel administered through the Program, and upon the conveyance thereof to a new owner through a public auction sale, Agent shall receive One Hundred Fifty Dollars \$150.00 or twenty-five percent (25%) of the purchase price, whichever is greater. In event the sale price of any piece of property is \$150.00 or less, the Agent shall receive the full sale price as compensation and no additional fee shall be due upon that parcel.

C. When the County has taken a tax deed and Agent has collected rents on the property prior to its auction sale, Agent shall receive, in addition to all other fees and reimbursements hereunder, fifty percent (50%) of all rents collected and deposited into the escrow account therefrom.

D. In event Agent shall arrange installment basis certificate assignments, installment basis parcel purchases or reconveyances, Agent shall be entitled to an additional service charge of TWELVE DOLLARS AND FIFTY CENTS (\$12.50) per month which will be charged to and paid by the party receiving such installment basis assignment, purchase, or reconveyance.

E. In cases of default in any installment basis assignment, parcel purchase or reconveyance, Agent shall receive the full time payment charges abovesaid, plus his fees as computed above but reduced in the same ratio as the uncollected amount bears to the total amount agreed therefor.

F. In the event County shall, after obtaining title to property through the Program, directly reconvey such property to a previous owner thereof, the compensation to Agent shall be the full amount of penalties prescribed in the Property Tax Code of 1993 plus the actual expenses in taking deed, not to exceed Two Hundred Fifty Dollars (\$250.00), which shall be charged to and paid by the previous owner.

G. Should it become necessary for the Agent to institute legal action to cure title to any property obtained by the County through any entity other than Agent himself, Agent shall be entitled to additional compensation in the amount of \$250.00 per action to defray the costs of Agent's legal staff plus any court costs advanced.

5. General Conditions:

A. Supervision By Committee: County may elect to designate one of its committees for purposes of supervision of the operation of the Program and for reception of reports, correspondence, accountings and advice of Agent hereunder. In event of such designation, all functions to be performed by, and all communications from Agent to County shall be rendered to such committee unless County shall otherwise direct.

B. Conflict of Interest. Except as hereinafter provided, neither Agent, nor anyone in his employ nor anyone holding a subagent relationship to Agent, nor anyone affiliated with Agent shall own or have any interest, directly or indirectly, legal or equitable, in real property located in the County without the express approval of the County Board of the County. Neither Agent nor anyone in his employ nor any relative or representative of Agent, during the term of this Agreement, shall possess or acquire any pecuniary interest directly, indirectly or beneficially, or by any derivative process, in any real estate tax delinquency or forfeiture in the County. The foregoing notwithstanding, however, County recognizes that Agent, his employees, agents or subagents, may, at the date of this Agreement have an interest in real property which would otherwise be in violation of this Paragraph, and such present interests shall not be deemed in violation hereof. The intent of this Paragraph is to prohibit Agent, his employees, agents or subagents from hereafter obtaining interests in real property located in the County without the express approval of the County Board. Agent will provide to County a list of the interests now owned by Agent which would otherwise so violate the terms of this Paragraph.

C. Agent Not an Employee of County. It is mutually understood and agreed, and it is the intent of the parties that an independent contractor relationship be and is hereby established under the terms and conditions of this Agreement. It is further understood, agreed and it is the intent of the parties that the employees of Agent are not nor shall they be deemed employees of the County and that the employees of the County are not nor shall they be deemed

employees of Agent. It is further understood, agreed and is the intent of the parties that the County has not created any type of County office through the creation of the Program, nor shall Agent be considered a public officer in performing his duties pursuant to this Agreement.

D. Process Service Appointments. By reason of the volume of notices requiring personal service within County, certain employees of Agent may, at Agent's request, be appointed Special Sheriff's Deputies for the purpose of accomplishing service of notices in conjunction with tax deed proceedings instituted hereunder, such employees to so serve at Agent's sole expense.

E. Plats. County shall, without expense to Agent, furnish Agent with one complete set of the current tax map and plat books for use by Agent in identifying and locating tax delinquent parcels within the Program.

F. Assignment. Agent and County agree that this Agreement is one contemplating the performance of personal services by Agent and his employees, and, therefore neither party hereto may assign or transfer this Agreement or any part thereof, without the written consent of the other party.

G. Written Notices. Any written notices which may be required pursuant to this Agreement shall be addressed and sent as follows:

To County:

The County of Champaign
Champaign County Clerk
Champaign County Courthouse
Urbana, Illinois 61801

To Agent:

Mr. Joseph E. Meyer
141 St. Andrews Avenue
Edwardsville, Illinois 62025

H. Termination of Agreement. This Agreement shall be in effect from the date of signing until terminated by either the Agent or County. The County may elect to terminate this Agreement at any time by giving written notice to Agent One Hundred Twenty (120) days prior to the effective date of termination. Agent may elect to terminate this Agreement at any time after the second anniversary of this Agreement by giving written notice to County Three Hundred Sixty-five (365) days prior to the effective date of termination. Each succeeding County Board shall have the right to terminate this agreement by giving written notice to Agent One Hundred Twenty (120) days prior to the effective date of termination. Upon termination of this Agreement, Agent shall be allowed to complete all sales, assignments and reconveyances in process, and Agent shall receive the compensation he would be entitled to under this Agreement and the normal service charges on money collected.

This Agreement entered into and signed at the Courthouse of the County, this 22 day of April, 1998.

The Champaign County Board

By: [Signature]
Chairman

Attest: Mark Sheldon

Agent

[Signature]
Joseph E. Meyer, Agent

Attest: Jack M. Butler

RESOLUTION NO.

RESOLUTION DESIGNATING DEPOSITORIES FOR FUNDS

WHEREAS, Daniel J. Welch, County Treasurer of the County of Champaign, State of Illinois, Pursuant to 55 ILCS 5/3-11002 of the Illinois Compiled Statutes, requests the County Board of the County of Champaign to designate a bank or banks, or other depositories in which the funds and other public monies in his custody may be deposited, and

WHEREAS, when requested by the County Treasurer, the designation of depositories for the keeping of County Funds and other public monies in the custody of the County Treasurer of the County of Champaign is a valid exercise of power and duties of said County Board.

NOW THEREFORE BE IT RESOLVED by the County Board of the County of Champaign, State of Illinois, that the following Financial Institutions are hereby designated as depositories for the County Funds and other public monies in the custody of Daniel J. Welch, County Treasurer of the County of Champaign:

Bank of Rantoul	Rantoul
BankChampaign	Champaign
Busey Bank	Urbana
Central Illinois Bank	Champaign
Chase Bank	Champaign
Commerce Bank	Champaign
Community Plus Credit Union	Champaign
Dewey State Bank	Dewey
First Bank	Savoy
First Federal Savings Bank	Champaign
First Financial Bank	Champaign
First Mid-Illinois Bank & Trust	Urbana
First Midwest Bank	Champaign
First National Bank of Ogden	Ogden
First State Bank	Champaign
Fisher National Bank	Fisher
Gifford State Bank	Gifford
Heartland Bank & Trust Co.	Champaign
Hickory Point Bank & Trust	Champaign
Illinois Funds c/o U.S. Bank	Springfield
Longview State Bank	Sidney
Marine Bank	Champaign
Midland States Bank	Champaign
Philo Exchange Bank	Philo
PNC Bank	Champaign
Prospect Bank	Champaign
Regions Bank	Champaign

Sidell State Bank
State Bank of Bement
U of I Employees Credit Union

Homer
Ivesdale
Champaign

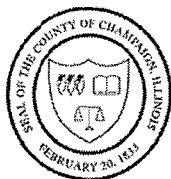
BE IT FURTHER RESOLVED that this resolution shall supersede and cancel all previous resolutions relating to the designation of depositories for funds in the custody of the Champaign County Treasurer.

PRESENTED, ADOPTED, APPROVED AND RECORDED this 24th day of April, A.D., 2014.

Alan Kurtz, Chair
Champaign County Board

Gordy Hulten, County Clerk &
Ex-officio Clerk of the Champaign
County Board

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: Alan Kurtz, Champaign County Board Chair
Chris Alix, Deputy Chair for Finance
Members of the Champaign County Board
Elected Officials & Department Heads

From: John Farney, Champaign County Auditor

Subject: Quarterly Financial Report through the four months ended March 31, 2014

Date: April 7, 2014

In accordance with Chapter 55, Act 5, Section 3-1005, Illinois Compiled Statutes, the following Quarterly Financial Report of the financial operations of Champaign County through March 31, 2014 is presented.

This report presents actual revenues and expenditures as entered into the County's AS400 Accounting System through the close of the reporting period. Budgeted amounts listed come directly from the County AS400 Accounting System, and include amendments approved by the County Board during the fiscal year.

Champaign County maintains five major governmental funds that are presented individually in this report: the General Corporate Fund; Mental Health Fund; Developmental Disabilities Fund; IMRF Fund; and the Regional Planning Commission Fund. The remaining governmental funds are considered "non-major". Also presented is the Nursing Home Fund, the County's sole Enterprise Fund.

Additionally, I have compiled data on various revenue and expenditure lines that may be of interest to County Board Members.

I believe that you will find this report more user friendly and informative than the system generated reports that are presented on a monthly basis. I will continue to supply those reports each month, while presenting this report each quarter. All reports will be available on the County Auditor's Website.

Should you have any questions, comments or requests for further data, please feel free to contact me.

Sincerely,

JOHN FARNEY
CHAMPAIGN COUNTY AUDITOR

JOHN FARNEY, CHAMPAIGN COUNTY AUDITOR
Champaign County Quarterly Financial Report
 Through the four months ended March 31, 2014

	General Corporate Fund		Mental Health Fund		Developmental Disabilities Fund		IMRF Fund	
	Total Fiscal Year Budget	Actual Year-to- Date Amounts	Total Fiscal Year Budget	Actual Year-to- Date Amounts	Total Fiscal Year Budget	Actual Year-to- Date Amounts	Total Fiscal Year Budget	Actual Year-to- Date Amounts
Revenues:								
Property Taxes	\$8,998,568	\$0	\$4,050,762	\$0	\$3,532,482	\$0	\$3,225,384	\$0
Public Safety Sales Tax	0	0	0	0	0	0	0	0
Intergovernmental Revenue	16,011,071	2,350,021	337,536	103,863	0	0	0	124,000
Charges for services	5,271,449	928,558	0	0	0	0	0	0
Fines & Forfeitures	1,115,500	267,286	0	0	0	0	0	0
Other revenues	5,483,097	1,279,121	16,300	7,586	3,000	125	2,092,994	201,652
Total Revenues	\$36,879,685	\$4,824,986	\$4,404,598	\$111,449	\$3,535,482	\$125	\$5,318,378	\$325,652
Expenditures:								
Personnel	\$26,296,652	\$6,941,423	\$537,932	\$136,380	\$0	\$0	\$5,318,378	\$1,285,483
Commodities	2,150,859	618,982	17,000	1,956	0	0	0	0
Services	7,179,858	1,557,047	4,186,591	1,223,708	3,829,856	992,618	0	0
Capital outlay	239,000	0	0	0	0	0	0	0
Transfers	1,030,279	0	0	0	0	0	0	0
Bond and debt service	959,945	414,710	0	0	0	0	415,828	415,328
Bad debt expense	30,450	0	0	0	0	0	0	0
Total Expenditures	\$37,887,043	\$9,532,162	\$4,741,523	\$1,362,044	\$3,829,856	\$992,618	\$5,734,206	\$1,700,811

NOTES:

- 1) First quarter includes 4 months, December 1, 2013-March 31, 2014, due to 13 month Fiscal Year.
- 2) Revenues and expenditures are reported using the cash basis.
- 3) This report is unaudited.
- 4) Fiscal year budgeted revenues and expenditures obtained from FY2014 County Budget as recorded in the County AS400 Accounting System.
- 5) Negative Fine & Forfeitures Revenue amount in Non-major Funds Column is due to incorrect payment of Equitable Sharing made by the U.S. Marshals Service in September 2013 to the Champaign County Sheriff. To correct this issue, a refund was made to the U.S. Marshals Service in February, 2014.

JOHN FARNEY, CHAMPAIGN COUNTY AUDITOR
Champaign County Quarterly Financial Report
 Through the four months ended March 31, 2014

	Regional Planning Commission Fund		Nursing Home Fund		Non-major Funds		Combined Funds	
	Total Fiscal Year Budget	Actual Year-to-Date Amounts	Total Fiscal Year Budget	Actual Year-to-Date Amounts	Total Fiscal Year Budget	Actual Year-to-Date Amounts	Total Fiscal Year Budget	Actual Year-to-Date Amounts
Revenues:								
Property Taxes	\$0	\$0	\$1,103,390	\$0	\$8,779,782	\$0	\$29,690,368	\$0
Public Safety Sales Tax	0	0	0	0	\$5,085,203	\$857,151	5,085,203	857,151
Intergovernmental Revenue	13,167,941	2,285,086	0	0	\$16,372,808	\$4,124,839	45,889,356	8,987,809
Charges for services	1,258,798	163,037	16,082,271	3,563,280	\$4,748,658	\$633,577	27,361,176	5,288,452
Fines & Forfeitures	0	0	0	0	\$58,250	-\$3,857	1,173,750	263,429
Other revenues	578,400	153,383	31,863	8,878	\$10,048,677	\$3,056,607	18,254,331	4,707,352
Total Revenues	\$15,005,139	\$2,601,506	\$17,217,794	\$3,572,158	\$45,093,108	\$8,668,317	\$127,454,184	\$20,104,193
Expenditures:								
Personnel	\$5,372,545	\$1,133,853	\$10,411,420	\$2,080,230	\$21,121,953	\$5,463,241	\$69,058,880	\$17,040,610
Commodities	353,332	47,723	1,448,684	267,431	\$1,150,877	\$357,922	5,120,752	1,294,014
Services	8,815,212	1,811,465	4,439,911	1,081,522	\$11,827,913	\$2,614,868	40,279,341	9,281,228
Capital outlay	142,450	0	200,000	10,019	\$5,052,070	\$236,968	5,633,520	246,987
Transfers	318,000	114,219	548,710	0	\$1,809,195	\$203,447	3,706,184	317,666
Bond and debt service	0	0	7,583	0	\$9,267,233	\$4,111,448	10,650,589	4,941,486
Bad debt expense	0	0	0	0	\$255,000	\$0	285,450	0
Total Expenditures	\$15,001,539	\$3,107,260	\$17,055,308	\$3,439,202	\$50,485,241	\$12,987,894	\$134,734,716	\$33,121,991

NOTES:

- 1) First quarter includes 4 months, December 1, 2013-March 31, 2014, due to 13 month Fiscal Year.
- 2) Revenues and expenditures are reported using the cash basis.
- 3) This report is unaudited.
- 4) Fiscal year budgeted revenues and expenditures obtained from FY2014 County Budget as recorded in the County AS400 Accounting System.
- 5) Negative Fine & Forfeitures Revenue amount in Non-major Funds Column is due to incorrect payment of Equitable Sharing made by the U.S. Marshals Service in September 2013 to the Champaign County Sheriff. To correct this issue, a refund was made to the U.S. Marshals Service in February, 2014.

JOHN FARNEY, CHAMPAIGN COUNTY AUDITOR
Champaign County Quarterly Financial Report
 Through the four months ended March 31, 2014

**Fiscal Year to Date
 Top 5 Revenue Lines
 All Funds**

Revenue Source	FY 2014	FY 2013
HHS Head Start Grant	\$1,476,814	\$1,433,122
NH Care - Private Pay	1,197,490	1,005,107
NH Care - Medicaid	1,191,542	1,263,617
Motor Fuel Tax	1,106,275	929,475
1/4% Sales Tax (All County)	964,148	1,400,441

**Fiscal Year to Date
 Top 5 Expenditure Lines
 All Funds**

Expenditure	FY 2014	FY 2013
Reg. Full Time Employees	\$6,720,577	\$6,391,374
Health/Life Insurance	3,357,078	3,143,589
Contributions/Grants	2,598,170	2,774,245
Energy Assistance	1,323,813	964,355
IMRF	1,065,194	911,699

**Fiscal Year to Date
 Top 5 Revenue Lines
 Champaign County Nursing Home**

Revenue Source	FY 2014	FY 2013
NH Care - Private Pay	\$1,197,490	\$1,005,107
NH Care - Medicaid	1,191,542	1,263,617
NH Care - Medicare A	529,721	701,662
NH Care - Private Insurance	198,939	172,744
NH Care - Hospice	142,396	174,005

**Fiscal Year to Date
 Accounts Payable
 Monthly Warrants Paid**

Monthly Warrants Paid	FY 2014	FY 2013
December	\$6,748,988	\$5,980,003
January	12,233,470	15,281,797
February	7,102,726	6,409,807
March	5,847,233	4,106,254

**Fiscal Year to Date
 Top 5 Revenue Lines
 General Corporate Fund Only**

Revenue Source	FY 2014	FY 2013
1/4% Sales Tax (All County)	\$964,148	\$1,400,441
Rent *	619,960	83,887
Circuit Clerk Fees	383,875	423,841
Revenue Stamps	341,562	409,355
Income Tax	296,353	470,817

**Fiscal Year to Date
 Top 5 Expenditure Lines
 General Corporate Fund Only**

Expenditure	FY 2014	FY 2013
Regular Full Time Employees	\$3,404,732	\$3,118,509
Sheriff Full Time Employees	1,876,196	2,011,167
Health/Life Insurance	930,566	867,111
Document Stamps	320,000	280,000
Medical/Dental/Mental Health Services	255,070	280,806

**Fiscal Year to Date
 Top 5 Expenditure Lines
 Champaign County Nursing Home**

Expenditure	FY 2014	FY 2013
Regular Full Time Employees	\$983,625	\$1,015,523
Professional Services	499,977	582,827
No Benefit Full Time Employees	302,937	362,690
Unemployment Insurance	246,213	209,702
Overtime	241,170	190,109
Contract Nursing **	115,304	199,102

* Rent increase due to lump sum payment to County from ILEAS.

** Contract Nursing is not a Top 5 expense, included for Board information only

NOTES:

- 1) First quarter includes 4 months, December 1, 2013-March 31, 2014, due to 13 month Fiscal Year.
- 2) Revenues and expenditures are reported using the cash basis
- 3) This report is unaudited.

To: Board of Directors
Champaign County Nursing Home

From: Scott Gima
Manager

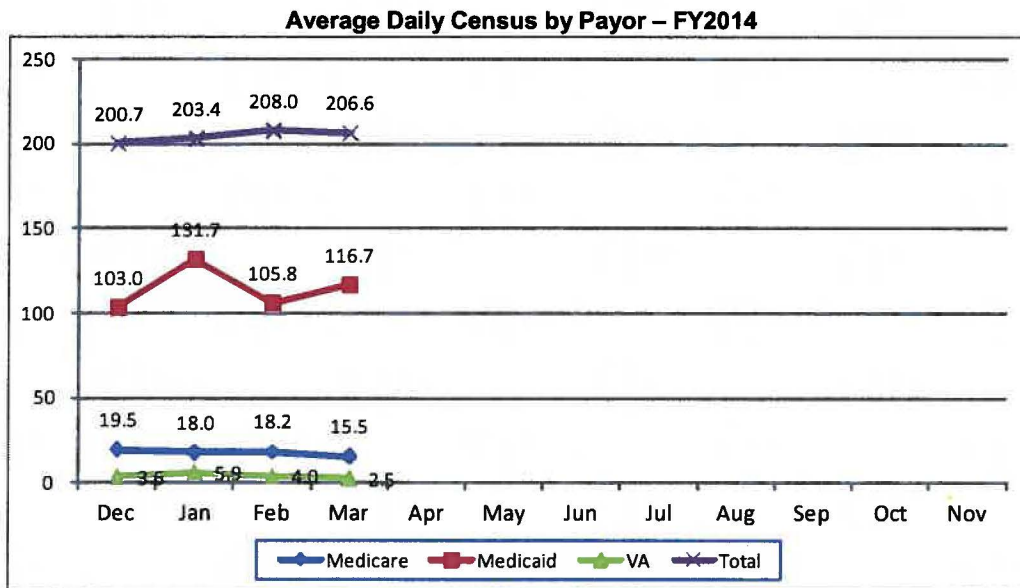
Date: April 9, 2014

Re: February 2014 Financial Management Report

February's census was 208. This continues a steady climb from 200.7 in December and 203.4 in January. The overall occupancy rate has increased from 82.6% in December to 85.6% in February. The net income for February was \$83,314. Cash from operations totaled \$145,507, a good month, but down from December's cash of \$164,801. There were 112 Medicaid conversion days in February.

Statistics

The ADC in February was 208.0. Conversion days fell from 970 in January to 112 in February. January compared to 87 conversion days in December. Medicare census was 18.2 in February, slightly better than the 18.0 January average. The chart below breaks out the VA census. In 2013, the average VA census was 2.6. So far in 2014, the average is 4.0. The census of 5.9 seen in January was probably the highest census seen in the new facility.



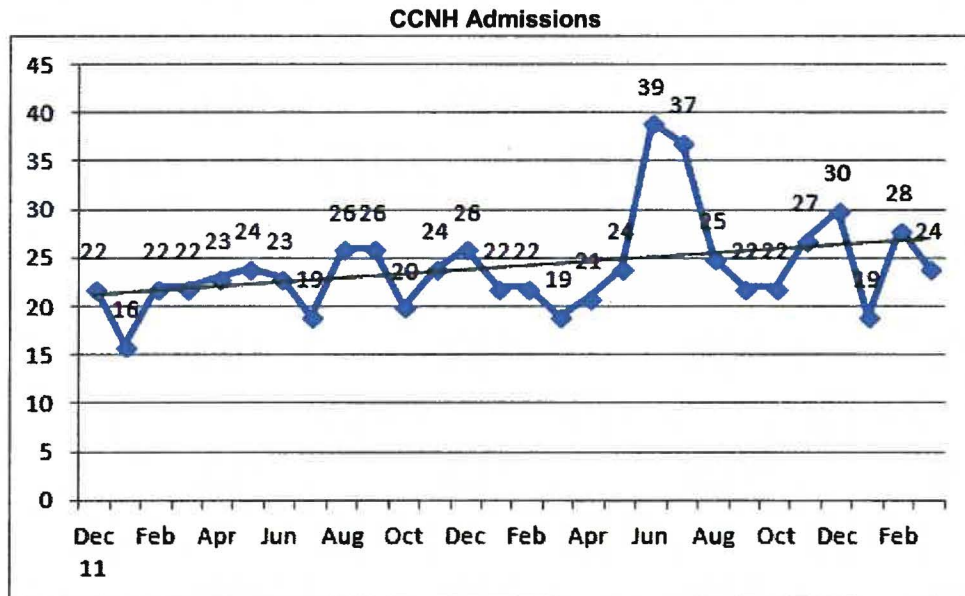
March statistics will show a census of 206.6 with 15.5 Medicare and 437 Medicaid conversion days.

March admissions totaled 24. Outflow increased from 22 in February to 26 in March.

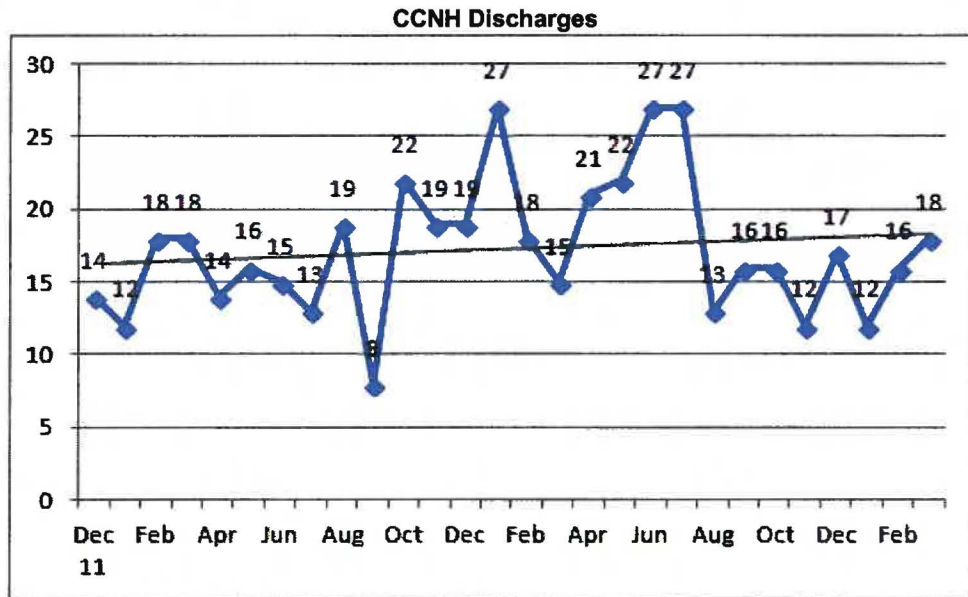
**Admissions and Discharges
December 2012 to March 2014**

	Medicare Admits	Non-Medicare Admits	Total Admits	Discharges	Expirations	Total Discharges/Expirations
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
Jan 14	9	10	19	12	8	20
Feb	16	12	28	16	6	22
Mar	10	14	24	18	8	26

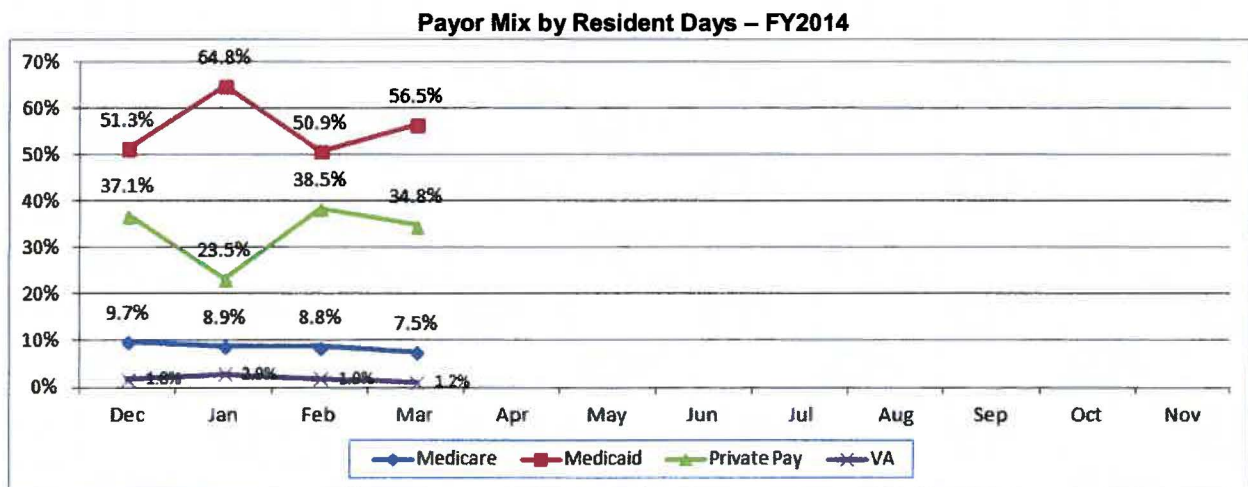
In FY2012, monthly admissions averaged 22.2 per month. FY2013 admissions averaged 25.5 per month, a 15 percent increase. So far in 2014, the monthly average is 25.3.



Discharges occurred at a higher pace in 2013 compared to 2012. In FY2012, the average monthly discharges was 15.7, ranging between 8 and 22. The monthly average for FY2013 is 19.4, a 24 percent increase from 2012. So far in 2014, the monthly average is 15.8.



The FY2013 payor mix was Medicare – 8.7%, Medicaid – 56.3% and Private pay 35.0%. FY2014 conversion days totaled as follows: December – 87, January – 970, and February, 112. The YTD payor mix is Medicare – 8.7%, Medicaid – 56.0% and Private pay 35.4%, of which 2% is VA.



Net Income/(Loss)/Cash from Operations

February closed with financials. Net income for the month totaled \$83,314, which is up from \$50,569 in January. A relatively low number of Medicaid conversion days (112) was a big help.

Revenues

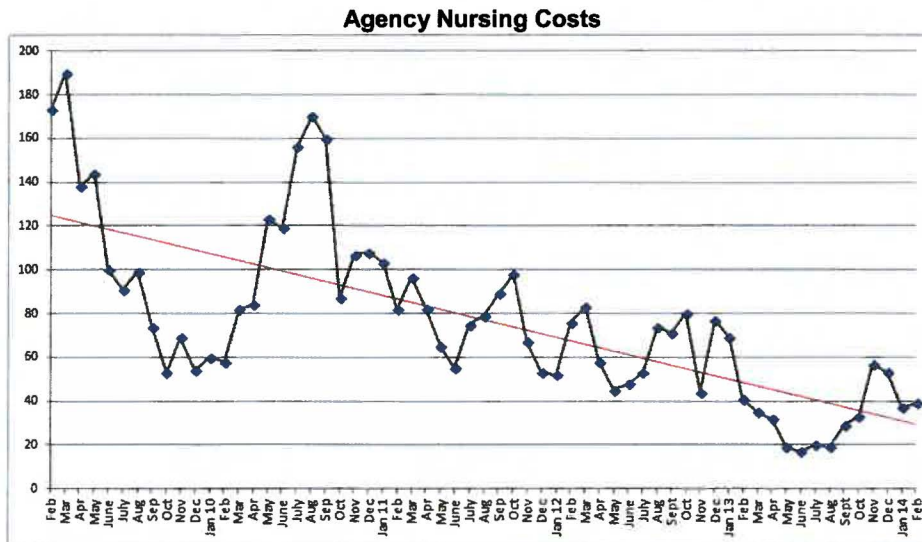
- Revenues fell from \$1.259 million in January to \$1.231k in February due to the short month. Medicare revenue was down from \$246k in January to \$215k in February. Revenue per day showed an increase from \$199.68 in January to \$205.78 in February – a strong positive bump. In 2013, the average revenue was \$196.61 per day.

Expenses

- Expenses decreased from \$1.301 million in January to \$1.207 million in February, a difference of \$93,799. Expenses per day increased slightly from \$206 to \$207. The average cost per day in FY2013 was \$220.81 per day.
- After December and January which are high benefit cost months, labor costs look better in February. Wages were down from \$525,998 in January to \$444,039 in February. Wages per day fell from \$83.41 in January to \$76.26 in February. The average for FY2013 was \$93.11 per day.
- Non-labor expenses increased from \$547,099 in January to \$586,399 in February. Non-labor expenses per day increased \$88.57 to \$100.70. The FY2013 average was \$95.62 per day. The following items impacted non-labor expenses in February:

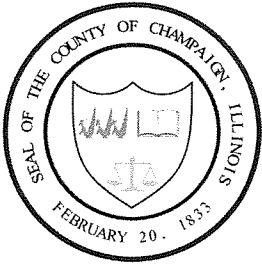
Maintenance expenses were up due to snow removal, kitchen heat exchanger repair, and thermostat replacements. Nursing expenses were higher (about \$20k between January and February) due to higher supply costs, including incontinent supplies. We are currently evaluating purchasing history to identify potential cost savings.

- Agency expenses totaled \$39k in February, slightly higher from \$37k in January.



Cash Position

The month ending cash balance fell slightly from \$683,977 in December to \$613,264 in January. Accounts receivable increased from \$3.693 million in December to \$3.953 million, an increase of \$259,929. January showed normal fluctuations/increases in receivables for property taxes, the IGT (because it is paid quarterly), VA, private pay and Medicare Advantage all contributed to the \$260k increase. Accounts payable increased from \$1.3 million in December to \$1.324 million in January, an increase of \$24,829.



CHAMPAIGN COUNTY ADMINISTRATIVE SERVICES

1776 East Washington Street, Urbana, Illinois 61802-4581

ADMINISTRATIVE, BUDGETING, PURCHASING, & HUMAN RESOURCE
MANAGEMENT SERVICES

Deb Busey, County Administrator

To: Deputy Chair Christopher Alix and the Members of the Committee of the Whole

From: Van A. Anderson, Deputy County Administrator of Finance

Subject: Bureau of Justice Assistance Grant – Reentry Program

Date: March 19, 2014

Opportunity Title: BJA FY 14 Second Chance Act Reentry Program for Adult Offenders with Co-Occurring Substance Abuse and Mental Health Disorders
Offering Agency: Bureau of Justice Assistance
CFDA Number: 16.812
CFDA Description: Second Chance Act Prisoner Reentry Initiative
Opportunity Number: BJA-2014-3773
Competition ID: BJA-2014-3775 (Category 2, Unit of County Government)

Applicant: County of Champaign

Project Title: Champaign County Coming Home Program: A Reentry Program for Adult Offenders with Co-Occurring Substance Abuse and Mental Health Disorders

Start/End: October 1, 2014 – September 30, 2016

Collaborators/Service Providers

Community Elements, Inc.
Champaign County Regional Planning Commission
University of Illinois at Urbana-Champaign
Land of Lincoln Legal Assistance Foundation, Inc.
The Prairie Center (Prairie Center Health Systems, Inc.)
The Center for Women in Transition
Central East Alcoholism and Drug Council
Heritage Behavioral Healthcare Center

Project Abstract

Champaign County, Illinois is applying for a Second Chance Act Reentry Program for Adult Offenders with Co-Occurring Substance Abuse and Mental Health Disorders grant. The County is seeking \$591,794 in federal funding assistance to engage in a collaborative reentry project.

The Champaign County Board selected Community Elements, a Medicaid certified behavioral health treatment provider and collaborating agency, as its reentry services provider, to form and lead a Reentry Council, as well as structure the Coming Home Program.

According to the US Census Bureau (2010) the county has 201,081 residents, with 122,305 residents residing in the metropolitan area of Champaign-Urbana.

The target population for this proposal is persons who have completed a sentence at the County Jail or prison, are at medium or high risk of recidivism, and have a mental health and/or substance use disorder. We anticipate this population will mirror the criminal justice population currently served by Community Elements, 65% male and 35% female; 54% black, 43% white, and 3% other race. The goal of the program is to reduce recidivism among the population by 25%.

Services will be integrated with existing efforts to reduce recidivism among the mental health and substance use population at the jail and include case management, linkage to integrated treatment for co-occurring disorders, vocational support, peer support, supportive housing, and assistance with civil legal matters provided by multiple community partners.

The Level of Service Inventory-Revised (LSI-R) is a quantitative survey of offender attributes and their situations relevant to level of supervision and treatment decisions that assists in predicting parole outcome, success in correctional halfway houses, institutional misconducts, and recidivism.

Champaign County collaborates with Community Elements, a local not-for-profit organization providing mental health and substance abuse services. With support from the Champaign County Mental Health Board, Community Elements currently provides MRT trained clinicians to screen, assess, engage, and treat clients in the jail and continue services upon release.

Priority considerations include a post-release community model, research, use of Data Link, ACA Navigators, and coordination of services for the homeless. The rate of return from IDOC to Champaign County is sixth among Illinois counties including Cook.

The County estimates that the Coming Home Program will serve 70 reentry program participants during the project period. The outcomes of the program will be evaluated by an independent researcher.

Budget

Budget Category	Federal Request	Non-Federal Amounts	Total
A. Personnel	\$230,909	\$10,126	\$241,035
B. Fringe Benefits	\$74,318	\$1,897	\$76,215
C. Travel	\$19,474	\$0	\$19,474
D. Equipment	\$3,500	\$0	\$3,500
E. Supplies	\$6,913	\$0	\$6,913
F. Construction	\$0	\$0	\$0
G. Consultants/Contracts	\$0	\$0	\$0
H. Other	\$174,960	\$0	\$174,960
Total Direct Costs	\$510,074	\$12,023	\$522,097
I. Indirect Costs	\$81,720	\$0	\$81,720
TOTAL PROJECT COSTS	\$591,794	\$12,023	\$603,817

REQUESTED ACTION

The Finance Committee recommends to the County Board approval of the application for, and if awarded, acceptance of the Bureau of Justice Assistance Second Chance Act Prisoner Reentry Initiative grant entitled "Champaign County Coming Home Program: A Reentry Program for Adult Offenders with Co-Occurring Substance Abuse and Mental Health Disorders" in the anticipated amount of \$591,794 in federal funds for the twenty-four (24) month grant.

FUND 630 CIR CLK OPERATION & ADMIN DEPARTMENT 030 CIRCUIT CLERK

INCREASED APPROPRIATIONS:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
630-030-571.80 TO GENERAL CORP FUND 080	0	0	60,000	60,000
TOTALS	0	0	60,000	60,000

INCREASED REVENUE BUDGET:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
None: from Fund Balance				
TOTALS	0	0	0	0

EXPLANATION: INCREASE TO ENCUMBER FUNDS NOT ALLOCATED IN THE PREVIOUS FISCAL YEAR

DATE SUBMITTED: 3/19/14 AUTHORIZED SIGNATURE: *[Signature]* ** PLEASE SIGN IN BLUE INK **

APPROVED BY BUDGET & FINANCE COMMITTEE: _____ DATE: _____

RECEIVED
MAR 21 2014
CHAM. AUD. COUNTY OFFICE

FUND 089 COUNTY PUBLIC HEALTH FUND DEPARTMENT 049 BOARD OF HEALTH

INCREASED APPROPRIATIONS:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
089-049-533.07 PROFESSIONAL SERVICES	803,004	803,004	806,728	3,724
TOTALS	803,004	803,004	806,728	3,724

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 REIMBURSE THE CHAMPAIGN-URBANA PUBLIC HEALTH DISTRICT FOR ADDITIONAL SERVICES PROVIDED TO THE COUNTY DURING THE GIFFORD TORNADO RESPONSE EFFORTS, AS APPROVED BY THE COUNTY BOARD OF HEALTH ON 3/18/14.

DATE SUBMITTED:

3-19-14

AUTHORIZED SIGNATURE

** PLEASE SIGN IN BLUE INK **

Debra L. Zury

APPROVED BY BUDGET & FINANCE COMMITTEE:

DATE:

Report on Costs Associated with the Gifford Tornado Response

The Champaign County Public Health Department incurred a cost of \$9,094.84 due to the contractual assistance provided by CUPHD to the County during the Gifford Tornado Response Efforts. Minimally, the county needs to cover \$3,722.99. CUPHD is contracted by CCPHD to conduct emergency/preparedness work under the PHEP grant. These expenses were incurred from Nov. 18, 2013 through Nov. 26, 2013.

	Actual Cost Accrued	Cost After Adjustments Made in Budget
Salary*	\$ 6115.77	\$ 2164.47
Fringe Benefits**	\$ 2201.68	\$ 781.60
Travel***	\$ 663.87	\$ 663.87
Commodities****	113.52	113.52
Total	\$9,094.84	\$3,723.46

*Salary and Wages Due to Gifford Tornado Response Efforts:

- 1) Budgeted Cost: 761.00
- 2) Actual Cost: 6529.21
- 3) The CCPHD's PHEP grant has a remaining \$413.44 left in its budget.
- 4) The grant can technically subsume \$3951.77 due to adjustments in staffing time.
- 5) CCHD incurred a cost of \$6115.77=(6529.21-413.44) but minimally needs to pay for the \$2164.47 overage in the salary budget.

**Fringe Benefits Due to Gifford Tornado Response Efforts:

- 1) Budgeted Cost: \$14,198.28
- 2) Actual Cost: \$14,979.88
- 3) Due to a reallocation of time on designated staff, the actual cost on fringe benefits have decreased, although the 36% proportion remains the same.
- 4) CCPHD incurred a cost \$2201.68 (salary 6115.77*36%) but minimally needs to pay for the \$781.60 overage.

***Travel due to Gifford Tornado Response Efforts:

- 1) There was no budgeted cost for Response Efforts.
- 2) The response incurred an additional cost of \$663.87.

FUND 080 GENERAL CORPORATE

DEPARTMENT 010 COUNTY BOARD

INCREASED APPROPRIATIONS:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
080-010-533.03 ATTORNEY/LEGAL SERVICES	0	358	7,699	7,341
080-010-533.07 PROFESSIONAL SERVICES	2,750	2,392	7,968	5,576
TOTALS	2,750	2,750	15,667	12,917

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: LEGAL FEES LINE IS TO CARRY OVER UNSPENT FUNDS FOR THE ORIGINAL 2012 \$14,000 COMMITMENT FOR THE CLINTON LANDFILL LEGAL CHALLENGE. PROFESSIONAL SERVICES LINE IS TO CARRY OVER UNSPENT FUNDS FROM THE ORIGINAL 2013 \$14,000 COMMITMENT TO THE MAHOMET AQUIFER SOLE SOURCE DESIGNATION PROJECT.

DATE SUBMITTED: 3-28-14 AUTHORIZED SIGNATURE: *Debra L. Zuzny* ** PLEASE SIGN IN BLUE INK **

APPROVED BY BUDGET & FINANCE COMMITTEE: _____ DATE: _____

FUND 075 REGIONAL PLANNING COMM DEPARTMENT 780 SUMMER YOUTH EMPLOYMENT PRG

INCREASED APPROPRIATIONS:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
See attached				
TOTALS	0	0	200,000	200,000

INCREASED REVENUE BUDGET:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
See attached				
TOTALS	0	0	200,000	200,000

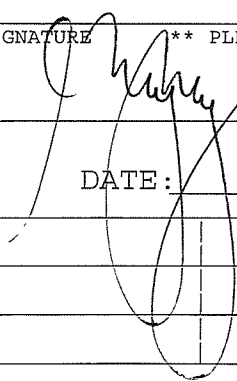
EXPLANATION: TO ADMINISTER PAYROLL PROCESSING FOR THE CITY OF CHAMPAIGN SUMMER YOUTH EMPLOYMENT PROGRAM IN COOPERATION WITH THE UNIT 4 SCHOOL DIST. THE PROGRAM PROVIDES TEMPORARY EMPLOYMENT TO APPROXIMATELY 175-200 AT-RISK YOUTH, PLACED AT VARIOUS LOCAL EMPLOYERS. THE PROGRAM HAS HISTORICALLY BEEN ADMINISTERED BY THE LOCAL WORKFORCE INVESTMENT AREA'S FISCAL AGENT.

DATE SUBMITTED:

4-8-14

AUTHORIZED SIGNATURE

** PLEASE SIGN IN BLUE INK **



APPROVED BY BUDGET & FINANCE COMMITTEE:

DATE:

FUND 110 WORKFORCE DEVELOPMENT FND DEPARTMENT 781 ACCEL TRNG-IL MANUFCTRNG

INCREASED APPROPRIATIONS:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
See attached				
TOTALS	0	0	18,536	18,536

INCREASED REVENUE BUDGET:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
See attached				
TOTALS	0	0	18,536	18,536

EXPLANATION: SEE ATTACHED

DATE SUBMITTED: 1-8-14 AUTHORIZED SIGNATURE:  ** PLEASE SIGN IN BLUE INK **

APPROVED BY BUDGET & FINANCE COMMITTEE: _____ DATE: _____

REASON FOR AMENDMENT: TO ACCOMMODATE PASS-THROUGH FUNDING FROM THE DECATUR LOCAL WORKFORCE INVESTMENT AREA TO OUR FOUR-COUNTY LOCAL WORKFORCE INVESTMENT AREA 17 (CHAMPAIGN/FORD/IROQUOIS/PIATT). THE ACCELERATED TRAINING FOR ILLINOIS MANUFACTURING GRANT PROVIDES FUNDING FOR JOB TRAINING AND CASE MANAGEMENT FOR WORKERS DISPLACED BY AN EMPLOYER TRANSFERRING PRODUCTION FROM ILLINOIS TO AN OFF SHORE FACILITY.

FUND 080 GENERAL CORPORATE

DEPARTMENT 127 VETERANS ASSISTNC COMMSN

INCREASED APPROPRIATIONS:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
080-127-533.54 ASSISTANCE TO VETERANS	80,000	81,500	82,000	500
TOTALS	80,000	81,500	82,000	500

INCREASED REVENUE BUDGET:

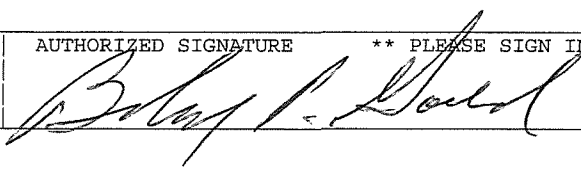
ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
080-127-363.10 GIFTS AND DONATIONS	0	0	500	500
TOTALS	0	0	500	500

EXPLANATION: THE LADIES AUXILIARY VFW #630 HAS PROVIDED A GIFT OF \$500 TO THE VAC WITH INSTRUCTION THAT IT BE USED FOR FOOD VOUCHERS FOR VETERANS.

DATE SUBMITTED:

4/9/2014

AUTHORIZED SIGNATURE



** PLEASE SIGN IN BLUE INK **

APPROVED BY BUDGET & FINANCE COMMITTEE:

DATE:

FUND 075 REGIONAL PLANNING COMM DEPARTMENT 779 WEATHERIZATION TRNG-DCEO

INCREASED APPROPRIATIONS:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
075-779-511.03 REG. FULL-TIME EMPLOYEES	0	0	40,000	40,000
075-779-533.95 CONFERENCES & TRAINING	0	0	5,000	5,000
TOTALS	0	0	45,000	45,000

INCREASED REVENUE BUDGET:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
075-779-331.81 DPT ENERGY-WEATHERIZATION	0	0	45,000	45,000
TOTALS	0	0	45,000	45,000

EXPLANATION: TO ACCOMMODATE A NEW WEATHERIZATION TRAINING AND TECHNICAL ASSISTANCE GRANT. THESE FUNDS WILL BE USED TO PAY FOR WEATHERIZATION STAFF TRAINING SALARIES AND TRAINING CONFERENCES SPONSORED BY ILLINOIS DEPARTMENT OF COMMERCE AND ECONOMIC OPPORTUNITY.

DATE SUBMITTED:

4-10-14

AUTHORIZED SIGNATURE

** PLEASE SIGN IN BLUE INK **

APPROVED BY BUDGET & FINANCE COMMITTEE:

DATE:

REQUEST FOR BUDGET TRANSFER
NEEDING CHAMPAIGN COUNTY BOARD APPROVAL

BT NO. 14-00003

FUND 679 CHILD ADVOCACY CENTER

DEPARTMENT 179 CHILD ADVOCACY CENTER

TO LINE ITEM:

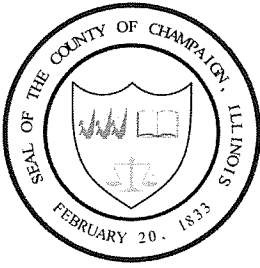
FROM LINE ITEM:

NUMBER/TITLE	\$ AMOUNT	NUMBER/TITLE
679-179-511.05 TEMP. SALARIES & WAGES	27,900.	679-179-533.07 PROFESSIONAL SERVICES
679-179-513.01 SOCIAL SECURITY-EMPLOYER	2,135.	679-179-533.07 PROFESSIONAL SERVICES
679-179-513.02 IMRF - EMPLOYER COST	2,765.	679-179-533.07 PROFESSIONAL SERVICES
679-179-513.04 WORKERS' COMPENSATION INS	155.	679-179-533.07 PROFESSIONAL SERVICES
679-179-513.05 UNEMPLOYMENT INSURANCE	710.	679-179-533.07 PROFESSIONAL SERVICES

EXPLANATION: EMPLOYEE MOVED FROM CONTRACTUAL TO TEMPORARY STATUS.

DATE SUBMITTED: 4/7/14 *Adelaide Amin' (CAC)*
 APPROVED BY PARENT COMMITTEE: _____ AUTHORIZED SIGNATURE
 DATE: _____ * PLEASE SIGN IN BLUE INK *

APPROVED BY BUDGET AND FINANCE COMMITTEE: _____ **DATE:** _____



CHAMPAIGN COUNTY ADMINISTRATIVE SERVICES

1776 East Washington Street, Urbana, Illinois 61802-4581

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

Debra Busey, County Administrator

RECOMMENDATION

TO: Christopher Alix, Deputy Chair – Finance Committee of the Whole and Members of the Champaign County Board

FROM: RFP2014-001 Evaluation Committee: Dr. Robert Palinkas, Chair; Josh Hartke; Gary Maxwell; Rachel Schwartz; Jeff Kibler; Deb Busey

DATE: April 7, 2014

RE: Recommendation of Top Ranked Vendor in Response to RFP 2014-001

On March 21, 2014, Champaign County received three proposals in response to RFP 2014-001 – Nursing Home Management Services for the County of Champaign - from the following organizations:

Health Dimensions Group
Management Performance Associates, Inc.
Presence Life Connections

Pursuant to a Phase I Review of the three proposals, it was determined that the response from Health Dimensions Group was non-responsive in that it failed to include complete cost information. The RFP clearly stated that the failure to include complete cost information would result in the response being rejected as incomplete and deemed non-responsive to the RFP. This determination upon the Phase I Review of the responses was reviewed by legal counsel, and upheld in their opinion as the appropriate determination with regard to the Health Dimensions Group response.

The other two proposals were then advanced to the Phase II review by the Evaluation Committee. The compilation of the individual evaluations by members of the Evaluation Committee is included with this Memorandum for your information. The following points are indicated by the compiled evaluation results:

- The MPA cumulative score is 16% higher than that of Presence Life Connections.
- Each individual reviewer placed Management Performance Associates, Inc. response as the top ranked over the Presence Life Connections response.
- Of the ten individual evaluation criteria, Management Performance Associates, Inc. received the top cumulative score of all evaluators on nine of the ten criteria.

In discussion at the meeting of the Evaluation Committee on April 7th, an overall assessment reflected there was not a substantial difference in the recommendations for implementation of the contract between the two responses, and that a switch to a new company would have an additional cost to the Nursing Home in transition and implementation of required changes. The Committee members also expressed concern for the potential conflicts of interests posed by Presence Life Connections (PLC), both hospital affiliation and the requirement that the County acknowledge and agree that PLC is subject to the Ethical and Religious Directives for Catholic Health Care Services, which would need to be defined and addressed, if possible, in negotiating a contract. Finally, committee members noted the positive financial impact Management Performance Associates has achieved in its management of the Nursing Home since 2008, and the fact that specific goals for the next contract term could and should be negotiated in the next contract with Management Performance Associates, Inc., if this recommendation is approved by the Finance Committee of the Whole.

RECOMMENDATION

The RFP 2014-001 Nursing Home Management Services Evaluation Committee unanimously recommends to the Finance Committee of the Whole the designation of Management Performance Associates, Inc. as the top-ranked vendor in response to this RFP, and to initiate negotiations with Management Performance Associates, Inc. for a contract consistent with the terms designated in RFP 2014-001.

Attachment

EVALUATION RATING TOOL for RFP 2014-001 - Nursing Home Management Services for the County of Champaign

RFP Section 4-2 Phase II - Proposal Evaluation: This preliminary evaluation rating tool will be used by the Evaluation Committee during Phase II as part of the process to evaluate the Respondents' proposals in the preparation of a recommendation to the Champaign County Board for award of the proposal. As stated in RFP 2014-001, 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 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.

EVALUATION CRITERIA	Management Performance Associates						Presence Life Connections					
	Evaluations						Evaluations					
	E1	E2	E3	E4	E6	Compiled	E1	E2	E3	E4	E6	Compiled
RFP 2014-001 Section 4-2 Phase II - Proposal Evaluation	T	T	T	T	T	T	T	T	T	T	T	T
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.	20	15	20	10	20	85	15	15	20	10	10	70
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 this RFP.	15	20	20	10	20	85	15	15	10	10	10	60
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.	15	15	15	10	20	75	15	15	15	15	15	75
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.	15	15	20	10	20	80	15	15	15	10	5	60
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.	20	15	20	15	20	90	20	15	10	15	15	75
Schedule of Professional Fees and Expenses relative to information provided in Exhibit 2.	6	9	12	9	12	48	9	9	12	9	6	45
Legal Actions - The EC will consider any legal actions, if any, against Respondent and/or 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.	12	6	12	3	9	42	9	6	12	6	6	39
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.	9	6	12	9	6	42	9	6	12	9	12	48
Compliance with Laws, Ordinances, and Statutes. The EC will consider Respondent's compliance with all laws, ordinances, and statutes governing the contract.	9	6	12	9	12	48	12	6	12	6	12	48
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.	12	6	12	9	12	51	9	6	6	3	12	36
TOTAL SCORE	133	113	155	94	151	646	128	108	124	93	103	556

SCORE - RATING SCALE OF 0 - 4

- 0 - Does not meet requirements/expectations
- 1 - Somewhat meets requirements/expectations
- 2 - Meets requirements/expectations
- 3 - More than meets requirements/expectations
- 4 - Greatly exceeds requirements/expectations

Finance COW Proposal - 3/11/14																
Position Title	FY2014	FY2015-12/1/2014	% Increase	FY2015 \$ Increase	FY2016-12/1/2015	% Increase	FY2016 \$ Increase	FY2017-12/1/2016	% Increase	FY2017 \$ Increase	FY2018-12/1/2017	% Increase	FY2018 \$ Increase	4-Year Total % Increase	4Year Total \$ Increase	
County Clerk	\$86,639	\$87,889	1.44%	\$1,250	\$89,139	1.42%	\$1,250	\$90,389	1.40%	\$1,250	\$91,639	1.38%	\$1,250	5.77%	\$5,000	
Treasurer	\$86,639	\$87,889	1.44%	\$1,250	\$89,139	1.42%	\$1,250	\$90,389	1.40%	\$1,250	\$91,639	1.38%	\$1,250	5.77%	\$5,000	
Sheriff	\$108,338	\$109,888	1.43%	\$1,550	\$111,438	1.41%	\$1,550	\$112,988	1.39%	\$1,550	\$114,538	1.37%	\$1,550	5.72%	\$6,200	
Board Chair	\$29,274	\$29,274	0.00%		\$29,274	0.00%									\$0	
Annual Increase to General Corporate				\$4,050			\$4,050			\$4,050			\$4,050		\$16,200	

Additional Annual Fringe Benefit Costs					
IMRF - Regular				\$248	\$992
IMRF - SLEP				\$323	\$1,294
Social Security				\$310	\$1,240
Work Comp				\$81	\$322
TOTAL Annual Fringe Benefit Increase				\$962	\$3,848
TOTAL INCREASE - SALARY + FRINGE BENEFITS				\$5,012	\$20,048

49

Administrator Proposal																
Position Title	FY2014	FY2015-12/1/2014	% Increase	FY2016-12/1/2015	% Increase	FY2017-12/1/2016	% Increase	FY2018-12/1/2017	% Increase					4-Year Total % Increase	4Year Total \$ Increase	
County Clerk	\$86,639	\$88,372	2.00%	\$1,733	\$90,139	2.00%	\$1,767	\$91,942	2.00%	\$1,803	\$93,781	2.00%	\$1,839	8.24%	\$7,142	
Treasurer	\$86,639	\$88,372	2.00%	\$1,733	\$90,139	2.00%	\$1,767	\$91,942	2.00%	\$1,803	\$93,781	2.00%	\$1,839	8.24%	\$7,142	
Sheriff	\$108,338	\$110,505	2.00%	\$2,167	\$112,715	2.00%	\$2,210	\$114,969	2.00%	\$2,254	\$117,269	2.00%	\$2,299	8.24%	\$8,931	
Board Chair	\$29,274	\$29,859	2.00%	\$585	\$30,457	2.00%	\$597								\$1,183	
Annual Increase to General Corporate				\$6,218			\$6,342			\$5,860			\$5,977		\$24,397	

Additional Annual Fringe Benefit Costs					
IMRF - Regular				\$344	\$1,417
IMRF - SLEP				\$452	\$1,864
Social Security				\$476	\$1,866
Work Comp				\$117	\$475
TOTAL Annual Fringe Benefit Increase				\$1,388	\$5,623
TOTAL INCREASE - SALARY + FRINGE BENEFITS				\$7,606	\$30,019

4-YEAR SALARY (GenCorpFund) DIFFERENCE BETWEEN 2 PROPOSALS	\$8,197
FRINGES 4-YEAR DIFFERENCE BETWEEN 2 PROPOSALS	\$1,775
TOTAL 4-YEAR DIFFERENCE BETWEEN 2 PROPOSALS	\$9,972



CHAMPAIGN COUNTY ADMINISTRATIVE SERVICES

1776 East Washington Street, Urbana, Illinois 61802-4581

ADMINISTRATIVE, BUDGETING, PURCHASING, & HUMAN RESOURCE
MANAGEMENT SERVICES

Deb Busey, County Administrator

MEMORANDUM

TO: Christopher Alix, Chair of the Finance Committee and
MEMBERS OF THE COUNTY BOARD

FROM: Deb Busey, County Administrator

DATE: January 23, 2014

RE: ELECTED OFFICIAL SALARIES

ISSUE

The issue before you is the designation of the salaries to be paid to Champaign County elected officials to be elected in November 2014. By statute, you are required to designate and approve these salaries in May – at least 180 days before the terms of office for these officials begin.

HISTORY and ANALYSIS

Comparison with Other Counties

In matters of salary administration, Champaign County utilizes comparisons with the four similarly-sized Illinois Counties – Sangamon, Peoria, McLean and Rock Island.

Following is a comparison of the 2014 salaries of elected officials in the five counties:

	Champaign County	Peoria County	McLean County	Sangamon County	Rock Island County
Position Title	FY2014	FY2014	FY2014	FY2014	FY2014
County Clerk	\$86,639	\$94,210	\$90,818	\$98,000	\$84,000
Treasurer	\$86,639	\$94,210	\$90,818	\$98,000	\$84,500
Sheriff	\$108,338	\$118,343	\$98,241	\$114,500	\$92,500
Board Chair	\$29,274	\$20,500	\$14,022	\$27,273	\$87,600
Circuit Clerk	\$90,070	\$90,551	\$94,905	\$96,892	\$90,000
Auditor	\$86,328	\$90,551	\$90,386	\$92,800	\$90,000
Coroner	\$86,328	\$90,551	\$90,386	\$92,800	\$90,000
Recorder	\$86,328	\$90,551	\$90,386	\$92,800	\$90,000

Position Title	Champaign County as % of Comp Counties Average	Champaign Compared to Peoria County	Champaign Compared to McLean County	Champaign Compared to Sangamon County	Champaign Compared to Rock Island County
County Clerk	94.42%	91.96%	95.40%	88.41%	103.14%
Treasurer	94.29%	91.96%	95.40%	88.41%	102.53%
Sheriff	102.31%	91.55%	110.28%	94.62%	117.12%
Board Chair*	78.38%	142.80%	208.77%	107.34%	33.42%
Circuit Clerk	96.76%	99.47%	94.91%	88.41%	100.08%
Auditor	94.93%	95.34%	95.51%	93.03%	95.92%
Coroner	94.93%	95.34%	95.51%	93.03%	95.92%
Recorder	94.93%	95.34%	95.51%	93.03%	95.92%

As demonstrated above, with the exception of the Sheriff and County Board Chair, the County's salaries are lower than the average of the four comparable counties, and in most instances lower than each comparable county on an individual basis as well. Based on the 2010 census, Champaign County is the largest of these five counties.

**The Rock Island County Board has a full-time Chair in lieu of using a County Administrator form of management. This skews the salary comparison for this position.*

Champaign County History

Beginning in 2004, Champaign County classified the six elected positions, excluding the Sheriff and Board Chair, into two groups or classifications. The first group included the County Clerk, Treasurer and Circuit Clerk, and the second group included the Auditor, Coroner and Recorder. The positions in the first group are considered to be larger positions in terms of classification, based upon the responsibilities assigned to the office. As such, the classification plan placed the compensation of the positions in the second group at 96% of the compensation for the positions in the first group. Because of the offset in years in which the salaries are set for the two groups of elected officials, the intended internal equity was achieved in FY2009 and FY2010, as documented below.

Champaign County	FY2009 - 12/1/2008	FY2010 - 12/1/2009
County Clerk	\$80,458.56	\$83,274.62
Treasurer	\$80,458.56	\$83,274.62
Sheriff	\$100,610.12	\$104,131.56
Board Chair	\$29,274.00	\$29,274.00
Circuit Clerk	\$80,459.00	\$83,275.00
Auditor	\$76,745.00	\$79,815.00
Coroner	\$76,745.00	\$79,815.00
Recorder	\$76,745.00	\$79,815.00

However, this system of internal equity has been compromised since FY2011, when the County Clerk, Treasurer and Sheriff – who were elected in 2010 – had salaries set at increases of 0% in FY2011; 0% in FY2012; and 2% in FY2013; and 2% in FY2014; while at the same time the Circuit Clerk, Auditor, Recorder and Coroner who were elected in 2008 received increases of 4% for FY2011 and 4% for FY2012. As demonstrated below, this has caused the smaller classified positions of Auditor, Coroner and Recorder to surpass the County Clerk and Treasurer, and the Circuit Clerk which was equal to the County Clerk and Treasurer has also surpassed both of those.

	12/1/2010	% Inc	12/1/2011	% Inc	12/1/2012	% Inc	12/1/2013	% Inc
County Clerk	\$83,275	0.00%	\$83,275	0.00%	\$84,940	2.00%	\$86,639	2.00%
Treasurer	\$83,275	0.00%	\$83,275	0.00%	\$84,940	2.00%	\$86,639	2.00%
Sheriff	\$104,132	0.00%	\$104,132	0.00%	\$106,214	2.00%	\$108,338	2.00%
Board Chair	\$29,274	0.00%	\$29,274	0.00%	\$29,274	0.00%	\$29,274	0.00%
Circuit Clerk	\$86,606	4.00%	\$90,070	4.00%	\$90,070	0.00%	\$90,070	0.00%
Auditor	\$83,007	4.00%	\$86,328	4.00%	\$86,328	0.00%	\$86,328	0.00%
Coroner	\$83,007	4.00%	\$86,328	4.00%	\$86,328	0.00%	\$86,328	0.00%
Recorder	\$83,007	4.00%	\$86,328	4.00%	\$86,328	0.00%	\$86,328	0.00%

The County Board began to address restoring the intended equity among these positions in 2012, when the four officials elected in 2012 had their salaries frozen for the four-year term from 12/1/2012 through 11/30/2016.

Analysis

With the freezing of the 2012 elected official salaries for the current 4-year term, the original internal equity among the elected positions can be restored if the 2014 elected official salaries are increased by 2% in the first two years of their next term – 12/1/2014 and 12/1/2015 – as demonstrated below:

	12/1/2014	% Inc	12/1/2015	% Inc
County Clerk	\$88,372	2.00%	\$90,139	2.00%
Treasurer	\$88,372	2.00%	\$90,139	2.00%
Sheriff	\$110,505	2.00%	\$112,715	2.00%
Board Chair	\$29,859	2.00%	\$30,457	2.00%
Circuit Clerk	\$90,070	0.00%	\$90,070	0.00%
Auditor	\$86,328	0.00%	\$86,328	0.00%
Coroner	\$86,328	0.00%	\$86,328	0.00%
Recorder	\$86,328	0.00%	\$86,328	0.00%

This action again restores (in FY2016) the placement of the Auditor, Coroner & Recorder salaries at 96% of the salaries for County Clerk, Treasurer and Circuit Clerk.

At that point, I would recommend the County Board consider 2% annual increases as a standard for elected official salaries. From a perspective of internal equity, it is at the

level that we anticipate salaries for all employees will increase on an annual basis for the foreseeable future. From a perspective of external equity, although the largest county in the comparable counties study, with a 2% annual increase we are likely to remain at or behind the salaries of the elected officials in those other counties.

RECOMMENDED ACTION:

Based upon the foregoing, I recommend the following structure for the adoption of elected official salaries for the officials elected in 2014:

	FY2015	FY2016	FY2017	FY2018
County Clerk	2%	2%	2%	2%
Treasurer	2%	2%	2%	2%
Sheriff	2%	2%	2%	2%
County Board Chair	2%	2%		

The resulting salaries, based on this recommendation, are:

	FY2015	FY2016	FY2017	FY2018
	12/1/2014	12/1/2015	12/1/2016	12/1/2017
County Clerk	\$88,372	\$90,139	\$91,942	\$93,781
Treasurer	\$88,372	\$90,139	\$91,942	\$93,781
Sheriff	\$110,505	\$112,715	\$114,970	\$117,269
Board Chair	\$29,859	\$30,457		

SUMMARY

As previously stated, it will be necessary for the County Board to adopt a decision regarding this issue no later than the May 22, 2014 County Board Meeting.

The history of the Champaign County Elected Official Salaries dating back to 1986 is enclosed with this Memorandum for your information.

Thank you for your consideration of this issue. Please feel free to contact me with regard to any questions or concerns you may have, or if there is additional supporting documentation you would like to receive.

xc: Champaign County Elected Officials

Champaign County Elected Official Salary History

	12/1/1986	% Inc	12/1/1987	% Inc	12/1/1988	% Inc	12/1/1989	% Inc	12/1/1990	% Inc	12/1/1991	% Inc
CPI		1.90%		3.60%		4.10%		4.80%		6.10%		3.10%
County Clerk	\$28,132		\$29,692	5.55%	\$31,356	5.60%	\$33,098	5.56%	\$37,749	14.05%	\$39,644	5.02%
Treasurer	\$30,542		\$32,058	4.96%	\$33,670	5.03%	\$35,334	4.94%	\$37,109	5.02%	\$38,961	4.99%
Sheriff	\$43,008		\$45,166	5.02%	\$47,428	5.01%	\$49,794	4.99%	\$52,291	5.01%	\$54,912	5.01%
Board Chair	\$32,994		\$32,994	0.00%	\$35,304	7.00%	\$37,069	5.00%	\$18,000	-51.44%	\$18,500	2.78%
Circuit Clerk	\$28,500		\$28,500	0.00%	\$30,739	7.86%	\$32,452	5.57%	\$34,249	5.54%	\$36,137	5.51%
Auditor	\$32,000		\$32,000	0.00%	\$34,240	7.00%	\$35,952	5.00%	\$47,749	32.81%	\$39,637	-16.99%
Coroner	\$25,000		\$25,000	0.00%	\$26,750	7.00%	\$38,088	42.39%	\$29,492	-22.57%	\$30,966	5.00%
Recorder	\$30,000		\$30,000	0.00%	\$32,100	7.00%	\$33,705	5.00%	\$35,390	5.00%	\$37,159	5.00%
Annual Total	\$250,176		\$255,410	2.09%	\$271,587		\$295,492	8.80%	\$292,029	-1.17%	\$295,916	1.33%

	12/1/1992	% Inc	12/1/1993	% Inc	12/1/1994	% Inc	12/1/1995	% Inc	12/1/1996	% Inc	12/1/1997	% Inc
CPI		2.90%		2.70%		2.70%		2.50%		3.30%		1.70%
County Clerk	\$41,633	5.02%	\$43,719	5.01%	\$45,026	2.99%	\$46,371	2.99%	\$47,756	2.99%	\$49,179	2.98%
Treasurer	\$40,911	5.01%	\$42,959	5.01%	\$44,246	3.00%	\$45,572	3.00%	\$46,937	3.00%	\$48,341	2.99%
Sheriff	\$57,658	5.00%	\$60,549	5.01%	\$62,358	2.99%	\$64,230	3.00%	\$66,165	3.01%	\$68,141	2.99%
Board Chair	\$22,500	21.62%	\$23,171	2.98%	\$23,868	3.01%	\$24,586	3.01%	\$24,000	-2.38%	\$24,000	0.00%
Circuit Clerk	\$37,226	3.01%	\$38,337	2.98%	\$39,488	3.00%	\$40,677	3.01%	\$44,000	8.17%	\$44,000	0.00%
Auditor	\$40,833	3.02%	\$42,062	3.01%	\$43,329	3.01%	\$44,636	3.02%	\$47,000	5.30%	\$47,000	0.00%
Coroner	\$38,279	23.62%	\$39,429	3.00%	\$40,619	3.02%	\$41,828	2.98%	\$43,500	4.00%	\$43,500	0.00%
Recorder	\$38,279	3.01%	\$39,429	3.00%	\$40,619	3.02%	\$41,828	2.98%	\$36,000	-13.93%	\$36,000	0.00%
Annual Total	\$317,319	7.23%	\$329,655	3.89%	\$339,553	3.00%	\$349,728	3.00%	\$355,358	1.61%	\$360,161	1.35%

	12/1/1998	% Inc	12/1/1999	% Inc	12/1/2000	% Inc	12/1/2001	% Inc	12/1/2002	% Inc	12/1/2003	% Inc
CPI		1.60%		2.70%		3.40%		1.60%		2.40%		1.90%
County Clerk	\$50,700	3.09%	\$50,700	0.00%	\$50,700	0.00%	\$50,700	0.00%	\$60,000	18.34%	\$61,800	3.00%
Treasurer	\$50,000	3.43%	\$50,000	0.00%	\$50,000	0.00%	\$50,000	0.00%	\$60,000	20.00%	\$61,800	3.00%
Sheriff	\$73,000	7.13%	\$73,000	0.00%	\$73,000	0.00%	\$73,000	0.00%	\$75,000	2.74%	\$77,250	3.00%
Board Chair	\$24,000	0.00%	\$24,000	0.00%	\$24,000	0.00%	\$24,480	2.00%	\$25,000	2.12%	\$25,750	3.00%
Circuit Clerk	\$44,000	0.00%	\$44,000	0.00%	\$50,000	13.64%	\$51,000	2.00%	\$52,020	2.00%	\$53,060	2.00%
Auditor	\$47,000	0.00%	\$47,000	0.00%	\$48,000	2.13%	\$48,960	2.00%	\$49,939	2.00%	\$50,938	2.00%
Coroner	\$43,500	0.00%	\$43,500	0.00%	\$48,000	10.34%	\$48,960	2.00%	\$49,939	2.00%	\$50,938	2.00%
Recorder	\$36,000	0.00%	\$36,000	0.00%	\$48,000	33.33%	\$48,960	2.00%	\$49,939	2.00%	\$50,938	2.00%
Annual Total	\$368,200	2.23%	\$368,200	0.00%	\$391,700	6.38%	\$396,060	1.11%	\$421,837	6.51%	\$432,474	2.52%

Champaign County Elected Official Salary History

	12/1/2004	% Inc	12/1/2005	% Inc	12/1/2006	% Inc	12/1/2007	% Inc	12/1/2008	% Inc	12/1/2009	% Inc
CPI		3.30%		3.40%		2.50%		4.08%		0.10%		2.70%
County Clerk	\$63,654	3.00%	\$65,564	3.00%	\$75,109	14.56%	\$77,738	3.50%	\$80,459	3.50%	\$83,275	3.50%
Treasurer	\$63,654	3.00%	\$65,564	3.00%	\$75,109	14.56%	\$77,738	3.50%	\$80,459	3.50%	\$83,275	3.50%
Sheriff	\$79,568	3.00%	\$81,955	3.00%	\$93,920	14.60%	\$97,208	3.50%	\$100,610	3.50%	\$104,132	3.50%
Board Chair	\$26,523	3.00%	\$27,318	3.00%	\$28,274	3.50%	\$29,264	3.50%	\$29,274	0.04%	\$29,274	0.00%
Circuit Clerk	\$56,747	6.95%	\$60,691	6.95%	\$64,909	6.95%	\$68,790	5.98%	\$80,459	16.96%	\$83,275	3.50%
Auditor	\$53,357	4.75%	\$55,891	4.75%	\$58,546	4.75%	\$61,327	4.75%	\$76,745	25.14%	\$79,815	4.00%
Coroner	\$53,357	4.75%	\$55,891	4.75%	\$58,546	4.75%	\$61,327	4.75%	\$76,745	25.14%	\$79,815	4.00%
Recorder	\$53,357	4.75%	\$55,891	4.75%	\$58,546	4.75%	\$61,327	4.75%	\$76,745	25.14%	\$79,815	4.00%
Annual Total	\$450,217	4.10%	\$468,765	4.12%	\$512,959	9.43%	\$534,718	4.24%	\$601,495	12.49%	\$622,675	3.52%

	12/1/2010	% Inc	12/1/2011	% Inc	12/1/2012	% Inc	12/1/2013	% Inc	12/1/2014	% Inc	12/1/2015	% Inc
CPI		1.50%		3.00%		1.70%		1.50%				
County Clerk	\$83,275	0.00%	\$83,275	0.00%	\$84,940	2.00%	\$86,639	2.00%	\$88,372	2.00%	\$90,139	2.00%
Treasurer	\$83,275	0.00%	\$83,275	0.00%	\$84,940	2.00%	\$86,639	2.00%	\$88,372	2.00%	\$90,139	2.00%
Sheriff	\$104,132	0.00%	\$104,132	0.00%	\$106,214	2.00%	\$108,338	2.00%	\$110,505	2.00%	\$112,715	2.00%
Board Chair	\$29,274	0.00%	\$29,274	0.00%	\$29,274	0.00%	\$29,274	0.00%	\$29,859	2.00%	\$30,457	2.00%
Circuit Clerk	\$86,606	4.00%	\$90,070	4.00%	\$90,070	0.00%	\$90,070	0.00%	\$90,070	0.00%	\$90,070	0.00%
Auditor	\$83,007	4.00%	\$86,328	4.00%	\$86,328	0.00%	\$86,328	0.00%	\$86,328	0.00%	\$86,328	0.00%
Coroner	\$83,007	4.00%	\$86,328	4.00%	\$86,328	0.00%	\$86,328	0.00%	\$86,328	0.00%	\$86,328	0.00%
Recorder	\$83,007	4.00%	\$86,328	4.00%	\$86,328	0.00%	\$86,328	0.00%	\$86,328	0.00%	\$86,328	0.00%
Annual Total	\$635,582	2.07%	\$649,009	2.11%	\$654,422	0.83%	\$659,944	0.84%	\$666,162	0.94%	\$672,504	0.95%

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

PLEASE TYPE OR PRINT IN BLACK INK

NAME: Linda I. Kates

ADDRESS: 2307 N. 5th St. Champaign IL 61822
Street City State Zip Code

EMAIL: lindakates44@gmail.com PHONE: (217) 493-2601

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: Eastern Prairie Fire Protection District

BEGINNING DATE OF TERM: 5-1-14 ENDING DATE: 4/30/17

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

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

I have been serving as a Trustee/Secretary on the E.P.F.P.D. Board since 1999.

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

I also prepare monthly Financial Statements, W-2's Form 941, IDES Wage Reports.

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:

Linda I. Kates
Signature

3-10-2014
Date

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

PLEASE TYPE OR PRINT IN BLACK INK

NAME: Dorothea M. Hunt

ADDRESS: 405 Ira Street Urbana Illinois 61802
Street City State Zip Code

EMAIL: _____ **PHONE:** 367-4356

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: Edge-Scott Fire Protection District
(Trustee)

BEGINNING DATE OF TERM: May 1, 2014 **ENDING DATE:** April 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?

I have been a trustee of the Edge-Scott F.P.D. since my original appointment in 1985. Having continuously served as secretary of the Board, I attend and participate in all Board meetings, and prepare, maintain and oversee the district's records, I regularly attend seminars and conferences focusing on the legal aspects of fire service -- invaluable to trustees.

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

I am well informed of the district's operations: the Fire Chief regularly attends the monthly Board meetings, reporting on all facets of the department. I have particular knowledge of the district's financial position, as I prepare the annual budget and appropriation document as well as the levy ordinance, as well as study the monthly treasurer's reports

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:

Dorothea M. Hunt
Signature

February 21, 2014
Date

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

PLEASE TYPE OR PRINT IN BLACK INK

NAME: Denny Jayne

ADDRESS: 302 Colburn Ivesdale IL 61851
Street City State Zip Code

EMAIL: dennyjane1@gmail.com **PHONE:** 217-722-4474

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: Ivesdale Fire Protection District

BEGINNING DATE OF TERM: 05/01/2014 **ENDING DATE:** 4/30/17

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?

current board member

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

current board member

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:

Denny Jayne

Signature

01/18/2014

Date

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

PLEASE TYPE OR PRINT IN BLACK INK

NAME: JAMES KIRK

ADDRESS: 3406 CR 1700E Ludlow IL 62949
Street City State Zip Code

EMAIL: _____ PHONE: 217-396-0261

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: Ludlow FIRE PROTECTION District

BEGINNING DATE OF TERM: 1 May 2014 ENDING DATE: 30 Apr 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?

30 years as a member, asst chief, and chief on the dept.
25+ years as a trustee

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

Have worked on building a new fire station, purchasing
new ~~vehicles~~ trucks and equipment, preparing leases
and budgets.

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:

James Kirk
Signature

1/16/14
Date

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

PLEASE TYPE OR PRINT IN BLACK INK

NAME: JAMES D Lickers

ADDRESS: 103 Elvin PO 185 Ogden IL 61854
Street City State Zip Code

EMAIL: jlickers@mail.illinois.gov PHONE: 217 202-5135
 Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: Ogden Royal F.P.D.

BEGINNING DATE OF TERM: 5-1-14 ENDING DATE: 4-30-2017

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?

12 years exp.

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

12 years exp.

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

[Signature]
Signature

2-7-14
Date

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

PLEASE TYPE OR PRINT IN BLACK INK

NAME: Raymond Hettinger

ADDRESS: 392 County Rd 1300 E Tolono IL 61880
Street City State Zip Code

EMAIL: rayh@prairie.net PHONE: 217-867-2339 (cell 217-202-5148)

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: Trustee (Pesotum Fire District)

BEGINNING DATE OF TERM: May 1, 2014 ENDING DATE: April 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?

Have served 4 previous terms on this board
Own & operate a successful grain farm in Champaign Co.
Served 12 years on Villa Grove School Board

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

In 2012 and 2013 the district maintains and operates a station
house, 2 fire trucks, and 1 rescue vehicle, on a budget just over
\$70,000, received from Champaign and Douglas County.

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:

Raymond Hettinger
Signature

4/17/2014
Date

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

PLEASE TYPE OR PRINT IN BLACK INK

NAME: KEVIN ROBERT CHALMERS

ADDRESS: 306 Emerald LN Philo IL 61864
Street City State Zip Code

EMAIL: _____ PHONE: 217-684-9929

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: Philo Fire Protection District

BEGINNING DATE OF TERM: MAY 1, 2014 ENDING DATE: April 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?

I have six years of experience as a Philo Fire Protection District trustee from 2008-present. 12 active years and current Philo Volunteer Firemen. I have a 4 year degree in Accounting and 15 years experience with Financial & Budget Reporting

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

I have an extensive knowledge of the operations, property, staff & taxes. I implemented Quickbooks Accounting software and upgraded computers, assist and oversee repairs & maintenance pay bills, prepare tax ordinance & budget. I also have a great work relationship with the firemen & trustees.

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:

Kevin R. Chalmers
Signature

1-20-2014
Date

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

PLEASE TYPE OR PRINT IN BLACK INK

NAME: William B. Eckerty

ADDRESS: 112 West Second St. P.O. Box 21 Sadorus, IL 61872
Street City State Zip Code

EMAIL: _____ PHONE: 217-778-6834

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: Sadorus Fire Protection District

BEGINNING DATE OF TERM: May 1, 2014 ENDING DATE: Apr 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?

I have been a firefighter and trustee altogether more than 30 years.

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

After several terms as treasurer, I am thoroughly familiar with all of the above.

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: Although my son is the

fire chief I recuse myself from anything involving him personally.

William B Eckerty
Signature

Feb 26, 2014
Date

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

PLEASE TYPE OR PRINT IN BLACK INK

NAME: David Bright

ADDRESS: 230 C+Y Rd 3400N Foosland IL 61845
Street City State Zip Code

EMAIL: _____ PHONE: 217-846-3263

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: Sangamon Valley Fire Protection Distri

BEGINNING DATE OF TERM: May 1st ENDING DATE: April 30th

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

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

I have sat on this board prior.

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

I have knowledge of all of the above.

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:

David Bright
Signature

5-18-14
Date

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

PLEASE TYPE OR PRINT IN BLACK INK

NAME: CHRIS KERR

ADDRESS: 1441 CR 300E Seymour IL 61875
Street City State Zip Code

EMAIL: Kerrfarm49@prairiemet.net PHONE: 217-687-2602
 Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: Trustee Scott Fire Protection District

BEGINNING DATE OF TERM: 5-1-14 ENDING DATE: 4-30-17

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

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

I am a landowner. Farmer for 44 years. I want to help protect
our community thru Fire Service & EMS response.
Served on Monticello Bean Company Board for 14 years
I have been a trustee 10 years.

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

I understand Budget appropriation - levy amounts
I work well with our District attorney.
As we continue to function as a "PAPER District" I work together
with Bondville & Seymour, Fire Cooperation Boards

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:

Chris Kerr
Signature
3.15.2014
Date

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

PLEASE TYPE OR PRINT IN BLACK INK

NAME: Howard Edwin Marsh

ADDRESS: 1685 + 2200 E St. Joseph Ill. 61873
Street City State Zip Code

EMAIL: _____ PHONE: 217-377-7539

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: Fire Protection Board Trustee

BEGINNING DATE OF TERM: 4/30/2014 ENDING DATE: 4/30/2017
St Joseph station

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?
Fireman + on this Dept for 40 years have been Trustee
Last 3 years, lived in community entire life along with
Family + Friends In charge of Numerous Jobs in years past
Understand Needs of the District, Firemen, Dept, & Citizens
of St Joseph

2. What is your knowledge of the appointed body's operations, property holdings, staff, taxes, and fees?
Oversee, Equiped, Building, Firemen's Gear + Needs
Maintaining Existing Equipment, Providing New Equipment
To better serve the District, Funds to keep District up and
Running, manage District's Assets.

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:

Howard E Marsh
Signature

1-18-2014
Date

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

PLEASE TYPE OR PRINT IN BLACK INK

NAME: William D. (Bill) Kurth
ADDRESS: 100 Eads Street / P O Box 411 Thomasboro IL 61878
Street City State Zip Code
EMAIL: bobk58@aol.com PHONE: 217-643-7191 (h) 217-979-2202 (c)
 Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: Thomasboro Fire Protection District Trustee

BEGINNING DATE OF TERM: May 1, 2014 ENDING DATE: April 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?

I have been an active member of the Thomasboro community for forty four years. I have served as the local ESDA coordinator, a member of the village board, superintendent of the elementary school district and community service agency board member. These have provided experiences relative to the position as fire district trustee. Educational opportunities provided by the Illinois Association of Fire Protection Districts, including the continuing fire trustee training program, have given me helpful knowledge for serving as a district trustee

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

Having served as a fire fighter for the district for twenty-two years and district trustee for twenty two years, serving as president, secretary, and as treasurer, I am aware of the districts' operations, property, personnel and finance

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:

Bill Kurth
Signature

March 13, 2014
Date

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

PLEASE TYPE OR PRINT IN BLACK INK

NAME: ANN JACK HALUZAK

ADDRESS: 603 E. Washington Tolono IL 61880
Street City State Zip Code

EMAIL: jackhal@illinois.edu PHONE: (217) 841-1119

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: Tolono Fire Protection District

BEGINNING DATE OF TERM: 5/1/2014 ENDING DATE: 4/30/2017

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?

I am in my 9th year as trustee, I was in the first group statewide to receive advanced Trustee Training from The Office of the State Fire Marshall's Office. I have been a Deputy, 911 dispatcher and I presently work at IFSE.

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

I am very familiar with TFPD's property holdings, staff, taxing rate, budget, and appropriations.

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:

My husband is Asst. Chief of TFPD.

Ann Jack Haluzak
Signature

4/23/14
Date

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

PLEASE TYPE OR PRINT IN BLACK INK

NAME: Ruth S. Mitchell

ADDRESS: 3 Regent Court Champaign IL 61820
Street City State Zip Code

EMAIL: _____ **PHONE:** 217-419-9460

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: Windsor Park Fire Protection District Board

BEGINNING DATE OF TERM: May 1, 2014 **ENDING DATE:** April 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?
I have been serving on this board since April, 2012, and have taken shared responsibility for getting our finances in order over the past 1-1/2 yrs, as well as arranging for our debt obligations to be paid in full.

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

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:

Ruth S. Mitchell

Signature

20 January 2014

Date

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

PLEASE TYPE OR PRINT IN BLACK INK

NAME: Kris Ehler

ADDRESS: 2440 CR 1300 E Champaign IL 61822
Street City State Zip Code

EMAIL: _____ **PHONE:** 217-202-8521

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: Thomasboro Fire Protection District

BEGINNING DATE OF TERM: 5/14 (unexpired) **ENDING DATE:** 4/16

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 local business owner, I understand fiscal responsibility. My experience as an active member of my church council will also help in the budget process. I also have experience with property maintenance and mechanical upkeep.

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

Having been born and raised in the Thomasboro Fire Protection District I am familiar with their members and operations. Living and working in the district I am acquainted with the tax base and the funding of the Thomasboro Fire Department.

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



Signature

2/21/14

Date

JAMES D. COTTRELL LAW OFFICES, P.C.

Business Innovation Center
505 W. University Ave
Suite 215
Champaign, IL 61820
Telephone: 217-693-4905
Facsimile: 217-693-4931

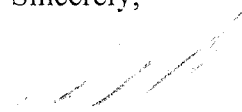
March 6, 2014

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

Re: Upper Embarras River DD

Enclosed please find a Resignation of Commission form for Dudley Carroll.

Sincerely,



James D. Cottrell

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

IN THE MATTER OF UPPER)
EMBARRAS RIVER BASIN)
DRAINAGE DISTRICT in the County)
of Champaign and State of Illinois.)


No. 97-MC-58

RESIGNATION OF COMMISSION

TO: Champaign County Board

The undersigned, Dudley Carroll, hereby resigns his Commission for the above District.

Dated this 26 day of February, 2014.



Dudley Carroll

Prepared By:
James D. Cottrell
James D. Cottrell Law Office, P.C.
505 W. University Ave, Ste 215
Champaign, IL 61820
Telephone: 217-693-4905
Facsimile: 217-693-4931

JAMES D. COTTRELL LAW OFFICES, P.C.

Business Innovation Center
505 W. University Ave
Suite 215
Champaign, IL 61820
Telephone: 217-693-4905
Facsimile: 217-693-4931

March 6, 2014

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

Re: Upper Embarras River DD

Enclosed please find an appointment form for the Upper Embarras to fill one of the current vacancies. This position would be ending September 2016. Charles Lay has passed away, and Mr. Westfall would be taking his position. Please let me know if Mr. Westfall is approved, then we will submit his Oath and Bond.

Sincerely,



James D. Cottrell

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM
Fire, Drainage & Cemetery

NAME: Steven Westfall PHONE: _____ FAX: _____

ADDRESS: 4410 W Old Church Road Champaign IL 61822
Street City State of Illinois Zip

TITLE OF APPOINTMENT REQUESTED: Commissioner-Upper Embarras Rive Basin Drainage District

BEGINNING DATE OF TERM REQUESTED: Current ENDING DATE OF TERM REQUESTED: 8/2016

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

THE CHAMPAIGN COUNTY BOARD

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

I am a landowner within the District, and have farming experience.

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

I am familiar with the drainage district, its systems, up keep and operation.

3. Are you aware of any conflict of interest which would prevent you from being appointed as, or in performing any of the duties of, a commissioner/trustee of the district for which you are requesting appointment? _____ yes no.

If yes, explain.



Steven Westfall

Date: _____

2-27-14

JAMES D. COTTRELL LAW OFFICE, P.C.

Business Innovation Center
505 W. University Ave
Suite 215
Champaign, IL 61820
Telephone: 217-693-4905
Facsimile: 217-693-4931

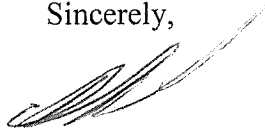
April 7, 2014

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

Re: Upper Embarras River DD

Enclosed please find an appointment form for the Upper Embarras to fill one of the current vacancies. This position would be ending September 2014. Andrew Edwards is the applicant. Please let me know if Mr. Edwards is approved, then we will submit his Oath and Bond.

Sincerely,

A handwritten signature in black ink, appearing to read 'James D. Cottrell', written in a cursive style.

James D. Cottrell

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM
Fire, Drainage & Cemetery

NAME: Andrew Edwards PHONE: _____ FAX: _____

ADDRESS: 990 A CR 1350 E Tolono IL 61880
Street City State of Illinois Zip

TITLE OF APPOINTMENT REQUESTED: Commissioner-Upper Embarras Rive Basin Drainage District

BEGINNING DATE OF TERM REQUESTED: Current ENDING DATE OF TERM REQUESTED 9/2014

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

THE CHAMPAIGN COUNTY BOARD

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

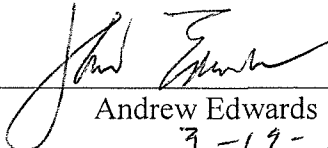
I am a landowner within the District, and have farming experience.

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

I am familiar with the drainage district, its systems, up keep and operation.

3. Are you aware of any conflict of interest which would prevent you from being appointed as, or in performing any of the duties of, a commissioner/trustee of the district for which you are requesting appointment? _____ yes x no.

If yes, explain.



Andrew Edwards
Date: 3-19-2014

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

PLEASE TYPE OR PRINT IN BLACK INK

NAME: Phillip Roy Nigg
ADDRESS: 1815 CR 2000N Urbana IL 61802
Street City State Zip Code
EMAIL: RKcn3@aol.com PHONE: (217) 493-9011

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: YEARSLEY Cemetery

BEGINNING DATE OF TERM: UNEXPIRED TERM ENDING DATE: 6/30/14

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

1. What experience and background do you have which you believe qualifies you for this appointment?
I grew up near Yearsley Cemetery and am familiar with the area. I have family buried there and feel I'll be a good candidate for the board to help oversee the care of the cemetery.
2. What is your knowledge of the appointed body's operations, property holdings, staff, taxes, and fees?
I'm familiar with some of the board members and look forward to assisting with duties as needed.
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:

Phillip Roy Nigg
Signature

3/19/14
Date

RESOLUTION NO.

RESOLUTION APPROVING THE PROCLAMATION DESIGNATING THE WEEK OF
MAY 4th AS NATIONAL CORRECTIONAL OFFICER WEEK

WHEREAS, the Congress and President of the United States have designated the week of May 4th as National Correctional Officer Memorial Week; and

WHEREAS, the members of the Champaign County Sheriff's Office play an essential role in the Criminal Justice System; and

WHEREAS, the contributions they make to American law enforcement, while not highly visible, are substantial. These men and women are responsible for ensuring the custody, control, and safety of inmates held in U.S. jails and prisons. Directly supervising the incarceration and rehabilitation of criminal offenders, correctional officer are an essential part of our Nation's criminal justice system; and

WHEREAS, the general public should fully appreciate correctional officers' capable handling of the physical and emotional demands made upon them daily. Their profession requires careful and constant vigilance, and the threat of violence is always present. At the same time, these dedicated employees try to improve the living conditions of those who are being confined; and

WHEREAS, the men and women of the Champaign County Sheriff's Office unceasingly provide a vital public service.

NOW, THEREFORE, IT IS PROCLAIMED by the Champaign County Board, that the County Board calls upon all citizens of Champaign County and upon all patriotic, civic and educational organizations to observe the week of May 4th through May 10th, 2014, as Correctional Officer Week with appropriate observance which all of our people may join in commemorating correctional officers, past and present, who, by their faithful and loyal devotion to their responsibilities, have rendered a dedicated service to their communities and, in so doing, have established for themselves an enviable and enduring reputation for preserving the rights and security of all citizens.

IT IS FURTHER PROCLAIMED, that the Champaign County Board calls upon all citizens of Champaign County to observe the week of May 4th as National Correctional Officer Week in honor of those correctional officers who, through their courageous deeds, have made the ultimate sacrifice in service to their community or have become disabled in the performance of duty, and let us recognize and pay respect to the survivors of our fallen heroes.

PRESENTED, ADOPTED, APPROVED and RECORDED this 24th day of April A.D. 2014.

Alan Kurtz, Chair
Champaign County Board

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

RESOLUTION NO.

RESOLUTION APPROVING THE PROCLAMATION DESIGNATING THE WEEK OF
MAY 11th AS NATIONAL POLICE WEEK

WHEREAS, the Congress and President of the United States have designated the week of May 11th as Peace Officers' Memorial Week; and

WHEREAS, the members of the Champaign County Sheriff's Office play an essential role in safeguarding the rights and freedoms of the citizens of Champaign County; and

WHEREAS, it is important that all citizens know and understand the duties, responsibilities, hazards, and sacrifices of their law enforcement agency, and that members of our law enforcement agency recognize their duty to serve the people by safeguarding life and property, by protecting them against violence and disorder, and by protecting the innocent against deception and the weak against oppression; and

WHEREAS, the men and women of the Champaign County Sheriff's Office unceasingly provide a vital public service.

NOW, THEREFORE, IT IS PROCLAIMED by the Champaign County Board, that the County Board calls upon all citizens of Champaign County and upon all patriotic, civic and educational organizations to observe the week of May 11th through May 17th, 2014, as Police Week with appropriate ceremonies and observances in which all of our people may join in commemorating law enforcement officers, past and present, who, by their faithful and loyal devotion to their responsibilities, have rendered a dedicated service to their communities and, in so doing, have established for themselves an enviable and enduring reputation for preserving the rights and security of all citizens.

IT IS FURTHER PROCLAIMED, that the Champaign County Board calls upon all citizens of Champaign County to observe the 17th day of May, as Peace Officers' Memorial Day in honor of those law enforcement officers who, through their courageous deeds, have made the ultimate sacrifice in service to their community or have become disabled in the performance of duty, and let us recognize and pay respect to the survivors of our fallen heroes.

PRESENTED, ADOPTED, APPROVED, and RECORDED this 24th day of April, A.D. 2014.

Alan Kurtz, Chair
Champaign County Board

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



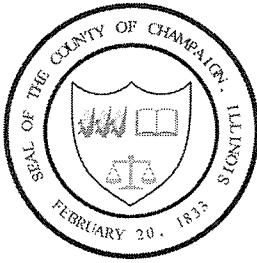
Gordy Hulten
Champaign County Clerk
Champaign County, Illinois

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
MARCH
2014

Liquor Licenses & Permits	-
Civil Union License	70.00
Marriage License	6,160.00
Interests	15.11
State Reimbursements	-
Vital Clerk Fees	25,499.00
Tax Clerk Fees	6,656.30
Refunds of Overpayments	<u>30.65</u>
TOTAL	38,431.06
Additional Clerk Fees	1,766.00



CHAMPAIGN COUNTY ADMINISTRATIVE SERVICES

1776 East Washington Street, Urbana, Illinois 61802-4581

ADMINISTRATIVE, BUDGETING, PURCHASING, & HUMAN RESOURCE
MANAGEMENT SERVICES

Deb Busey, County Administrator

ADMINISTRATIVE SERVICES – MONTHLY HR REPORT
MARCH 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	CORRECTIONAL OFCR	\$18.85	2080	\$39,208.00	2264	\$42,676.40
80	141	LEGAL SECRETARY	\$13.96	1950	\$27,222.00	2122.5	\$29,630.10
850	111	BUS SYS ANALYST	\$24.45	1950	\$47,677.50	2122.5	\$51,895.13
		-- TOTAL --	\$191.35		\$374,916.10		\$408,081.76

UNEMPLOYMENT REPORT

Notice of Claims received – 3 total

1 – Corrections

2 – Head Start

Employer Protests Filed – total

Benefit Determinations

1 – Head Start approved

2 – Nursing Home approved

2 – Nursing Home denied

1 – Corrections denied

Notice of Telephone Hearing

1 – Nursing Home

Notice of Pending Appeal

1 – Nursing Home

PAYROLL REPORT

MARCH PAYROLL INFORMATION

Pay Group	3/7/2014		3/21/2014	
	EE's Paid	Total Payroll \$\$	EE's Paid	Total Payroll \$\$
General Corp	509	\$924,844.92	521	\$893,702.36
Nursing Home	194	\$217,421.98	203	\$224,802.65
RPC/Head Start	216	\$294,308.05	216	\$277,924.02
Total	919	\$1,436,574.95	940	\$1,396,429.03

HEALTH INSURANCE/BENEFITS REPORT

March, 2014

Total Number of Employees Enrolled: 733

General County Union:

Single 218; EE+spouse 26; EE+child(ren) 66; Family 34; waived 40

Nursing Home Union:

Single 71; EE+spouse 6; EE+child(ren) 9; Family 1; waived 7

Non-bargaining employees:

Single 122; EE+spouse 30; EE+child(ren) 29; Family 20; waived 54

Life Insurance Premium paid by County: \$1,870.44

Health Insurance Premium paid by County: \$359,387.10

Health Reimbursement Account contribution paid by County: \$20,366.00

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

March 2014 : 6.70%

March 2014 : 2 out of 578 Employees left Champaign County

WORKERS' COMPENSATION REPORT

Entire County Report	March 2014	March 2013
New Claims 3/1 – 3/31	2	0
Closed Claims 3/1 – 3/31	13	14
Open Claims	27	16

(Ongoing #, total number of open claims as of 3/31)

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

March 2013 : 35

March 2014 : 23

EEO REPORT

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

March EEO Report - General County Only	Software and Reporting Analyst (IT)	Legal Secretary (State's Attorney)	March - TOTALS
Total Applicants Applied	12	106	118
Male	11	9	20
Female	1	97	98
Undisclosed	0	0	0
Caucasian	7	73	80
African-American	3	25	28
Asian or Pacific Islander	0	2	2
Hispanic	0	2	2
Native American or Alaskan Native	0	0	0
Two of more races	0	1	1
Undisclosed	2	3	5
Veteran Status	1	3	4
Disability	0	0	0

ADMINISTRATIVE SUPPORT to COUNTY BOARD REPORT

Agendas Posted	12	Meetings Staffed	5	Minutes Posted	5
Appointments Posted	2	Notification of Appointment	2	Contracts Posted	4
Calendars Posted	5	Resolutions Prepared	17	Ordinances Prepared	1

**AN AMENDED AGREEMENT
CONCERNING THE PROVISION AND ADMINISTRATION OF
METROPOLITAN COMPUTER-AIDED DISPATCH (METCAD)
BY AND BETWEEN THE CITY OF CHAMPAIGN,
THE CITY OF URBANA, CHAMPAIGN COUNTY,
CHAMPAIGN COUNTY SHERIFF, THE UNIVERSITY OF ILLINOIS,
AND VILLAGE OF RANTOUL**

(2014)

This Amended Agreement (“Amended Agreement”) is made and entered into on the date last executed by the parties hereon, by and between the City of Champaign, City of Urbana, Champaign County, University of Illinois, and Village of Rantoul, all body politics and corporate, and the Champaign County Sheriff, with offices in Champaign County, Illinois. It amends an Agreement previously made and entered into in 2011 by and between all of the parties other than the Village of Rantoul, which is being added as a party.

WHEREAS, the parties, other than the Village of Rantoul, previously entered into an Agreement Concerning Metropolitan Computer-Aided Dispatch (METCAD), as amended, in 2011 (“Prior Agreement”) which provides for the operation and joint funding of public safety dispatching by the parties to that Agreement, pursuant to which they have been operating METCAD; and

WHEREAS, the parties to this Amended Agreement find it to be in the best interest of said parties to use a consolidated, computer-aided public safety dispatch system; and

WHEREAS, the parties to this Amended Agreement desire to operate such a system in the most cost effective and efficient way; and

WHEREAS, the mission of such a dispatching system is to provide quality public safety dispatch services at a reasonable cost in the best interest of all the constituents and citizens of the respective agencies; and

WHEREAS, the parties to this Amended Agreement believe it to be in the mutual interest of all said parties to add the Village of Rantoul as a new participating member, and to amend the process by which the members approve the annual budget for METCAD to promote the continuing operation of METCAD in the event one or more members are unable to continue to participate for financial reasons; and

WHEREAS, the parties are committed to the principles of intergovernmental cooperation outlined in other resolutions adopted by the parties and as demonstrated by the operation of the system; and

WHEREAS, the parties seek to establish a framework for continued development of the system with the goal that the system will be a model of intergovernmental cooperation providing the highest quality public safety dispatch service in the most cost-effective manner; and

WHEREAS, the parties recognize that the success of the system is necessary and instrumental to the success of the public safety agencies it serves; and

WHEREAS, each party is committed to making the system a customer based system, serving the needs of its customers, including but not limited to those in need of dispatching services, the public safety agencies dispatched, the constituents of each member agency and the member agencies; and

WHEREAS, Section 10 of Article VII of the 1970 Illinois Constitution and 5 ILCS 220/1, et seq., provides for intergovernmental cooperation; and

WHEREAS, the parties desire that the system be operated and managed with clear lines of authority for implementing policies to achieve the mission and goals of the system as set forth herein and as articulated from time to time by the parties;

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

Section 1. Definitions.

- (a) "Parties" or "Administrative Members" mean the County of Champaign, Illinois; the City of Champaign, Illinois; the City of Urbana, Illinois; the Champaign County Sheriff; the University of Illinois at Urbana-Champaign, and the Village of Rantoul, Illinois; and such other members who become signatories to this Agreement pursuant to Section 20 of this Agreement.
- (b) "Non-Administrative Members" mean the rural fire departments and rural police departments represented by Rural Fire Department Representatives and Rural Police Department Representatives as defined herein.
- (c) "METCAD" means Metropolitan Computer-Aided Dispatch, a computer-aided, public safety dispatch system utilizing a central computer, a dispatch center, and a public safety dispatching staff established by and operated pursuant to this Agreement by the Lead Agency.
- (d) "Departments" means the police and fire departments of each party.
- (e) "METCAD Policy Board" or "METCAD Board" or "Board" means the body created by this Agreement to develop cooperative approaches addressing public safety dispatch issues and concerns of each party and perform responsibilities set forth in this Agreement.
- (f) "Quorum" of the METCAD Policy Board shall be eight (8) representatives but shall require at least one representative from each Administrative member (including any new members).
- (g) "METCAD Director" or "Director" is an employee of the Lead Agency charged by the Lead Agency with the responsibility of administering, supervising, managing and directing the activities and employees assigned to METCAD in accordance with the policies and procedures of METCAD in accordance with the policies and procedures of the Lead Agency and the METCAD Board.

- (h) "Lead Agency" means the party or jurisdiction designated by this Agreement as the party having overall responsibility for METCAD operations on an ongoing basis in accordance with the policies of the METCAD Board.
- (i) "Party (or Member) in Good Standing" means a member that has not been sent a notice of default under Section 12(b) of this Agreement.
- (j) "Rural Fire Department Representative" means the representative to the METCAD Policy Board elected bi-annually by majority vote of the chiefs of the fire departments and fire protection districts who are METCAD user agencies but not parties to this Agreement.
- (k) "Rural Police Department Representative" means the representative of a rural police agency elected to the METCAD Policy Board bi-annually by majority vote of the Police Chiefs of all police agencies or departments who are METCAD user agencies but not parties to this Agreement.

Section 2. METCAD Policy Board Created. The METCAD Policy Board is hereby created.

Membership. The METCAD Policy Board shall be comprised as follows:

- (a) Voting representatives of Administrative Members. The following officials of each of the Administrative Members shall have the authority to designate two representatives to represent that member on the Board as voting representatives on the METCAD Policy Board, one of which shall be designated as an "administrative representative" and the other shall be an employee of the police (or sheriff) or fire department and designated as the "public safety representative".
 - (1) For the City of Champaign, the City Manager or that official's designee.
 - (2) For the City of Urbana, the Mayor or that official's designee.
 - (3) For Champaign County and the Champaign County Sheriff, the County Board Chair shall designate the administrative representative, and the County Sheriff shall designate the public safety representative.
 - (4) For the University of Illinois, the Chancellor or that official's designee.
 - (5) For the Village of Rantoul, the Mayor or that official's designee.

- (6) For any new member added pursuant to Section 20 of this Agreement, the Mayor or Chief Administrative Officer of said new member, or that official's designee.
 - (7) The authority to designate representatives provided for in this paragraph (1) shall include the power to designate or to delegate to the named representative the power to designate a temporary or alternate representative who may attend a METCAD Policy Board meeting in lieu of the named representative and exercise all of the powers of the that named representative when that representative is unable to attend said meeting.
 - (8) Voting representatives of Non-Administrative Members. The Rural Police Department Representatives and Rural Fire Department Representatives as defined herein shall be voting representatives on the METCAD Policy Board.
- (b) Vote Required. In those matters designated to be decided by the METCAD Policy Board, unless otherwise specified, the proposition voted upon shall be not considered adopted unless it receives a "yes vote" of a majority of all representatives of the METCAD Policy Board provided the member who designated such representative is in good standing at the time the vote is taken.
 - (c) "Administrative Member" votes. In those matters that must be approved by the affirmative vote of at least four of the five administrative members of the parties, a proposition shall not be considered adopted unless the four affirmative votes necessary for approval are each by the administrative representatives of a member that is in good standing at the time the vote is taken.
 - (d) The Board may provide for officers and rules of procedure at meetings, and for policies used for METCAD operation not inconsistent with the Agreement.

Section 3. METCAD Board Functions and Duties.

- (a) It shall be the function and duties of the METCAD Policy Board to:
 - (1) By at least three-quarters (3/4) vote, concur in the Lead Agency's designation of METCAD Director;
 - (2) By the affirmative vote of at least four out of five of the administrative representatives of the parties, annually approve METCAD's operating budget, including but not limited to all

expenditures relating to physical facilities and equipment, and approve amendments to said budget and expenditure as from time to time deemed necessary by the parties. The vote taken is not subject to the quorum requirements;

- (3) Approve METCAD mission, goals and objectives by at least a majority vote;
 - (4) By the affirmative vote of at least four out of five of the administrative representatives of the parties, approve the funding formula to determine the parties' share of expenses for METCAD operations annually. The vote taken is not subject to the quorum requirements;
 - (5) Approve contracts with other governmental entities to provide some or all of METCAD services on a contractual basis for a fee by at least a majority vote;
 - (6) Designate the Lead Agency by at least a three-fourths (3/4) vote, provided that no member shall be designated Lead Agency without its consent, and provided further that, unless the parties agree otherwise, no change in the Lead Agency shall take place for at least one hundred eighty (180) days notice prior to the beginning of the next fiscal year; and
 - (7) Approve the addition of new parties to this Agreement in accordance with this Agreement, by unanimous vote of the administrative representatives of the parties.
- (b) METCAD Policy Board meetings shall be scheduled at least quarterly by the Director. Other meetings may be called at the request of the Board Chair or any two (2) members.

Section 4. METCAD Created. The parties hereby authorize and direct the Lead Agency to operate pursuant to this Agreement, and the Lead Agency hereby agrees to operate pursuant to this Agreement, METCAD, a metropolitan computer-aided dispatch system. METCAD is to provide and operate a coordinated public safety dispatching system utilizing a central computer coordinated dispatch center, and coordinated dispatching staff. METCAD shall continuously provide such dispatching services in accordance with this Agreement. Service from METCAD and access to METCAD communications systems and equipment shall be in accordance with this Agreement. METCAD shall be an operating department of the Lead Agency, subject to the Lead Agency's policies and procedures, except as otherwise specified in this Agreement.

Section 5. Lead Agency Designated. The Lead Agency shall initially be the City of Champaign, Illinois, subject to any subsequent change approved by the Board.

Section 6. Lead Agency Duties. The Lead Agency shall be responsible for the overall operation of METCAD and its affairs in accordance with this Agreement and the mission, goals and objectives approved by the METCAD Policy Board. These duties include, but are not limited to:

- (a) Employing and supervising all personnel assigned to METCAD, including, but not limited to, the METCAD Director, in accordance with the Lead Agency's policies and procedures, including but not limited to hiring, firing, discipline, establishing incentives, benefits, negotiation with unions and all other employment decisions;
- (b) Incurring and paying, on behalf of the parties and in accordance with this Agreement and METCAD's approved budget, all METCAD expenses;
- (c) Entering into all contracts, leases and procurement agreements in accordance with this Agreement and the approved budget and the policies and procedures of the Lead Agency;
- (d) Providing all personnel administration, financial support staff, insurance, legal advice and management support and services in accordance with this Agreement and the approved budget and the Lead Agency and METCAD Board policies;
- (e) Billing and collecting from each party its share of the cost of METCAD's operations as provided in this Agreement and the approved annual budget;
- (f) Establishing and implementing policies and procedures to achieve the mission, goals and objectives of METCAD;
- (g) Directing the management and supervision of all employees assigned to METCAD in accordance with the policies and procedures of the Lead Agency;
- (h) Supervising the development of a proposed annual operating budget and administer the approved budget and expenditures in accordance with this Agreement;
- (i) Providing staff support to the METCAD Policy Board, and bring policy issues to the Board as appropriate;

- (j) Expending funds in accordance with METCAD's approved budget. Purchasing procedures shall be in accordance with the approved METCAD budget and the policies and procedures of the Lead Agency and shall be in lieu of any other approvals by the METCAD Board. The Lead Agency shall be entitled to reimbursement for the costs it incurs in performing these functions, which costs shall be included in METCAD's budget, as amended from time to time in accordance with this Agreement. The formula for cost reimbursement shall be established as part of the funding formula.

Section 7. Dispatch Services. The Lead Agency shall consult with each member agency, from time to time, in developing procedures for service in connection with accessing information and communicating through METCAD, in accordance with the policies and operating budget as approved by the METCAD Policy Board or specified in this Agreement.

Section 8. METCAD Services. The Lead Agency, through METCAD, shall provide the following services to each party:

- (a) Standardized computer-aided dispatch services twenty-four (24) hours every day with fire, police, and emergency medical services and the NCIC connection for police provided by the member agencies. This shall include service through mobile data terminals with the capacity for integration with dispatching and access to LEADS services by the State;
- (b) Enhanced 9-1-1 service;
- (c) The capacity for standardized, centralized public safety agency records services on an automated basis for each member's public safety agencies;
- (d) Review, evaluate and respond to special service requests and service complaints by each member agency and each user agency;
- (e) Respond to complaints and requests by persons about METCAD activities;
- (f) Establish policies which conform with all laws and public safety agency requirements regarding security and confidentiality of information acquired or generated by METCAD;
- (g) Manage and maintain all facilities and equipment assigned or owned on behalf of METCAD;
- (h) Provide training to employees assigned to METCAD;

- (i) Perform such other services for the parties as directed by the METCAD Policy Board from time to time to the extent said services are properly funded in the current METCAD budget.

All such services shall be provided by the Lead Agency on behalf of all parties to this Agreement in accordance with this Agreement. The Lead Agency will establish performance standards for these services which it shall endeavor to achieve in accordance with and subject to this Agreement. All activities of METCAD shall be subject to the policies and procedures of the Lead Agency and its rules and regulations as it shall establish from time to time, to the same extent as if it was a department of the Lead Agency, except to those matters assigned or under the control of the METCAD Board or as specified in this Agreement.

Section 9. Finances / Failure to Approve Budget.

- (a) Each party shall be responsible for a pro-rata share of METCAD's operating budget and expenses based on the cost-sharing formula attached hereto and incorporated by reference herein as "Attachment A", or as hereinafter amended by an affirmative vote from at least four out of five of the administrative representatives of the parties as provided for in this Agreement.
- (b) In the event the METCAD Board is unable to approve an annual budget for a particular fiscal year in accordance with the procedures set forth herein, then the most recent budget approved by the Board shall be deemed, by operation of this Agreement, to be automatically approved and implemented for that fiscal year.
- (c) The Lead Agency shall maintain financial records regarding METCAD operations and finances in accordance with generally accepted governmental accounting principles, which records shall be available at the Lead Agency's finance offices for inspection during regular business hours.
- (d) The Lead Agency shall invoice each member agency for its share of METCAD costs on the first day of each quarter for the next quarter's service.
- (e) Member agencies shall pay said bills within thirty (30) days of receipt of an invoice for the same. METCAD's financial records shall be audited on an annual basis by the outside accountant used by the Lead Agency for its other audits and the cost of such audit shall be considered an operating expense of METCAD.

- (f) All commitments by the University are subject to constitutional and statutory restrictions and limitations binding upon the University and to the availability of funds which may be lawfully applied thereto.
- (g) For purposes of this Section and Section 13, due to the limitation of appropriation and spending authority as established in the Counties Code, the Champaign County Sheriff is not a party.

Section 10. Fiscal Year. METCAD's fiscal year shall be from July 1 to June 30.

Section 11. Equipment. Use and Ownership: Loaned Equipment.

- (a) All equipment purchased for METCAD shall be purchased, utilized and disposed of by the Lead Agency and held in trust for METCAD's use. It shall be recorded and identified as METCAD Agreement property, separate from other Lead Agency property. Prior to dissolution of METCAD, all proceeds from the sale of any METCAD Agreement property shall be devoted solely to the operation of METCAD.
- (b) Such property as is loaned to METCAD by a member agency shall continue to be owned by that member agency, and the Lead Agency shall keep written records of such loaned equipment. If the member agency owning loaned equipment wishes to withdraw it from METCAD service, that party may do so provided that if in the opinion of the METCAD Director the property is essential to METCAD and requires replacement to ensure consistency and proper functioning of METCAD, then such loaned equipment shall be withdrawn only after providing a reasonable notice of withdrawal to the other parties.

Section 12. Termination by Parties.

- (a) A party may terminate its participation in this Agreement on July 1 of any year by giving written notice to each of the other parties. Such notice shall be at least eighteen (18) months before the desired termination date.
- (b) If a party to this Agreement is in default of its payment obligations, the METCAD Policy Board may so declare and terminate dispatching services to that member thirty (30) days after the date of mailing of notice of default and termination of services to the defaulting party, unless the defaulting party cures the default in full prior to the expiration of the thirty (30) days set forth in the notice. The notice of the default declared by the METCAD Policy Board shall be issued by the Lead Agency. The defaulting party shall continue to be responsible to pay its assigned share of the cost of METCAD as determined in accordance

with this Agreement for the ensuing eighteen (18) months following the termination of dispatch services. If the defaulting party, within the eighteen (18) month period, pays all amounts due, dispatching services to the party shall be reinstated.

Section 13. Rights of Terminating Party to METCAD Capital Assets. A party whose participation in this Agreement is terminated shall continue to maintain its financial interest in all equipment purchased for the METCAD operation. Such equipment or proceeds derived from the disposition of the equipment shall continue to be used for the continued operation of METCAD until METCAD is dissolved.

Section 14. Dissolution. It is the intent of the parties to maintain METCAD as a continuing operation. However, should any of the parties elect to withdraw its participation in and support of METCAD, then METCAD may continue in operation for the benefit of the remaining parties if a minimum of (2) two of the parties elect to continue their participation.

Section 15. Disposition of METCAD Assets Upon Dissolution. Upon dissolution of METCAD, all capital assets held in trust by the Lead Agency on behalf of the parties to this Agreement will be sold at public auction or by other means of public sale unanimously approved members in good standing at the time of dissolution, and the proceeds, after deducting all costs of sales and any unpaid obligations relating to such capital assets or operating expenses of METCAD, shall be divided among all parties to this Agreement in accordance with the proportion that the amount of funding of that party bears to the total amount of funding contributed by the parties for METCAD operations over the total period of time from May 1, 1979 to the date that METCAD is dissolved. Any one (1) or more of the parties shall have the right to purchase such capital assets at their fair market value prior to any public sale. Such fair market value shall be determined by the affirmative vote of at least four out of the five administrative METCAD Policy Board Representatives of the City of Champaign, City of Urbana, Champaign County, the University of Illinois, and Village of Rantoul. If more than one (1) party wishes to purchase such assets or a particular asset, the matter will be decided by lot.

Section 16. Insurance. The Lead Agency shall procure and maintain, during the term of this Agreement and any extension thereof, sufficient property insurance to cover the replacement value of the METCAD equipment and all equipment loaned to METCAD, against all direct loss or damage. The cost of any such insurance shall be a cost of operating METCAD, to be borne by the parties hereto in the same manner as other costs in accordance with this Agreement. The Lead Agency shall procure and maintain liability and worker's compensation insurance for METCAD operations in accordance with insurance purchase standards for its other operating departments.

Section 17. Limitations of Personnel. No employee shall have authority to commit, obligate or bind any party hereto to any contract or obligation unless specifically authorized by said party, except as provided for in this Agreement.

Section 18. Duty of Each Member. Each member shall utilize METCAD only in accordance with METCAD policies.

Section 19. Amendments. This Agreement may be amended in writing at any time by mutual agreement of all of the parties to the Agreement. Amendments shall refer back to this Agreement and to subsequent amendments, if any, on the same subject and shall specify the language to be changed or to be added. The execution of any amendment shall be authorized by passage of an appropriate ordinance or other proper and lawful corporate action by the corporate authorities of each party.

Section 20. Addition of New Party by Administrative Representatives. The Administrative Representatives may, by the unanimous vote of said Representatives, approve the addition of a new party to this Agreement subject to said new party's agreement to pay an initial capital fee and monthly fees in accordance with a revised funding formula as established by said Administrative Representatives, without further amendment of the Agreement.

The METCAD Policy Board, by a majority vote, shall set the formula to determine the initial capital fees equivalent to the shares that existing members have paid since the inception of METCAD in 1979.

Section 21. Termination of Prior Agreement. Upon the taking effect of this Agreement, the prior Agreement concerning Metropolitan Computer-Aided Dispatch (METCAD), as amended, between the parties shall be terminated.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals to this Agreement on the dates appearing below.

<p>CITY OF CHAMPAIGN</p> <p>BY: _____ City Manager</p> <p>DATE: _____</p> <p>ATTEST: _____ City Clerk</p> <p>APPROVED AS TO FORM FOR CITY:</p> <p>_____</p> <p>City Attorney</p> <p>COUNTY OF CHAMPAIGN</p> <p>BY: _____ Chairman</p> <p>DATE: _____</p> <p>ATTEST: _____ Secretary</p>	<p>CITY OF URBANA</p> <p>BY: _____ Mayor</p> <p>DATE: _____</p> <p>ATTEST: _____ City Clerk</p> <p>APPROVED AS TO FORM FOR CITY:</p> <p>_____</p> <p>City Attorney</p> <p>THE BOARD OF TRUSTEES OF THE UNIVERSITY OF ILLINOIS</p> <p>BY: _____ Comptroller</p> <p>DATE: _____</p> <p>ATTEST: _____ Secretary</p> <p>APPROVED AS TO FORM FOR BOARD OF TRUSTEES:</p> <p>_____</p> <p>Attorney for Board of Trustees</p>
---	---

<p>CHAMPAIGN COUNTY SHERIFF'S OFFICE</p> <p>BY: _____ Sheriff</p> <p>ATTEST: _____ Secretary</p> <p>APPROVED TO FORM FOR CHAMPAIGN COUNTY:</p> <p>BY: _____ State's Attorney</p>	<p>VILLAGE OF RANTOUL</p> <p>BY: _____ Mayor</p> <p>DATE: _____</p> <p>ATTEST: _____ Secretary</p> <p>APPROVED AS TO FORM FOR VILLAGE</p> <p>BY: _____ Village Attorney</p>
--	---

ATTACHMENT A

METCAD FUNDING FORMULA

Each agency utilizing METCAD services shall pay for said services based on a formula which is applied annually by the METCAD Policy Board in approving METCAD's annual budget. All of these charges are used to finance the METCAD General Operating Fund.

Total user fees will be determined by calculating total expenditures and subtracting surcharge revenue received for eligible expenditures per Illinois Commerce Commission regulations while maintaining a General Operating Fund balance of not less than 10% of budgeted expenditures.

BASIC ASSUMPTIONS

1. 85% of METCAD Fund is paid by police agencies.
2. 15% of METCAD Fund is paid by fire agencies.
3. Police agencies and Fire agencies contribute to costs based on a formula determined by the METCAD Policy Board on an annual basis.
4. The funding formula may be revised by the METCAD Policy Board as provided in the agreement.
5. The Champaign County Sheriff's Office represents all rural police agencies with regard to any fees assessed for dispatch services. In other words, the Champaign County Sheriff's Office assessment includes all fees for rural police agencies.
6. Rural fire agencies are treated as a single entity in terms of computing "fixed" costs for fire services and that cost is then divided equally among the various rural fire agencies. METCAD enters into separate contracts with each rural fire agency served and each is billed in accordance with this formula.

POLICE DISPATCH FEES

85% of the METCAD user fee established by the METCAD Policy Board is paid by member police agencies.

Calls for service, based on the calendar year for each agency, are averaged over the previous three years. The average total calls for service are determined for all police agencies. A percentage is determined based on the average number of calls for each agency divided by the average of the total number of calls received.

The number of officers within each agency are totaled and the number of officers at each agency is divided by the total number of officers to determine a percentage.

The two percentages are averaged together to find the share for each police agency.

The calls from the rural county police agencies are counted as calls for the Champaign County Sheriff's Department.

FIRE DISPATCH FEES

15% of the METCAD user fee established by the METCAD Policy Board is paid by member fire agencies.

30% of the charges to fire agencies are defined as fixed costs and are shared equally among Champaign, Urbana, U. of I., and rural agencies with the rural agencies considered as an equal partner (who, in turn, share that cost equally among themselves).

70% of the charges to fire agencies are charged based upon the average cost per call. This is done by taking the total dollar amount to be charged to all fire agencies in this category and dividing that count by the average number of calls per year for the preceding three-year period. The resulting cost per call is then charged to each fire agency according to the average annual number of calls per year for the preceding three-year period.

The fixed costs and the total for the variable costs are then added together to determine each agency's fee for fire dispatch services.

**AN AMENDED AGREEMENT
CONCERNING THE PROVISION AND ADMINISTRATION OF
METROPOLITAN COMPUTER-AIDED DISPATCH (METCAD)
BY AND BETWEEN THE CITY OF CHAMPAIGN,
THE CITY OF URBANA, CHAMPAIGN COUNTY,
CHAMPAIGN COUNTY SHERIFF,
~~AND THE UNIVERSITY OF ILLINOIS,~~
AND VILLAGE OF RANTOUL**

(2014)

This Amended Agreement ("Amended Agreement") is made and entered into on the date last executed by the parties hereon, by and between the City of Champaign, City of Urbana, Champaign County, ~~and~~ University of Illinois, and Village of Rantoul, all body politics and corporate, and the Champaign County Sheriff, with offices in Champaign County, Illinois. It amends an Agreement previously made and entered into in 2011 by and between all of the parties other than the Village of Rantoul, which is being added as a party.

WHEREAS, the parties, other than the Village of Rantoul, previously entered into an Agreement Concerning Metropolitan Computer-Aided Dispatch (METCAD), as amended, in 2011 ("Prior Agreement") which provides for the operation and joint funding of public safety dispatching by the parties to ~~that~~ this Agreement, pursuant to which they have been operating METCAD; and

WHEREAS, the parties to this Amended Agreement find it ~~continues~~ to be in the best interest of said parties ~~the County of Champaign, City of Champaign, City of Urbana and University of Illinois~~ to use a consolidated, computer-aided public safety dispatch system; and

WHEREAS, the parties to this Amended Agreement ~~to~~ desire to operate such a system in the most cost effective and efficient way; and

WHEREAS, the mission of such a dispatching system is to provide quality public safety dispatch services at a reasonable cost in the best interest of all the constituents and citizens of the respective agencies; and

WHEREAS, the parties to this Amended Agreement believe it to be in the mutual interest of all said parties to add the Village of Rantoul as a new participating member, and to amend the process by which the members approve the annual budget for METCAD to promote the continuing operation of METCAD in the event one or more members are unable to continue to participate for financial reasons~~have operated METCAD under the prior Agreement as amended, referred to above and have now determined that further improvements in the quality and cost-effectiveness of consolidated computer-aided dispatching for all parties can best be achieved by implementing changes in the administration of such a system to achieve, among other benefits the streamlining of the system's administration and policy-making processes to achieve a more efficient and effective system; and~~ _____

_____ WHEREAS, the parties are committed to the principles of intergovernmental cooperation outlined in other resolutions adopted by the parties and as demonstrated by the operation of the system; and

WHEREAS, the parties seek to establish a framework for continued development of the system with the goal that the system will be a model of intergovernmental cooperation providing the highest quality public safety dispatch service in the most cost-effective manner; and

WHEREAS, the parties recognize that the success of the system is necessary and instrumental to the success of the public safety agencies it serves; and

WHEREAS, each party is committed to making the system a customer based system, serving the needs of its customers, including but not limited to those in need of dispatching services, the public safety agencies dispatched, the constituents of each member agency and the member agencies; and

WHEREAS, Section 10 of Article VII of the 1970 Illinois Constitution and 5 ILCS 220/1, et seq., provides for intergovernmental cooperation; and

WHEREAS, the parties desire that the system be operated and managed with clear lines of authority for implementing policies to achieve the mission and goals of the system as set forth herein and as articulated from time to time by the parties;

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

Section 1. Definitions.

(a) "Parties" or "Administrative Members" mean the County of Champaign, Illinois; the City of Champaign, Illinois; the City of Urbana, Illinois; the Champaign County Sheriff; ~~and~~ the University of Illinois at Urbana-Champaign, and the Village of Rantoul, Illinois; and such other members who become signatories to this Agreement pursuant to Section 20 of this Agreement.

(b) "Non-Administrative Members" mean the rural fire departments and rural police departments represented by Rural Fire Department Representatives and Rural Police Department Representatives as defined herein.

~~(bc)~~ "METCAD" means Metropolitan Computer-Aided Dispatch, a computer-aided, public safety dispatch system ~~utilizing~~ a central computer, a dispatch center, and a public safety dispatching staff established by and operated pursuant to this Agreement by the Lead Agency.

~~(ed)~~ "Departments" means the police and fire departments of each party.

~~(de)~~ "METCAD Policy Board" or "METCAD Board" or "Board" means the body created by this Agreement ~~to approve the budget for METCAD dispatch operations and~~ to develop cooperative approaches addressing public safety dispatch issues and concerns of each party and perform responsibilities set forth in this Agreement.

- (fe) "Quorum" of the METCAD Policy Board shall be eight (8) representatives but shall require at least one representative from each Administrative member (including any new members).
- (g) "METCAD Director" or "Director" is an employee of the Lead Agency charged by the Lead Agency with the responsibility of administering, supervising, managing and directing the activities and employees assigned to METCAD in accordance with the policies and procedures of METCAD in accordance with the policies and procedures of the Lead Agency and the METCAD Board.
- (hgf) "Lead Agency" means the party or jurisdiction designated by this Agreement as the party having overall responsibility for METCAD operations on an ongoing basis in accordance with the policies of the METCAD Board.
- (ihg) "Party (or Member) in Good Standing" means a member that has not ~~delivered a notice of its intent to withdraw pursuant to Section 12(b) of this Agreement nor has~~ been sent a notice of default under Section 12(~~be~~) of this Agreement.
- (jih) "Rural Fire Department Representative" means the representative to the METCAD Policy Board elected bi-annually by majority vote of the chiefs of the fire departments and fire protection districts who are METCAD user agencies but not parties to this Agreement.
- (kij) "Rural Police Department Representative" means the representative of a rural police agency elected to the METCAD ~~Police~~ Board bi-annually by majority vote of the Police Chiefs of all police agencies or departments who are METCAD user agencies but not parties to this Agreement.

Section 2. METCAD Policy Board Created. The METCAD Policy Board is hereby created.

- (a) Membership. The METCAD Policy Board shall be comprised as follows:
 - (a) Voting representatives of Administrative Members. The following officials of each of the ~~Administrative m~~Members shall have the authority to designate two representatives to represent that member on the Board as voting representatives on the METCAD Policy Board, one of which shall be designated as an "administrative representative" and

the other shall be an employee of the police (or sheriff) or fire department and designated as the "public safety representative".

- (1) For the City of Champaign, the City Manager or that official's designee.
- (2) For the City of Urbana, the Mayor or that official's designee.
- (3) For Champaign County and the Champaign County Sheriff, the County Board Chair shall designate the administrative representative, and the County Sheriff shall designate the public safety representative.

~~(4) iv.~~ For the University of Illinois, the Chancellor or that official's designee.

~~(5) For the Village of Rantoul, the Mayor or that official's designee.~~

~~(6) v.~~ For any new member added pursuant to Section 20 of this Agreement, the Mayor or Chief Administrative Officer of said new member, or that official's designee.

~~(7) vii.~~ The authority to designate representatives provided for in this paragraph (1) shall include the power to designate or to delegate to the named representative the power to designate a temporary or alternate representative who may attend a METCAD Policy Board meeting in lieu of the named representative and exercise all of the powers of the that named representative when that representative is unable to attend said meeting.

~~(8) b).—Voting representatives of Non-Administrative Members. The Rural Police Department Representatives and Rural Fire Department Representatives as defined herein shall be voting representatives on the METCAD Policy Board.~~

~~(1) One non-member representative shall be designated by the fire departments/fire protection districts that are METCAD user agencies (hereinafter "rural fire representative").~~

~~(2) One non-member representative shall be designated by and from the Police Chiefs of police agencies or departments who are METCAD user agencies but not parties to this Agreement (hereinafter "rural police representative").~~

- ~~(b) Quorum. A quorum of the METCAD Policy Board shall be seven (7) eight (8) representatives but shall require at least one representative from each Administrative member (including any new members).~~
- (eb) Vote Required. In those matters designated to be decided by the METCAD Policy Board, unless otherwise specified, the proposition voted upon shall be not considered adopted unless it receives a "yes vote" of a majority of all representatives of the METCAD Policy Board provided the member who designated such representative is in good standing at the time the vote is taken.
- (ec) "Administrative Member" votes. In those matters that must be approved to be decided by the affirmative vote of at least four of the five ~~all~~ administrative members of the parties, a proposition shall not be considered adopted unless the four affirmative votes necessary for approval are each by it receives a yes vote from the administrative representatives of ~~each and every a~~ member that is in good standing at the time the vote is taken.
- (ed) The Board may provide for officers and rules of procedure at meetings, and for policies used for METCAD operation not inconsistent with the Agreement.

Section 3. METCAD Board Functions and Duties.

- (a) It shall be the function and duties of the METCAD Policy Board to:
- (1) By at least three-quarters (3/4) vote, concur in the Lead Agency's designation of METCAD Director;
 - (2) By the affirmative unanimous vote of a majority at least four out of five of the administrative representatives of the parties, annually approve METCAD's operating budget, including but not limited to all expenditures relating to physical facilities and equipment, and approve amendments to said budget and expenditure as from time to time deemed necessary by the parties. The vote taken is not subject to the quorum requirements;
 - (3) Approve METCAD mission, goals and objectives by at least a majority vote;
 - (4) By the affirmative a unanimous vote of a at least four out of five majority of the administrative representatives of the parties, approve the funding formula to determine the parties' share of

expenses for METCAD operations annually. The vote taken is not subject to the quorum requirements;

- (5) Approve contracts with other governmental entities to provide some or all of METCAD services on a contractual basis for a fee by at least a majority vote;
 - (6) Designate the Lead Agency by at least a three-fourths (3/4) vote, provided that no member shall be designated Lead Agency without its consent, and provided further that, unless the parties agree otherwise, no change in the Lead Agency shall take place for at least one hundred eighty (180) days notice prior to the beginning of the next fiscal year; and
 - (7) Approve the addition of new parties to this Agreement in accordance with this Agreement, by unanimous vote of the administrative representatives of the parties.
- (b) METCAD Policy Board meetings shall be scheduled at least quarterly by the Director. Other meetings may be called at the request of the Board Chair or any two (2) members.

Section 4. METCAD Created. The parties hereby authorize and direct the Lead Agency to operate pursuant to this Agreement, and the Lead Agency hereby agrees to operate pursuant to this Agreement, METCAD, a metropolitan computer-aided dispatch system. METCAD is to provide and operate a coordinated public safety dispatching system utilizing a central computer coordinated dispatch center, and coordinated dispatching staff. METCAD shall continuously provide such dispatching services in accordance with this Agreement. Service from METCAD and access to METCAD communications systems and equipment shall be in accordance with this Agreement. METCAD shall be an operating ~~system~~ department of the Lead Agency, subject to the Lead Agency's policies and procedures, except as otherwise specified in this Agreement.

Section 5. Lead Agency Designated. The Lead Agency shall initially be the City of Champaign, Illinois, subject to any subsequent change approved by the Board.

Section 6. Lead Agency Duties. The Lead Agency shall be responsible for the overall operation of METCAD and its affairs in accordance with this Agreement and the mission, goals and objectives approved by the METCAD Policy Board. These duties include, but are not limited to:

- (a) Employing and supervising all personnel assigned to METCAD, including, but not limited to, the METCAD Director, in accordance with the Lead Agency's policies and procedures, including but not limited to

hiring, firing, discipline, establishing incentives, benefits, negotiation with unions and all other employment decisions;

- (b) Incurring and paying, on behalf of the parties and in accordance with this Agreement and METCAD's approved budget, all METCAD expenses;
- (c) Entering into all contracts, leases and procurement agreements in accordance with this Agreement and the approved budget and the policies and procedures of the Lead Agency;
- (d) Providing all personnel administration, financial support staff, insurance, legal advice and management support and services in accordance with this Agreement and the approved budget and the Lead Agency and METCAD Board policies;
- (e) Billing and collecting from each party its share of the cost of METCAD's operations as provided in this Agreement and the approved annual budget;
- (f) Establishing and implementing policies and procedures to achieve the mission, goals and objectives of METCAD;
- (g) Directing the management and supervision of all employees assigned to METCAD in accordance with the policies and procedures of the Lead Agency;
- (h) Supervising the development of a proposed annual operating budget and administer the approved budget and expenditures in accordance with this Agreement;
- (i) Providing staff support to the METCAD Policy Board, and bring policy issues to the Board as appropriate;
- (j) Expending funds in accordance with METCAD's approved budget. Purchasing procedures shall be in accordance with the approved METCAD budget and ~~the applicable provisions of the State Purchasing Act,~~ the policies and procedures of the Lead Agency and shall be in lieu of any other approvals by the METCAD Board. The Lead Agency shall be entitled to reimbursement for the costs it incurs in performing these functions, which costs shall be included in METCAD's budget, as amended from time to time in accordance with this Agreement. The formula for cost reimbursement shall be established as part of the funding formula.

Section 7. Dispatch Services. The Lead Agency shall consult with each member agency, from time to time, in developing procedures for service in connection with accessing information and communicating through METCAD, in accordance with the policies and operating budget as approved by the METCAD Policy Board or specified in this Agreement.

Section 8. METCAD Services. The Lead Agency, through METCAD, shall provide the following services to each party:

- (a) Standardized computer-aided dispatch services twenty-four (24) hours every day with fire, police, and emergency medical services and the NCIC connection for police provided by the member agencies. This shall include service through mobile data terminals with the capacity for integration with dispatching and access to LEADS services by the State;
- (b) ~~9-1-1 service and, when available, e~~Enhanced 9-1-1 service;
- (c) The capacity for standardized, centralized public safety agency records services on an automated basis for each member's public safety agencies;
- (d) Review, evaluate and respond to special service requests and service complaints by each member agency and each user agency;
- (e) Respond to complaints and requests by persons about METCAD activities;
- (f) Establish policies which conform with all laws and public safety agency requirements regarding security and confidentiality of information acquired or generated by METCAD;
- (g) Manage and maintain all facilities and equipment assigned or owned on behalf of METCAD;
- (h) Provide training to employees assigned to METCAD;
- (i) Perform such other services for the parties as directed by the METCAD Policy Board from time to time to the extent said services are properly funded in the current METCAD budget.

All such services shall be provided by the Lead Agency on behalf of all parties to this Agreement in accordance with this Agreement. The Lead Agency will establish performance standards for these services which it shall endeavor to achieve in accordance with and subject to this Agreement. All activities of METCAD shall be subject to the policies and procedures of the Lead Agency and its rules and

regulations as it shall establish from time to time, to the same extent as if it was a department of the Lead Agency, except to those matters assigned or under the control of the METCAD Board or as specified in this Agreement.

Section 9. Finances / ~~Termination of Participation of Member / Failure to Approve Budget.~~

- (a) Each party shall be responsible for a pro-rata share of METCAD's operating budget and expenses based on ~~the a~~-cost-sharing formula attached hereto and incorporated by reference herein as "Attachment A", or as hereinafter amended ~~approved annually by an affirmative vote from unanimous at least four out of five vote~~ of the administrative representatives of the parties as provided for in this Agreement.
- (b) In the event the METCAD -Board is unable to approve an annual budget for a particular fiscal year in accordance with the procedures set forth herein, then the most recent budget approved by the Board shall be deemed, by operation of this Agreement, to be automatically approved and implemented for that fiscal year.
- (c) The Lead Agency shall maintain financial records regarding METCAD operations and finances in accordance with generally accepted governmental accounting principles, which records shall be available at the Lead Agency's finance offices for inspection during regular business hours.
- (d) The Lead Agency shall invoice each member agency for its share of METCAD costs on the first day of each quarter for the next quarter's service.
- (e) Member agencies shall pay said bills within thirty (30) days of receipt of an invoice for the same. METCAD's financial records shall be audited on an annual basis by the outside accountant used by the Lead Agency for its other audits and the cost of such audit shall be considered an operating expense of METCAD.
- (f) All commitments by the University are subject to constitutional and statutory restrictions and limitations binding upon the University and to the availability of funds which may be lawfully applied thereto.
- (g) For purposes of this Section and Section 13, ~~due to the limitation of~~ appropriation and spending authority as established in the Counties Code, the Champaign County Sheriff is not a party.

Section 10. Fiscal Year. METCAD's fiscal year shall be from July 1 to June 30.

Section 11. Equipment. Use and Ownership: Loaned Equipment.

- (a) All equipment purchased for METCAD shall be purchased, utilized and disposed of by the Lead Agency and held in trust for METCAD's use. It shall be recorded and identified as METCAD Agreement property, separate from other Lead Agency property. Prior to dissolution of METCAD, all proceeds from the sale of any METCAD Agreement property shall be devoted solely to the operation of METCAD.
- (b) Such property as is loaned to METCAD by a member agency shall continue to be owned by ~~that~~ member agency, and the Lead Agency shall keep written records of such loaned equipment. If the member agency party-owning loaned equipment wishes to withdraw it from METCAD service, that party may do so provided that if in the opinion of the METCAD Director the property is essential to METCAD and requires replacement to ensure consistency and proper functioning of METCAD, then such loaned equipment shall be withdrawn only after providing a reasonable notice of withdrawal to the other parties.

Section 12. Termination by Parties.

- (a) A party may terminate its participation in this Agreement on July 1 of any year by giving written notice to each of the other parties. Such notice shall be at least eighteen (18) months before the desired termination date.
- ~~(b) Notwithstanding any provision of this Agreement to the contrary, a member may withdraw by giving prior written notice thirty (30) days in advance to each of the other parties indicating its intent to terminate its participation in this Agreement as of the end of the month following the expiration of such thirty (30) days, provided, however, withdrawal under this Section can only be invoked if the corporate authorities of such member has failed or refused to authorize, appropriate or budget the funds necessary to pay such member's share of the costs as determined by the administrative representatives of the METCAD Policy Board pursuant to this Agreement. Each party will utilize its best efforts to appropriate and budget sufficient funds to meet its obligations under this Agreement in full.~~
- (be) If a party to this Agreement is in default of its payment obligations, the METCAD Policy Board may so declare and terminate dispatching services to that member thirty (30) days after the date of mailing of notice of default and termination of services to the defaulting party,

unless the defaulting party cures the default in full prior to the expiration of the thirty (30) days set forth in the notice. The notice of the default declared by the METCAD Policy Board shall be issued by the Lead Agency. The defaulting party shall continue to be responsible to pay its assigned share of the cost of METCAD as determined in accordance with this Agreement for the ensuing eighteen (18) months following the termination of dispatch services. If the defaulting party, within the eighteen (18) month period, pays all amounts due, dispatching services to the party shall be reinstated.

Section 13. Rights of Terminating Party to METCAD Capital Assets. A party ~~whose terminating its~~ participation in this Agreement ~~is terminated~~ shall continue to maintain its financial interest in all equipment purchased for the METCAD operation. Such equipment or proceeds derived from the disposition of the equipment shall continue to be used for the continued operation of METCAD until METCAD is dissolved.

Section 14. Dissolution. It is the intent of the parties to maintain METCAD as a continuing operation. However, should any of the parties elect to withdraw its participation in and support of METCAD, then METCAD may continue in operation for the benefit of the remaining parties if a minimum of (2) two of the parties elect to continue their participation.

Section 15. Disposition of METCAD Assets Upon Dissolution. Upon dissolution of METCAD, all capital assets held in trust by the Lead Agency on behalf of the parties to this Agreement will be sold ~~at public auction or by other means of public sale unanimously approved members in good standing at the time of dissolution,~~ and the proceeds, after deducting all costs of sales and any unpaid obligations relating to such capital assets or operating expenses of METCAD, shall be divided among all parties to this Agreement in accordance with the proportion that the amount of funding of that party bears to the total amount of funding contributed by the parties for METCAD operations over the total period of time from May 1, 1979 to the date that METCAD is dissolved. Any one (1) or more of the parties shall have the right to purchase such capital assets at their fair market value prior to any public sale. Such fair market value shall be determined ~~by unanimous the affirmative~~ vote of ~~at least four out of the four (4) five~~ administrative METCAD Policy Board Representatives of the City of Champaign, City of Urbana, Champaign County, ~~and~~ the University of Illinois, ~~and Village of Rantoul~~. If more than one (1) party wishes to purchase such assets or a particular asset, the matter will be decided by lot.

Section 16. Insurance. The Lead Agency shall procure and maintain, during the term of this Agreement and any extension thereof, sufficient property insurance to cover the replacement value of the METCAD equipment and all equipment loaned to METCAD, against all direct loss or damage. The cost of any such insurance shall be a cost of operating METCAD, to be borne by the parties hereto in the same manner as other costs in accordance with this Agreement. The Lead Agency shall procure

and maintain liability and worker's compensation insurance for METCAD operations in accordance with insurance purchase standards for its other operating departments.

Section 17. Limitations of Personnel. No employee shall have authority to commit, obligate or bind any party hereto to any contract or obligation unless specifically authorized by said party, except as provided for in this Agreement.

Section 18. Duty of Each Member. Each member shall utilize METCAD only in accordance with METCAD policies.

Section 19. Amendments. This Agreement may be amended in writing at any time by mutual agreement of all of the parties to the Agreement. Amendments shall refer back to this Agreement and to subsequent amendments, if any, on the same subject and shall specify the language to be changed or to be added. The execution of any amendment shall be authorized by passage of an appropriate ordinance or other proper and lawful corporate action by the corporate authorities of each party.

~~**Section 20. Terms for addition of Village of Rantoul as a member.** The addition of the Village of Rantoul as a new party to this Agreement and an Administrative Member is subject to the Village's payment of the sum of \$100,000 as an initial admission fee, to compensate METCAD for capital costs incurred by the addition of the Village. The parties hereto agree that the the METCAD Capital fund shall loan the Village of Rantoul said admission fee, and the Village shall repay said loan amount, interest free, in five equal annual payments of \$20,000.00, with the first payment being due on or before [put in a date here], 2015, and each subsequent annual payment being due on or before [date] of said successive years.~~

~~**Section 2040. Addition of New to Party by Administrative Representatives.** Members. The Administrative Representatives METCAD Board may, by the unanimous vote of said Representatives, approve the addition of a new party to this Agreement subject to said new party's agreement to pay an initial capital fee -and monthly fees in accordance with a revised funding formula as established by said AdministrativeAdministrative Representatives, without further amendment of the Agreement.~~

~~, if the new member pays an initial capital fee equivalent to a pro-rata share of the capital costs incurred by METCAD for providing existing services and agrees to pay monthly fees in accordance with the funding formula.~~

The METCAD Policy Board, by a majority vote, shall set the formula to determine the initial capital fees equivalent to the shares that existing members have paid since the inception of METCAD in 1979.

Section 2124. Termination of Prior Agreement. Upon the taking effect of this Agreement, the prior Agreement concerning Metropolitan Computer-Aided Dispatch

(METCAD), as amended, between the parties shall be terminated.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals to this Agreement on the dates appearing below.

<p>CITY OF CHAMPAIGN</p> <p>BY: _____ _____ City Manager</p> <p>DATE: _____ _____</p> <p>ATTEST: _____ _____ City Clerk</p> <p>APPROVED AS TO FORM FOR CITY:</p> <p>_____</p> <p>_____ City Attorney</p> <p>COUNTY OF CHAMPAIGN</p> <p>BY: _____ _____ Chairman</p> <p>DATE: _____</p> <p>ATTEST: _____ _____ Secretary</p>	<p>CITY OF URBANA</p> <p>BY: _____ _____ Mayor</p> <p>DATE: _____</p> <p>ATTEST: _____ _____ City Clerk</p> <p>APPROVED AS TO FORM FOR CITY:</p> <p>_____</p> <p>_____ City Attorney</p> <p>THE BOARD OF TRUSTEES OF THE UNIVERSITY OF ILLINOIS</p> <p>BY: _____ _____ Comptroller</p> <p>DATE: _____</p> <p>ATTEST: _____ _____ Secretary</p> <p>APPROVED AS TO FORM FOR BOARD OF TRUSTEES:</p> <p>_____</p> <p>_____ Attorney for Board of Trustees</p>
---	---

<p>CHAMPAIGN COUNTY SHERIFF'S OFFICE</p> <p>BY: _____ _____ Sheriff</p> <p>ATTEST: _____ _____ Secretary</p> <p>APPROVED TO FORM FOR CHAMPAIGN COUNTY:</p> <p>BY: _____ _____ State's Attorney</p>	<p>VILLAGE OF RANTOUL</p> <p>BY: _____ _____ Mayor</p> <p>DATE: _____</p> <p>ATTEST: _____ _____ Secretary</p> <p>APPROVED AS TO FORM FOR VILLAGE</p> <p>BY: _____ _____ Village Attorney</p>
---	--

~~J:\LEGWORD\METCAD\Amendment To METCAD Agreement - Majority Approval Of Budget Etc. Draft #4~~
~~Redlined 3-12-14.Docx~~

ATTACHMENT A

METCAD FUNDING FORMULA

Each agency utilizing METCAD services shall pay for said services based on a formula which is applied annually by the METCAD Policy Board in approving METCAD's annual budget. All of these charges are used to finance the METCAD General Operating Fund.

Total user fees will be determined by calculating total expenditures and subtracting surcharge revenue received for eligible expenditures per Illinois Commerce Commission regulations while maintaining a General Operating Fund balance of not less than 10% of budgeted expenditures.

BASIC ASSUMPTIONS

1. 85% of METCAD Fund is paid by police agencies.
2. 15% of METCAD Fund is paid by fire agencies.
3. Police agencies and Fire agencies contribute to costs based on a formula determined by the METCAD Policy Board on an annual basis.
4. The funding formula may be revised by the METCAD Policy Board as provided in the agreement.
5. The Champaign County Sheriff's Office represents all rural police agencies with regard to any fees assessed for dispatch services. In other words, the Champaign County Sheriff's Office assessment includes all fees for rural police agencies.
6. Rural fire agencies are treated as a single entity in terms of computing "fixed" costs for fire services and that cost is then divided equally among the various rural fire agencies. METCAD enters into separate contracts with each rural fire agency served and each is billed in accordance with this formula.

POLICE DISPATCH FEES

85% of the METCAD user fee established by the METCAD Policy Board is paid by member police agencies.

Calls for service, based on the calendar year for each agency, are averaged over the previous three years. The average total calls for service are determined for all police agencies. A percentage is determined based on the average number of calls for each agency divided by the average of the total number of calls received.

The number of officers within each agency are totaled and the number of officers at each agency is divided by the total number of officers to determine a percentage.

The two percentages are averaged together to find the share for each police agency.

The calls from the rural county police agencies are counted as calls for the Champaign County Sheriff's Department.

FIRE DISPATCH FEES

15% of the METCAD user fee established by the METCAD Policy Board is paid by member fire agencies.

30% of the charges to fire agencies are defined as fixed costs and are shared equally among Champaign, Urbana, U. of I., and rural agencies with the rural agencies considered as an equal partner (who, in turn, share that cost equally among themselves).

70% of the charges to fire agencies are charged based upon the average cost per call. This is done by taking the total dollar amount to be charged to all fire agencies in this category and dividing that count by the average number of calls per year for the preceding three-year period. The resulting cost per call is then charged to each fire agency according to the average annual number of calls per year for the preceding three-year period.

The fixed costs and the total for the variable costs are then added together to determine each agency's fee for fire dispatch services.

METCAD POLICY BOARD
RESOLUTION NO. 14 - 07

A RESOLUTION

FAVOR OF ADEQUATE AND FAIR FUNDING
FOR ILLINOIS 9-1-1 SYSTEMS (METCAD)

WHEREAS, 9-1-1 systems in Illinois were adopted by referendum in many Illinois cities and counties beginning in 1988, over a quarter of a century ago; and

WHEREAS, funding of 9-1-1 systems was based on monthly fees for land line telephones; and

WHEREAS, technology has changed significantly over the past quarter of a century, so that the revenues from land-line phones have been decreasing over time as other devices gain greater and greater market share; and

WHEREAS, the loss of revenue combined with increased costs over the past 26 years have placed an increasing and unsustainable burden on local governments; and

WHEREAS, we believe the fairest way to provide adequate funding would be to assess the same fee approved by voter referendum to all devices that access the 9-1-1 network; and

WHEREAS, we believe that adequate and fair funding for 9-1-1 systems is essential for public safety in Illinois,

NOW, THEREFORE, BE IT RESOLVED THAT the METCAD Policy Board supports state legislation to permit local governments to assess the same fee already approved by voter referendum for land line telephones to be applied to all devices that access the 9-1-1 system; and

BE IT FURTHER RESOLVED THAT we request that each of our state legislators sponsor and support such legislation.

RESOLUTION NO. 14-07

PASSED: April 3, 2014

APPROVED: _____
Chair, METCAD Policy Board

ATTEST: _____

APPROVED AS TO FORM:

Assistant City Attorney

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 if neither is still a member of the County Board, a temporary Board Chair selected by the majority of board members present, ~~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 may decline nomination. When all members who wish to do so, including the meeting chair, have offered nominations, the meeting chair shall declare nominations closed.

Formatted: Numbered + Level: 1 +
Numbering Style: A, B, C, ... + Start at: 1 +
Alignment: Left + Aligned at: 0.5" + Indent at:
0.75"
Formatted: Strikethrough

Formatted: Font: Bold

- 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.
- 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.
- D. If a nominee receives the votes of a majority of the members present ~~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 the votes of a majority of the members present ~~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.~~
- E. The Board shall next select from among its members a Vice Chair, by majority vote of the members present.
- 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. These appointments made under Article 2-F can be made at the Biennial Organizational Meeting or at the regularly scheduled December County Board Meeting immediately following the Biennial Organizational Meeting.
- G. In the month of December in even-numbered years where a biennial organizational meeting is held, the County Board will not conduct Standing Committee or Committee of the Whole Meetings, but will bring all business for that month directly to the County Board Meeting.

Formatted: Font: Bold

Formatted: Font: Bold

Formatted: Strikethrough

Formatted: Strikethrough

Formatted: Font: Bold

Formatted: Font: Bold

Comment [J1]: 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 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

Comment [J2]: 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 [J3]: Removed exemption of the COW. County Board Chair should have a vote. My alteration was in error.

~~H.J.~~ and ~~a~~ 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.

Comment [J4]: 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.

~~J.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 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~~

Comment [QJ5]: This language still implies we are doing this on a meeting by meeting basis.

Comment [J6]: Allowing multiple just to be clear

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.

Formatted: Indent: Left: 0.5", No bullets or numbering

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, Personnel, and Appointments 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.

Comment [J7]: Avoiding the use of vague terms such as 'obvious'.

Formatted: Indent: Left: 0.5", No bullets or numbering

E.

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, 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.
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.

Comment [J8]: 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

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:

Comment [J9]: This issue already addressed in (now) 5K.

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 arrangements of Board members during Board meetings shall be by district.

Comment [j10]: 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"

13. Order of Business – County Board, Committee of the Whole, & Special Committee 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 [J11]: Generic. Need to better define 'appeal.'

Comment [J12]: 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~~ Regular Meetings of the Committee of the Whole shall be held in compliance with the Annual Calendar of Meetings approved by the County Board each year pursuant to the Illinois Open Meetings Act. 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.
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 [j13]: We define the biennial meeting multiple times.

Comment [DB14]: The annual calendar of meetings is the current process for this.

Comment [DB15]: 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 [j16]: 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)d) Receives, reviews, and makes recommendations from subcommittees.
- f)e) Serves as final step for hearing process in grievance procedures as provided in Champaign County Personnel Policy.
- g)f) Responsible for reviewing and recommending positions on state and federal legislation impacting the County.
- h)g) Receives, reviews, and considers requests from department heads and recommendations from Champaign County Salary Administrator regarding position classification and evaluation, and forwards recommendations to Finance Committee of the Whole, and/or County Board, pursuant to the terms of the Champaign County Personnel Policy.

Comment [DB17]: 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.

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 [DB18]: 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.~~
- ~~G. not or for that meeting~~

Comment [DB19]: 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.

19. Effective Date

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

Comment [J20]: Make effective date to be as soon as possible to accommodate the telecommunication policy.

PRESENTED, ADOPTED, APPROVED, AND RECORDED This ____ day of _____ A.D. 2014.

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

ATTEST:

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