

**CHAMPAIGN COUNTY BOARD  
COMMITTEE OF THE WHOLE**

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

County of Champaign, Urbana, Illinois

Tuesday, June 10, 2014 – 6:30 p.m.

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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. May 15, 2014 (*to be distributed*)

**IV. Approval of Agenda/Addenda**

**V. Public Participation**

**VI. Communications**

**VII. Justice & Social Services**

A. Mental Health Board 2014 Update & Report

B. Re-Entry Program Quarterly Report March 2014-May 2014

1-2

C. 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 – April 2014
2. Emergency Management Agency – May 2014
3. Head Start – May 2014
4. Probation & Court Services – April 2014
5. Public Defender – April 2014
6. Veterans’ Assistance Commission – May 2014

D. Other Business

E. Chair’s Report

1. Determination to Cancel July Justice & Social Services Committee of the Whole Meeting

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

**VIII. Policy, Personnel, & Appointments**

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

1. Bailey Cemetery Association – 3 Terms July 1, 2014-June 30, 2020
  - *Thomas Barnhart*
  - *Gary Fisher*
  - *Michael Freese Jr.*

3-5

*Committee of the Whole Agenda*  
*Finance; Policy, Personnel, & Appointments; Justice & Social Services*  
*June 10, 2014*  
*Page 2*

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2.	<u>Clements Cemetery Board – 1 Term July 1, 2014-June 30, 2020</u>	6
	• <i>Cecil McCormick</i>	
3.	<u>Locust Grove Cemetery Association – 2 Terms July 1, 2014-June 30, 2020</u>	7-8
	• <i>Gregory Burr</i>	
	• <i>Marcia Fisher</i>	
4.	<u>Mt. Olive Cemetery Association – 3 Terms July 1, 2014-June 30, 2020</u>	9-11
	• <i>Thomas Gordon</i>	
	• <i>Robert Trumbull</i>	
	• <i>Jack Knott</i>	
5.	<u>Prairie View Cemetery Association – 3 Terms July 1, 2014-June 30, 2020</u>	12-14
	• <i>Pamela Carpenter</i>	
	• <i>Marc Shaw</i>	
	• <i>Clark Wise</i>	
6.	<u>Yearsley Cemetery Association – 1 Term July 1, 2014-June 30, 2020</u>	15
	• <i>Phillip Nigg</i>	
7.	<u>Forest Preserve Board – 1 Term July 1, 2014-June 30, 2019</u>	16-28
	• <i>Bobbie (Roberta) Herakovich</i>	
	• <i>Robin Hall</i>	
8.	<u>Board of Health – 2 Terms July 1, 2014-June 30, 2017</u>	29-32
	• <i>Michael Ruffatto</i>	
	• <i>John Peterson</i>	
9.	<u>Developmental Disabilities Board – 1 Term July 1, 2014-June 30, 2017</u>	33-41
	• <i>Elaine Fowler Palencia</i>	
	• <i>Barbara Jewett</i>	
	• <i>Deborah Curtin</i>	
	• <i>Debra Ruesch</i>	
B.	<u>County Clerk</u>	
	1. May 2014 Report	42
	2. Semi-Annual Report	43
C.	<u>County Administrator</u>	
	1. Administrative Services May 2014 Report	44-46
	2. Job Content Evaluation Committee Recommendation for County Clerk Director of Training Position	47-52
	3. Job Content Evaluation Committee Recommendation for Positions in Administrative Services ( <i>to be distributed</i> )	
D.	<u>Other Business</u>	
	1. Issues Report on Elimination of Recorder of Deeds Position in Champaign County	53-56

E. Chair's Report

1. Determination of Ballot Question Regarding Maintaining the Elected Recorder
2. Rules Change Discussion – Temporary Telecommunications Trial
3. Determination to Cancel July Policy, Personnel, and Appointments Committee of the Whole Meeting

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

**IX. Finance**

A. Budget Amendments/Transfers

1. Budget Amendment #14-00023 57  
Fund/Dept. 641 ACCESS Initiative Grant-053 Mental Health Board  
Increased Appropriations: \$215,139  
Increased Revenue: None: from Fund Balance  
Reason: To Allow for Grant Expenditures to Contracting Agencies Through December 31, 2014. Grant Adjustments from the Prior Federal Fiscal Year were Implemented Through IDHS Allowing for Additional Funding for ACCESS Federal Contracts.
  
2. Budget Amendment #14-00024 58-59  
Fund/Dept. 104 Early Childhood Fund-612 HS-United Way Community Impact  
Increased Appropriations: \$37,950  
Increased Revenue: \$37,950  
Reason: Receipt of United Way Funding to Support a Temporary Home Visitor to Serve an Additional 10-12 At-Risk, Low-Income Children, and Families. The Home Visitor Will Provide Educational, Child Development, Health Screening, and Family Social Services.
  
3. Budget Amendment #14-00025 60  
Fund/Dept. 620 Health-Life Insurance-120 Employee Group Insurance  
Increased Appropriations: \$200  
Increased Revenue: \$200  
Reason: Received AFSCME Donation for 2014 Health Fair to be Used for Expenses for the Health Fair
  
4. Budget Transfer #14-00005 61  
Fund/Dept. 080 General Corporate-075 General County, 022 County Clerk, 026 County Treasurer, 040 Sheriff  
Total Amount: \$435  
Reason: To Move Money to Correct Line Items to Allow Approved Salary Increase for Elected Officials, Effective December 1, 2014 for FY 2014

B. Treasurer

1. Monthly Report – May 2014 – Reports are available on the Treasurer's webpage at:  
<http://www.co.champaign.il.us/TREAS/reports.htm>

- C. Auditor
  - 1. Monthly Report – May 2014 – Reports are available on the Auditor’s webpage at:  
<http://www.co.champaign.il.us/Auditor/monthlyreports.htm>
  
- D. Nursing Home Monthly Report 62-93
  
- E. State’s Attorney
  - 1. Presentation and Discussion Regarding Fees to Support Existing Programs 94-100
  
- F. Animal Control
  - 1. Request Approval of an Intergovernmental Agreement Between the County of Champaign and the City of Champaign for Animal Impound Services 101-106
  
- G. Emergency Management Agency
  - 1. Request Approval of Application for Renewal & If Awarded, Acceptance of the Hazardous Materials Emergency Preparedness Planning Grant 107-120
  
- H. Sheriff
  - 1. Request Approval of Justice Assistance Grant Program Agreement Between the City of Champaign and Champaign County 121-123
  
- I. 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. Engagement Letter with William Blair to Serve as Underwriter to Champaign County for Potential Bond Refunding and Bond Issues 124-136
  - 4. Job Content Evaluation Committee Recommendation for Establishment of County Clerk Training Director Position 47-52
  - 5. Job Content Evaluation Committee Recommendation for Positions in Administrative Services *(to be distributed)*
  - 6. FY2015 Salary Recommendation for Non-Bargaining Employees *(to be distributed)*
  
- J. Other Business
  - 1. Approval of Contract with MPA for Nursing Home Management Services *(to be distributed)*
  
- K. Chair’s Report
  - 1. Determination to Cancel July Finance Committee of the Whole Meeting
  
- L. Designation of Items to be Placed on the Consent Agenda
  
- X. **Other Business**
  
- XI. **Adjournment**





# community elements

wellness and recovery for the community

## Community Reentry Quarterly Report March – May 2014

Submitted To:

Ms. Debra Busey  
County Administrator  
Brookens Administrative Center  
1776 E. Washington  
Urbana, IL 61802

May 29, 2014

In March, Community Elements collaborated with the County to write and submit a proposal for a Second Chance Act grant from the Department of Justice, entitled The Coming Home Program.

In May, after an extensive search process throughout March and April, Jenee Westjohn was hired as Community Reentry Case Manager. Ms. Westjohn is currently in training and expected to begin formal reentry efforts the last week of May. Celeste Blodgett transitioned from Criminal Justice Assistant to the Reentry Program Coordinator and has been researching numerous reentry programs throughout the United States. The purpose is to provide the Reentry Council with a summary of valuable information regarding successful, evidence-based reentry programs and practices they may wish to duplicate in local reentry efforts.

The first Reentry Council meeting was held on May 7. Representatives from all stakeholder organizations, departments, and constituencies were present. The major topic of discussion throughout the first meeting was identification of a target population. A number of Council members voiced an interest in targeting high-risk offenders. Initial recommendations which will be discussed at the next meeting included:

1. Offenders who receive a sentence of 18 months-3 years in IDOC. Initiate engagement at the County Jail with and maintain regular contact during their incarceration in IDOC.
2. Offenders at a lower-risk in order to demonstrate success within the timeframe of the project.
3. Include both category 1 and 2 with a goal to balance limited resources available

In addition to the discussion regarding the target population, the Council collectively agreed to meet on the first Wednesday of every month, at Community Elements' Fox Drive location. Thus, the next Reentry Council meeting is scheduled for June 4, 2014.

1801 Fox Drive, Champaign IL 61820 217 398 8080  
202 West Park, Champaign IL 61820 217 373 2430

In addition to holding the first Reentry Council meeting, Bruce Barnard and Celeste Blodgett held interviews with individual representatives on the Council, for the purpose of gathering individual, detailed views regarding target population, role of the Council, and direction of the program. Further, Mr. Barnard conducted a focus group at the prison in Danville to gain a better understanding of the priority of inmate needs when transitioning back into community settings.

With a Reentry Case Manager in place, collection and tracking of data for the reentry population, (offenders who have completed a sentence at the Champaign County Jail or Illinois Department of Corrections approved for release in Champaign County), will begin. To aid the data collection process, Reentry Council members with access to substantial data regarding the justice-involved population volunteered to share their data set which will enable the Reentry Council to synthesize current information and conduct a robust evaluation of program efforts.

Respectfully Submitted By:  
Bruce Barnard and Celeste Blodgett

The image shows two handwritten signatures in black ink. The top signature is for Bruce Barnard, and the bottom signature is for Celeste Blodgett. Both signatures are written in a cursive, flowing style.

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

PLEASE TYPE OR PRINT IN BLACK INK

NAME: Thomas C. Barnhart

ADDRESS: 895 County Road 800 North Tolono, IL 61880  
Street City State Zip Code

EMAIL: None PHONE: 217-485-8575

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: Bailey Cemetary Board Trustee

BEGINNING DATE OF TERM: 7/1 June 30, 2014 ENDING DATE: June 30, 2020

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 a hugh intrest in Bailey as all my relatives are burried there. My wife and I have our plot there as well. I was caretaker there for 20 years from 1980-2000. I have served on this board for the past 6 years and am head of the finance comaitte. I keep track of the CD's and try to get the best intrest rates

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

I have been responsible for buying the mowers and other equipment .I got bids from asphalt companies to pave roadways. I help the caretaker trim hedge in summer and notify the light company when night lights burn out. Make sure the dirt pile gets removed from time to time. I would like to continue to serve as I enjoy it very much and I have the time to do it as I'm retired.

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:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Thomas C Barnhart  
Signature

4-15-14  
Date

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

PLEASE TYPE OR PRINT IN BLACK INK

NAME: GARY L. FISHER

ADDRESS: 701 E. WALNUT ST., TOLONO, IL 61880  
Street City State Zip Code

EMAIL: gfisher@bailey-cemetery.com PHONE: 217-493-8120

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: BAILEY CEMETERY

BEGINNING DATE OF TERM: 7-1-2014 ENDING DATE: 6/30/2020

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 Bailey Cemetery for the past twenty years. Both sides of my family are buried at Bailey Cemetery.

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

I am presently serving as President of the Bailey Cemetery Board and have full knowledge of all aspects of its operations.

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:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Gary L. Fisher  
Signature

4-14-2014  
Date

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

PLEASE TYPE OR PRINT IN BLACK INK

NAME: Michael J. Freeze Jr.

ADDRESS: Po Box 828 Tolono IL 61880  
Street City State Zip Code

EMAIL: \_\_\_\_\_ PHONE: 217-485-7555

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: Bailey Memorial Cemetery Association

BEGINNING DATE OF TERM: July 1, 2014 ENDING DATE: ? June 30, 2020

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 performed the duties of Sec/Treasurer for  
Bailey Memorial Cemetery for Approx 10 years.

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

I am well versed in the day-to-day operations of the  
Cemetery. I have handled the duties of paying bills, filing  
all required paperwork on County & State levels

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:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Michael J. Freeze Jr.  
Signature

5/13/14  
Date

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

**PLEASE TYPE OR PRINT IN BLACK INK**

**NAME:** Cecil A. McCormick

**ADDRESS:** 502 East Marshall Street, POB 892 Tolono IL 61880  
Street City State Zip Code

**EMAIL:** \_\_\_\_\_ **PHONE:** 217/485-4120

Check Box to Have Email Address Redacted on Public Documents

**NAME OF APPOINTMENT BODY OR BOARD:** Trustee - Clements Cemetery Association

**BEGINNING DATE OF TERM:** June 30, 2014 7/1/14 **ENDING DATE:** June 30, 2018 6/30/2020

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?

46 Yrs - Vice-President - Champaign Asphalt Company, LLC - Retired  
25 Yrs - Mayor - Village of Tolono / 3 Yrs - Trustee - Village of Tolono  
8 Yrs - Trustee - Tolono Fire Protection District  
8 Yrs - Trustee - Clements Cemetery Association

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

I have maintained the cemetery's financial, maintenance and burials for the last 6 yrs.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Cecil A. McCormick  
Signature

May 20, 2014  
Date

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

PLEASE TYPE OR PRINT IN BLACK INK

NAME: Gregory A. Burr

ADDRESS: 1779 Co Rd 1000 N URBANA IL 61802  
Street City State Zip Code

EMAIL: Oldskul59@gmail.com PHONE: 217-684-2188

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: Locust Grove Cemetery

BEGINNING DATE OF TERM: 7/1/14 ~~Jan 30, 2010~~ ENDING DATE: June 30, 2014

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 on the board since 2002.

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

I have been on the board since 2002 and am currently Sec-Treasurer and have been since 2011. I was also President from 2008 until 2011.

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:

Gregory A Burr  
Signature

4-12-2014  
Date

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

PLEASE TYPE OR PRINT IN BLACK INK

NAME: MARCIA K. FISHER

ADDRESS: 604 S. LINCOLN ST. PHILO IL 61864  
Street City State Zip Code

EMAIL: \_\_\_\_\_ PHONE: 217-684 238

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: LOCUST GROVE CEMETERY BOARD

BEGINNING DATE OF TERM: JUNE 7/1/2014 ~~JUNE 2009~~ ENDING DATE: JUNE 2014 6/30/2020

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 was appointed to fill my father's term  
when he passed away. He had been on  
the board for 30 years so I learned from him.

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

To meet the needs of families in a troubled  
time, manage the mowing and upkeep of the  
property, work with staff and other trustees to see  
that the cemetery is in good shape.

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:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Marcia K. Fisher  
Signature

April 16, 2014  
Date



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

PLEASE TYPE OR PRINT IN BLACK INK

NAME: THOMAS GORDON

ADDRESS: 2001 CURETON DR. URBANA IL 61801  
Street City State Zip Code

EMAIL: \_\_\_\_\_ PHONE: (217) 384-4020

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: MT OLIVE CEMETERY

BEGINNING DATE OF TERM: JULY 1, 2014 ENDING DATE: JUNE 30 2020

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 MT OLIVE CEMETERY FOR OVER 25 YEARS, SERVING CURRENTLY AS PRESIDENT. MY PARENTS, ALONG WITH MANY RELATIVES ARE BURIED THERE. MY GRAND FATHER, GEORGE GORDON, WAS A TRUSTEE.

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

I BELIEVE I HAVE BEEN INVOLVED IN ABOUT EVERY SITUATION THAT COULD ARISE FROM OPERATING A CEMETERY: EXPANSION (ON PROPERTY WE ALREADY OWNED) HIRING CARETAKERS, HIRING A COMPANY TO SPRAY WEEDS PURCHASING SIGNS, TAKING CARE OF COMPLAINTS, EASEMENTS, ETC

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:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Thomas Gordon  
Signature

APRIL 29 2014  
Date

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

PLEASE TYPE OR PRINT IN BLACK INK

NAME: ROBERT B. TRUMBULL

ADDRESS: 1774 CR 1650 N URBANA IL 61802  
Street City State Zip Code

EMAIL: DKTRUMB@NET66.COM PHONE: 217-367-3037

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: MT OLIVE Cemetery Board of Trustees

BEGINNING DATE OF TERM: 7-1-14 ENDING DATE: ~~7-1-18~~ 6/30/2020

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?

PREVIOUS TERMS ON BOARD  
SERVING AS CARE FUND TREASURER

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Robert B Trumbull  
Signature

4-15-14  
Date

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

PLEASE TYPE OR PRINT IN BLACK INK

NAME: Jack Knott

ADDRESS: ZOSICK 1700N ST JOSEPH 61873  
Street City State Zip Code

EMAIL: \_\_\_\_\_ PHONE: (217) 649-3659

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: MT OLIVE Cemetary

BEGINNING DATE OF TERM: July 1, 2014 ENDING DATE: June 30, 2020

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?

previous board member

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

from previous board meetings

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:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Jack Knott  
Signature

5/27/14  
Date

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

PLEASE TYPE OR PRINT IN BLACK INK

NAME: Pamela B. Carpenter

ADDRESS: 3203 Fawn Hill Ct. Urbana IL 61802  
Street City State Zip Code

EMAIL: pambcarp@gmail.com PHONE: (217) 367-2985

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: Prairie View Cemetery Assoc

BEGINNING DATE OF TERM: 7/1/14 ENDING DATE: 6/30/20

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 served as secretary-treasurer for Prairie View Cemetery for at least 18 years.

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

As secretary-treasurer I serve as the main contact and primarily handle all finances for the association

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:

Pamela B. Carpenter  
Signature

4/14/14  
Date

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

PLEASE TYPE OR PRINT IN BLACK INK

NAME: MARK SHAW

ADDRESS: 1003 SOUTH BARKER RD. CHAMPAIGN ILL 61822  
Street City State Zip Code

EMAIL: SHAW FARMS 019.GMAIL PHONE: 217-390-5539

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: PRAISE VIEW CEMETARY ASSOCIATION

BEGINNING DATE OF TERM: JULY 1, 2014 ENDING DATE: JUNE 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 ON THIS BOARD FOR ALMOST 40 YEARS, MANY OF MY FAMILY ARE AND WILL BE AT THIS CEMETARY. THE UPKEEP AND FUTURE OF THE CEMETARY IS VERY IMPORTANT TO ME.

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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:

\_\_\_\_\_  
\_\_\_\_\_

Mark Shaw  
Signature  
April 14, 2014  
Date

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

**PLEASE TYPE OR PRINT IN BLACK INK**

**NAME:** Clark E. Wise

**ADDRESS:** 14882 N 8th Ave. Effingham IL 62401-5087  
Street City State Zip Code

**EMAIL:** \_\_\_\_\_ **PHONE:** (217) 868-5068

Check Box to Have Email Address Redacted on Public Documents

**NAME OF APPOINTMENT BODY OR BOARD:** Prairie View Cemetery Association

**BEGINNING DATE OF TERM:** 7/1/2014 **ENDING DATE:** 30 June 2015 2020

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.**

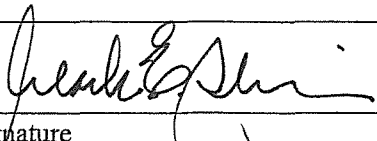
1. What experience and background do you have which you believe qualifies you for this appointment?

I have served as a trustee on the Prairie View Cemetery Association for over a decade, and have taken an active part in the management and decision-making.

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

I have significant knowledge of Prairie View Cemetery operations, etc. I have been a trustee for over 10 years.

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

13 April 2014

Date

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: 7/1/2014 ENDING DATE: 6/30/2020

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

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM

PLEASE TYPE OR PRINT IN BLACK INK

NAME: Bobbie (Roberta) Herakovich
ADDRESS: 105 E. Mumford Drive Urbana IL 61801
EMAIL: bobbiehercomcast.net PHONE: 217-384-7866 (h) 217-649-0083 (cell)

Check Box to Have Email Address Redacted on Public Documents
Champaign County Forest Preserve Board

NAME OF APPOINTMENT BODY OR BOARD:

BEGINNING DATE OF TERM: 7/1/14 ENDING DATE: 6/30/19

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, A CANDIDATE MUST COMPLETE AND SIGN THIS APPLICATION.

1. What experience and background do you have which you believe qualifies you for this appointment/reappointment?
I have worked for local government for almost 40 years, working up through the ranks first in the Urbana Park District, as Director of Parks and Recreation in Palm Beach Gardens Florida and then as City Manager in the same city. As City Manager in Farmer City, Illinois and then finally serving as Executive Director of the Champaign Park District for the past 11 years. I am an avid proponent of conservation of the natural environment and making sure that parks and forest preserves are available for all residents. I have served on the joint Illinois Association of Park Districts, Forest Preserves and Conservation Districts and the Illinois Association of Park Districts Legislative Committee for the last 9 years ensuring that legislation does not unduly burden local districts. I believe in collaboration for working through challenges and keeping tax rates affordable. During the past 11 years, my staff and I were able to garner over \$6.4 million in grants. I retired in January so I have time to commit to the Forest Preserve District.

2. What do you believe is the role of a trustee/commissioner/board member and how do you envision carrying out the responsibilities of that role?
I believe the role of a Commissioner is to set policy, ensure that residents needs are being met and to set and monitor the tax rate, annual operating and capital improvement budgets. As a Commissioner I would expect to advocate for Champaign County as a great place to live, work and play and the forest preserve district as a viable provider of services. I believe a Commissioner should also work with residents and landholders to understand their issues and concerns.
I would look forward to the construction of the Kickapoo Trail and a future trail along the Sangamon.

3. What is your knowledge of the appointed body's operations, specifically property holdings and management, staff, taxes, fees?
I am familiar with the District's operations and have worked with the past 3 Executive Directors on joint projects, joint purchasing, etc.
I lived in Mahomet for several years and Lakd of the woods was my neighborhood park. I am familiar with most of the district's holdings and jointly worked on the grant for the accessible pier for the forest preserve and Champaign and Urbana Park Districts. I have been a user of Homer Lake as well.
I am familiar with several staff and have served in a mentoring capacity for several of them. I understand the tax structure, levy and guidelines and mandates affecting the District as well as am familiar with most personnel and land use issues.

I AM AN AVID TREE HUGGER (SINCE 46 FOR NATURALIST) HIKER + USER. MY CHILDREN + GRANDCHILDREN HAVE ENJOYED CFPD ACTIVITIES + EVENTS



4. 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 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:

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5. Would you be available to regularly attend the scheduled meeting of the appointed body?

Yes  No  If no, please explain:

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The facts set forth in my application for appointment are true and complete. I understand this application is a document of public record that will be on file in the County Board Office.

\_\_\_\_\_  
Signature

03/29/0014

\_\_\_\_\_  
Date

**BOBBIE HERAKOVICH**

105 E. Mumford Drive

Urbana, Illinois 61801

217-384-7866

[Bobbieh@comcast.net](mailto:Bobbieh@comcast.net)**EMPLOYMENT HISTORY****Executive Director****January 2001-January 2014****Champaign Park District****Champaign, Illinois****(Pop. 81,055)**

**Responsibilities:** Served as Executive Director for a full service, Distinguished Accreditation and Gold Medal Award winning parks and recreation agency reporting to a 5 member elected Board of Commissioners. Have direct responsibility for all Business functions, Operations, Recreation, and Marketing Departments with a staff of 77 fulltime year-round staff and 400 part-time staff and an operating and capital budget of \$22 million for FY13-14. Coordinate with Board appointed attorney, treasurer and consultants. Serve as official Secretary to the Board, Certified Freedom of Information Officer and Certified Open Meetings Act Officer. With a great Board and staff team, we have accomplished:

- Acquired a \$454,000 25.4 acre future park site with Department of Natural Resources funding and matching funds from the Sanitary District at a cost to the District of \$11,000. Acquired an additional 12.5 acres through a long-term lease and subsequent ownership. Acquired and developed 19 acre Sunset Park, acquired and developed Dog Park, totally redeveloped urban park known as Scott Park to enhance stormwater drainage and improve services through grant and Tif funding.
- Developed Dodds Park Soccer Complex; an eleven-field complex with concession and restroom facilities.
- Developed Dodds Park Softball Complex, a complex of 4 lighted fields, concession and restroom facility, parking lot and pathway facility.
- Conducted many community Focus Meetings and Town Meeting to solicit input into community needs assessment process.
- Conducted random survey (needs assessment) of households to help identify residents' priorities in 2003 and 2011 and responded to top 5 needs.
- Built Skate Park and Dog Park to meet community needs.
- Added several rain gardens to address wet park areas.
- Created 367 flower beds throughout the community through a cost sharing formula.
- Received the following recognition: IPRA Best Facility Award (Skate Park), Best Communication Award, Best Special Event (Symphony at Sunset), Best flyer for Prairie Farm, and Best single ad piece for Holiday Parade of Lights, Illinois Turf Award, and annual Illinois Arts Council Awards, NRPA Dorothy Mullen Arts and Humanities Award, GFOA Financial Reporting Award, 2001-2012, GFOA Distinguished Budget Award, 2008-2010, Arts Alliance Illinois Award for art in the park programs, 2011 Joseph R. Bannon Practitioner of the Year Award, 2013 Illinois Therapeutic Recreation Section Program Award for "Frunner Program" pairing able bodied people with persons with disabilities in a running program, 2013 Honored Professional Award.

- Developed Champaign Parks Foundation, a 501(3) c to provide philanthropic support to the Park District. Reached balance of \$1.8 million in 4 years.
- Built \$6.4 million Sholem Aquatic Center.
- Developed *Joint Trails Plan* with the City of Champaign
- Served as Chair of Champaign County Visitor's Bureau for 3+ years.
- Served as founding Board member of 40 North/88 West Champaign County Arts & Entertainment Council.
- Awarded approximately \$7.4 million in grant funds.
- Initiated "Green Team" and environmental incentives for energy reduction.
- Co-chaired City of Champaign's 150th anniversary celebration.
- Received Innovation Celebration Award for Economic Development Impact Award
- Created "*A Decade of Excellence, a Strategic Plan*"
- Created sculpture opportunities in parks, added *Tootsie, Double Dutch-Jump for Joy* and *New Holland Yellow Dinosaur* sculptures.
- Hosted a KaBoom playground build with 300 volunteers, Kraft employees and Rotary members.
- Established a 120 day operating reserve balance in major funds.
- Restoring 1921 vaudeville theatre known as the Virginia Theatre-Phase 3 renovation \$6.5 million.
- Added Para-Olympians to the Olympic Tribute recognizing local athletes.
- Took over hosting the 4<sup>th</sup> of July fireworks when the previous location became unavailable
- Maximized equalized assessed value by dropping tax abatement when enterprise zone ordinance expired.
- Successful in working with the City for mandatory Pipeline Trail dedication.
- Initiated idea of Lighted School Program known as Community Matters with City and School District to serve area where crime was increasing.
- Initiated and completed 2012 ADA Transition Plan.
- Partnering with the Y to offer special recreation programs.
- Partnering with Human Kinetics for open space use.
- Building a \$6 million recreation center.
- Served as chair of the County-wide Greenways and Trails committee

**City Administrator**

**City of Farmer City**

**November 1999-January 2001**

**Farmer City, Illinois**

**(Pop. 2,000)**

**Responsibilities:** Served as Chief Administrative Officer for a full service city and reported to a 7 member elected City Council. Had direct responsibility for all City Departments including Parks, Emergency Rescue, Police, Water and Sewer, Electricity, Finance, City Clerk and Public Works upon my return to Illinois. Supervised parks, pool, fairgrounds and contractual legal and engineering. Year round staff of 20 fulltime and 12 year round part-time and operating budget of approximately \$6 million. (Contracted fire services).

**Achievements:**

- Created first summer recreation program serving 120 youth by working through the University of Illinois Cooperative Extension Service and establishing a citizen's advisory committee.
- Trained aquatic staff and created facility use manual.
- Bid out concessions for pool and ballfields.
- Worked with City Council and residents to change to City Manager form of Government.
- Shifted electrical plant staff responsibilities to street maintenance during times we were not generating electricity.
- Created agreements with nearby towns, which were utilizing paramedic services to help offset costs.
- Remodeled City Hall meeting room, purchased emergency response vehicle, balanced budget, worked with 2 City Tif Districts and Tif Review Board, made street repairs, etc.
- Hosted national BMX tournament in local park.
- Hosted downtown Main Street programs such as antique car shows, antique shows and hot car shows.
- Managed lease for City owned Fairgrounds.
- Began municipal recycling program.
- Worked with residential Tif program.
- Bid banking services.
- Managed electric generation and supply,
- Managed water and wastewater plants.

## **CITY MANAGER**

**July 1993– October 1999**

**City of Palm Beach Gardens, Palm Beach Gardens, Florida**

**(Pop. 33,824/40,000 seasonal)**

**Responsibilities:** Served as City Manager of a full service City of 54 square miles and as such reported to a 5 member City Council. Had responsibility for all City Departments including Police, Fire-Rescue, Parks and Recreation (including a Municipal Golf Course), Growth Management (Building, Planning and Zoning and Code Enforcement), Finance and contractual Legal and Engineering services. Indirectly supervised 348 full time employees. Worked with citizen advisory boards and tasks forces. Served as Chairman of Seacoast Utility Authority providing potable and reclaimed water and wastewater services to a 5-member consortium of cities and unincorporated County areas. The following list highlights major achievements by our staff team during the timeframe of 1993 to 1999.

### **Citizen Participation**

- Initiated and oversaw a successful \$19.1 million General Obligation Bond Referendum for a new City Hall, police station, park development and renovation of a fire station.
- Created City "VISION" and strategic planning process through citizen participation.
- Worked with citizen advisory boards including Art, Education, Planning and Zoning, Beautification and Environmental, Code Enforcement, Parks and Recreation and Neighborhood Initiative Task Force to effectuate art in public places programs, art impact fees, code and land development regulations, recognition programs, park development and neighborhood infrastructure improvements.
- Initiated citizen response teams, one stop complaint center and volunteer programs.
- Initiated Inclusion programs for residents with disabilities to participate in recreation programs, Police Athletic Leagues (PAL), Truancy Interdiction, DARE and GREAT.

- Celebrated 35<sup>th</sup> City anniversary.
- Established neighborhood signage/recognition/programs.

### **Finance**

- Achieved the Government Finance Officers Association Certificate for Excellence in Financial Reporting (FY 1995, 1996, 1997, 1998, 1999) and Distinguished Budget Presentation Awards (FY 1996, 1997, 1998, 1999).
- Maintained a 4.06 mil-operating budget (10 mil cap) and combined debt service of .4 mils in a community with and an assessed value of approximately \$3.5 billion.
- Competitively bid bond underwriting, trash, vegetation and yard waste removal franchise, golf course management as well as various City contracts and services, created and then renegotiated telecommunications franchises.
- Applied for and received grants for city services with a projected income of \$3,676,430 for FY 99.
- Initiated compressed natural gas (CNG) program for city vehicles, garbage haulers and police cars.
- Initiated highway off ramp naturalized plantings and trees through state grant process.

### **Long Range Planning**

- Negotiated purchase and received funding for the purchase of a 122-acre park site through local, county and state funding.
- Negotiated purchase of land for additional parks, storage facility area, police substations, park-school land dedication and negotiated future fire station and public works sites.
- Developed a future land use plan and growth boundaries for efficient service during a period of rapid growth.
- Created protective zoning overlay for City's "main street" corridor.
- Redesigned vehicle "flyover" to be pedestrian friendly along PGA Blvd.-the main street of the community.
- Redesigned PGA Blvd. building setbacks and meandering trail/sidewalk.
- Worked with developers through 3 building moratorium for the purpose of catching up municipal services.

### **Personnel**

- Administered 2 inherited Consent Decrees with the United States Department of Justice for prior hiring practices achieving a 15% of total Department goal of minority police officers. (Closed out 5 year Consent Degree for discrimination in hiring females and African Americans in the Police Department in 4 years.)
- Wrote a new Personnel Policy Code.
- Implemented Total Quality Leadership Program, Team Awards and Labor Management meetings.
- Worked with 4 bargaining units as well as non-bargaining staff. Implemented interest based bargaining techniques.
- Implemented a master plan for computer technology for all city departments, providing for intranet service through the use of fiber optic cabling and Internet accessibility.

### **Public Safety**

- Created Fire-Rescue Department by adding basic and emergency medical services and equipping engines as well as emergency rescue vehicles with automatic defibrillators.
- Received National Police Department Accreditation.

- Implemented Community Policing, bicycle patrols for police and K-9 units and paramedics on bikes for community events.
- Maintained a 4 minute response time for police and fire service calls.
- Implemented use of Compressed Natural Gas (CNG) program through grant funding for City owned vehicles to improve air quality and reduce operational costs.
- Implemented an 800 MHz trunked public safety communication system through contractual arrangements.
- Worked with consortium of communities and special districts to apply for and implement National Pollution Discharge Elimination (NPDES) Permit requirements.
- Certificate for Outstanding Municipal Recycling Participation from Solid Water Authority.

### **Parks and Recreation**

- Maintained a nature preserve and tortoise sanctuary.
- Built \$1.5 million tennis facility with 8 clay courts.
- Created art impact fee/donation and sculpture/art walk.
- Acquired 120 acres of land through a lease/purchase with the MacArthur Foundation
- Built 11-field soccer complex.
- Built 8 field ball diamond complex
- Worked out an agreement with the EPA for discovered chemical removal from new park site.

### **Acting City Manager**

**May 1993-July 1993**

**City of Palm Beach Gardens, Florida**

**Responsibilities:** Filled in for retiring City Manager while national search for City Manager was held.

### **DIRECTOR OF PARKS AND RECREATION**

**February 1992- April 1993**

**City of Palm Beach Gardens, Florida**

**Responsibilities:** Responsible for the overall operation of a Gold Medal Award winning department. Direct supervision of thirteen full time staff with an operating budget of \$800,000 plus \$600,000 program fund and approximately \$1 million capital fund. Responsible for the supervision and operation of two community centers, a municipal pool, two year round sports complexes, golf course, programs and park and facility maintenance.

- Attained certification as Florida Recreation and Parks Professional.
- Built in line skating facility for league play.
- Implemented lottery and computer generated registration.
- Obtained Audubon Golf Course Certification.
- Managed Golf Course wetlands and environmentally sensitive areas.
- Managed tortoise preserve in conjunction with elementary school benefitting developers required to relocate tortoises and benefitting school children and the turtles.
- Sponsored major special events with attendance from 4,000-30,000 including “Bop till You Drop”, Gardens Art Program and 11<sup>th</sup> largest juried Art Fair in the country, state baseball and softball tournaments, Crafts Fairs and “Battle of the Wings”, (a restaurant contest).

**ASSISTANT DIRECTOR OF PARKS AND RECREATION (PREVIOUSLY SUPERINTENDENT OF RECREATION AND PREVIOUS TO THAT PROGRAM COORDINATOR)**

**1973-1992**

**Urbana Park District, Urbana, Illinois**

**Responsibilities:** Responsible for planning, organizing and administering a diversified recreation program for a community of 33,000 residents. Responsible for overseeing the development and operation of Thornburn Community Center (80,000 annual visitors), the planning and operation of the Anita Purves Nature Center (20,000 annual visitors), Crystal Lake Pool Complex (22,000 seasonal visitors) and the Lake House meeting facility, café and boat rental operations (22,000 annual visitors). Responsible for 22 full time and approximately 150 part-time and volunteer staff. .

- Implemented a Special Recreation Program for residents with disabilities and achieved the National Park and Recreation Gold Medal Award.
- Started Women's Business Council served as Chair and Downtown Urbana Promotional Committee Chair.
- Started Dance Arts program.
- Worked with committee to replace Crystal Lake Pool, build the Lake House and build the Anita Purves Nature Center.
- Worked on long-range master planning process.
- Started as preschool instructor and then Program Coordinator in several different specialty areas up through Superintendent of Recreation after which title was changed to Assistant Director of Parks and Recreation when capital improvement responsibilities were assumed.
- Certified Leisure Professional.

**PROGRAM COORDINATOR**

**1973-1978**

**Urbana Park District, Urbana, Illinois**

**Responsibilities:** Held different titles as responsibilities changed including Aquatics, sports, neighborhood and environmental programs and senior programs.

- Operated Thornburn Recreation Center including the Environmental Awareness Center, Pottery Club, senior center and adult and youth recreation programs.

**EDUCATIONAL BACKGROUND**

Master of Public Administration (M.P.A.)  
Governor's State University  
Park Forest, Illinois

Bachelor of Science: Parks and Recreation  
Minor: Social Science  
University of Illinois  
Urbana-Champaign, Illinois

Executive Development School, Indiana University

Western Resources Revenue Management School, National Park and Recreation Association

NRPA Certified CAPRA Evaluator

Certified Freedom of Information Officer-State of Illinois

Certified Open Meetings Act-State of Illinois

Illinois Distinguished Accreditation Agency

Several courses in fundraising, Indiana University School of Philanthropy

### **PROFESSIONAL MEMBERSHIPS**

Illinois Parks and Recreation

National Parks and Recreation Association

Florida Parks and Recreation Association (previous)

International City/County Management Association, Illinois and Florida City Management Associations (previous)

Florida Municipal League (previous)

Illinois Municipal League (previous)

40 North/88 West Champaign County Arts Council Founding Board member

Champaign County Convention and Visitor's Bureau former Board Chair

Champaign Rotary

2012-13 C-U Optimist Club Current Vice Chair

University of Illinois Alumni Association

NAACP member

American Trails Association member

LeisureVision Advisory Committee member 2011

University of Illinois Arboretum Advisory Board member 2008-2013

Champaign County Greenways and Trails Chair, 2012-2013

University of Illinois, Recreation, Sport and Tourism Advisory Committee, 2010-2013

IAPD/IPRA Joint Legislative Committee, 2008-2014

### **Awards**

2013 Illinois Association of Park Districts Honored Professional Award

2011 Joseph J. Bannon Practitioner Award

2008 Chosen as "Most Distinguished Woman in Champaign County You Should Know"

Downtown Urbana Business Leaders Award

Certified Leisure Professional (Florida, Illinois and National accreditation previously, being first guinea pig for NRPA certification)

2008 Certificate of Appreciation, Champaign County Visitor's Bureau

2007 Economic Development Impact Award from the University of Illinois and the Academy of Entrepreneurial leadership

2006 Certification of Appreciation, Champaign County Alliance

2003 Illinois Park and Recreation Association Programming Award

1999 Awarded Certificate of Appreciation from Palm Beach Gardens Police Department

1999 Awarded Key to the City in Palm Beach Gardens, Florida-Accreditation initiative

1999 Awarded Certificate of Appreciation from Palm Beach Gardens Fire Department-migrant worker's initiative

YWCA Achievement Award for Leadership

Vercelli-Frazier Young Award for Continuing Education



### **Presentations/Publications/Professional Involvement**

Chair Champaign County Greenways and Trails Committee, 2013  
*Succession Planning*, Illinois Parks and Recreation Magazine, 2013  
*Balanced Decision Making*, Illinois Parks and Recreation Conference presentation, 2012  
*Developing Your Advocacy Skills*, 34<sup>th</sup> Annual Legislative Conference, 2012  
*Community Recreation-Why it is the Best*, University of Illinois Student Forum, 2011 and 2012  
*Living at Meadowbrook Park*, a publication of the Urbana Parks Foundation, 2010  
*KaBoom or a Case of Goose Bumps*, IPRA submitted for publication  
*Surveys- Needs Assessment*, National Parks and Recreation Congress, 2010  
Current member of the Illinois Association of Park Districts and Illinois Parks and Recreation Association Joint Legislative Committee, 2007-2014  
*Universal Design*, IPRA Annual Conference Presentation, 2009  
*A Decade of Excellence, Champaign Park District Strategic Plan, 2005-2015*  
*Strategic Planning Presentation and Workshop*, Environmental Education Association of Illinois, 2007  
*Ethics, Values and Standards*, Florida City Management Retreat, 1999  
Chair Seacoast Utility Authority, 1996, 1997, 1998  
*OUR VISION: A Strategic Plan*, Palm Beach Gardens, Florida, 1998  
*What a City Manager wants to see in their Parks and Recreation Director*, FRPA Annual Conference, 1997  
*A Case Study: A Personnel Program for the City of Palm Beach Gardens, Florida*, 1997  
*Parks and Recreation for the Year 2000-Background for Planning*, Urbana, Illinois, 1991  
Illinois Parks and Recreation Board member several terms  
Chair IPRA Mid Year Forum several times in the 1990's  
*Strike Out*-Illinois Parks and Recreation magazine concerning Park District's response to Teacher's Strike, 1993  
*Teenage Leisure Time Activity Preferences*, 1989 Governor's State University on behalf of the Urbana Park District

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM

PLEASE TYPE OR PRINT IN BLACK INK

NAME: ROBIN HALL

ADDRESS: 405 N. ABBY ROAD URBANA, ILL 61802  
Street City State Zip Code

EMAIL: RHW1@comcast.net PHONE: 217 621-4317 (CELL)  
217 367-1830 (HOME)

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: CHAMPAIGN COUNTY FOREST PRESERVE DISTRICT

BEGINNING DATE OF TERM: JULY 1, 2014 ENDING DATE: JUNE 30, 2019

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, A CANDIDATE MUST COMPLETE AND SIGN THIS APPLICATION.

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

I HAVE SERVED ON THE CHAMPAIGN COUNTY FOREST PRESERVE BOARD FOR FOUR  
YEARS. I CURRENTLY SERVE AS ITS TREASURER. DURING THIS TIME, I HAVE ALSO  
SERVED ON THE CCRA's FOUNDATION BOARD. I CURRENTLY SERVE AS ITS  
PRESIDENT AND IN THAT <sup>ROLE</sup> ~~ROLE~~ HELPED LEAD THE DEVELOPMENT OF ITS STRATEGIC  
PLAN. PRIOR TO THIS, I SERVED ON THE PUBLIC ART (BOARD BOARD) AND WAS CHAIR  
(CUB)

2. What do you believe is the role of a trustee/commissioner/board member and how do you envision carrying out the responsibilities of that role?

I BELIEVE COMMISSIONERS SHOULD WORK TO REPRESENT THE BEST INTERESTS  
OF THE CITIZENS OF THE COUNTY. WE SHOULD STRIVE TO MAKE GOVERNMENTAL  
TRANSPARENT AND OPEN TO PUBLIC VIEW. WE SHOULD ALSO LEAD IN DEVELOPING  
A STRATEGIC PLAN FOR THE AGENCIES OPERATION IN ORDER TO PROVIDE  
QUALITY SERVICES WITH THE RESPONSIBILITY AND BEST USE OF AVAILABLE RESOURCES

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

I VISIT ALL OF THE CCRA'S PROPERTIES AND FACILITIES ON A REGULAR  
BASIS. AS A BOARD MEMBER, I AM ACTIVELY INVOLVED IN THE DISTRICT'S CURRENT  
STRATEGIC PLANNING PROCESS. I MET ON A SOMEWHAT REGULAR BASIS WITH THE  
EXECUTIVE DIRECTOR. AS TREASURER OF THE DISTRICT, I MET RECENTLY WITH A  
REPRESENTATIVE OF THE FIRM CONDUCTING THE CURRENT AUDIT. IN ADDITION  
TO A MONTHLY REVIEW OF THE FINANCIAL DOCUMENTS AND REPORTS PRESENTED  
TO THE BOARD BY STARR. I ALSO PERIODICALLY REVIEW THE DETAILED BUDGET  
26

1. (CONTINUED) OF THE URBANA ARTS COUNCIL. I ALSO SERVED AS DIRECTOR OF THE URBANA PARK DISTRICT FOR THIRTY-THREE YEARS.

3 (CONTD) OPERATIONS AND FINANCIAL ACTIVITIES AND SITUATION OF THE DISTRICT.

4. 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 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:

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5. Would you be available to regularly attend the scheduled meeting of the appointed body?

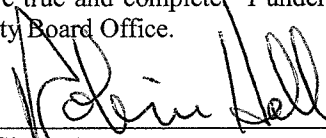
Yes  No  If no, please explain:

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The facts set forth in my application for appointment are true and complete. I understand this application is a document of public record that will be on file in the County Board Office.

  
\_\_\_\_\_  
Signature

MAY 18, 2014  
\_\_\_\_\_  
Date

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM

PLEASE TYPE OR PRINT IN BLACK INK

NAME: Dr. Michael R Ruffatto

ADDRESS: 1202 Harrington Dr. Champ IL 61821  
Street City State Zip Code

EMAIL: mikeruffatto@gmail.com PHONE: 217-351-6388

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: Champaign County Board of Health

BEGINNING DATE OF TERM: July 1, 2014 ENDING DATE: June 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, A CANDIDATE MUST COMPLETE AND SIGN THIS APPLICATION.

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

I have been a dentist for 6.5 years and lived in  
Champaign during that time. I have served on the Board of  
Health the last 2.5 years

2. What do you believe is the role of a trustee/commissioner/board member and how do you envision carrying out the responsibilities of that role?

Our role is to promote and inform our citizens of  
those activities which help enhance their health. By making  
decisions that benefit the health of our citizens, we have accomplished  
this goal

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

I only have the knowledge of those things that have been  
discussed at past meetings that I have attended.

4. 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 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 wife is the dentist for CUPHD

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5. Would you be available to regularly attend the scheduled meeting of the appointed body?

Yes  No  If no, please explain:

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The facts set forth in my application for appointment are true and complete. I understand this application is a document of public record that will be on file in the County Board Office.

Mario R. Ruller, Jr.  
Signature

4/16/14  
Date

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM

PLEASE TYPE OR PRINT IN BLACK INK

NAME: John A. Peterson, MD

ADDRESS: 702 West Pennsylvania Avenue Urbana, Illinois 61801  
Street City State Zip Code

EMAIL: peterson@shout.net PHONE: 217.344.5338

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: Champaign County Board of Health

BEGINNING DATE OF TERM: 07/2014 ENDING DATE: \_\_\_\_\_

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, A CANDIDATE MUST COMPLETE AND SIGN THIS APPLICATION.

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

Reappointment. I am currently the longest serving member of the Board, serving as Treasurer. I am by training and practice an active public health physician.

2. What do you believe is the role of a trustee/commissioner/board member and how do you envision carrying out the responsibilities of that role?

Our role is to represent the public and to oversee the administration of the public health duties of the County.

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

I serve as current Treasurer.

4. 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 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:

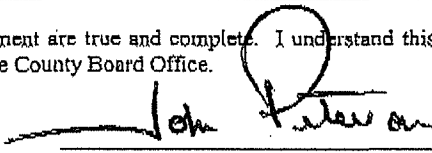
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Would you be available to regularly attend the scheduled meeting of the appointed body?

Yes  No  If no, please explain:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The facts set forth in my application for appointment are true and complete. I understand this application is a document of public record that will be on file in the County Board Office.



Signature

May 19, 2014

Date



3006 Valleybrook Drive  
Champaign IL 61822-6114  
(217)356-3893  
[efpalenci@gmail.com](mailto:efpalenci@gmail.com)  
14 April 2014

Alan Kurtz, Chair  
County Board  
Brookens Administrative Center  
1776 Washington Street  
Urbana IL 61802

Dear Mr. Kurtz:

I am applying for a second term on the Champaign County Developmental Disabilities Board.

I did not expect the learning curve for my first term to be quite so steep. The complexity and interdependence of the issues regarding support for people with disabilities is daunting. However, I have learned a great deal and feel that if I am given a second term, my effectiveness on the board can only increase. These are interesting times, with many changes and challenges ahead for service providers. I would like to help set our course as a community as we debate the best use of our resources.

Our son lived at home for twenty-eight years before he was ready to move into a more independent life. He is thirty-six now, settled in a local group home and a day program with staff who understand his multiple mental and physical disabilities. I have not forgotten his ten years on the waiting list for a placement and am particularly interested in helping individuals and their families find good living situations with opportunities for growth towards independence.

I also serve on the county Rural Transportation Advisory Group as a disabilities advocate. The two posts complement each other.

Sincerely,



Elaine Fowler Palencia

Enc

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM

PLEASE TYPE OR PRINT IN BLACK INK

NAME: Elaine Fowler Palencia

ADDRESS: 3006 Valleybrook Drive, Champaign IL 61822-6114  
Street City State Zip Code

EMAIL: efpalenci@gmail.com PHONE: (217)356-3893

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: Champaign County Developmental Disabilities Board

BEGINNING DATE OF TERM: 2014 ENDING DATE: 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, A CANDIDATE MUST COMPLETE AND SIGN THIS APPLICATION.

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

Before serving my first term, I was a long-time member of two advocacy groups for people with disabilities. As the parent of a 36-year-old son with severe mental and physical disabilities, I have negotiated medical, educational, and social service systems in Champaign County. As an author, I have published and lectured widely on disabilities issues. As a CCDDB member, I have learned a great deal about local, state, and national disabilities initiatives.

2. What do you believe is the role of a trustee/commissioner/board member and how do you envision carrying out the responsibilities of that role?

CCDD Board members must make hard financial decisions regarding county service for people with disabilities. I am committed to familiarizing myself with services locally, statewide, and nationally as Champaign County tries to both serve current recipients and to make room for those currently unserved or underserved. Board members must listen to citizens, be open to innovation, advocate for "best practices" and lead rather than follow on expanding support for individuals and families.

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

I study the annual applications for funding very closely and have visited agencies to better understand how they use the funds they receive from us. I ask many questions of the staff and try to keep abreast of the changing funding practices at the local, state, and national level. Being a good steward of the property tax monies we are allotted is very important to me. Balancing "the greatest good for the greatest number" with innovation (e.g., "Smaller is better") is a goal I have.

4. 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 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 son receives services from Developmental Services Center. I do not personally see this as a conflict. We could not live in this community if he did not receive those services, but I believe in encouraging a healthy mix of agencies and hope we can attract more to the area.

5. Would you be available to regularly attend the scheduled meeting of the appointed body?

Yes  No  If no, please explain:

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The facts set forth in my application for appointment are true and complete. I understand this application is a document of public record that will be on file in the County Board Office.

Elaine Fowler Palencia  
Signature

14 April 2014  
Date

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM

PLEASE TYPE OR PRINT IN BLACK INK

NAME: Barbara Jewett

ADDRESS: 1201 W Frances Dr. Mahomet IL 61853
Street City State Zip Code

EMAIL: PHONE: 217-586-6778 (home)

[X] Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: Developmental Disabilities Board

BEGINNING DATE OF TERM: 07/01/2014 ENDING DATE: 06/30/2017

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, A CANDIDATE MUST COMPLETE AND SIGN THIS APPLICATION.

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

I am the parent of a young man (age 21) with Down syndrome and autism. Because my son attends a residential school out of state and I have relatives who work in this field in other states, I have a broad perspective of possibilities for people living with a developmental disability. In addition, I have observed operations at nearly a dozen CILAs and day programs in Illinois and elsewhere which also provides depth. I participate in seminars, trainings, and forums. I can bring fresh perspective to the Board in this time of system change at the state level.

2. What do you believe is the role of a trustee/commissioner/board member and how do you envision carrying out the responsibilities of that role?

DD Board members are not only the stewards of taxpayer money, they must also work with Board staff to ensure that the money is spent for best return on investment, i.e. provides meaningful services for the people the money is intended to help. To develop comprehensive services my role would be to carefully review information from staff, participate in information-gathering when requested, help set policies and strategic goals, and make informed votes on matters before the Board. Equally important, I would listen to taxpayers and DD/ID clients to make sure the board is responsive to their wishes. I can read financial statements, and have over 30 years of public relations experience.

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

By attending Board meetings, meeting with staff, the DD Board website, and reviewing the state statutes, I know the DD Board sets specific strategic goals/policies for assisting County residents with intellectual and developmental disabilities as part of a larger plan of providing comprehensive services. These goals are met primarily through allocating millions of dollars each year through a grant system. Revenue is generated through a property tax approved by voter referendum. Although state statute allows for property holdings, the DD Board currently does not.

4. 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 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:

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5. Would you be available to regularly attend the scheduled meeting of the appointed body?

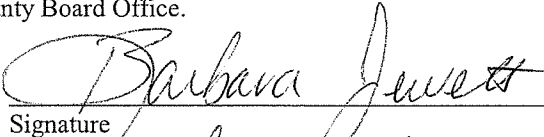
Yes  No  If no, please explain:

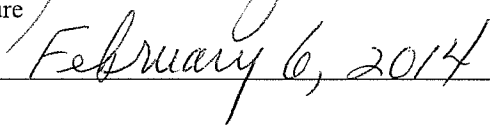
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The facts set forth in my application for appointment are true and complete. I understand this application is a document of public record that will be on file in the County Board Office.

  
Signature

  
Date

**CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM**

**PLEASE TYPE OR PRINT IN BLACK INK**

**NAME:** Deborah (Debbie) Curtin  
**ADDRESS:** 705 Hillside Dr. Mahomet IL 61853  
Street City State Zip Code  
**EMAIL:** deb\_curtin@aol.com **PHONE:** 217-493-4810

Check Box to Have Email Address Redacted on Public Documents

**NAME OF APPOINTMENT BODY OR BOARD:** Champaign County Disability Board

**BEGINNING DATE OF TERM:** \_\_\_\_\_ **ENDING DATE:** \_\_\_\_\_

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, A CANDIDATE MUST COMPLETE AND SIGN THIS APPLICATION.**

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

Please see attached.

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2. What do you believe is the role of a trustee/commissioner/board member and how do you envision carrying out the responsibilities of that role?

Please see attached.

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

Please see attached.

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4. 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 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:

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5. Would you be available to regularly attend the scheduled meeting of the appointed body?

Yes  No  If no, please explain:

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The facts set forth in my application for appointment are true and complete. I understand this application is a document of public record that will be on file in the County Board Office.

Debbie Cushman  
Signature

31 Jan 2014  
Date

CCDDB – Board member application: D. Curtin

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

I have 2 adult children with developmental disabilities at home one of which has specialized need, additionally I am POA for my sister who has resided in a local CILA for over 25 years. Both of my children are part of the Ligas class action and received their award letters in Oct 2012. I have engaged with the Ligas compliance monitor, DHS officials, and local state Senators to assist me in dealing with the State's inadequate Ligas implementation plan. Additionally I represent a group of Mahomet parents with children w/DD diagnoses who will be aging out of the school system over the next couple of years and will need support; I am currently working with local providers to bring support services to our local community. As the Ligas implementation continues the lack of capacity (beds, specialized support and day services) is going to worsen. As a parent I understand the frustration of not being able to provide for my children according to the intent of Ligas; because I have worked with providers for years I understand the challenges they face especially in light of the States financial crisis. I feel my experience speaks for itself in determining my qualifications.

**2. What do you believe is the role of a trustee/commissioner/board member and how do you envision carrying out the responsibilities of that role?**

I believe the role of a board member is to work effectively with other Board members to assess and prioritize the needs of DD community fairly and objectively. I also recognize the importance of a good solid working relationship with the CCDDB/MHB staff and Executive Director. CCDDB members are / should be responsible for identifying current program and services, but look towards the future for how to meet the needs in a resource-challenged environment. Advocacy should also be an element of responsibility for a board member.

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

I understand that the CCDDB falls under the auspices of the Champaign County Board along with the Mental Health Board/organizational structure. Although the revenue stream comes from the local taxing bodies via property taxes, I believe the Board will have to look towards identifying other funding sources/resources such as volunteerism, donation, and Federal grants. The Board has established and executed policies and procedures to assure fiscal accountability for the effective and efficient execution of the budget in such a manner to meet program needs while meeting the challenges of the State's funding crisis. The Board should exam current policies and procedures to ensure they are adequate to meet current challenges to adequately meet the needs especially as Ligas implementation moves forward.



Champaign County Developmental Disability Board  
Appointment Request: For the term beginning July 1, 2014

Debra A. Ruesch  
4416 Southford Trace Drive, Champaign, IL 61822  
Home Phone: 217 355-7908; Cell: 217 493-6463; E-Mail: [debruesch@comcast.net](mailto:debruesch@comcast.net)

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

I am the mother of two children with developmental disabilities. My son, Michael Ruesch, passed away at age 7 and I am the co-guardian of a 25-year old son, Daniel Ruesch, who has autism. Although my husband has been a strong advocate for both Michael and Daniel, in recent years that role has primarily become mine. Daniel is a delightful young man with certain charm and a world-class smile, but he is non-verbal. As he is unable to champion himself, I have been his voice, navigating the educational, governmental and legal systems on his behalf. In a professional capacity, as a speech-language pathologist, I have extensive experience serving individuals with communication disorders. I have worked primarily with school-aged children. Focus has been on evaluation and treatment of speech and language deficits, which so often occur concurrently with developmental disabilities and/or mental health issues.

2. What do you believe is the role of a board member and how do you envision carrying out the responsibilities of that role?

The role of the board members is to gain a broad understanding of the many areas of need in the Champaign County disabilities community, to carefully consider the identified needs, and to strive to use allocated funds as wisely and effectively as possible to address those needs. I believe the adage that a society should be judged by the way it treats its weakest, most vulnerable members. So, board members should be the best advocates they can be for the un-served and under-served in our disabilities community.

3. What is your knowledge of the appointed body's operations, specifically property holdings management, staff, taxes, fees

I have just recently become familiar with the workings of the CCDDB, so my knowledge base is limited. But, I've been attending meetings, networking with other individuals who are involved with the disabilities community, including those receiving or seeking services, their parents/guardians/advocates, board members and service providers. I want to learn and serve.

4. I can think of no relationship or other reason that might possibly constitute a conflict of interest if I am selected to serve on the CCDD Board.

5. I will be available to regularly attend the scheduled meetings of the CCDD Board.

Sincerely,  
Debra A. Ruesch  
May 23, 2014



**Gordy Hulten**  
**Champaign County Clerk**  
Champaign County, Illinois

1776 East Washington Street  
Urbana, IL 61802  
Email: [mail@champaigncountyclerk.com](mailto:mail@champaigncountyclerk.com)  
Website: [www.champaigncountyclerk.com](http://www.champaigncountyclerk.com)

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

**COUNTY CLERK**  
**MONTHLY REPORT**  
**MAY**  
**2014**

Liquor Licenses & Permits	120.00
Civil Union License	140.00
Marriage License	10,920.00
Interests	25.44
State Reimbursements	-
Vital Clerk Fees	23,880.50
Tax Clerk Fees	2,665.00
Refunds of Overpayments	<u>5.05</u>
<b>TOTAL</b>	<b>37,755.99</b>
Additional Clerk Fees	1,548.00

# SEMI-ANNUAL REPORT MAY 2014

Liquor Licenses & Permits	1,228.00
Civil Union License	630.00
Marriage License	34,290.00
Interests	98.37
State Reimbursements	-
Vital Clerk Fees	126,488.40
Tax Clerk Fees	34,662.04
Refunds of Overpayments	344.42

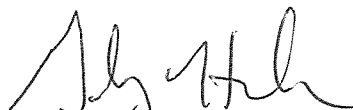
## TOTAL

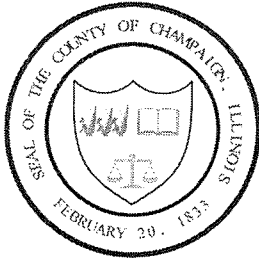
Additional Clerk Fees	8,758.00
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State of Illinois     )  
                                  ) SS  
Champaign County )

I, Gordy Hulten, do solemnly swear that the foregoing account is in all respects true, according to the best of my knowledge and belief; and that I have neither received nor directly or indirectly agreed to receive, or be paid for my own or another's benefit, any other money, article or consideration than therein stated, nor am I entitled to any fee or emolument for the period therein mentioned, other than those therein specified.

Signed this 2nd day  
of June, A.D. 2014

  
\_\_\_\_\_  
GORDY HULTEN  
Champaign County Clerk



**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**

**MAY 2014**

**VACANT POSITIONS LISTING**

FUND	DEPT	POSITION TITLE	HOURLY RATE	REG HRS	REGULAR SALARY	FY 2014 HRS	FY 2014 SALARY
80	16	HR GENERALIST	\$21.40	1950	\$41,730.00	2122.5	\$45,421.50
80	22	EXECUTIVE ASST	\$14.10	1950	\$27,495.00	2122.5	\$29,927.25
80	30	LEGAL CLERK	\$11.86	1950	\$23,127.00	2122.5	\$25,172.85
80	30	PT LEGAL CLERK	\$11.86	1040	\$12,334.40	1132	\$13,425.52
80	40	CLERK	\$11.86	1950	\$23,127.00	2122.5	\$25,172.85
80	41	ASST STATE'S ATTY	\$24.45	1950	\$47,677.50	2122.5	\$51,895.13
80	71	PT CUSTODIAN	\$10.47	1040	\$10,888.80	1132	\$11,852.04
80	77	ASSOCIATE PLANNER	\$18.38	1950	\$35,841.00	2122.5	\$39,011.55
80	140	CORRECTIONAL OFCR	\$18.85	2080	\$39,208.00	2264	\$42,676.40
80	140	CORRECTIONAL OFCR	\$18.85	2080	\$39,208.00	2264	\$42,676.40
80	140	CORRECTIONAL OFCR	\$18.85	2080	\$39,208.00	2264	\$42,676.40
80	140	CORRECTIONAL OFCR	\$18.85	2080	\$39,208.00	2264	\$42,676.40
80	140	MASTER CONTROL OFCR	\$11.86	2080	\$24,668.80	2264	\$26,851.04
80	140	PT MASTER CNTRL OFCR	\$11.86	1040	\$12,334.40	1132	\$13,425.52
80	141	LEGAL SECRETARY	\$13.96	1950	\$27,222.00	2122.5	\$29,630.10
80	141	LEGAL SECRETARY	\$13.96	1950	\$27,222.00	2122.5	\$29,630.10
83	60	SENIOR ENGINEER	\$24.45	2080	\$50,856.00	2264	\$55,354.80
91	247	ANIMAL CNTRL WARDEN	\$14.97	2080	\$31,137.60	2264	\$33,892.08
850	111	BUS SYS ANALYST	\$24.45	1950	\$47,677.50	2122.5	\$51,895.13
-- TOTAL --			\$315.29		\$600,171.00		\$653,263.06

**UNEMPLOYMENT REPORT**

Notice of Claims received – 24 total

Head Start – 15

Nursing Home – 8

RPC/WIA – 1

Benefit Determinations - 9

Nursing Home Denied – 2

Nursing Home Allowed – 6

Head Start Allowed – 1

Employer Protests Filed – 7 total

Head Start - 1

Nursing Home - 3

RPC/WIA – 1

Statement of Benefit Charges - 1

Notice of Telephone Hearing - 4

Nursing Home - 4

**PAYROLL REPORT**

MAY PAYROLL  
INFORMATION

	5/2/2014		5/16/2014	
<u>Pay Group</u>	<u>EE's Paid</u>	<u>Total Payroll \$\$</u>	<u>EE's Paid</u>	<u>Total Payroll \$\$</u>
General Corp	502	\$909,075.81	498	\$892,696.04
Nursing Home	198	\$225,682.57	201	\$230,040.41
RPC/Head Start	220	\$273,961.84	221	\$272,998.88
<b>Total</b>	<b>920</b>	<b>\$1,408,720.22</b>	<b>920</b>	<b>\$1,395,735.33</b>

	5/30/2014	
<u>Pay Group</u>	<u>EE's Paid</u>	<u>Total Payroll \$\$</u>
General Corp	502	\$889,310.36
Nursing Home	202	\$228,044.74
RPC/Head Start	220	\$269,070.68
<b>Total</b>	<b>924</b>	<b>\$1,386,425.78</b>

**HEALTH INSURANCE/BENEFITS REPORT**

**May, 2014**

Total Number of Employees Enrolled: 735

General County Union:

Single 220; EE+spouse 26; EE+child(ren) 66; Family 33; waived 40

Nursing Home Union:

Single 70; EE+spouse 7; EE+child(ren) 10; Family 2; waived 7

Non-bargaining employees:

Single 119; EE+spouse 31; EE+child(ren) 31; Family 20; waived 53

Life Insurance Premium paid by County: \$1,876.55

Health Insurance Premium paid by County: \$361,101.60

Health Reimbursement Account contribution paid by County: \$20,423.00

**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.

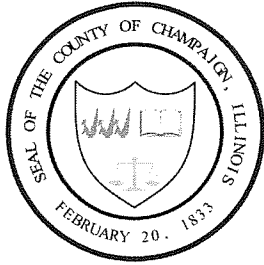
General County

May 2014 : 6.14%

May 2014 : 2 out of 578 Employees left Champaign County

**ADMINISTRATIVE SUPPORT to COUNTY BOARD REPORT**

Agendas Posted	14	Meetings Staffed	11	Minutes Posted	10
Appointments Posted	35	Notification of Appointment	2	Contracts Posted	3
Calendars Posted	5	Resolutions Prepared	21	Ordinances Prepared	0



## **CHAMPAIGN COUNTY ADMINISTRATIVE SERVICES**

1776 East Washington Street, Urbana, Illinois 61802-4581

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

**Deb Busey, County Administrator**

### MEMORANDUM

**TO: James Quisenberry, Deputy Chair of Policy, Personnel & Appointments;  
Christopher Alix, Deputy Chair of Finance;  
And MEMBERS of the CHAMPAIGN COUNTY BOARD**

**FROM: Deb Busey, County Administrator, and Job Content Evaluation Committee**

**DATE: May 29, 2014**

**RE: REVIEW and RECOMMENDATION for COUNTY CLERK – DIRECTOR OF TRAINING**

Pursuant to direction from the Policy, Personnel & Appointments Committee of the Whole on May 13, 2014, the Job Content Evaluation Committee has met to review the County Clerk's recommendation to eliminate the current position of Executive Assistant and create the position of Director of Training.

***REPORT:***

The Job Content Evaluation Committee reviewed the submitted position analysis questionnaire that had been completed and approved by County Clerk Gordy Hulten. The Committee was also provided with the proposed job description for the new Director of Training position. Mr. Hulten met with the Committee and explained the parameters and scope of responsibility for the new position in terms of additional management, training and supervisory responsibilities which will be incorporated in the new position – some of which, but not all, had been responsibilities of the Executive Assistant position. Based upon the information received, the Job Content Evaluation Committee has classified the Director of Training position as an FLSA Exempt position in Grade I. The Committee also recommends adoption of the Director of Training job description as presented by the County Clerk (included as an attachment to this Memorandum).

This is a non-bargaining unit position which is currently vacant because the previous Executive Assistant resigned as of March 10, 2014. The FY2014 hourly rates pursuant to the County's approved Salary Ranges for Grade Range I are \$21.40/hour/minimum, \$26.75/hour/mid-point, and \$32.10/hour/maximum.

**REQUESTED ACTION for POLICY, PERSONNEL & APPOINTMENTS:**

***The Policy, Personnel & Appointments Committee recommends to the Finance Committee approval of classification of the County Clerk Director of Training position to Grade Range I.***

**REQUESTED ACTION for FINANCE:**

***The Finance Committee recommends to the County Board approval of the addition of Director of Training position in Grade Range I to the County Clerk staffing budget, and the elimination of the Executive Assistant position in Grade Range E from the County Clerk staffing budget.***

Thank you for your consideration of this recommendation

cc: Gordy Hulten, County Clerk

*attachments*



CHAMPAIGN COUNTY SALARY ADMINISTRATION PROGRAM  
JOB CONTENT EVALUATION COMMITTEE REPORT

Date of Request:

May 13, 2014

*ELIMINATION OF EXISTING POSITION & CREATION OF NEW POSITION*

**Existing Position**

Department Requesting:	<b>County Clerk</b>	
Position Title:	<b>Executive Assistant</b>	
Current Job Points:	<b>340</b>	
FLSA Status:	<b>Non-Exempt</b>	
Current Salary Range:	<b>Grade Range E</b>	
*Ranges effective for FY2013	Minimum:	\$14.10
	Mid-Point:	\$17.62
	Maximum:	\$21.15

Job Evaluation Committee Recommendation: **New Position**

New Position Job Points	<b>717</b>	
Recommended Title:	<b>Director of Training</b>	
FLSA Status:	<b>Exempt</b>	
Recommended Salary Range:	<b>Grade Range I</b>	
*Ranges effective for FY2013	Minimum:	\$21.40
	Mid-Point:	\$26.75
	Maximum:	\$32.10

Date of Job Evaluation Committee Recommendation:

May 29, 2014

## **Champaign County Job Description**

**Job Title:** Director of Training  
**Department:** County Clerk  
**Reports To:** County Clerk  
**FLSA Status:** Exempt  
**Grade Range:** I  
**Prepared Date:** May 2014

**SUMMARY** Develops and conducts training programs for employees, Deputy Registrars, Election Judges and other election workers. Supervises the administration of the Champaign County Election Day pollbook software.

**ESSENTIAL DUTIES and RESPONSIBILITIES** include the following. Other duties may be assigned.

Trains or supervises the training of new and current employees in the elections, property tax, county board and vital records functions of the County Clerk's Office.

Formulates teaching outlines and determines instructional methods such as individual training, group instruction, lectures, demonstrations, meetings and workshops.

Selects or develops teaching aids such as training handbooks, procedure manuals, multimedia visual aids, computer tutorials and online instructions.

Conducts training sessions covering specified areas such as use of computers, software, customer service, interpersonal skills, quality and process issues and service knowledge.

Develops and administers tests of trainees to measure progress and to evaluate effectiveness of training. Conducts performance appraisals of probationary employees and presents evaluations to the County Clerk with recommendations to pass or fail probation.

Develops metrics to measure job performance and effectiveness of training of Election Judges and election workers.

Reports on the progress of employees under guidance during training periods. Maintains trainee records.

Confers with management, supervisors and employees to gain knowledge of work situations requiring training and to better understand changes in policies, procedures, regulations, business initiatives and technologies.

Acts as the Chief Deputy County Clerk in the absence of the Chief Deputy County Clerk.

Provides input and technical support necessary for the development and maintenance of Champaign County Election Day pollbook software and voter registration software.

Provides the initial and on-going training of County Clerk personnel in the use of Election Day pollbook software and voter registration software.

Has knowledge and assists with interpretation of the National Voter Registration Act (NVRA-Moter Voter), Help America Vote Act (HAVA) and Illinois Election Code regarding voter registration and election administration rules and regulations and be aware of changing laws and procedures.

Evaluates voter registration and election procedures and recommends changes based on efficiency, technology and changing State and Federal requirements.

Performs any of the duties and responsibilities of the Deputy County Clerk position.

**SUPERVISORY RESPONSIBILITIES** Supervises the training of all new employees. Supervises the training and writes procedural manuals for all new software applications. Reports directly to the County Clerk on recommendations of employees passing or failing probation.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**EDUCATION and/or EXPERIENCE** College degree or applicable experience or an acceptable combination required. Excellent computer, software, and writing skills and good interpersonal communication skills required. Experience speaking to and training groups required. Experience with online and/or technology based training preferred.

**LANGUAGE SKILLS** Candidate must have the ability to read, interpret, write and produce procedure manuals as required. Ability to write routine reports and correspondence and ability to speak effectively before customers or employees of the organization a must. Ability to professionally represent the office to outside agencies required.

**MATHEMATICAL SKILLS** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

**REASONING ABILITY** Ability to design instructions in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**CERTIFICATES, LICENSES, REGISTRATIONS** As required.

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to use hands to finger, handle or feel; talk; or hear. The employee is occasionally required to stand; walk; sit; reach with hands and arms; and stoop; kneel; or crouch. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Normal office conditions. The noise level in the work environment is quiet to moderate.

**ISSUES REPORT – MAINTAINING OR ELIMINATING THE OFFICE OF ELECTED  
RECORDER IN CHAMPAIGN COUNTY**

**STATUTORY AUTHORITY:**

The Illinois Constitution – Article VII, Section 4(c) provides the following authority regarding elected county offices:

Each county shall elect a sheriff, county clerk and treasurer and may elect or appoint a coroner, recorder, assessor, auditor and such other officers as provided by law or by county ordinance. Except as changed pursuant to this Section, elected county officers shall be elected for terms of four years at general elections as provided by law. Any office may be created or eliminated and the terms of office and manner of selection changed by county-wide referendum. Offices other than sheriff, county clerk and treasurer may be eliminated and the terms of office and manner of selection changed by law. Offices other than sheriff, county clerk, treasurer, coroner, recorder, assessor and auditor may be eliminated and the terms of office and manner of selection changed by county ordinance.

The Illinois Compiled Statutes – 10 ILCS 5/28-7 – provides the process for implementing a recommendation under Illinois Constitution Article VII, Section 4(c):

Sec. 28-7. In any case in which Article VII or paragraph (a) of Section 5 of the Transition Schedule of the Constitution authorizes any action to be taken by or with respect to any unit of local government, as defined in Section 1 of Article VII of the Constitution, by or subject to approval by referendum, any such public question shall be initiated in accordance with this Section.

Any such public question may be initiated by the governing body of the unit of local government by resolution or by the filing with the clerk or secretary of the governmental unit of a petition signed by a number of qualified electors equal to or greater than at least 8% of the total votes cast for candidates for Governor in the preceding gubernatorial election, requesting the submission of the proposal for such action to the voters of the governmental unit at a regular election.

The Illinois Compiled Statutes – 55 ILCS 5/3 – provides the statutory authority for the office of Recorder, and also establishes that where there is not an elected Recorder, those duties are placed with the Office of the County Clerk:

Sec. 3-5001. County clerk as recorder; election of recorder. The county clerk in counties having a population of less than 60,000 inhabitants shall be the recorder in his county. In counties having a population of 60,000 or more inhabitants, there shall be elected a recorder, as provided by law, who shall hold his office until his successor is qualified. If the population of any county in which a recorder has been elected decreases to less than 60,000, the voters of that county shall continue to elect a recorder if the county board adopts a resolution to continue the office of an elected recorder.

## **ELECTED RECORDERS THROUGHOUT THE STATE OF ILLINOIS**

A total of 19 Illinois Counties, ranked in the listing below by population, operate with the elected Office of Recorder:

<b>County</b>	<b>Population Ranking</b>	<b>Population</b>
Cook	1	5,231,351
DuPage	2	927,987
Lake	3	702,120
Will	4	682,518
Kane	5	522,487
McHenry	6	308,145
Winnebago	7	292,069
St. Clair	8	268,858
Madison	9	267,883
Champaign	10	203,276
Sangamon	11	199,271
Peoria	12	187,254
Rock Island	14	147,457
Tazewell	15	135,949
Kankakee	17	113,040
LaSalle	18	112,973
Vermilion	21	80,727
Whiteside	25	57,846
Knox	29	52,247

The following counties with a population of over 60,000 combine the functions of the elected office of Recorder with the County Clerk:

<b>County</b>	<b>Population Ranking</b>	<b>Population</b>
McLean	13	172,281
Kendall	16	118,105
Macon	19	110,122
DeKalb	20	104,704
Adams	22	67,197
Williamson	23	66,674

The remaining 77 counties in Illinois, all with populations below 60,000, utilize the County Clerk/Recorder form of operation.

## **TIMING OF THE QUESTION**

Barb Frasca has indicated that she will retire in 2016 at the end of her current term, after a twenty-year career as the Recorder for Champaign County. If the County Board decides to seek the voters' opinion of the continuation of the elected Office of Recorder, the 2014 General

Election is an ideal time to do that. The answer from the voters would be provided well in advance of candidates coming forward to express interest in running for the vacant position in 2016.

### **McLEAN COUNTY TRANSITION**

The voters of McLean County approved a referendum in November 2012 to eliminate the office of the elected Recorder, and the County Board implemented that change effective January 1, 2014. The following benefits have been achieved and acknowledged by McLean County Board with this transition:

- Savings of the elected Recorder's salary – the Recorder's Office Staffing included the Recorder, one Chief Deputy, and four line staff. Since the transition, the Chief Deputy has transitioned to a Program Administrator of the County Clerk's Office (at the same classification and salary previously held as Chief Deputy) to oversee the operation of the functions related to Recorder. The actual Recorder position was eliminated, and thus all salary dollars for that position are saved.
- Efficiency in operation – the line staff of the Recorder's Office will be cross-trained with several line-staff positions in the County Clerk's Office. Both offices experience spikes in activity which are generally offset in timing, e.g. Recording spikes in summer and year-end; tax cycle in the County Clerk's office spike in the Spring; vital statistics tend to spike in late spring, early fall, etc. It is anticipated greater efficiency will be achieved as these line staff can move from one function to another, depending on the demand at the time.

### **POTENTIAL OUTCOMES of ELIMINATION**

It is fully anticipated that Champaign County would see similar results to those experienced by McLean County if the elected Office of Recorder were eliminated at the end of 2016. The staffing in Champaign County is comparable to that of McLean County, with the exception of the four line staff in McLean, where Champaign County only has 3.5 line staff positions. The assignment of management responsibility to a position similar to that of the Chief Deputy Recorder, under the supervision of the County Clerk, could be achieved similar to how it was done in McLean County. There would likely not be the capacity to save entirely one full-time equivalent in Champaign County as there was in McLean County. We are a larger county with a higher volume of recording transactions. With the elimination of the elected Recorder position, an additional line staff position would likely need to be added to maintain the staffing budget at the current level of 5.5 positions. However, the difference between the salary of the elected Recorder and that of a line staff position would be the generated savings – this is a potential annual savings of approximately \$40,000 in salary costs.

The other potential benefit is in bringing the oversight of the clerical support positions of County Clerk and Recorder under the direction of one official. This creates the opportunity for cross training of all staff, resulting in the flexibility to move staff from one function to another depending on current demand.

The functions of the Office of Recorder are administrative. The elimination of the elected Recorder position and placing the administrative functions and responsibilities under the authority of the elected County Clerk is a responsible form of management that works in over 50% of the counties of the State of Illinois. I do not believe the responsible management and oversight of these functions is any more at risk with the elimination of the elected Recorder position, than if the position is maintained as elected.

*Report prepared and submitted by Deb Busey, County Administrator, May 5, 2014*



FUND 641 ACCESS INITIATIVE GRANT DEPARTMENT 053 MENTAL HEALTH BOARD

**INCREASED APPROPRIATIONS:**

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
641-053-533.92 CONTRIBUTIONS & GRANTS	835,772	835,772	1,050,911	215,139
TOTALS	835,772	835,772	1,050,911	215,139

**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

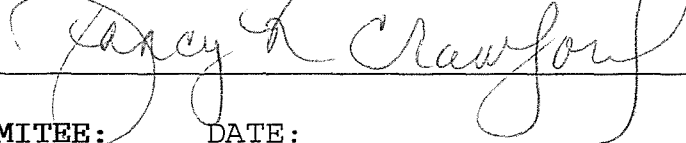
**EXPLANATION:** TO ALLOW FOR GRANT EXPENDITURES TO CONTRACTING AGENCIES THROUGH DECEMBER 31, 2014. GRANT ADJUSTMENTS FROM THE PRIOR FEDERAL FISCAL YEAR WERE IMPLEMENTED THROUGH IDHS ALLOWING FOR ADDITIONAL FUNDING FOR ACCESS FEDERAL CONTRACTS.

DATE SUBMITTED:

02-14-14

AUTHORIZED SIGNATURE

\*\* PLEASE SIGN IN BLUE INK \*\*



APPROVED BY BUDGET & FINANCE COMMITTEE:

DATE:

FUND 104 EARLY CHILDHOOD FUND

DEPARTMENT 612 HS-UWAY COMMUNITY IMPACT

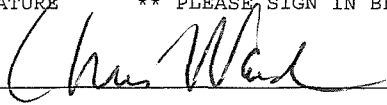
INCREASED APPROPRIATIONS:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
See attached				
TOTALS	0	0	37,950	37,950

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	37,950	37,950

EXPLANATION: RECEIPT OF UNITED WAY FUNDING TO SUPPORT A TEMPORARY HOME VISIT OR TO SERVE AN ADDITIONAL 10-12 AT-RISK, LOW-INCOME CHILDREN AND FAMILIES. THE HOME VISITOR WILL PROVIDE EDUCATIONAL, CHILD DEVELOPMENT, HEALTH SCREENING, AND FAMILY SOCIAL SERVICES.

DATE SUBMITTED:	AUTHORIZED SIGNATURE
5/27/14	

APPROVED BY BUDGET & FINANCE COMMITTEE: \_\_\_\_\_ DATE: \_\_\_\_\_


INCREASED APPROPRIATIONS:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
104-612-511.03 REG. FULL-TIME EMPLOYEES	0	0	28,975	28,975
104-612-513.01 SOCIAL SECURITY-EMPLOYER	0	0	2,216	2,216
104-612-513.02 IMRF - EMPLOYER COST	0	0	2,874	2,874
104-612-513.04 WORKERS' COMPENSATION INS	0	0	490	490
104-612-513.05 UNEMPLOYMENT INSURANCE	0	0	710	710
104-612-522.02 OFFICE SUPPLIES	0	0	150	150
104-612-522.96 SCHOOL SUPPLIES	0	0	500	500
104-612-533.12 JOB-REQUIRED TRAVEL EXP	0	0	835	835
104-612-533.95 CONFERENCES & TRAINING	0	0	1,200	1,200
TOTALS	0	0	37,950	37,950

INCREASED REVENUE BUDGET:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
104-612-341.40 TECHNICAL SERVICE CONT.	0	0	37,950	37,950
TOTALS	0	0	37,950	37,950

FUND 620 HEALTH-LIFE INSURANCE

DEPARTMENT 120 EMPLOYEE GROUP INSURANCE

**INCREASED APPROPRIATIONS:**

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
620-120-533.84 BUSINESS MEALS/EXPENSES	0	0	200	200
TOTALS	0	0	200	200

**INCREASED REVENUE BUDGET:**

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
620-120-363.10 GIFTS AND DONATIONS	0	0	200	200
TOTALS	0	0	200	200

**EXPLANATION:** RECEIVE AFSCME DONATION FOR 2014 HEALTH FAIR TO BE USED FOR EXPENSES FOR THE HEALTH FAIR.

DATE SUBMITTED:

6-4-2014

AUTHORIZED SIGNATURE

\*\* PLEASE SIGN IN BLUE INK \*\*

*Debra L. Busby*

APPROVED BY BUDGET & FINANCE COMMITTEE:

DATE:

REQUEST FOR BUDGET TRANSFER  
NEEDING CHAMPAIGN COUNTY BOARD APPROVAL

BT NO. 14-00005

FUND 080 GENERAL CORPORATE  
 080 GENERAL CORPORATE  
 080 GENERAL CORPORATE  
 080 GENERAL CORPORATE

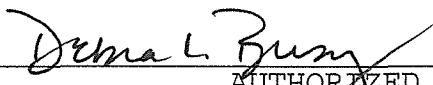
DEPARTMENT 075 GENERAL COUNTY  
 022 COUNTY CLERK  
 026 COUNTY TREASURER  
 040 SHERIFF

TO LINE ITEM:

FROM LINE ITEM:

NUMBER/TITLE	\$ AMOUNT	NUMBER/TITLE
080-022-511.01 ELECTED OFFICIAL SALARY	134.	080-075-533.99 CONTINGENT EXPENSE
080-026-511.01 ELECTED OFFICIAL SALARY	134.	080-075-533.99 CONTINGENT EXPENSE
080-040-512.01 SLEP ELECTED OFFCL SALARY	167.	080-075-533.99 CONTINGENT EXPENSE

**EXPLANATION:** TO MOVE MONEY TO CORRECT LINE ITEMS TO ALLOW APPROVED SALARY INCREASE FOR ELECTED OFFICIALS, EFFECTIVE DECEMBER 1, 2014 FOR FY 2014.

DATE SUBMITTED: 5-29-14   
 APPROVED BY PARENT COMMITTEE: \_\_\_\_\_ DATE: \_\_\_\_\_ AUTHORIZED SIGNATURE  
 \* PLEASE SIGN IN BLUE INK \*


APPROVED BY BUDGET AND FINANCE COMMITTEE: \_\_\_\_\_ DATE: \_\_\_\_\_


To: Board of Directors  
Champaign County Nursing Home

From: Scott Gima  
Manager

Date: June 4, 2014

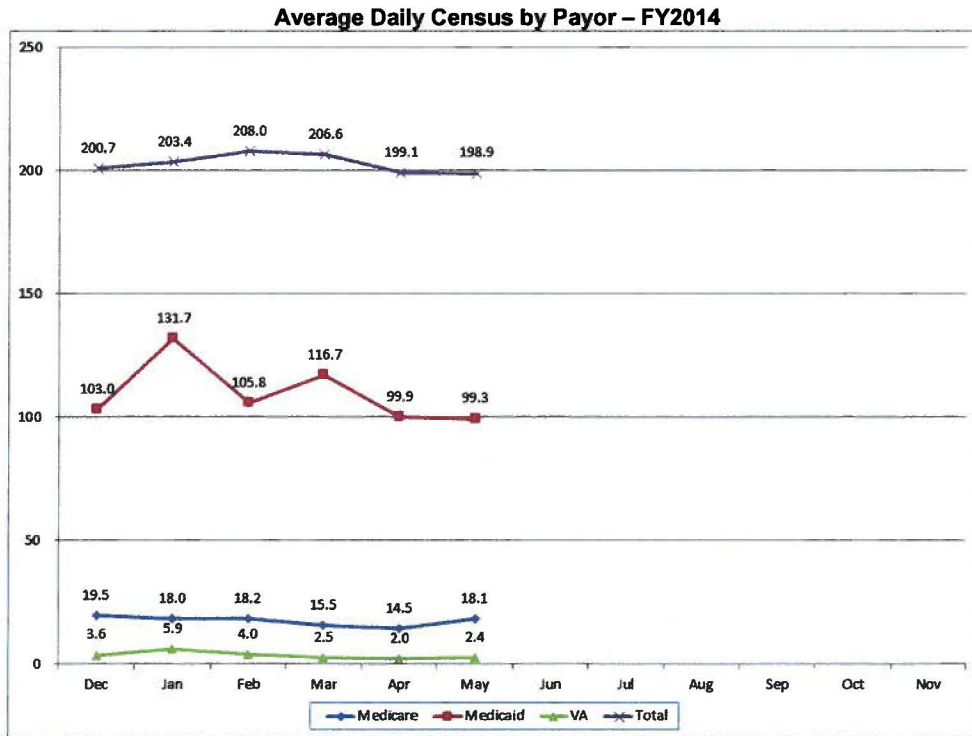
Re: April 2014 Financial Management Report

The census fell from 206.6 in March to 199.1 in April. Medicare was down by one, from 15.5 to 14.5. May's census is 198.9 with Medicare jumping up to 18.1. Medicaid conversion days totaled 160 in May, up slightly from 70 in April, but nowhere near the numbers seen in January (970) or March (437).

April showed a net income of \$26,381, down from \$56,533 in March but we continue the streak with five straight months in the black. Net income for the year is \$324,556. Cash flow from operations totaled \$88,301 in April. For the year, cash flow is a positive \$632,805.

**Statistics**

Medicare census was stagnant in March and April but shows a positive bump in May. The VA census increased to 2.4 in May.

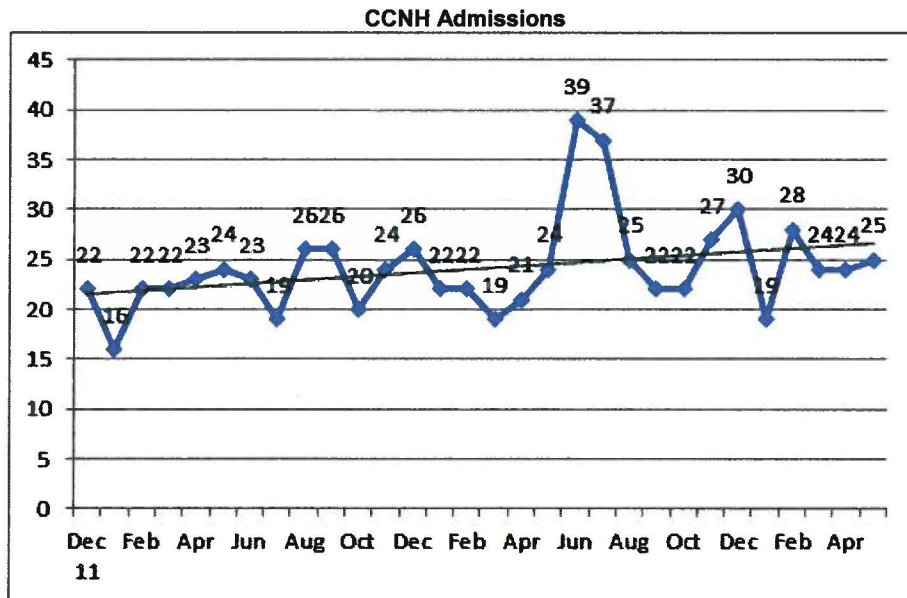


May admissions totaled 25. Medicare admissions were 13. Outflow totaled 21.

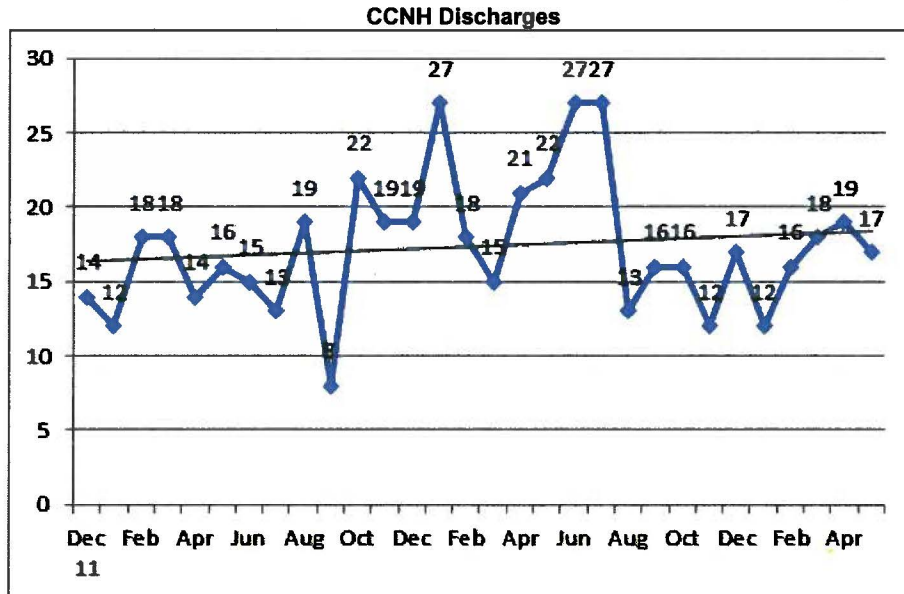
**Admissions and Discharges  
December 2012 to April 2014**

	Medicare Admits	Non-Medicare Admits	Total Admits	Discharges	Expirations	Total Discharges/Expirations
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
Apr	18	6	24	19	11	30
May	13	12	25	17	4	21

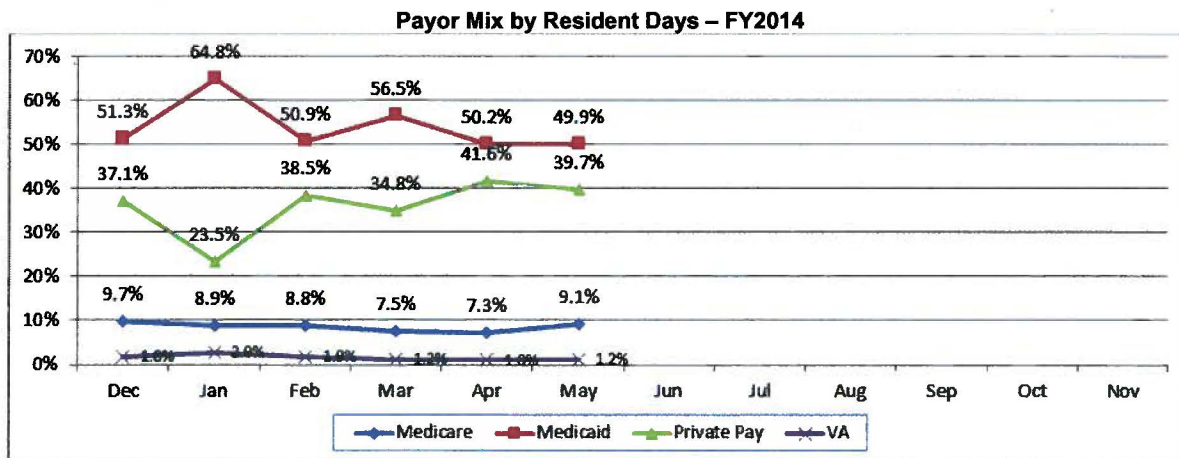
In FY2012, monthly admissions averaged 22.2 per month. FY2013 admissions averaged 25.5 per month, a 15 percent increase. So far in 2014, the monthly average is 25.0.



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 16.5.



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, February, 112, and March – 437, April – 70, and May – 160. The 2014YTD payor mix is Medicare – 8.5%, Medicaid – 54.0% and Private pay – 35.8%, and VA – 1.7%.





**Net Income/(Loss)/Cash from Operations**

Net income in April was \$26,381, down from \$83,314 in February. Medicaid conversion days totaled 70 – relatively speaking, a low volume month.

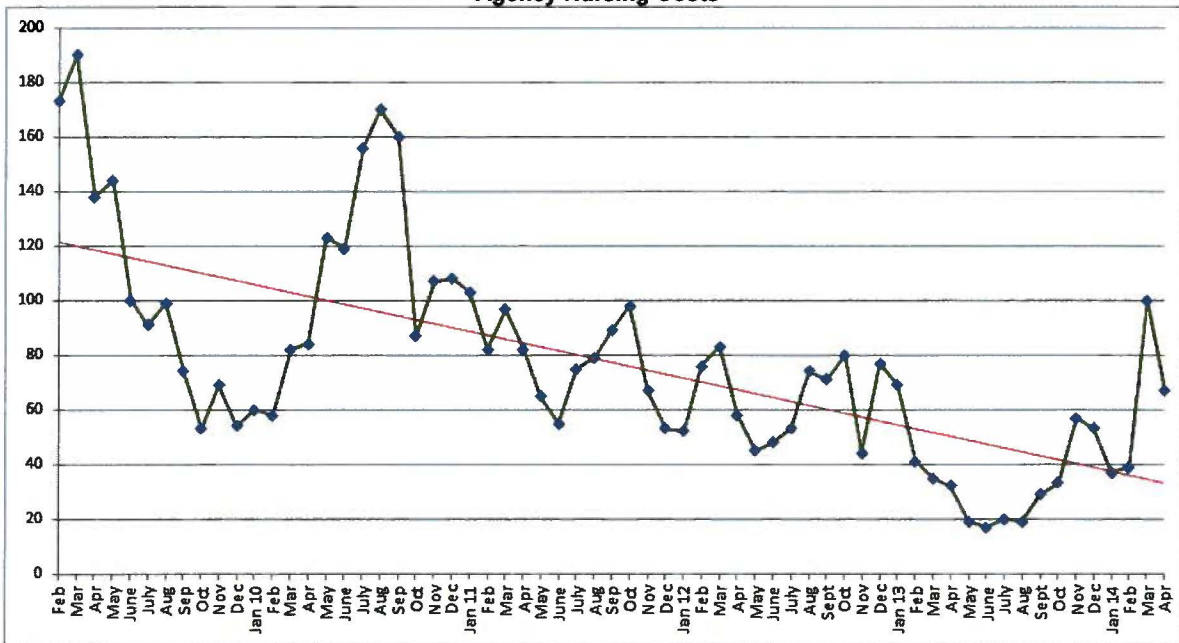
*Revenues*

- Revenues fell from \$1.266 million in March to \$1,194 million, a decrease of \$71.4k. Medicare revenue fell from \$217,759 to \$170,531. Revenue per day fell increased slightly from \$197.62 to \$199.89. In 2013, the average revenue was \$196.61 per day.

*Expenses*

- Expenses decreased from \$1.302 million in March to \$1.260 million in April, a decrease of \$42.3k. Expenses per day increased from \$203 to \$211 per day. The average cost per day in FY2013 was \$220.81 per day.
- Wages fell from \$491,585 in March to \$483,168 in April, but wages per day increased from \$76.76 to \$80.88 due to the drop in total resident days (6,404 down to 5,974).
- Non-labor expenses dropped from \$622,669 in March to \$595,015 in April, but like wages per day, non-labor expenses per day fell increased from \$97.23 to \$99.60. The FY2013 average was \$95.62 per day.
- Agency expenses in April were \$66.5k. CNA vacancies continues to drive higher agency costs this year compared to last year.

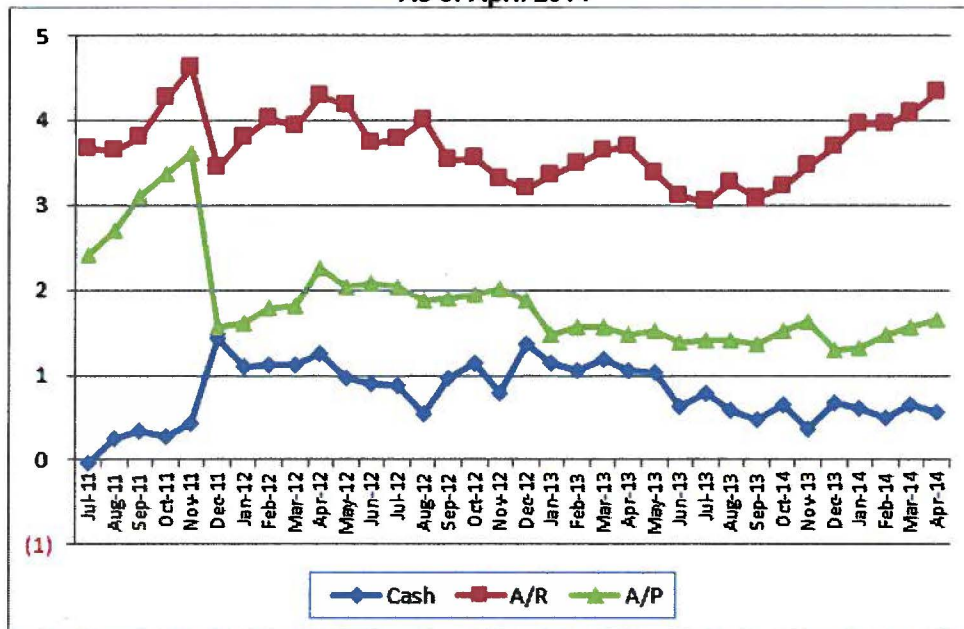
**Agency Nursing Costs**



### Cash Position

Cash remains stagnant in April with a month ending cash balance of \$556,637, which is down from \$660,010 in March. A/R has totaled \$4.3 million in April, up from just over \$4 million in March. Medicaid pending applications are becoming a serious issue.

**Cash, Accounts Receivable & Accounts Payable  
As of April 2014**



The number of pending cases at CCNH is up to 56. The majority of the applications are residents that were admitted as Medicare or private pay and are in the process of converting to Medicaid. In recent months, CCNH has admitted residents from the community who have been approved for “community” Medicaid, but have never required nursing home services. Because they are already receiving Medicaid benefits, the transition to coverage for long term care services is usually a quick process. But these cases are also being delayed and we have had 17 of these cases since November.

The delays in the Medicaid application process is a statewide issue facing all homes that accept Medicaid, which makes it a significant issue for county homes. State budget cutbacks have led to consolidation of local Medicaid offices throughout the State (the Champaign office remains) and less caseworkers handling more applications. We have been “working these applications” on a continuous basis with the caseworkers on speed dial. Local legislative assistance has resulted in temporary payments for a couple of applications. One application has been open since December of 2012. On a positive note, Medicaid will begin making temporary Medicaid payments for this application retroactive to December 2012 – approximately 540 days

The solution is the need for more Medicaid caseworkers. There is nothing that CCNH can do to expedite the process except to make sure the resident/families file the application completely and in a timely fashion.

The recently passed Senate Bill 741 includes legislation to address this issue including a \$50 million advanced payment fund and the requirement to reduce the backlog. The bill also requires 1,500 applications to be released for approval by September 1<sup>st</sup>. My understanding is that these 1,500 applications have been sitting without any processing or investigation taking place and they will be deemed approved applications. There is no information on how to determine if any of our current applications are included in the 1,500. The backlog reduction requirement did not include any funding for more caseworkers. Current information on the legislation is summarized later in the management report.

So what can we do that we are not already doing? The \$50 million advance payment fund provides an opportunity for CCNH and other county homes. In the management report, I discuss MPA's plan to renew lobbying efforts for permanent expedited Medicaid payment status. MPA will also discuss the need for county homes to receive preferential access to the \$50 million advance payment fund. The State should treat CCNH and all Illinois county homes as safety net nursing homes.

To: Board of Directors  
Champaign County Nursing Home

From: Scott T Gima  
Manager

Date: June 4, 2014

Re: Management Update

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### **Impact of Illinois State Budget Bill for FY 2014-15**

What we are hearing from Springfield is that the failure to extend the temporary individual income tax rate significantly increases the chances of Medicaid payment delays sometime after July 1, 2014. The exact timing is unknown. In 2013, MPA was actively in discussions with the Comptroller's office and the Governor's office to get county homes expedited Medicaid payments. The Comptroller was very sympathetic to County homes and has been expediting payment of vouchers. In other words, our vouchers were put on the top of the payment pile. The catch has always been getting the vouchers from the Department of Healthcare and Family Services (HFS). When cash is short, HFS will delay payments by not generating vouchers. The Comptroller has no authority to expedite the creation of vouchers.

That led to meetings with the Governor's office, which has the authority to expedite the vouchers. Discussions with the Governor's office at the time were very positive. No action was taken at that time because Medicaid payments were occurring on a regular basis and pension reform was the primary topic of debate.

With the income tax rollback, it is time to restart our lobbying efforts. This is our best solution to insulate us from payment delays. Without a policy change by the Governor's office, the only options we have are to borrow funds against future Medicaid payments and/or delaying payments to vendors.

### **Senate Bill 741 – Changes to Medicaid**

Senate Bill 741 was also passed last week. It includes a number of elements that will directly impact CCNH.

#### *Increases in Medicaid Funding*

This is not a joke – \$100 million in additional funding will begin on July 1<sup>st</sup>. Life Services Network roughly estimates that CCNH will see a \$5 per day increase in its Medicaid rate. This would increase Medicaid revenue by \$180k to \$200k on an annual basis.

*Medicaid Application Processing*

SB 471 requires HFS to do the following to reduce the processing time for Medicaid applications:

- Increase caseworker staffing (but where is the money going to come from?)
- Re-engineer and streamline processes to reduce delays in application processing
- Require full disclosure of the status of Medicaid applications
- Require all long-term care caseworkers to focus on current open long-term care applications

*Advance Payments*

\$50 million in advance payments will be made to facilities based on Medicaid pending admissions, facility's proportion of Medicaid and length of time pending applications have been waiting. This provision will provide some cash flow relief. We await the specific qualifying criteria for advance payments.

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As always, give me a call (314-434-4227, x21) or contact me via e-mail at [stg@healthcareperformance.com](mailto:stg@healthcareperformance.com).

Champaign County Nursing Home						
Actual vs Budget Statement of Operations						
04/30/14						1
Description	Actual	Budget	Variance	YTD Actual	YTD Budget	Variance
<b>Operating Income</b>						
Miscellaneous Revenue	3,363.94	2,038.00	1,325.94	11,296.16	10,190.00	1,106.16
Medicare A Revenue	170,530.81	250,040.00	(79,509.19)	1,116,950.29	1,250,200.00	(133,249.71)
Medicare B Revenue	31,074.00	28,462.00	2,612.00	178,966.24	142,310.00	36,656.24
Medicaid Revenue	449,093.94	460,442.00	(11,348.06)	2,486,303.45	2,302,210.00	184,093.45
Private Pay Revenue	517,636.11	387,557.00	130,079.11	2,314,058.16	1,937,785.00	376,273.16
Adult Day Care Revenue	22,448.40	15,467.00	6,981.40	85,872.60	77,335.00	8,537.60
<b>Total Income</b>	<b>1,194,147.20</b>	<b>1,144,006.00</b>	<b>50,141.20</b>	<b>6,193,446.90</b>	<b>5,720,030.00</b>	<b>473,416.90</b>
<b>Operating Expenses</b>						
Administration	261,560.68	236,216.00	(25,344.68)	1,298,017.11	1,181,080.00	(116,937.11)
Environmental Services	88,964.44	90,544.00	1,579.56	450,203.30	452,720.00	2,516.70
Laundry	18,366.84	16,287.00	(2,079.84)	85,126.09	81,435.00	(3,691.09)
Maintenance	24,303.86	31,255.00	6,951.14	125,015.35	156,275.00	31,259.65
Nursing Services	514,092.89	455,596.00	(58,496.89)	2,547,770.13	2,277,980.00	(269,790.13)
Activities	20,060.96	26,859.00	6,798.04	95,039.71	134,295.00	39,255.29
Social Services	10,795.82	18,980.00	8,184.18	69,103.13	94,900.00	25,796.87
Physical Therapy	40,676.55	30,059.00	(10,617.55)	210,901.66	150,295.00	(60,606.66)
Occupational Therapy	28,643.22	26,283.00	(2,360.22)	162,666.55	131,415.00	(31,251.55)
Speech Therapy	12,583.72	7,705.00	(4,878.72)	53,735.73	38,525.00	(15,210.73)
Respiratory Therapy	9,171.25	8,000.00	(1,171.25)	45,320.00	40,000.00	(5,320.00)
<b>Total This Department</b>	<b>21,754.97</b>	<b>15,705.00</b>	<b>(6,049.97)</b>	<b>99,055.73</b>	<b>78,525.00</b>	<b>(20,530.73)</b>
Food Services	119,262.80	128,235.00	8,972.20	572,631.42	641,175.00	68,543.58
Barber & Beauty	7,048.58	6,372.00	(676.58)	32,827.52	31,860.00	(967.52)
Adult Day Care	18,800.32	23,450.00	4,649.68	99,899.14	117,250.00	17,350.86
Alzheimers and Related Disorders	85,698.05	135,748.00	50,049.95	482,782.80	678,740.00	195,957.20
<b>Total Expenses</b>	<b>1,260,029.98</b>	<b>1,241,589.00</b>	<b>(18,440.98)</b>	<b>6,331,039.64</b>	<b>6,207,945.00</b>	<b>(123,094.64)</b>
<b>Net Operating Income</b>	<b>(65,882.78)</b>	<b>(97,583.00)</b>	<b>31,700.22</b>	<b>(137,592.74)</b>	<b>(487,915.00)</b>	<b>350,322.26</b>
<b>NonOperating Income</b>						
Local Taxes	91,949.17	79,877.00	12,072.17	459,747.42	399,385.00	60,362.42
Miscellaneous NI Revenue	314.74	211.00	103.74	2,401.51	1,055.00	1,346.51
<b>Total NonOperating Income</b>	<b>92,263.91</b>	<b>80,088.00</b>	<b>12,175.91</b>	<b>462,148.93</b>	<b>400,440.00</b>	<b>61,708.93</b>
<b>Net Income (Loss)</b>	<b>26,381.13</b>	<b>(17,495.00)</b>	<b>43,876.13</b>	<b>324,556.19</b>	<b>(87,475.00)</b>	<b>412,031.19</b>

Champaign County Nursing Home  
Actual vs Budget Statement of Operations

04/30/14

1

Description	Actual	Budget	Variance	YTD Actual	YTD Budget	Variance
<b>Operating Income</b>						
<b>Miscellaneous Revenue</b>						
Lunch Reimbursement	177.00	385.00	(208.00)	1,659.00	1,925.00	(266.00)
Late Charge, NSF Check Charge	628.68	1,538.00	(909.32)	6,928.18	7,690.00	(761.82)
Other Miscellaneous Revenue	2,558.26	115.00	2,443.26	2,708.98	575.00	2,133.98
<b>Total Miscellaneous Revenue</b>	<b>3,363.94</b>	<b>2,038.00</b>	<b>1,325.94</b>	<b>11,296.16</b>	<b>10,190.00</b>	<b>1,106.16</b>
<b>Medicare A Revenue</b>						
Medicare A	65,455.14	192,794.00	(127,338.86)	652,530.18	963,970.00	(311,439.82)
ARD - Medicare A	6,365.24	17,552.00	(11,186.76)	105,914.31	87,760.00	18,154.31
NH Pt_Care - Medicare Advantage/ Hmo	88,781.63	39,042.00	49,739.63	317,382.21	195,210.00	122,172.21
ARD_Pt Care - Medicare Advantage/ HMO	9,928.80	652.00	9,276.80	41,123.59	3,260.00	37,863.59
<b>Total Medicare A Revenue</b>	<b>170,530.81</b>	<b>250,040.00</b>	<b>(79,509.19)</b>	<b>1,116,950.29</b>	<b>1,250,200.00</b>	<b>(133,249.71)</b>
<b>Medicare B Revenue</b>						
Medicare B	31,074.00	28,462.00	2,612.00	178,966.24	142,310.00	36,656.24
<b>Total Medicare B Revenue</b>	<b>31,074.00</b>	<b>28,462.00</b>	<b>2,612.00</b>	<b>178,966.24</b>	<b>142,310.00</b>	<b>36,656.24</b>
<b>Medicaid Revenue</b>						
Medicaid Title XIX (IDHFS)	303,290.51	291,809.00	11,481.51	1,865,957.63	1,459,045.00	206,912.63
ARD - Medicaid Title XIX (IDHFS)	117,739.54	117,509.00	230.54	617,021.95	587,545.00	29,476.95
Patient Care-Hospice	21,220.57	30,241.00	(9,020.43)	152,481.15	151,205.00	1,276.15
ARD Patient Care - Hospice	6,843.32	20,883.00	(14,039.68)	50,842.72	104,415.00	(53,572.28)
<b>Total Medicaid Revenue</b>	<b>449,093.94</b>	<b>460,442.00</b>	<b>(11,348.06)</b>	<b>2,486,303.45</b>	<b>2,302,210.00</b>	<b>184,093.45</b>
<b>Private Pay Revenue</b>						
VA-Veterans Nursing Home Care	17,016.69	12,947.00	4,069.69	131,297.20	64,735.00	66,562.20
ARD - VA - Veterans Care		439.00	(439.00)	10,546.84	2,195.00	8,351.84
Nursing Home Patient Care - Private Pay	342,531.48	270,974.00	71,557.48	1,501,874.05	1,354,870.00	147,004.05
Nursing Home Beauty Shop Revenue	3,344.50	3,141.00	203.50	16,052.50	15,705.00	347.50
Medical Supplies Revenue	8,097.88	5,273.00	2,824.88	35,870.79	26,365.00	9,505.79
Patient Transportation Charges	1,113.31	1,631.00	(517.69)	7,762.78	8,155.00	(392.22)
ARD Patient Care- Private Pay	145,532.25	93,152.00	52,380.25	610,654.00	465,760.00	144,894.00
<b>Total Private Pay Revenue</b>	<b>517,636.11</b>	<b>387,557.00</b>	<b>130,079.11</b>	<b>2,314,058.16</b>	<b>1,937,785.00</b>	<b>376,273.16</b>
<b>Adult Day Care Revenue</b>						
VA-Veterans Adult Daycare	6,054.30	3,728.00	2,326.30	25,141.20	18,640.00	6,501.20
IL Department Of Aging-Day Care Grant (Title XX)	13,184.34	10,258.00	2,926.34	46,760.45	51,290.00	(4,529.55)
Adult Day Care Charges-Private Pay	3,209.76	1,481.00	1,728.76	13,970.95	7,405.00	6,565.95
<b>Total Adult Day Care Revenue</b>	<b>22,448.40</b>	<b>15,467.00</b>	<b>6,981.40</b>	<b>85,872.60</b>	<b>77,335.00</b>	<b>8,537.60</b>
<b>Total Income</b>	<b>1,194,147.20</b>	<b>1,144,006.00</b>	<b>50,141.20</b>	<b>6,193,446.90</b>	<b>5,720,030.00</b>	<b>473,416.90</b>

**Operating Expenses**

**Administration**

Reg. Full-Time Employees	27,838.77	25,061.00	(2,777.77)	129,144.31	125,305.00	(3,839.31)
Temp. Salaries & Wages	1,893.89	1,120.00	(773.89)	11,333.85	5,600.00	(5,733.85)
Per Diem	180.00	203.00	23.00	945.00	1,015.00	70.00
Overtime	313.88	230.00	(83.88)	1,836.39	1,150.00	(686.39)
TOPS - Balances	349.72	199.00	(150.72)	3,117.65	995.00	(2,122.65)
TOPS - FICA	26.76	15.00	(11.76)	238.50	75.00	(163.50)
Social Security - Employer	2,179.08	1,894.00	(285.08)	10,313.18	9,470.00	(843.18)
IMRF - Employer Cost	2,705.91	2,352.00	(353.91)	12,645.05	11,760.00	(885.05)
Workers' Compensation Insurance	923.35	1,589.00	665.65	4,205.40	7,945.00	3,739.60
Unemployment Insurance	812.18	910.00	97.82	5,255.97	4,550.00	(705.97)

Tuesday, June 03, 2014

10:27 AM

**Champaign County Nursing Home  
Actual vs Budget Statement of Operations**

04/30/14

2

Description	Actual	Budget	Variance	YTD Actual	YTD Budget	Variance
Employee Health/Life Insurance	4,276.20	4,319.00	42.80	20,853.40	21,595.00	741.60
Employee Development/Recognition	15.98	25.00	9.02	145.90	125.00	(20.90)
Employee Physicals/Lab	5,213.60	1,923.00	(3,290.60)	12,998.40	9,615.00	(3,383.40)
Stationary & Printing	253.55	78.00	(175.55)	1,228.44	390.00	(838.44)
Books, Periodicals & Manuals		41.00	41.00	69.00	205.00	136.00
Copier Supplies	913.80	631.00	(282.80)	3,246.65	3,155.00	(91.65)
Postage, UPS, Federal Express	453.12	515.00	61.88	2,873.34	2,575.00	(298.34)
Equipment < \$2,500				122.48		(122.48)
Operational Supplies	757.56	845.00	87.44	3,977.75	4,225.00	247.25
Audit & Accounting Fees	4,179.00	4,308.00	129.00	20,895.00	21,540.00	645.00
Attorney Fees	4,933.30	4,615.00	(318.30)	25,461.95	23,075.00	(2,386.95)
Professional Services	37,523.28	33,004.00	(4,519.28)	196,555.66	165,020.00	(31,535.66)
Job Required Travel Expense	130.44	257.00	126.56	1,072.17	1,285.00	212.83
Insurance	23,167.00	22,124.00	(1,043.00)	115,835.00	110,620.00	(5,215.00)
Property Loss & Liability Claims				950.00		(950.00)
Computer Services	5,785.00	4,922.00	(863.00)	34,402.92	24,610.00	(9,792.92)
Telephone Services	1,314.20	1,370.00	55.80	7,425.57	6,850.00	(575.57)
Legal Notices, Advertising	4,867.06	2,633.00	(2,234.06)	18,551.70	13,165.00	(5,386.70)
Photocopy Services	1,024.68	1,025.00	0.32	6,489.94	5,125.00	(1,364.94)
Public Relations	221.40	66.00	(155.40)	250.22	330.00	79.78
Dues & Licenses	1,625.08	1,617.00	(8.08)	8,375.40	8,085.00	(290.40)
Conferences & Training	1,661.92	962.00	(699.92)	3,880.92	4,810.00	929.08
Finance Charges, Bank Fees	0.66	192.00	191.34	0.66	960.00	959.34
Cable/Satellite TV Expense	2,234.84	2,147.00	(87.84)	11,771.98	10,735.00	(1,036.98)
IPA Licensing Fee	45,595.00	40,612.00	(4,983.00)	229,534.50	203,060.00	(26,474.50)
Fines & Penalties		2,308.00	2,308.00		11,540.00	11,540.00
Furnishings, Office Equipment		5,769.00	5,769.00		28,845.00	28,845.00
Depreciation Expense	61,920.12	56,361.00	(5,559.12)	308,248.81	281,805.00	(26,443.81)
Miscellaneous Expense	6,048.27		(6,048.27)	32,653.65		(32,653.65)
Interest-Tax Anticipation Notes Payable		538.00	538.00		2,690.00	2,690.00
Interest- Bonds Payable	10,222.08	9,436.00	(786.08)	51,110.40	47,180.00	(3,930.40)
<b>Total Administration</b>	<b>261,560.68</b>	<b>236,216.00</b>	<b>(25,344.68)</b>	<b>1,298,017.11</b>	<b>1,181,080.00</b>	<b>(116,937.11)</b>
<b>Environmental Services</b>						
Reg. Full-Time Employees	27,162.26	32,327.00	5,164.74	132,884.41	161,635.00	28,750.59
Reg. Part-Time Employees	817.71		(817.71)	3,827.90		(3,827.90)
Overtime	67.30	462.00	394.70	11,000.59	2,310.00	(8,690.59)
TOPS - Balances	700.60		(700.60)	6,222.47		(6,222.47)
TOPS- FICA	53.59		(53.59)	476.02		(476.02)
Social Security - Employer	2,094.35	2,394.00	299.65	11,042.67	11,970.00	927.33
IMRF - Employer Cost	2,718.87	3,315.00	596.13	14,425.74	16,575.00	2,149.26
Workers' Compensation Insurance	793.22	1,957.00	1,163.78	4,087.74	9,785.00	5,697.26
Unemployment Insurance	1,239.24	1,452.00	212.76	6,407.02	7,260.00	852.98
Employee Health/Life Insurance	7,449.18	6,772.00	(677.18)	37,445.72	33,860.00	(3,585.72)
Operational Supplies	3,796.44	5,089.00	1,292.56	22,868.29	25,445.00	2,576.71
Gas Service	16,584.45	9,938.00	(6,646.45)	86,084.10	49,690.00	(36,394.10)
Electric Service	17,378.26	19,889.00	2,510.74	71,957.99	99,445.00	27,487.01
Water Service	2,855.83	2,401.00	(454.83)	11,832.98	12,005.00	172.02
Pest Control Service	482.00	449.00	(33.00)	2,410.00	2,245.00	(165.00)
Waste Disposal & Recycling	3,293.86	2,627.00	(666.86)	17,991.16	13,135.00	(4,856.16)
Equipment Rentals	258.00	222.00	(36.00)	1,290.00	1,110.00	(180.00)
Conferences & Training				30.00		(30.00)
Sewer Service & Tax	1,219.28	1,250.00	30.72	7,918.50	6,250.00	(1,668.50)
<b>Total Environmental Services</b>	<b>88,964.44</b>	<b>90,544.00</b>	<b>1,579.56</b>	<b>450,203.30</b>	<b>452,720.00</b>	<b>2,516.70</b>

**Laundry**

Tuesday, June 03, 2014

10:27 AM



04/30/14

Champaign County Nursing Home  
Actual vs Budget Statement of Operations

3

Description	Actual	Budget	Variance	YTD Actual	YTD Budget	Variance
Reg. Full-Time Employees	9,785.76	8,763.00	(1,022.76)	47,780.32	43,815.00	(3,965.32)
Overtime		243.00	243.00	2,281.26	1,215.00	(1,066.26)
TOPS Balances	305.05	425.00	119.95	1,469.02	2,125.00	655.98
TOPS - FICA	23.33	33.00	9.67	112.38	165.00	52.62
Social Security - Employer	725.51	675.00	(50.51)	3,720.74	3,375.00	(345.74)
IMRF - Employer Cost	942.00	905.00	(37.00)	4,861.47	4,525.00	(336.47)
Workers' Compensation Insurance	305.24	538.00	232.76	1,428.75	2,690.00	1,261.25
Unemployment Insurance	498.10	415.00	(83.10)	2,218.24	2,075.00	(143.24)
Employee Health/Life Insurance	2,459.40	1,683.00	(776.40)	12,363.00	8,415.00	(3,948.00)
Laundry Supplies	226.44	1,463.00	1,236.56	1,735.39	7,315.00	5,579.61
Linen & Bedding	1,253.59	1,144.00	(109.59)	4,892.25	5,720.00	827.75
Professional Services	1,754.47		(1,754.47)	2,175.32		(2,175.32)
Laundry & Cleaning Service	87.95		(87.95)	87.95		(87.95)
<b>Total Laundry</b>	<b>18,366.84</b>	<b>16,287.00</b>	<b>(2,079.84)</b>	<b>85,126.09</b>	<b>81,435.00</b>	<b>(3,691.09)</b>
<b>Maintenance</b>						
Reg. Full-Time Employees	6,017.96	9,870.00	3,852.04	27,795.78	49,350.00	21,554.22
Overtime		49.00	49.00	833.13	245.00	(588.13)
TOPS - Balances	517.78	77.00	(440.78)	2,680.43	385.00	(2,295.43)
TOPS - FICA	39.62	6.00	(33.62)	205.06	30.00	(175.06)
Social Security - Employer	425.65	756.00	330.35	2,046.52	3,780.00	1,733.48
IMRF - Employer Cost	552.70	1,013.00	460.30	2,672.89	5,065.00	2,392.11
Workers' Compensation Insurance	171.89	592.00	420.11	831.00	2,960.00	2,129.00
Unemployment Insurance	305.20	465.00	159.80	1,390.24	2,325.00	934.76
Employee Health/Life Insurance	1,864.80	609.00	(1,255.80)	8,119.30	3,045.00	(5,074.30)
Gasoline & Oil		406.00	406.00	1,380.72	2,030.00	649.28
Ground Supplies				301.35		(301.35)
Maintenance Supplies	3,662.53	3,097.00	(565.53)	10,983.22	15,485.00	4,501.78
Equipment < \$2,500				985.33		(985.33)
Operational Supplies				61.61		(61.61)
Professional Services				350.00		(350.00)
Automobile Maintenance	1,318.95	270.00	(1,048.95)	4,633.16	1,350.00	(3,283.16)
Equipment Maintenance	1,081.87	2,201.00	1,119.13	13,768.47	11,005.00	(2,763.47)
Equipment Rentals	8.80	95.00	86.20	293.20	475.00	181.80
Nursing Home Building Repair/Maintenance	8,336.11	7,051.00	(1,285.11)	32,117.40	35,255.00	3,137.60
Parking Lot/Sidewalk Maintenance		852.00	852.00	13,566.54	4,260.00	(9,306.54)
Nursing Home Building Construction/Improvements		3,846.00	3,846.00		19,230.00	19,230.00
<b>Total Maintenance</b>	<b>24,303.86</b>	<b>31,255.00</b>	<b>6,951.14</b>	<b>125,015.35</b>	<b>156,275.00</b>	<b>31,259.65</b>
<b>Nursing Services</b>						
Reg. Full-Time Employees	136,769.06	105,916.00	(30,853.06)	623,645.52	529,580.00	(94,065.52)
Reg. Part-Time Employees	3,945.17		(3,945.17)	21,736.53		(21,736.53)
Temp. Salaries & Wages	11,149.13	10,479.00	(670.13)	60,623.23	52,395.00	(8,228.23)
Overtime	27,500.48	33,988.00	6,487.52	216,934.08	169,940.00	(46,994.08)
TOPS - Balances	3,945.18	(355.00)	(4,300.18)	15,107.98	(1,775.00)	(16,882.98)
No Benefit Full-Time Employees	64,171.63	67,719.00	3,547.37	314,574.43	338,595.00	24,020.57
No Benefit Part-Time Employees	27,915.26	33,548.00	5,632.74	124,888.68	167,740.00	42,851.32
TOPS - FICA	301.81	125.00	(176.81)	1,155.76	625.00	(530.76)
Social Security - Employer	20,307.10	18,881.00	(1,426.10)	102,067.59	94,405.00	(7,662.59)
IMRF - Employer Cost	25,136.68	24,203.00	(933.68)	125,965.42	121,015.00	(4,950.42)
Workers' Compensation Insurance	6,900.75	15,024.00	8,123.25	34,250.79	75,120.00	40,869.21
Unemployment Insurance	7,972.58	9,502.00	1,529.42	52,675.93	47,510.00	(5,165.93)
Employee Health/Life Insurance	23,654.19	20,522.00	(3,132.19)	115,205.57	102,610.00	(12,595.57)
Books, Periodicals & Manuals		79.00	79.00		395.00	395.00
Stocked Drugs	1,839.94	1,685.00	(154.94)	9,723.98	8,425.00	(1,298.98)
Pharmacy Charges-Public Aid	1,775.29	1,004.00	(771.29)	8,711.74	5,020.00	(3,691.74)

Tuesday, June 03, 2014

10:27 AM

**Champaign County Nursing Home  
Actual vs Budget Statement of Operations**

04/30/14

4

Description	Actual	Budget	Variance	YTD Actual	YTD Budget	Variance
Oxygen	3,148.30	2,781.00	(367.30)	17,996.70	13,905.00	(4,091.70)
Incontinence Supplies	8,276.33	7,780.00	(496.33)	48,034.51	38,900.00	(9,134.51)
Pharmacy Charges - Insurance	8,428.49	3,000.00	(5,428.49)	41,300.79	15,000.00	(26,300.79)
Equipment < \$2,500	1,255.95	1,511.00	255.05	8,520.97	7,555.00	(965.97)
Operational Supplies	15,208.93	15,396.00	187.07	76,386.74	76,980.00	593.26
Pharmacy Charges-Medicare	9,857.56	14,774.00	4,916.44	49,498.15	73,870.00	24,371.85
Medical/Dental/Mental Health	3,400.00	3,170.00	(230.00)	17,600.00	15,850.00	(1,750.00)
Professional Services	29,140.09	31,997.00	2,856.91	157,658.56	159,985.00	2,326.44
Job Require Travel		28.00	28.00	194.88	140.00	(54.88)
Laboratory Fees	2,759.53	2,168.00	(591.53)	13,744.29	10,840.00	(2,904.29)
Equipment Rentals	4,044.50	4,039.00	(5.50)	18,875.05	20,195.00	1,319.95
Dues & Licenses				150.00		(150.00)
Conferences & Training				1,275.00		(1,275.00)
Contract Nursing Services	57,819.37	23,077.00	(34,742.37)	253,352.56	115,385.00	(137,967.56)
Medicare Medical Services	7,469.59	3,555.00	(3,914.59)	15,914.70	17,775.00	1,860.30
<b>Total Nursing Services</b>	<b>514,092.89</b>	<b>455,596.00</b>	<b>(58,496.89)</b>	<b>2,547,770.13</b>	<b>2,277,980.00</b>	<b>(269,790.13)</b>
<b>Activities</b>						
Reg. Full-Time Employees	12,512.04	18,447.00	5,934.96	61,057.35	92,235.00	31,177.65
Overtime	62.82	114.00	51.18	218.53	570.00	351.47
TOPS - Balances	(461.00)		461.00	(2,653.52)		2,653.52
TOPS - FICA	(35.26)		35.26	(202.99)		202.99
Social Security - Employer	921.01	1,345.00	423.99	4,403.76	6,725.00	2,321.24
IMRF - Employer Cost	1,195.72	1,803.00	607.28	5,750.19	9,015.00	3,264.81
Workers' Compensation Insurance	363.60	1,108.00	744.40	1,825.49	5,540.00	3,714.51
Unemployment Insurance	620.14	844.00	223.86	2,791.91	4,220.00	1,428.09
Employee Health/Life Insurance	4,279.20	2,609.00	(1,670.20)	18,502.09	13,045.00	(5,457.09)
Books, Periodicals & Manuals		22.00	22.00		110.00	110.00
Operational Supplies	477.99	424.00	(53.99)	2,693.40	2,120.00	(573.40)
Professional Services	124.70	143.00	18.30	623.50	715.00	91.50
Conferences & Training				30.00		(30.00)
<b>Total Activities</b>	<b>20,060.96</b>	<b>26,859.00</b>	<b>6,798.04</b>	<b>95,039.71</b>	<b>134,295.00</b>	<b>39,255.29</b>
<b>Social Services</b>						
Reg. Full-Time Employees	6,837.96	12,827.00	5,989.04	45,097.44	64,135.00	19,037.56
Overtime	72.56	113.00	40.44	863.37	565.00	(298.37)
TOPS - Balances	169.85	184.00	14.15	751.21	920.00	168.79
TOPS - FICA	12.99	14.00	1.01	57.47	70.00	12.53
Social Security - Employer	514.44	1,167.00	652.56	3,437.98	5,835.00	2,397.02
IMRF - Employer Cost	667.82	1,192.00	524.18	4,493.92	5,960.00	1,466.08
Workers' Compensation Insurance	193.38	773.00	579.62	1,348.45	3,865.00	2,516.55
Unemployment Insurance	355.73	592.00	236.27	1,940.82	2,960.00	1,019.18
Employee Health/Life Insurance	1,846.39	1,802.00	(44.39)	10,488.97	9,010.00	(1,478.97)
Operational Supplies		8.00	8.00		40.00	40.00
Professional Services	124.70	308.00	183.30	623.50	1,540.00	916.50
<b>Total Social Services</b>	<b>10,795.82</b>	<b>18,980.00</b>	<b>8,184.18</b>	<b>69,103.13</b>	<b>94,900.00</b>	<b>25,796.87</b>
<b>Physical Therapy</b>						
Reg. Full-Time Employees	4,331.33	4,015.00	(316.33)	20,873.06	20,075.00	(798.06)
Overtime	4.16	22.00	17.84	626.53	110.00	(516.53)
TOPS - Balances	23.81	107.00	83.19	405.59	535.00	129.41
TOPS - FICA	1.82	8.00	6.18	31.03	40.00	8.97
Social Security - Employer	319.70	356.00	36.30	1,587.20	1,780.00	192.80
IMRF - Employer Cost	415.13	478.00	62.87	2,073.50	2,390.00	316.50
Workers' Compensation Ins.	123.57	241.00	117.43	653.49	1,205.00	551.51
Unemployment Insurance	218.23	181.00	(37.23)	956.27	905.00	(51.27)

**Champaign County Nursing Home  
Actual vs Budget Statement of Operations**

04/30/14

5

Description	Actual	Budget	Variance	YTD Actual	YTD Budget	Variance
Employee Health/Life Insurance	1,243.20	1,137.00	(106.20)	6,282.00	5,685.00	(597.00)
Professional Services	33,995.60	23,514.00	(10,481.60)	177,412.99	117,570.00	(59,842.99)
<b>Total Physical Therapy</b>	<b>40,676.55</b>	<b>30,059.00</b>	<b>(10,617.55)</b>	<b>210,901.66</b>	<b>150,295.00</b>	<b>(60,606.66)</b>
<b>Occupational Therapy</b>						
Reg. Full-Time Employees	2,164.80	2,003.00	(161.80)	10,627.21	10,015.00	(612.21)
Overtime		21.00	21.00		105.00	105.00
TOPS - Balances	30.13	11.00	(19.13)	(179.58)	55.00	234.58
TOPS - FICA	2.31	1.00	(1.31)	(13.74)	5.00	18.74
Social Security - Employer	164.26	154.00	(10.26)	806.46	770.00	(36.46)
IMRF - Employer Cost	213.29	206.00	(7.29)	1,053.70	1,030.00	(23.70)
Workers' Compensation Ins.	61.62	121.00	59.38	288.29	605.00	316.71
Unemployment Insurance	110.70	92.00	(18.70)	479.70	460.00	(19.70)
Employee Health/Life Insurance	621.60	569.00	(52.60)	3,124.50	2,845.00	(279.50)
Professional Services	25,274.51	23,105.00	(2,169.51)	146,480.01	115,525.00	(30,955.01)
<b>Total Occupational Therapy</b>	<b>28,643.22</b>	<b>26,283.00</b>	<b>(2,360.22)</b>	<b>162,666.55</b>	<b>131,415.00</b>	<b>(31,251.55)</b>
<b>Speech Therapy</b>						
Professional Services	12,583.72	7,705.00	(4,878.72)	53,735.73	38,525.00	(15,210.73)
<b>Total Speech Therapy</b>	<b>12,583.72</b>	<b>7,705.00</b>	<b>(4,878.72)</b>	<b>53,735.73</b>	<b>38,525.00</b>	<b>(15,210.73)</b>
<b>Respiratory Therapy</b>						
Professional Services	9,171.25	8,000.00	(1,171.25)	45,320.00	40,000.00	(5,320.00)
<b>Total Respiratory Therapy</b>	<b>9,171.25</b>	<b>8,000.00</b>	<b>(1,171.25)</b>	<b>45,320.00</b>	<b>40,000.00</b>	<b>(5,320.00)</b>
<b>Total This Department</b>	<b>21,754.97</b>	<b>15,705.00</b>	<b>(6,049.97)</b>	<b>99,055.73</b>	<b>78,525.00</b>	<b>(20,530.73)</b>
<b>Food Services</b>						
Reg. Full-Time Employees	32,594.35	52,089.00	19,494.65	149,321.09	260,445.00	111,123.91
Reg. Part-Time Employees	2,380.73	3,648.00	1,267.27	4,266.01	18,240.00	13,973.99
Overtime	2,835.94	1,513.00	(1,322.94)	15,678.46	7,565.00	(8,113.46)
TOPS - Balances	(908.16)		908.16	2,206.94		(2,206.94)
TOPS - FICA	(69.47)		69.47	168.83		(168.83)
Social Security - Employer	2,840.04	4,333.00	1,492.96	12,772.21	21,665.00	8,892.79
IMRF - Employer Cost	3,686.67	5,809.00	2,122.33	16,658.68	29,045.00	12,386.32
Workers' Compensation Insurance	993.85	3,418.00	2,424.15	4,592.20	17,090.00	12,497.80
Unemployment Insurance	1,952.36	2,695.00	742.64	8,160.93	13,475.00	5,314.07
Employee Health/Life Insurance	8,673.40	6,997.00	(1,676.40)	36,097.30	34,985.00	(1,112.30)
Books, Periodicals & Manuals	208.58		(208.58)	208.58		(208.58)
Food	46,275.06	32,817.00	(13,458.06)	214,711.47	164,085.00	(50,626.47)
Non-Food Supply	(103.11)		103.11	936.32		(936.32)
Nutritional Supplements	3,443.92	3,211.00	(232.92)	15,935.83	16,055.00	119.17
Equipment < \$2,500	76.10		(76.10)	248.88		(248.88)
Operational Supplies	4,128.15	3,854.00	(274.15)	25,255.01	19,270.00	(5,985.01)
Professional Services	9,819.44	3,615.00	(6,204.44)	62,922.47	18,075.00	(44,847.47)
Equipment Rentals	404.95	378.00	(26.95)	2,335.21	1,890.00	(445.21)
Dues & Licenses		12.00	12.00	80.00	60.00	(20.00)
Conferences & Training	30.00		(30.00)	75.00		(75.00)
Kitchen/ Laundry		3,846.00	3,846.00		19,230.00	19,230.00
<b>Total Food Services</b>	<b>119,262.80</b>	<b>128,235.00</b>	<b>8,972.20</b>	<b>572,631.42</b>	<b>641,175.00</b>	<b>68,543.58</b>
<b>Barber &amp; Beauty</b>						
Reg. Full-Time Employees	1,297.40	4,010.00	2,712.60	21,453.12	20,050.00	(1,403.12)
TOPS - Balances	3,255.68		(3,255.68)	866.20		(866.20)
TOPS - FICA	14.00		(14.00)	66.26		(66.26)
Social Security - Employer	288.73	271.00	(17.73)	1,466.28	1,355.00	(111.28)
IMRF - Employer Cost	374.96	364.00	(10.96)	1,915.26	1,820.00	(95.26)

**Champaign County Nursing Home**  
**Actual vs Budget Statement of Operations**

04/30/14

6

Description	Actual	Budget	Variance	YTD Actual	YTD Budget	Variance
Workers' Compensation Insurance	125.02	239.00	113.98	641.51	1,195.00	553.49
Unemployment Insurance	220.35	180.00	(40.35)	954.87	900.00	(54.87)
Employee Health/Life Insurance	1,243.20	1,213.00	(30.20)	5,005.80	6,065.00	1,059.20
Operational Supplies	229.24	70.00	(159.24)	458.22	350.00	(108.22)
Conferences & Training		25.00	25.00		125.00	125.00
<b>Total Barber &amp; Beauty</b>	<b>7,048.58</b>	<b>6,372.00</b>	<b>(676.58)</b>	<b>32,827.52</b>	<b>31,860.00</b>	<b>(967.52)</b>

**Adult Day Care**

Reg. Full-Time Employees	10,168.22	12,515.00	2,346.78	66,413.68	62,575.00	(3,838.68)
Temp. Salaries & Wages	1,201.76		(1,201.76)	1,896.58		(1,896.58)
Overtime	138.68	21.00	(117.68)	572.77	105.00	(467.77)
TOPS - Balances	(135.64)		135.64	(6,794.56)		6,794.56
TOPS - FICA	(10.38)		10.38	(519.78)		519.78
Social Security - Employer	863.63	939.00	75.37	5,177.10	4,695.00	(482.10)
IMRF - Employer Cost	1,001.99	1,247.00	245.01	6,556.25	6,235.00	(321.25)
Workers' Compensation Insurance	322.16	748.00	425.84	2,042.52	3,740.00	1,697.48
Unemployment Insurance	522.50	556.00	33.50	3,137.83	2,780.00	(357.83)
Employee Health/Life Insurance	3,081.00	2,426.00	(655.00)	15,487.50	12,130.00	(3,357.50)
Books, Periodicals & Manuals		14.00	14.00		70.00	70.00
Gasoline & Oil	1,211.21	1,086.00	(125.21)	4,699.85	5,430.00	730.15
Equipment < \$2,500		18.00	18.00		90.00	90.00
Operational Supplies	165.07	23.00	(142.07)	852.24	115.00	(737.24)
Job Required Travel	194.88		(194.88)	194.88		(194.88)
Field Trips/Activities	75.24	11.00	(64.24)	152.28	55.00	(97.28)
Conferences & Training				30.00		(30.00)
Furnishings, Office Equipment		3,846.00	3,846.00		19,230.00	19,230.00
<b>Total Adult Day Care</b>	<b>18,800.32</b>	<b>23,450.00</b>	<b>4,649.68</b>	<b>99,899.14</b>	<b>117,250.00</b>	<b>17,350.86</b>

**Alzheimers and Related Disord**

Reg. Full-Time Employees	20,366.75	26,821.00	6,454.25	101,229.60	134,105.00	32,875.40
Overtime	4,843.45	12,047.00	7,203.55	44,300.42	60,235.00	15,934.58
TOPS - Balances	26.75	308.00	281.25	2,775.67	1,540.00	(1,235.67)
No Benefit Full-Time Employees	19,039.31	27,244.00	8,204.69	114,993.54	136,220.00	21,226.46
No Benefit Part-Time Employees	13,532.19	27,898.00	14,365.81	71,106.35	139,490.00	68,383.65
TOPS - FICA	2.05	24.00	21.95	212.34	120.00	(92.34)
Social Security - Employer	4,374.35	7,120.00	2,745.65	25,088.41	35,600.00	10,511.59
IMRF - Employer Cost	5,677.67	9,545.00	3,867.33	32,779.07	47,725.00	14,945.93
Workers' Compensation Insurance	1,428.21	5,612.00	4,183.79	8,591.67	28,060.00	19,468.33
Unemployment Insurance	2,459.27	3,081.00	621.73	14,384.01	15,405.00	1,020.99
Employee Health/Life Insurance	4,927.80	4,500.00	(427.80)	22,856.70	22,500.00	(356.70)
Books, Periodicals & Manuals	233.10		(233.10)	233.10		(233.10)
Operational Supplies		1.00	1.00	111.33	5.00	(106.33)
Professional Services				349.04		(349.04)
Conferences & Training	99.00	9.00	(90.00)	99.00	45.00	(54.00)
ARD - Contract Nursing	8,688.15	11,538.00	2,849.85	43,672.55	57,690.00	14,017.45
<b>Total Alzheimers and Related Disorders</b>	<b>85,698.05</b>	<b>135,748.00</b>	<b>50,049.95</b>	<b>482,782.80</b>	<b>678,740.00</b>	<b>195,957.20</b>
<b>Total Expenses</b>	<b>1,260,029.98</b>	<b>1,241,589.00</b>	<b>(18,440.98)</b>	<b>6,331,039.64</b>	<b>6,207,945.00</b>	<b>(123,094.64)</b>
<b>Net Operating Income</b>	<b>(65,882.78)</b>	<b>(97,583.00)</b>	<b>31,700.22</b>	<b>(137,592.74)</b>	<b>(487,915.00)</b>	<b>350,322.26</b>

**NonOperating Income**

**Local Taxes**

Current-Nursing Home Operating	91,949.17	79,877.00	12,072.17	459,747.42	399,385.00	60,362.42
<b>Total Local Taxes</b>	<b>91,949.17</b>	<b>79,877.00</b>	<b>12,072.17</b>	<b>459,747.42</b>	<b>399,385.00</b>	<b>60,362.42</b>

**Miscellaneous NI Revenue**

Tuesday, June 03, 2014

Champaign County Nursing Home						
Actual vs Budget Statement of Operations						
04/30/14						7
Description	Actual	Budget	Variance	YTD Actual	YTD Budget	Variance
Investment Interest	24.74	57.00	(32.26)	125.33	285.00	(159.67)
Restricted Donations	290.00	154.00	136.00	2,276.18	770.00	1,506.18
Total Miscellaneous NI Revenue	314.74	211.00	103.74	2,401.51	1,055.00	1,346.51
Total NonOperating Income	92,263.91	80,088.00	12,175.91	462,148.93	400,440.00	61,708.93
Net Income (Loss)	26,381.13	(17,495.00)	43,876.13	324,556.19	(87,475.00)	412,031.19

Champaign County Nursing Home  
Historical Statement of Operations

04/30/14

1

Description	05/13	06/13	07/13	08/13	09/13	10/13	11/13	12/13	01/14	02/14	03/14	04/14	Total
<b>Operating Income</b>													
Miscellaneous Revenue								1,828	2,486	1,348	2,270	3,364	11,296
Medicare A Revenue								267,837	245,602	215,221	217,759	170,531	1,116,950
Medicare B Revenue								35,157	37,756	45,663	29,316	31,074	178,966
Medicaid Revenue								459,986	601,386	437,374	538,463	449,094	2,486,303
Private Pay Revenue								493,612	358,642	484,074	460,093	517,636	2,314,058
Adult Day Care Revenue								17,903	13,323	14,550	17,648	22,448	85,873
<b>Total Income</b>								<b>1,276,324</b>	<b>1,259,195</b>	<b>1,198,232</b>	<b>1,265,549</b>	<b>1,194,147</b>	<b>6,193,447</b>
<b>Operating Expenses</b>													
Administration								249,903	258,385	263,618	264,550	261,561	1,298,017
Environmental Services								89,239	91,219	90,808	89,972	88,964	450,203
Laundry								15,239	17,613	16,566	17,341	18,367	85,126
Maintenance								20,574	22,631	29,249	28,258	24,304	125,015
Nursing Services								511,150	523,369	468,410	530,748	514,093	2,547,770
Activities								18,500	19,891	17,504	19,083	20,061	95,040
Social Services								16,433	16,243	14,405	11,226	10,796	69,103
Physical Therapy								42,804	45,374	41,437	40,610	40,677	210,902
Occupational Therapy								33,140	37,567	33,600	29,716	28,643	162,667
Speech Therapy								9,543	10,714	9,459	11,436	12,584	53,736
<b>Respiratory Therapy</b>													
Respiratory Therapy								9,226	9,199	8,525	9,199	9,171	45,320
<b>Total This Department</b>								<b>18,769</b>	<b>19,913</b>	<b>17,984</b>	<b>20,635</b>	<b>21,755</b>	<b>99,056</b>
Food Services								122,660	118,964	101,807	109,938	119,263	572,631
Barber & Beauty								6,316	7,212	5,215	7,036	7,049	32,828
Adult Day Care								18,583	19,543	18,670	24,303	18,800	99,899
Alzheimers and Related Disorders								101,641	105,787	87,614	102,043	85,698	482,783
<b>Total Expenses</b>								<b>1,264,950</b>	<b>1,303,712</b>	<b>1,206,888</b>	<b>1,295,460</b>	<b>1,260,030</b>	<b>6,331,040</b>
<b>Net Operating Income</b>								<b>11,374</b>	<b>(44,517)</b>	<b>(8,656)</b>	<b>(29,911)</b>	<b>(65,883)</b>	<b>(137,593)</b>
<b>NonOperating Income</b>													
Local Taxes								91,951	91,949	91,947	91,951	91,949	459,747
Miscellaneous NI Revenue								506	111	23	1,446	315	2,402
<b>Total NonOperating Income</b>								<b>92,457</b>	<b>92,060</b>	<b>91,970</b>	<b>93,398</b>	<b>92,264</b>	<b>462,149</b>
<b>Net Income (Loss)</b>								<b>103,831</b>	<b>47,544</b>	<b>83,314</b>	<b>63,487</b>	<b>26,381</b>	<b>324,556</b>

04/30/14

Champaign County Nursing Home  
Historical Statement of Operations

1

Description	05/13	06/13	07/13	08/13	09/13	10/13	11/13	12/13	01/14	02/14	03/14	04/14	Total
<b>Operating Income</b>													
<b>Miscellaneous Revenue</b>													
Lunch Reimbursement								180		171	1,131	177	1,659
Late Charge, NSF Check Charge								1,648	2,476	1,059	1,116	629	6,928
Other Miscellaneous Revenue									10	118	22	2,558	2,709
Total Miscellaneous Revenue								1,828	2,486	1,348	2,270	3,364	11,296
<b>Medicare A Revenue</b>													
Medicare A								146,013	168,901	130,033	142,128	65,455	652,530
ARD - Medicare A								45,056	14,465	25,253	14,775	6,365	105,914
NH Pt_Care - Medicare Advantage/ H								56,134	58,715	52,895	60,857	88,782	317,382
ARD_Pt Care - Medicare Advantage/								20,635	3,520	7,040		9,929	41,124
Total Medicare A Revenue								267,837	245,602	215,221	217,759	170,531	1,116,950
<b>Medicare B Revenue</b>													
Medicare B								35,157	37,756	45,663	29,316	31,074	178,966
Total Medicare B Revenue								35,157	37,756	45,663	29,316	31,074	178,966
<b>Medicaid Revenue</b>													
Medicaid Title XIX (IDHFS)								277,188	431,022	282,473	371,984	303,291	1,665,958
ARD - Medicaid Title XIX (IDHFS)								126,822	129,179	109,666	133,616	117,740	617,022
Patient Care-Hospice								39,930	30,703	35,788	24,840	21,221	152,481
ARD Patient Care - Hospice								16,047	10,482	9,447	8,023	6,843	50,843
Total Medicaid Revenue								459,986	601,386	437,374	538,463	449,094	2,486,303
<b>Private Pay Revenue</b>													
VA-Veterans Nursing Home Care								25,726	34,966	33,123	20,466	17,017	131,297
ARD - VA - Veterans Care								2,187	8,360				10,547
Nursing Home Patient Care - Private								355,996	199,863	311,187	292,298	342,531	1,501,874
Nursing Home Beauty Shop Revenue								3,074	3,429	3,092	3,112	3,345	16,053
Medical Supplies Revenue								6,717	4,748	7,767	8,541	8,098	35,871
Patient Transportation Charges								2,780	453	2,416	1,000	1,113	7,763
ARD Patient Care- Private Pay								97,132	106,824	126,489	134,677	145,532	610,654
Total Private Pay Revenue								493,612	358,642	484,074	460,093	517,636	2,314,058
<b>Adult Day Care Revenue</b>													
VA-Veterans Adult Daycare								3,572	4,270	5,586	5,658	6,054	25,141
IL Department Of Aging-Day Care Gra								10,258	7,283	6,821	9,215	13,184	46,760
Adult Day Care Charges-Private Pay								4,073	1,770	2,143	2,775	3,210	13,971

Tuesday, June 03, 2014

10:28 AM

**Champaign County Nursing Home  
Historical Statement of Operations**

04/30/14

2

Description	05/13	06/13	07/13	08/13	09/13	10/13	11/13	12/13	01/14	02/14	03/14	04/14	Total
Total Adult Day Care Revenue								17,903	13,323	14,550	17,648	22,448	85,873
Total Income								1,276,324	1,259,195	1,198,232	1,265,549	1,194,147	6,193,447

**Operating Expenses**

**Administration**

Reg. Full-Time Employees								25,469	24,513	25,345	25,978	27,839	129,144
Temp. Salaries & Wages								1,852	1,884	2,353	3,351	1,894	11,334
Per Diem								180	225	225	135	180	945
Overtime								140	1,093	199	91	314	1,836
TOPS - Balances								(1,100)	1,674	626	1,568	350	3,118
TOPS - FICA								(84)	128	48	120	27	239
Social Security - Employer								1,963	1,992	2,041	2,138	2,179	10,313
IMRF - Employer Cost								2,429	2,376	2,491	2,643	2,706	12,645
Workers' Compensation Insurance								1,026	875	768	613	923	4,205
Unemployment Insurance								116	1,766	1,403	1,158	812	5,256
Employee Health/Life Insurance								4,292	4,249	4,381	3,655	4,276	20,853
Employee Development/Recognition								30		78	22	16	146
Employee Physicals/Lab								100	312	4,094	3,279	5,214	12,998
Stationary & Printing								212		47	716	254	1,228
Books, Periodicals & Manuals								69					69
Copier Supplies								518	536	548	731	914	3,247
Postage, UPS, Federal Express								391	667	534	827	453	2,873
Equipment < \$2,500										160	(37)		122
Operational Supplies								1,081	585	701	853	758	3,978
Audit & Accounting Fees								4,179	4,179	4,179	4,179	4,179	20,895
Attorney Fees								3,281	1,862	7,323	8,064	4,933	25,462
Professional Services								41,722	40,781	38,590	37,939	37,523	196,556
Job Required Travel Expense								123	109	506	204	130	1,072
Insurance								23,167	23,167	23,167	23,167	23,167	115,835
Property Loss & Liability Claims											950		950
Computer Services								10,271	6,116	6,052	6,179	5,785	34,403
Telephone Services								1,872	1,255	1,280	1,705	1,314	7,426
Legal Notices, Advertising								3,008	2,866	4,892	2,918	4,867	18,552
Photocopy Services								1,591	1,025	1,774	1,075	1,025	6,490
Public Relations								70	(55)	5	10	221	250
Dues & Licenses								1,725	1,725	1,675	1,625	1,625	8,375
Conferences & Training								99	1,029	1,228	(137)	1,662	3,881
Finance Charges, Bank Fees												1	1
Cable/Satellite TV Expense								2,534	2,534	2,235	2,235	2,235	11,772
IPA Licensing Fee								46,385	46,591	43,093	47,872	45,595	229,535
Furnishings, Office Equipment													

Tuesday, June 03, 2014

10:28 AM



04/30/14

Champaign County Nursing Home  
Historical Statement of Operations

3

Description	05/13	06/13	07/13	08/13	09/13	10/13	11/13	12/13	01/14	02/14	03/14	04/14	Total
Depreciation Expense								60,971	60,693	62,193	62,472	61,920	308,249
Bad Debt Expense													
Miscellaneous Expense									11,412	9,163	6,030	6,048	32,654
Interest- Bonds Payable								10,222	10,222	10,222	10,222	10,222	51,110
Total Administration								249,903	258,385	263,618	264,550	261,561	1,298,017
<b>Environmental Services</b>													
Reg. Full-Time Employees								27,568	25,755	25,244	27,155	27,162	132,884
Reg. Part-Time Employees								766	709	738	796	818	3,828
Overtime								3,624	6,739	331	240	67	11,001
TOPS - Balances								1,584	1,274	877	1,787	701	6,222
TOPS- FICA								121	97	67	137	54	476
Social Security - Employer								2,392	2,486	1,966	2,105	2,094	11,043
IMRF - Employer Cost								3,218	3,228	2,547	2,714	2,719	14,426
Workers' Compensation Insurance								1,050	885	753	607	793	4,088
Unemployment Insurance								209	2,102	1,376	1,481	1,239	6,407
Employee Health/Life Insurance								7,450	7,450	7,647	7,449	7,449	37,446
Operational Supplies								4,662	5,616	4,078	4,716	3,796	22,868
Gas Service								11,372	18,339	20,970	18,818	16,584	86,084
Electric Service								15,517	11,077	13,640	14,346	17,378	71,958
Water Service								2,631	(766)	4,728	2,384	2,856	11,833
Pest Control Service								482	482	482	482	482	2,410
Waste Disposal & Recycling								5,036	2,738	3,766	3,159	3,294	17,991
Equipment Rentals								258	258	258	258	258	1,290
Conferences & Training										30			30
Sewer Service & Tax								1,300	2,751	1,311	1,337	1,219	7,919
Total Environmental Services								89,239	91,219	90,808	89,972	88,964	450,203
<b>Laundry</b>													
Reg. Full-Time Employees								9,465	9,158	9,382	9,989	9,786	47,780
Overtime								509	1,129		643		2,281
TOPS Balances								(494)	846	273	539	305	1,469
TOPS - FICA								(38)	65	21	41	23	112
Social Security - Employer								744	764	697	791	726	3,721
IMRF - Employer Cost								1,004	993	904	1,019	942	4,861
Workers' Compensation Insurance								336	324	261	203	305	1,429
Unemployment Insurance									668	485	567	498	2,218
Employee Health/Life Insurance								2,462	2,457	2,525	2,459	2,459	12,363
Laundry Supplies								1,029		226	254	226	1,735
Linen & Bedding								222	1,210	1,792	415	1,254	4,892
Professional Services											421	1,754	2,175
Laundry & Cleaning Service												88	88

81

Tuesday, June 03, 2014

10:28 AM

04/30/14

Champaign County Nursing Home  
Historical Statement of Operations

4

Description	05/13	06/13	07/13	08/13	09/13	10/13	11/13	12/13	01/14	02/14	03/14	04/14	Total
Total Laundry								15,239	17,613	16,566	17,341	18,367	85,126
<b>Maintenance</b>													
Reg. Full-Time Employees								5,557	5,585	5,095	5,540	6,018	27,796
Overtime								63	573	197			833
TOPS - Balances								(120)	44	126	2,113	518	2,680
TOPS - FICA								(9)	3	10	162	40	205
Social Security - Employer								420	437	373	391	426	2,047
IMRF - Employer Cost								564	568	485	503	553	2,673
Workers' Compensation Insurance								208	190	147	115	172	831
Unemployment Insurance								174	331	274	305	305	1,390
Employee Health/Life Insurance								622	1,865	1,903	1,865	1,865	8,119
Gasoline & Oil								1,365		15			1,381
Ground Supplies								258	26		17		301
Maintenance Supplies								2,144	2,508	1,339	1,330	3,663	10,983
Equipment < \$2,500											985		985
Operational Supplies									45	16			62
Professional Services								(653)	1,003				350
Automobile Maintenance								1,227	764	128	1,195	1,319	4,633
Equipment Maintenance								673	1,765	4,225	6,024	1,082	13,768
Equipment Rentals								262	4	9	9	9	293
Nursing Home Building Repair/Mainte								6,318	1,718	9,740	6,005	8,336	32,117
Parking Lot/Sidewalk Maintenance								1,500	5,200	5,167	1,700		13,567
Total Maintenance								20,574	22,631	29,249	28,258	24,304	125,015
<b>Nursing Services</b>													
Reg. Full-Time Employees								124,975	114,312	116,157	131,433	136,769	623,646
Reg. Part-Time Employees								5,299	4,239	3,687	4,566	3,945	21,737
Temp. Salaries & Wages								14,897	15,079	9,722	9,777	11,149	60,623
Overtime								59,507	75,128	28,578	26,220	27,500	216,934
TOPS - Balances								912	1,132	3,302	5,816	3,945	15,108
No Benefit Full-Time Employees								71,239	61,996	55,680	61,488	64,172	314,574
No Benefit Part-Time Employees								17,794	23,177	26,352	29,650	27,915	124,889
TOPS - FICA								70	87	253	445	302	1,156
Social Security - Employer								22,083	22,059	17,940	19,678	20,307	102,068
IMRF - Employer Cost								27,870	26,450	22,092	24,417	25,137	125,965
Workers' Compensation Insurance								8,716	7,335	6,289	5,010	6,901	34,251
Unemployment Insurance								2,046	19,086	12,058	11,513	7,973	52,676
Employee Health/Life Insurance								21,821	22,439	23,638	23,654	23,654	115,206
Stocked Drugs								2,460	985	2,470	1,969	1,840	9,724
Pharmacy Charges-Public Aid								1,082	2,278	1,645	1,931	1,775	8,712
Oxygen								3,808	1,576	5,424	4,040	3,148	17,997

82

04/30/14

Champaign County Nursing Home  
Historical Statement of Operations

5

Description	05/13	06/13	07/13	08/13	09/13	10/13	11/13	12/13	01/14	02/14	03/14	04/14	Total
Incontinence Supplies								11,735	7,767	11,821	8,435	8,276	48,035
Pharmacy Charges - Insurance								6,385	10,492	12,466	3,530	8,428	41,301
Equipment < \$2,500								2,471	328	2,414	2,053	1,256	8,521
Operational Supplies								9,278	17,837	19,899	14,165	15,209	76,387
Pharmacy Charges-Medicare								8,754	12,236	9,250	9,401	9,858	49,498
Medical/Dental/Mental Health								3,400	3,600	3,600	3,600	3,400	17,600
Professional Services								30,149	28,388	34,549	35,432	29,140	157,659
Job Require Travel										195			195
Laboratory Fees								3,770	2,795	2,369	2,051	2,760	13,744
Equipment Rentals								3,077	5,437	3,567	2,749	4,045	18,875
Dues & Licenses											150		150
Conferences & Training								120		120	1,035		1,275
Contract Nursing Services								45,410	33,095	32,154	84,875	57,819	253,353
Medicare Medical Services								2,022	4,038	720	1,665	7,470	15,915
Medical/ Health Equipment													
<b>Total Nursing Services</b>								<b>511,150</b>	<b>523,369</b>	<b>468,410</b>	<b>530,748</b>	<b>514,093</b>	<b>2,547,770</b>
<b>Activities</b>													
Reg. Full-Time Employees								12,573	12,951	10,365	12,656	12,512	61,057
Overtime								6	40	103	7	63	219
TOPS - Balances								(799)	(921)	(519)	46	(461)	(2,654)
TOPS - FICA								(61)	(70)	(40)	4	(35)	(203)
Social Security - Employer								897	917	751	917	921	4,404
IMRF - Employer Cost								1,206	1,192	974	1,182	1,196	5,750
Workers' Compensation Insurance								477	426	322	237	364	1,825
Unemployment Insurance								146	803	544	678	620	2,792
Employee Health/Life Insurance								3,687	3,687	3,785	3,065	4,279	18,502
Operational Supplies								244	741	1,064	166	478	2,693
Professional Services								125	125	125	125	125	624
Conferences & Training										30			30
<b>Total Activities</b>								<b>18,500</b>	<b>19,891</b>	<b>17,504</b>	<b>19,083</b>	<b>20,061</b>	<b>95,040</b>
<b>Social Services</b>													
Reg. Full-Time Employees								10,896	10,736	9,670	6,956	6,838	45,097
Overtime								84	602	29	76	73	863
TOPS - Balances								575	(957)	401	562	170	751
TOPS - FICA								(33)	3	31	43	13	57
Social Security - Employer								823	848	728	524	514	3,438
IMRF - Employer Cost								1,107	1,102	941	676	668	4,494
Workers' Compensation Insurance								413	354	340	47	193	1,348
Unemployment Insurance									862	353	370	356	1,941
Employee Health/Life Insurance								2,442	2,442	1,912	1,846	1,846	10,489

Tuesday, June 03, 2014

10:28 AM

04/30/14

Champaign County Nursing Home  
Historical Statement of Operations

6

Description	05/13	06/13	07/13	08/13	09/13	10/13	11/13	12/13	01/14	02/14	03/14	04/14	Total
Operational Supplies									125	(125)			
Professional Services								125	125	125	125	125	624
Total Social Services								16,433	16,243	14,405	11,226	10,796	69,103
<b>Physical Therapy</b>													
Reg. Full-Time Employees								4,351	4,098	3,940	4,153	4,331	20,873
Overtime								8	610	4		4	627
TOPS - Balances								(42)	351	(14)	87	24	406
TOPS - FICA								(3)	27	(1)	7	2	31
Social Security - Employer								323	348	291	306	320	1,587
IMRF - Employer Cost								435	452	377	395	415	2,074
Workers' Compensation Ins.								165	167	59	139	124	853
Unemployment Insurance									308	204	226	218	956
Employee Health/Life Insurance								1,243	1,243	1,309	1,243	1,243	6,282
Professional Services								36,324	37,772	35,268	34,054	33,996	177,413
Total Physical Therapy								42,804	45,374	41,437	40,610	40,677	210,902
<b>Occupational Therapy</b>													
Reg. Full-Time Employees								2,165	2,263	1,968	2,066	2,165	10,627
TOPS - Balances								(324)	(10)	227	(103)	30	(180)
TOPS - FICA								(25)	(1)	17	(8)	2	(14)
Social Security - Employer								164	172	149	157	164	806
IMRF - Employer Cost								222	223	194	202	213	1,054
Workers' Compensation Ins.								82	46	29	69	62	288
Unemployment Insurance									151	103	114	111	480
Employee Health/Life Insurance								622	622	638	622	622	3,125
Professional Services								30,235	34,101	30,274	26,596	25,275	146,480
Total Occupational Therapy								33,140	37,567	33,600	29,716	28,643	162,667
<b>Speech Therapy</b>													
Professional Services								9,543	10,714	9,459	11,436	12,584	53,736
Total Speech Therapy								9,543	10,714	9,459	11,436	12,584	53,736
<b>Respiratory Therapy</b>													
Professional Services								9,226	9,199	8,525	9,199	9,171	45,320
Total Respiratory Therapy								9,226	9,199	8,525	9,199	9,171	45,320
Total This Department								18,769	19,913	17,984	20,635	21,755	99,056
<b>Food Services</b>													
Reg. Full-Time Employees								24,375	28,723	29,998	33,630	32,594	149,321
Reg. Part-Time Employees									63	709	1,114	2,381	4,266

Tuesday, June 03, 2014

10:28 AM

04/30/14

Champaign County Nursing Home  
Historical Statement of Operations

7

Description	05/13	06/13	07/13	08/13	09/13	10/13	11/13	12/13	01/14	02/14	03/14	04/14	Total
Overtime								4,675	5,538	1,070	1,559	2,836	15,678
TOPS - Balances								646	210	32	2,227	(908)	2,207
TOPS - FICA								49	16	2	170	(69)	169
Social Security - Employer								2,199	2,598	2,403	2,732	2,840	12,772
IMRF - Employer Cost								2,955	3,375	3,118	3,524	3,687	16,659
Workers' Compensation Insurance								885	1,021	396	1,296	994	4,592
Unemployment Insurance								716	1,911	1,687	1,895	1,952	8,161
Employee Health/Life Insurance								5,594	6,189	6,992	8,648	8,673	36,097
Books, Periodicals & Manuals												209	209
Food								49,016	43,855	40,960	34,606	46,275	214,711
Non-Food Supply											1,039	(103)	936
Nutritional Supplements								2,538	4,239	3,072	2,642	3,444	15,936
Equipment < \$2,500												76	249
Operational Supplies								5,484	6,881	6,007	2,755	4,128	25,255
Professional Services								22,810	13,939	4,724	11,630	9,819	62,922
Equipment Rentals								715	405	405	405	405	2,335
Dues & Licenses												80	80
Conferences & Training										60	(15)	30	75
Kitchen/ Laundry													
<b>Total Food Services</b>								<b>122,660</b>	<b>118,964</b>	<b>101,807</b>	<b>109,938</b>	<b>119,263</b>	<b>572,631</b>
<b>Barber &amp; Beauty</b>													
Reg. Full-Time Employees								6,611	2,328	3,973	7,244	1,297	21,453
TOPS - Balances								(2,389)	2,225	285	(2,510)	3,256	866
TOPS - FICA								(11)	(1)	22	43	14	66
Social Security - Employer								297	320	278	283	289	1,466
IMRF - Employer Cost								400	415	360	365	375	1,915
Workers' Compensation Insurance								166	152	59	139	125	642
Unemployment Insurance									301	206	228	220	955
Employee Health/Life Insurance								1,243	1,243	33	1,243	1,243	5,006
Operational Supplies									229			229	458
<b>Total Barber &amp; Beauty</b>								<b>6,316</b>	<b>7,212</b>	<b>5,215</b>	<b>7,036</b>	<b>7,049</b>	<b>32,828</b>
<b>Adult Day Care</b>													
Reg. Full-Time Employees								12,615	12,798	10,856	19,976	10,168	66,414
Temp. Salaries & Wages											695	1,202	1,897
Overtime								183	59	136	56	139	573
TOPS - Balances								(985)	(600)	365	(5,440)	(136)	(6,795)
TOPS - FICA								(75)	(46)	28	(416)	(10)	(520)
Social Security - Employer								981	962	823	1,568	864	5,177
IMRF - Employer Cost								1,292	1,239	1,066	1,957	1,002	6,556
Workers' Compensation Insurance								475	427	168	649	322	2,043

85

Tuesday, June 03, 2014

10:28 AM

04/30/14

Champaign County Nursing Home  
Historical Statement of Operations

8

Description	05/13	06/13	07/13	08/13	09/13	10/13	11/13	12/13	01/14	02/14	03/14	04/14	Total
Unemployment Insurance								265	771	580	999	523	3,138
Employee Health/Life Insurance								3,081	3,081	3,164	3,081	3,081	15,488
Gasoline & Oil								314	961	1,045	1,169	1,211	4,700
Operational Supplies								456	(110)	396	(56)	165	852
Job Required Travel												195	195
Field Trips/Activities										12	65	75	152
Conferences & Training										30			30
<b>Total Adult Day Care</b>								<b>18,583</b>	<b>19,543</b>	<b>18,670</b>	<b>24,303</b>	<b>18,800</b>	<b>99,899</b>
<b>Alzheimers and Related Disord</b>													
Reg. Full-Time Employees								20,160	21,601	19,817	19,285	20,367	101,230
Overtime								12,787	14,469	6,152	6,049	4,843	44,300
TOPS - Balances								72	2,050	(131)	758	27	2,776
No Benefit Full-Time Employees								27,237	23,091	22,762	22,864	19,039	114,994
No Benefit Part-Time Employees								13,494	14,731	13,202	16,147	13,532	71,106
TOPS - FICA								5	157	(10)	58	2	212
Social Security - Employer								5,581	5,583	4,684	4,865	4,374	25,088
IMRF - Employer Cost								7,507	7,251	6,070	6,273	5,678	32,779
Workers' Compensation Insurance								2,225	2,047	838	2,053	1,428	8,592
Unemployment Insurance								892	4,733	3,214	3,085	2,459	14,384
Employee Health/Life Insurance								4,306	4,306	4,389	4,928	4,928	22,857
Books, Periodicals & Manuals												233	233
Operational Supplies								39			72		111
Professional Services								87	87		175		349
Conferences & Training												99	99
ARD - Contract Nursing								7,247	5,680	6,626	15,431	8,688	43,673
<b>Total Alzheimers and Related Disorde</b>								<b>101,641</b>	<b>105,787</b>	<b>87,614</b>	<b>102,043</b>	<b>85,698</b>	<b>482,783</b>
<b>Total Expenses</b>								<b>1,264,950</b>	<b>1,303,712</b>	<b>1,206,888</b>	<b>1,295,460</b>	<b>1,260,030</b>	<b>6,331,040</b>
<b>Net Operating Income</b>								<b>11,374</b>	<b>(44,517)</b>	<b>(8,656)</b>	<b>(29,911)</b>	<b>(65,883)</b>	<b>(137,593)</b>
<b>NonOperating Income</b>													
<b>Local Taxes</b>													
Current-Nursing Home Operating								91,951	91,949	91,947	91,951	91,949	459,747
<b>Total Local Taxes</b>								<b>91,951</b>	<b>91,949</b>	<b>91,947</b>	<b>91,951</b>	<b>91,949</b>	<b>459,747</b>
<b>Miscellaneous NI Revenue</b>													
Investment Interest								25	36	23	16	25	125
Restricted Donations								481	75		1,430	290	2,276
<b>Total Miscellaneous NI Revenue</b>								<b>506</b>	<b>111</b>	<b>23</b>	<b>1,446</b>	<b>315</b>	<b>2,402</b>
<b>Total NonOperating Income</b>								<b>92,457</b>	<b>92,060</b>	<b>91,970</b>	<b>93,398</b>	<b>92,264</b>	<b>462,149</b>

Tuesday, June 03, 2014

10:28 AM

Champaign County Nursing Home													
Historical Statement of Operations													
04/30/14												9	
Description	05/13	06/13	07/13	08/13	09/13	10/13	11/13	12/13	01/14	02/14	03/14	04/14	Total
Net Income (Loss)								103,831	47,544	83,314	63,487	26,381	324,556

**Statement of Cash Flows (Indirect Method)**  
**5 Months**  
**November 30, 2013 through April 30, 2014**

**CASH FLOW FROM OPERATING ACTIVITIES:**

Net Income (Loss) - YTD	\$ 324,556
Depreciation Expense	308,249
(Incr.)/Decr. in Accounts Receivable	(873,706)
(Incr.)/Decr. in Prepaid Expenses	(84,433)
(Incr.)/Decr. in Inventory	(463)
(Incr.)/Decr. in Patient Trust	(2,381)
Incr./(Decr.) in Accounts Payable	1,390
Incr./(Decr.) in Salaries and Wages Payable	131,594
Incr./(Decr.) in Interest Payable	(13,935)
Incr./(Decr.) in Accrued Com. Absences	30,923
Incr./(Decr.) in Other Liabilities	2,250
<b>Net Cash Provided by Operating Activities</b>	<b>(175,956)</b>

**CASH FLOW FROM INVESTING ACTIVITIES:**

Purchase of Equipment	(14,729)
Improvements / (CIP)	(7,690)
<b>Net Cash Provided by Investing Activities</b>	<b>(22,419)</b>

**CASH FLOW FROM FINANCING ACTIVITIES:**

Increase in Tax Anticipation Note	937,895
(Decrease) Due to General Corp. Fund	-
(Decrease) in Bonds Payable	(180,000)
Increase in Equity Adjustment	(369,676)
<b>Net Cash Provided by Financing Activities</b>	<b>388,219</b>

<b>Total Cash Flow</b>	189,844
<b>Beginning Cash Flow - 11/30/2013</b>	366,793
<b>ENDING CASH - 4/30/2014</b>	<b>\$ 556,637</b>



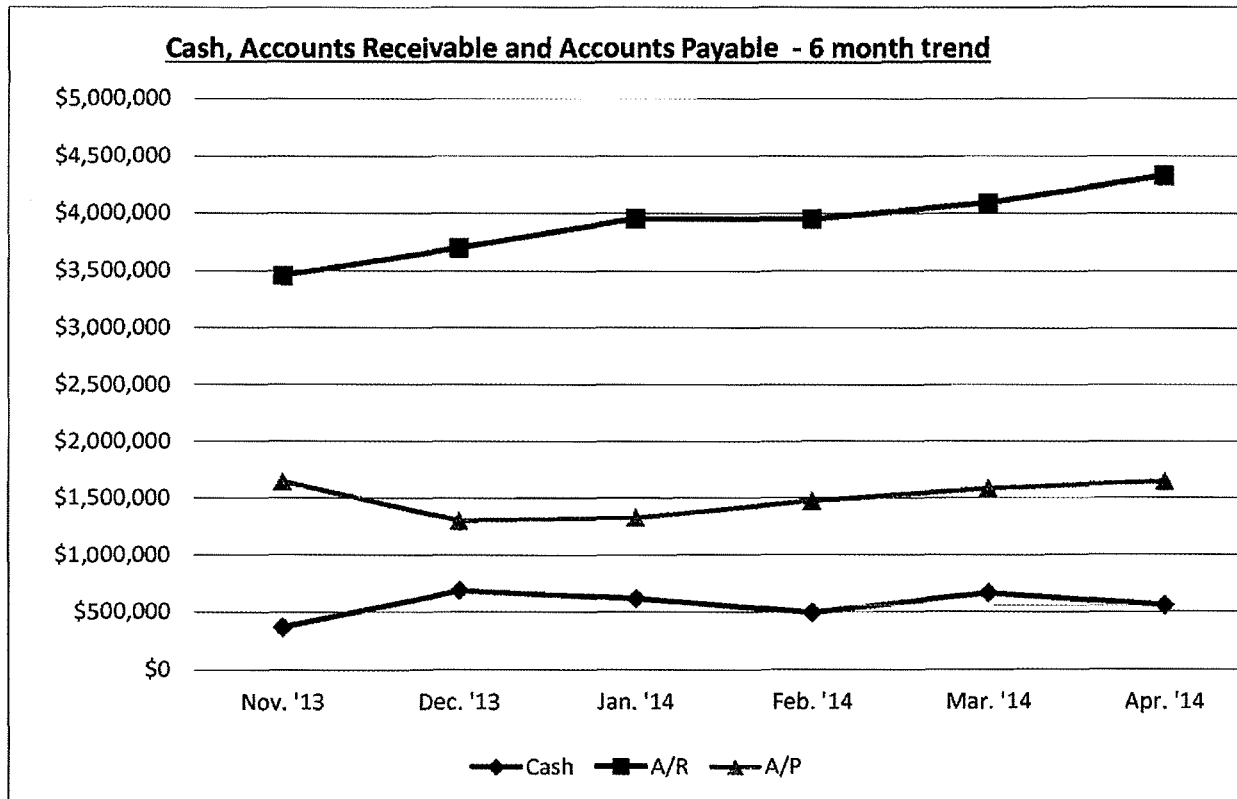
**Champaign County Nursing Home**  
**Monthly Statements of Cash Flow (Indirect Method)**  
**November 30, 2013 through April 30, 2014**

	<u>Nov. '13</u>	<u>Dec. '13</u>	<u>Jan. '14</u>	<u>Feb. '14</u>	<u>Mar. '14</u>	<u>Apr. '14</u>
<b><u>CASH FLOW FROM OPERATING ACTIVITIES:</u></b>						
Net Income (Loss) - Monthly	\$ (53,412)	\$ 103,830	\$ 47,544	\$ 83,314	\$ 63,487	\$ 26,381
Depreciation Expense	60,973	60,971	60,693	62,193	62,472	61,920
(Incr.)/Decr. in Accounts Receivable	(240,843)	(238,594)	(259,929)	5,397	(137,718)	(242,861)
(Incr.)/Decr. in Prepaid Expenses	16,284	(42,224)	16,283	(10,022)	16,283	(64,753)
(Incr.)/Decr. in Inventory	-	-	-	(463)	-	-
(Incr.)/Decr. in Patient Trust	939	(246)	(3,102)	325	(661)	1,303
Incr./(Decr.) in Accounts Payable	116,360	(346,943)	24,829	151,676	103,365	68,463
Incr./(Decr.) in Salaries and Wages Payable	(170,674)	14,690	50,007	(18,231)	46,330	38,798
Incr./(Decr.) in Interest Payable	10,841	10,222	10,222	(54,823)	10,222	10,222
Incr./(Decr.) in Accrued Com. Absences	(15,755)	(319)	5,544	9,257	11,330	5,111
Incr./(Decr.) in Other Liabilities	(939)	246	3,102	(456)	661	(1,303)
Net Cash Provided (Used) by Operating Activities	<u>(276,226)</u>	<u>(438,367)</u>	<u>(44,807)</u>	<u>228,167</u>	<u>175,771</u>	<u>(96,719)</u>
<b><u>CASH FLOW FROM INVESTING ACTIVITIES:</u></b>						
Purchase of Equipment	(3,990)	-	-	(1,141)	(6,934)	(6,654)
Improvements / (CIP)	(8,761)	-	-	(5,143)	(2,547)	-
Net Cash Provided (Used) by Investing Activities	<u>(12,751)</u>	<u>-</u>	<u>-</u>	<u>(6,284)</u>	<u>(9,481)</u>	<u>(6,654)</u>
<b><u>CASH FLOW FROM FINANCING ACTIVITIES:</u></b>						
Incr./(Decr.) in Tax Anticipation Note	-	937,885	-	10	-	-
Incr./(Decr.) in Due to General Corp. Fund	-	-	-	-	-	-
Incr./(Decr.) in Bonds Payable	-	(180,000)	-	-	-	-
Incr./(Decr.) in Equity Adjustment	-	(2,334)	(25,906)	(341,437)	-	-
Net Cash Provided (Used) by Financing Activities	<u>-</u>	<u>755,551</u>	<u>(25,906)</u>	<u>(341,427)</u>	<u>-</u>	<u>-</u>
Total Cash Flow	<u>(288,977)</u>	<u>317,184</u>	<u>(70,713)</u>	<u>(119,544)</u>	<u>166,290</u>	<u>(103,373)</u>
Beginning Cash Balance (Prior Month's)	655,770	366,793	683,977	613,264	493,720	660,010
<b>MONTH ENDING CASH BALANCE</b>	<b><u>\$ 366,793</u></b>	<b><u>\$ 683,977</u></b>	<b><u>\$ 613,264</u></b>	<b><u>\$ 493,720</u></b>	<b><u>\$ 660,010</u></b>	<b><u>\$ 556,637</u></b>

## Champaign County Nursing Home November 30, 2013 through April 30, 2014

**Key Balance Sheet Items Charted Below:**

	<u>Nov. '13</u>	<u>Dec. '13</u>	<u>Jan. '14</u>	<u>Feb. '14</u>	<u>Mar. '14</u>	<u>Apr. '14</u>
<b>Cash</b>	366,793	683,977	613,264	493,720	660,010	556,637
<b>A/R</b>	3,454,303	3,692,899	3,952,828	3,947,430	4,085,148	4,328,009
<b>A/P</b>	1,646,170	1,299,227	1,324,056	1,475,732	1,579,097	1,647,560



06

04/30/14

Champaign County Nursing Home  
Balance Sheet

1

**ASSETS**

**Current Assets**

**Cash**

Cash	\$556,336.96
Petty Cash	\$300.00
Total Cash	<u>\$556,636.96</u>

**Rec., Net of Uncollectible Amounts**

Accts Rec-Nursing Home Private Pay	\$1,378,522.47
Accts Rec-Nursing Home Med Adv/ HMO/ Ins	\$696,413.32
Total Rec., Net of Uncollectible Amounts	<u>\$2,074,935.79</u>

**Rec., Net of Uncollectible Amounts**

Accts Rec-Nursing Home Hospice	\$114,168.01
Allowance for Uncollectible Accts-Private Pay	(\$42,520.00)
Allowance for Uncollectible Accts-Patient Care P	(\$35,140.60)
Allowance for Uncollectible Accts-Patient Care H	(\$3,258.00)
Total Rec., Net of Uncollectible Amounts	<u>\$33,249.41</u>

**Accrued Interest**

Property Tax Revenue Receivable	\$459,745.85
Total Accrued Interest	<u>\$459,745.85</u>

**Intergvt. Rec., Net of Uncollectibl**

Due from Collector Funds	\$985.42
Due from Other Governmental Units	\$699,908.42
Due from IL Public Aid	\$722,413.37
Due from IL Department of Aging-Title XX	\$48,164.94
Due from US Treasury-Medicare	\$231,517.26
Due From VA-Adult Daycare	\$25,371.56
Due From VA-Nursing Home Care	\$124,805.98
Allowance for Uncollectible Accts-IPA	(\$63,244.00)
Allow For Uncollectible Accts-IL Dept Of Aging	(\$1,630.00)
Allowance for Uncollectible Accts-Medicare	(\$26,119.00)
Allowance For Uncollectible Accts-VA Adult Day C	(\$362.00)
Allowance for Uncollectible Accts-VA Veterans Nu	(\$1,734.00)
Total Intergvt. Rec., Net of Uncollectibl	<u>\$1,760,077.95</u>

**Prepaid Expenses**

Prepaid Expenses	\$84,210.15
Stores Inventory	\$11,739.41
Total Prepaid Expenses	<u>\$95,949.56</u>

**Long-Term Investments**

Patient Trust Cash, Invested	\$11,345.21
Total Long-Term Investments	<u>\$11,345.21</u>
Total Current Assets	<u>\$4,991,940.73</u>

**Fixed Assets**

Nursing Home Buildings	\$23,291,270.61
Improvements not Buildings	\$469,743.52
Equipment, Furniture & Autos	\$1,369,950.04
Construction in Progress	\$0.00
Accumulated Depreciation-Land Improvements	(\$269,034.64)
Accumulated Depreciation-Equipment, Furniture, &	(\$934,823.18)
Accumulated Depreciation-Buildings	(\$4,209,697.44)
Total Fixed Assets	<u>\$19,717,408.91</u>
Total ASSETS	<u><u>\$24,709,349.64</u></u>

**LIABILITIES & EQUITY****Current Liabilities**

A/R Refunds	\$0.00
Accounts Payable	\$1,647,559.90
Salaries & Wages Payable	\$288,974.86
Interest Payable - Bonds	\$51,110.40
Due To Accounts Payable Fund	(\$131.27)
Tax Anticipation Notes Payable	\$937,885.00
Total Current Liabilities	\$2,925,398.89

**Non-Current Liabilities**

Nursing Home Patient Trust Fund	\$11,345.21
Bonds Payable	\$2,885,000.00
Accrued Compensated Absences	\$344,893.69
Total Non-Current Liabilities	\$3,241,238.90
Total Current Liabilities	\$6,166,637.79

**Equity**

Revenues	\$0.00
Retained Earnings-Unreserved	\$18,218,155.66
Year To Date Earnings	\$0.00
Contributed Capital	\$0.00
Year To Date Earnings	\$324,556.19
Total Equity	\$18,542,711.85
Total LIABILITIES & EQUITY	\$24,709,349.64

**Champaign County Children's Advocacy Center**  
*Program Information*

The purpose of the **Children's Advocacy Center (CAC)** is to help children heal from sexual abuse, while working to hold offenders accountable.

We do this by:

- Providing a child-friendly space and trained personnel to conduct the legally-sound Child Forensic Interview
- Coordinating the Multi-Disciplinary investigation into the suspected abuse
- Providing case management and crisis counseling services to the child and a non-offending parent or guardian for up to two years, or as long as the court case lasts.

Numbers in Brief;

- 200 Interviews: Each year the CAC team interviews approximately 180-200 children. This includes up to 170 primary child or youth victims, and 20-30 non-victim siblings or witnesses.
- 60 Specialized Team Members: The Multi-Disciplinary Team (MDT) is comprised of approximately 60 specially-trained members including Law Enforcement Investigators from seven jurisdictions, Child Protection Investigators from Illinois Department of Children and Family Services, several Assistant State's Attorneys, and specialized medical, mental health, and social service providers.
- 3 Federal Partners: The CAC team conducts interviews several times each year for the FBI and U.S. Marshal's service, as well as for the U.S. Attorney's Office housed in the Urbana Federal Courthouse. Most of these cases involve child pornography.
- 100 Families at a Time: Our Case Manager of eight years, Elaine Mitchell, provides support and information to approximately 100 children and their non-offending family members at any one time.
- 3-5 Cases Annually of Severe Physical Child Abuse: The CAC is charged with coordinating the investigation of the average of 3-5 cases per year of severe physical child abuse—those cases which may be prosecuted in criminal court such as suspected child deaths caused by abuse or neglect.
- 1 Staff Child Forensic Interviewer: In January of this year the CAC added a *Child Forensic Interviewer*, Mary Bunyard, to the staff. Having a CAC-based interviewer frees up the investigators to focus on the facts of the case during the forensic interview, and provides for more consistent and legally-sound interviews. At the request of MDT investigators, Ms. Bunyard conducts 75%-90% of the child forensic interviews.

Additional Fees to Finance Court System

Children’s Advocacy Center Fee 55 ILCS 5/5-1101(f-5)

The County Board may adopt a mandatory fee of between \$5 and \$30 to be paid by the defendant on a judgment of guilty or a grant of supervision under Section 5-9-1 of the Unified Code of Corrections for a felony; for a class A, Class B, or Class C misdemeanor; for a petty offense; and for a business offense. Assessments shall be collected by the clerk of the circuit court and must be deposited into an account specifically for the operation and administration of the Children’s Advocacy Center. The clerk of the circuit court shall collect the fees as provided in this subsection and must remit the fees to the Children’s Advocacy Center.

Court Appointed Special Advocates Fee 55 ILCS 5/5-1101(f-10)

The County Board may adopt a mandatory fee of between \$10 and \$30 to be paid by the defendant on a judgment of guilty or a grant of supervision under Section 5-9-1 of the Unified Code of Corrections for a felony; for a class A, Class B, or Class C misdemeanor; for a petty offense; and for a business offense; where a court appearance is required. The clerk of the circuit court shall collect the fees as provided in this subsection and must remit the fees to the Court Appointed Special Advocates Fund that the county board shall create for the receipt of funds collected under this subsection, and from which the county board shall make grants to support the activities and services of the Court Appointed Special Advocates within that county.

Youth Diversion program fee 55 ILCS 5/5-1101(e)

In each county in which a teen court, peer court, peer jury, youth court or other youth diversion program has been created, a county may adopt a mandatory fee of up to \$5 on a judgment of guilty or grant of supervision for a violation of the Illinois Vehicle Code, on a judgment of guilty or grant of supervision for a felony, for a class A, B or C misdemeanor, for a petty offense, and for a business offense. The clerk of the court shall collect the fees and must remit the fees to the program monthly, less 5% which is to be retained as fee income to the office of the clerk of the circuit court.

Comparable Counties:

<b>FEE</b>	<b>Peoria</b>	<b>Sangamon</b>	<b>McLean</b>	<b>Champaign</b>
CAC Fee	\$30.00	\$10.00	\$15.00	\$0.00
Juvenile Delinquency Prevention Fee	\$0.00	\$0.00	\$0.00	\$0.00
CASA Fee	\$0.00	\$0.00	\$0.00	\$0.00
Drug Court Fee	\$5.00	\$5.00	\$5.00	\$5.00

**Champaign County Children's Advocacy Center**  
**Financial Information**

The Children's Advocacy Center (CAC) is entirely grant-funded--it gets no dollars from County revenue funds. The County does provide generous in-kind services such as Audit, HR, IT, Payroll and Accounting services.

CAC Revenue (FY14 twelve-month equivalent):

\$50,338	IL Criminal Justice Information Authority Victims of Crime Act
9,000	National Children's Alliance
14,535	IL Attorney General Crime Victim's Assistance
67,740	IL Dept. of Children and Family Services
37,080	Champaign County Mental Health Board
44,586	Gift from University of Illinois (August 2013)
6,750	Local Government Reimbursement
2,505	Gifts & Donations/investment interest
<b>\$232,534</b>	<b>TOTAL Revenue</b>

CAC Expenditures (FY14 twelve-month equivalent):

\$112,343	Permanent Staff Salaries & Fringe Benefits (2 FTE)
36,942	Child Forensic Interviewer Salary & Fringe (0.8 FTE)— [Temporary Employee=no health ins or paid leave time]
42,338	Crisis Counseling Services (Contractual Clinicians)
11,035	Supplies & Program Equipment Purchase
24,593	Occupancy & Office Equipment Rental
1,265	Liability Insurance
2,650	Public Relations/Dues/Conferences, Training & Travel
<b>\$231,166</b>	<b>TOTAL Expenditures</b>
<b>+1,368</b>	<b>Revenue minus Expenditures</b>

University of Illinois Gift to the CAC--August 2013 initial gift of \$44,586:

- Must be spent in 12 months on program-related items. Cannot be used for capital purchases.
- Has been renewed recently for a second year at a slightly higher amount.
- *Possibility* of additional gifts in 2015 and 2016. Gifts will *end* on or before 2016.
- 2013 gift spent on: a) therapy groups for sexually abused girls; b) 12 month salary for Child Forensic interviewer; c) training and hiring costs for Child Forensic Interviewer.

CAC Anticipated Financial Needs over the next few years:

- Replace interview recording system=approximately \$10,000 (one time cost).
- Ongoing funding for therapy groups (\$3,200/year).
- Ongoing funding for Child Forensic Interviewer/change it to a permanent position (\$45,000/year).
- Ongoing funding for Child Forensic Interviewer continuing training (\$2,000/year).



**Champaign County Children's Advocacy Center**  
**Revenue History**

	<i>Funder Name/ Use of Funds</i>	<i>FY2008 Actual</i>	<i>FY2009 Actual</i>	<i>FY2010 Actual</i>	<i>FY2011 Actual</i>	<i>FY2012 Actual</i>	<i>FY2013 Actual</i>
A	<b>IL Criminal Justice Information Authority GRANT/</b> part of CM salary	7,000	7,805	7,000	7,000	7,000	7,500
B	<b>IL Criminal Justice Information Authority fee-for-service/</b> optional crisis counseling	69,600	51,805	22,500	35,762	30,424	14,487
C	<b>National Children's Alliance/</b> part of ED salary	11,469	11,050	11,181	10,000	10,000	7,500
D	<b>IL Attorney General/</b> part of CM salary	17,000	17,200	15,229	15,477	14,535	15,458
E	<b>IL Dept. of Children &amp; Family Services/</b> part of CM salary, CM fringe benefits, rent, leases, supplies, part of ED salary	68,425	48,467	88,382* Incl late check from prev yr	51,318	68,253	67,740
F	<b>Champaign County Mental Health Board/</b> part of ED salary & fringe benefits, dues	37,080	50,522	37,080	37,080	37,080	37,080
G	<b>Local Government Reimbursement/</b> part of ED fringe benefits	0	1,990	2,500	3,500	6,750	7,000
H	<b>Gifts &amp; Donations&amp; Investment Interest/</b> part of ED fringe benefits & misc. supplies	4,464	5,409	7,682	5,519	5,161	5,932
	<b>Annual Revenue before UI gift</b>	215,038	193,443	191,554	165,656	179,203	162,697
I	<b>University of Illinois Gift/</b> Child Forensic Interviewer salary & fringe benefits, therapy groups for girls & moms	0	0	0	0	0	44,586
	<b>Annual Revenue TOTAL</b>	215,038	193,443	191,554	165,656	179,203	207,283

- i) Line B: Crisis counseling is optional; totals vary greatly from year to year depending on family wishes.
- ii) Line G: CAC instituted an assessment on local law enforcement entities beginning in FY2009
- iii) Line I: University of Illinois Gift will end by FY2016 or earlier (no more than 4 years total)

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# That's Correct; She Did Not Cry.

BY LINDA MIKOW, LEAD FORENSIC INTERVIEWER, RALSTON HOUSE, ARVADA, CO

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TELEVISION CRIME SHOWS, such as *Law and Order: Special Victims Unit*, appear to make every spectator and potential juror an "expert" in sexual assault. This is far from accurate. These shows portray child victims being interviewed at police stations, in their homes, at school, or even being stopped on the street for questioning. But in the real world, when a case of child sexual assault goes to court, juries often see a different portrayal. In some cases, they might see, in addition to the child himself or herself, a DVD of the child or teen victim being interviewed at a child advocacy center about their abuse. In some of these DVDs, children are shown calmly answering questions and talking in great detail about what happened to them. Jurors expect to see such children cry and show signs of distress. Who wouldn't cry after such traumatizing events? And yet, in real life, they see these children and teens calmly disclose to a trained forensic interviewer explicit details about their abuse that may traumatize even the jurors.

Defense attorneys know this of jurors. So they routinely ask forensic interviewers who testify in court hearings questions like, "This child did not seem upset or distressed, nor did the child cry or seem in pain when they told you about what happened to them, isn't that correct?" And often the answer is, "Yes, that's correct." And of course, it is reasonable for people who are abhorred by such violence, including judges, defense attorneys, detectives, and juries to believe that a child or teenager who was sexually abused will cry and be emotionally distraught when talking about

it. If they don't show any emotion, they must be lying and making it up. How could a child or teen calmly talk about something as horrific as sexual abuse without a tear in their eye? This doesn't seem possible if what they are saying really happened to them.

While in some cases of reporting sexual abuse the child may cry and show emotion, the interview process is more comfortable for a child when interviewed in a children's advocacy center (CAC) and therefore, the child is more relaxed and calm. The foremost goal of the forensic interviewing techniques at a CAC is to keep from re-traumatizing the child victim. The CAC is set up to provide a child-fair, relaxing and safe setting for a child or teen to talk about what did or didn't happen. Forensic interviews conducted by a trained forensic interviewer in a CAC are specifically structured so as not to traumatize children. A CAC provides a psychologically safe place for children and teens to give their account of events. The lack of emotion has no bearing on whether the child is telling the truth. The process of giving their account at a CAC results in children seldom expressing the negative emotions that keep them from talking. Unfortunately, though, that may be then questioned in court.

The questioning techniques depicted on TV and in the movies are interrogative and influential. Consideration is not shown for the confidentiality and comfort of the child to be able to relate details of their abuse with all the details, in their own words. If it were done the way it is depicted in

the media, it would almost certainly be, in most cases, far more traumatic for children and teens.

I'm a forensic interviewer at a child advocacy center in Colorado. When people ask me what I do for a living, my answer usually stops them in their tracks. I tell them I interview children who have made outcries of sexual abuse, and they immediately say, "Whoa, how do you sleep at night? It must be so hard on you to hear children cry and see their pain." At that point I, like other forensic interviewers, often find myself defending a child's calm demeanor, just as I do in court.

The perception is that a child will be hysterical when reporting such awful information. But children cry when they are afraid; child advocacy centers are designed to allay fears and put children and families at ease. CACs are relatively new, but are now considered best practice in the investigation of abuse. Most people do not have any hands-on experience with a CAC and may picture an interrogation room like what they have seen on television. At my CAC, there is a process for helping children ease into the environment. When they walk through the front door, the child and family are greeted by a victim advocate, given a tour, and shown the waiting rooms and playrooms to get settled in. While the investigative team, including a victim advocate, meets with the parent or caregiver in another room, the child plays and spends time with a second victim advocate. Safety and comfort for the child has already been established before the actual interview even begins.

One little girl said after her interview at our CAC, "I like the playrooms. The people who work here were nice to me." The comforting atmosphere established at the outset continues into the interview room with the trained forensic interviewer. Forensic interviewers are trained to be warm and friendly. They also have extensive training in researched-based forensic interviewing protocols that ensure interviews are neutral, and also developmentally and culturally appropriate. It is an art to talk with a child in a way that is compassionate, effective, non-leading, and non-suggestive.

Although interviewers ask the questions and initially guide the conversation, interviewers are trained to follow the child's pace in the conversation. Interviewers are also trained to be neutral. The most effective way for interviewers to avoid imposing their own beliefs on the child's state-

ments is to keep quiet while listening, preserve an open mind and avoid prejudging the facts of the case.<sup>1</sup>

Children and teens report many disturbing and traumatic events to forensic interviewers. They describe being anal-ly penetrated, being forced to perform oral sex, being forced to watch pornography, being fondled, and other acts of sexual exploitation. The vast majority of the time, these offenses were committed by someone close to them, a person they loved or trusted: a parent, family member, teacher or coach.<sup>2</sup> Because of the close relationship between most abusers and the children they abuse, some kids feel guilty about getting the abuser in trouble. Or, they may wonder and worry about what the consequences could be. This is often because, despite the circumstances, they may yet have feelings for the person who hurt them.

Children are not interrogated during a forensic interview or questioned in an accusatory manner. The child is allowed to relate events while the reaction of the forensic interviewer remains calm and neutral, with attempts to further the questioning to try to get more information for the investigation. Children never hear shock, disdain, horror or disgust from an interviewer. Nor are they questioned in a way that challenges or tries to change what the child said. If a child does not talk, she is not made to feel bad or guilty or suffer any other repercussions for not talking about the allegation.

A critical phase of the forensic interview is rapport building. During this phase, the interviewer asks questions that invite the child or teen to talk about something unrelated to the incident that brought them in—something about themselves or what they like to do. "The rapport building phase is designed to create a relaxed, supportive environment and establish rapport between children and interviewers."<sup>3</sup> One teen commented, "I felt at ease to talk about everything and felt no pressure to answer questions right away." Asking open-ended, non-leading and non-suggestive questions sets the tone for the interview. It provides an inviting environment to try to gather information and details from the child. One young child said she felt relieved to talk about what happened and another teenager said, "I felt very comfortable and at ease here. It's better than a police station."

Children react in a number of different ways during a forensic interview. Young children may giggle, be silly, or

become easily distractible. They may talk about the events matter-of-factly while coloring or moving around the room. In scenarios where young children are drawn into sexual activity by abusers referring to it as a game, some may not understand that “the special game” they were taught is even a crime. They may have been told they were playing a secret game, to be kept just between the two of them. Typically, young children are not hurt physically during sexual abuse. The manipulative grooming process is shown as “care” for the child or something similar. Instead of pain, the child may feel tickled or soothed. They may not feel any harm and may even receive rewards.

Teenagers, too, react in diverse ways. They may relate details of a sexual assault without showing much emotion, while engaged with the interviewer, smiling and acting relaxed. They may report things matter-of-factly, and this may allow them to keep themselves from falling apart. In some instances teens do not agree that what happened to them was bad. They believe they are in love and enjoy what they consider mutual affection. Others try to hide their embarrassment and the shame they feel by masking their emotions. When handled competently and compassionately, teens generally report feeling welcomed and respected at the CAC.

Unfortunately, the child or teen’s lack of emotional response can become a problem during the investigation. The very process of the forensic interview in a CAC is brought into question in court because the child did not show a typically presumed “traumatic reaction” when discussing the events of the abuse to the forensic interviewer. One teen commented, “[the] lady was nice and didn’t push me to talk about anything.” Because they seemed so relaxed and comfortable when providing the information and details, their truthfulness is called into question. Surely they would be upset, cry and express pain. How could they not? The very process of following best practice interview techniques for the benefit of the child puts that child’s credibility into question by the untrained observer.

There may be circumstances where a lack of displayed emotion could be due to the stress a child or teen is experiencing. While giving the appearance of being unaffected, the child is simply not engaging and shows little to no emotion or expression. Forensic interviewers are generally aware when this happens, but to some observers it is not

obvious. The forensic interviewer does not pressure a child who is not ready to talk or is unable to finish talking about such a sensitive topic. One child commented, “It is hard to talk about scary things, but I felt safe here.”

Sexual assault is a traumatic event. Children and teens are, of course, distressed and upset, and may have spent considerable time crying prior to the interview. They may go home and cry after the interview. Certainly there are interviews during which a child cries, becomes upset or agitated, avoids the topic, wants to end the interview or just leaves the room. These reactions might be considered the norm for children being interviewed, when actually they are not. “If an interview becomes traumatizing for a child, the interview should be stopped and resumed later...”<sup>1</sup> The role of a children’s advocacy center is to provide a safe, child and family friendly and fair environment for children and teens who may have been a victim of a crime or witness to a crime. The purpose of a forensic interview is to try to gather information in a non-leading, non-suggestive manner and in a way that is not traumatizing for the child. When the child advocacy center is a good one, one that adheres to best practice techniques, has experienced staff and volunteers, and works hard to ensure a climate of caring, most children and teens will not cry or even show signs of distress during their interview. After being interviewed, many children and teens actually report that they feel safe and happy.

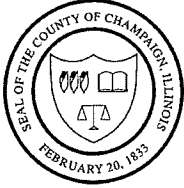
From the front door to the kitchen to the interview room, a child advocacy center provides a safe, comfortable place where children and teens are able to talk about what happened to them in their own words. As one young child said, “I was comfortable here because I got to tell them what happened to me.”

That’s correct, she did not cry.

## References:

- <sup>1</sup> Saywitz & Lyon, 2002, cited in Kathleen Coulborn Faller, (2007). *Interviewing Children about Sexual Abuse*. Oxford: University Press, 31.
- <sup>2</sup> Darkness to Light and the U.S. Department of Justice.
- <sup>3</sup> Michael E. Lamb, Irit Hershkowitz, Yael Orbach, & Philip W. Esplin. (2008). *Tell me What Happened. Structured Investigative Interviews of Child Victims and Witnesses*. Wiley-Blackwell.
- <sup>4</sup> Kathleen Coulborn Faller. (2007). *Interviewing Children about Sexual Abuse*. Oxford: University Press, 29-30.

*Contributing Editors:* Kathy Pettit, Grants Specialist, Donald Moseley, Executive Director, Ralston House Child Advocacy Center, 17505 W. 58th Avenue, Arvada, CO 80002, [www.ralstonhouse.net](http://www.ralstonhouse.net)



## **CHAMPAIGN COUNTY ANIMAL CONTROL DEPARTMENT**

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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](http://www.co.champaign.il.us)

### **MEMORANDUM**

**TO:** Christopher Alix, Deputy Chair and Members of the Finance Committee of the Whole

**FROM:** Stephanie Joos, Animal Control Director

**DATE:** June 2, 2014

**RE:** Intergovernmental Agreement with the City of Champaign

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Please accept for your review the intergovernmental agreement with the City of Champaign to provide animal impoundment services. This agreement is a renewal of the June 2011 agreement. The City of Champaign and County Animal Control have agreed to a one year agreement with a 3% increase for service costs. During the next year the City and County Animal Control will work together to develop a formula for costs that reflect the true costs of service. Thank you for your time.

Sincerely,

Stephanie Joos  
Director of Animal Control  
Champaign County

**AN INTERGOVERNMENTAL AGREEMENT  
FOR ANIMAL IMPOUND SERVICES**  
(City of Champaign – County of Champaign)

THIS AGREEMENT is made and entered by and between the City of Champaign, an Illinois Municipal Corporation, (hereinafter referred to as “City”) and the County of Champaign, (hereinafter referred to as “County”) effective on the last date signed by a party hereto.

WHEREAS, Section 10 of Article VII of the Illinois Constitution of 1970 and the Illinois Intergovernmental Cooperation Act, 5 ILCS 220/1 et seq. enables the parties to enter into agreements among themselves and provide authority for intergovernmental cooperation; and

WHEREAS, the County proposes to provide an Animal Service Facility primarily for the impounding of animals for the use of local law enforcement agencies; and

WHEREAS, this Agreement is in the best interest of the City and the County.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the parties agree as follows:

1. **County to Provide Facilities and Services.** The County shall maintain and operate an animal services facility for the impoundment of animals that are seized by the City pursuant to the provisions of Chapter 7 of the Municipal Code of Champaign, 1985, as amended, entitled “Animals” (“Chapter 7”). The County shall provide all services necessary for the impoundment, care, transfer, and euthanasia of all animals delivered by the City. The County will be solely responsible for the hiring of facility personnel and veterinarian services. For the purposes of this agreement, “Veterinarian services” shall include rabies vaccinations, health evaluations, treatment of minor curable diseases, spaying/neutering, pain reduction services and euthanasia. In no event will the County be required to perform major surgery or treat terminal illnesses.
2. **Compliance With Laws; Inspections.** The County shall operate the facility in a

humane and sanitary manner and in compliance with all applicable state and local laws, ordinances and regulations, including Chapter 7. The Chief of Police or his designee shall be entitled to inspect and examine the premises and to examine the records kept of impounded animals received from the City to ensure compliance with this Agreement during normal business hours. Nothing contained herein shall make the City responsible for the manner of operation or maintenance of the facilities.

3. **Hours of Operation; Access.** The facility shall be open to the public no less than 8 hours per day, Monday through Friday, ~~and no less than 3 hours per day Saturday~~, excluding County holidays. The County has sole discretion to establish the specific hours of operation per day. City personnel shall have access to the facilities for the purpose of delivering impounded animals at all times. The County shall provide necessary keys, access cards and/or codes to the City for such purposes. The City shall be responsible for securing animals delivered and securing the facilities upon departure in the event no County staff is available.
4. **Equipment.** The County shall provide adequate facilities to house all animals delivered in a safe and sanitary manner. The County shall endeavor to maintain a minimum of one run or cage for the proper housing and exercise of animals. The County shall maintain separate cages for animals of different species. The County will notify the City as soon as possible in the event it does not have the capacity to house and maintain animals pursuant to this Agreement. The City shall provide advance notice, to the extent practical, to the County, in the event any extraordinary event would result in a large influx of animals. The County shall have an affirmative duty to have in place, a stand-by contract with a facility licensed and approved by the State of Illinois to provide necessary facilities in the event the subject premises are at capacity.
5. **Notice of Delivery and Special Directions.** The City shall notify the County as soon as practical of its intent to deliver animals to the facility for impound. The City shall provide

information concerning the nature of the impoundment and indicate any special directions it believes may be necessary for the proper handling, care and treatment of the animals. The County shall keep animals impounded for bite quarantine or that are infected with a contagious disease in isolation from all other animals as required by law or in the exercise of sound veterinary practices.

6. **Hold Orders; Orders of Destruction.** In the event a hold order is issued by the City or a court of competent jurisdiction, the County shall hold the animal and shall not make it available for redemption, adoption or euthanasia without written consent of the City or Court issuing the hold order. In the event an Order of Destruction is issued, the County shall humanely euthanize the subject animal(s) pursuant to the Order.

7. **Transfer of Ownership.** Animals delivered to the facility shall become the property of the County after one of the following events occurs: after the expiration of any applicable redemption period of 5 business days; upon execution of an owner-relinquishment form of the animal(s) owner(s); after issuance of an order or other release authorizing the County to take ownership of the animal. The County is thereafter authorized to sell, adopt out, convey, euthanize or otherwise dispose of the animal in whatever manner it deems appropriate. The County accepts sole responsibility for its discretionary decision.

8. **Euthanasia.** All animals will be humanely euthanized if the County deems the animal not fit for adoption or transfer. Animals will be euthanized in accordance to the State of Illinois Animal Welfare Act. No animal will be euthanized based on breed or species.

9. **Fees.** The County is authorized to collect fees and fines for violations of Chapter 7 on behalf of the City, as set forth in the Champaign Municipal Code, 1985, as amended. The County is authorized to impose such additional fees and costs as authorized by the Champaign County Board. All fines and fees collected on behalf of the City shall be remitted



monthly, to be received no later than the 15<sup>th</sup> day of each month. If an animal must be held beyond five (5) days because of court proceedings, the City will remit to the County any impound fees for said animal. After holding an animal for five (5) days, any boarding fees received shall be paid to the County. It will be in the County's discretion to hold an animal beyond five (5) days for any reason other than court proceedings.

10. **Payment.** The City shall pay the sum of \$57,266 for (FY2015) payable in monthly installments of \$4,772.16 from July 1, 2014 through June 30, 2015. In March of 2015 agreement is in effect, the County shall provide an itemized statement of costs to the City and submit its proposed annual charge for the impound services provided for herein. The parties shall negotiate in good faith to issue any necessary amendments to this Agreement to facilitate the uninterrupted provision of services provided for herein on a fair and just basis.

11. **Records.** The County shall keep and maintain all required records in compliance with the Ordinances of the City and the Statutes of the State of Illinois, which shall include but not be limited to complete financial records covering fees, fines and other charges as well as records of the type and number of animals impounded. The County shall provide a monthly report of the number of animals received and the final dispositions of the animals. The City shall provide information concerning the status of pending cases upon request.

12. **Computer Records.** The parties shall endeavor to design/evaluate, procure, implement and maintain a computer records management program. Necessary data shall include: the number of animals housed and/or received on behalf of the City of Champaign, boarding dates, date of final disposition, type of disposition and any fees associated therewith. Such pertinent data shall be made part of the basis in determining costs associated with the impoundment services provided by the County.

13. **Duration.** The initial term of this agreement shall be from the date last signed by the parties until June 30, 2015 unless earlier terminated by either party. All terms and conditions will remain in full force and effect unless otherwise amended as set forth herein.

14. **Termination.** Either party may terminate this contract with or without cause by providing ninety (90) days written notice to the other party.

15. The written notice shall be sent first class mail, return receipt requested to:

City Manager  
City of Champaign  
102 N. Neil Street  
Champaign, Illinois 61820

Champaign County Board  
Chair  
1776 East Washington Street  
Urbana, Illinois 61801

And

Champaign Chief of Police  
82 E. University Avenue  
Champaign, Illinois 61820

16. **Amendments.** This Agreement may be amended only by writing signed by both parties.

17. **Survival of Provisions.** Any terms of this Agreement that by their nature extend after the end of the Agreement, whether by way of expiration or termination, will remain in effect until fulfilled.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed on the date and year indicated herein.

CITY OF CHAMPAIGN  
An Illinois Municipal Corporation

CHAMPAIGN COUNTY

By: \_\_\_\_\_

By: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

ATTEST: \_\_\_\_\_

ATTEST: \_\_\_\_\_

APPROVED AS TO FORM:

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney

\_\_\_\_\_  
State's Attorney's Office

CB 2014-\_\_\_\_\_

**CHAMPAIGN COUNTY  
APPLICATION FORM FOR  
GRANT CONSIDERATION, ACCEPTANCE, RENEWAL/EXTENSION**

Department: Champaign County Sheriff's Office--Champaign County Emergency Management Agency

Grant Funding Agency: Illinois Emergency Management Agency (IEMA)-HMEP Planning Grant

Amount of Grant: \$3,279.83 award with \$2,045.91 local match

Begin/End Dates for Grant Period: Oct 1, 2014-Sept 30, 2015

Additional Staffing to be Provided by Grant: n/a

Application Deadline: June 15, 2014

Parent Committee Approval of Application: Justice

Is this a new grant, or renewal or extension of an existing grant? renewal

If renewal of existing grant, date grant was first obtained: Jan 2012

Will the implementation of this grant have an effect of increased work loads for other departments? (i.e. increased caseloads, filings, etc.)  Yes  No

If yes, please summarize the anticipated impact:

Does the implementation of this grant require additional office space for your department that is not provided by the grant?  Yes  No

If yes, please summarize the anticipated space need:

Please check the following condition which applies to this grant application:

The activity or service provided can be terminated in the event the grant revenues are discontinued.

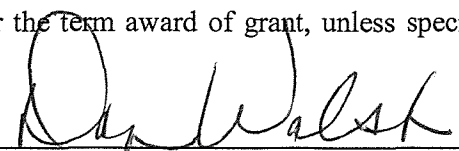
The activity should, or could be, assumed by County (or specific fund) general and recurring operating funds.

Departments are encouraged to seek additional sources or revenue to support the services prior to expiration of grant funding.

This Grant Application Form must be accompanied by a Financial Impact Statement. (See back of form)

All staff positions supported by these grant funds will exist only for the term award of grant, unless specific action is taken by the County Board to extend the position.

DATE: 6-3-14

SIGNED:   
Department Head

\*\*\*\*\*

**Application for & Acceptance of Grant Approval:**

Approved by Finance Committee: \_\_\_\_\_

Approved by County Board: \_\_\_\_\_

Approved by Grant Executive Committee: \_\_\_\_\_

**COUNTY OF CHAMPAIGN**

**FINANCIAL IMPACT STATEMENT**

*(To accompany Grant Applications or Appropriate Resolutions/Ordinances)*

**Current Year Annual Expenditure Estimate:**

Number of Positions 2 Personnel \$ 133,805  
Commodities: \$ 9,024  
Contractual: \$ 13,777  
Capital: \$ \_\_\_\_\_

**Long Term Expenditure Estimate:**

\$166,000

**Current Year Annual Revenue Estimate:**

\$78,000

**Long Term Revenue Estimate:**

\$55,000 per year

Approved by Finance Committee:

Date: \_\_\_\_\_

Approved by County Board:

Date: \_\_\_\_\_

**Hazardous Materials Emergency Preparedness (HMEP) Planning Grant Program  
FFY 2014 GRANT PROGRAM APPLICATION**

DATE  
06/01/2014

JURISDICTION:

FEDERAL EMPLOYER IDENTIFICATION NUMBER (FEIN):

D-U-N-S NUMBER (DUNS):  SAM EXPIRATION DATE:

GRANT POINT OF CONTACT: FIRST:  Last:

MAILING ADDRESS:

CITY:  ZIP CODE + FOUR:  -

OFFICE TELEPHONE:

EMAIL:

MAIL CHECK TO THIS ADDRESS:

CITY:  ZIP CODE + FOUR:  -

IEMA REGION #:  JURISDICTION FISCAL YEAR START DATE:

**CHIEF ELECTED OFFICIAL**

FIRST NAME:  LAST NAME:

CEO TITLE:

**LOCAL EMERGENCY PLANNING COMMITTEE CHAIRPERSON**

FIRST NAME:  LAST NAME:

**ESDA/EMA COORDINATOR/DIRECTOR**

FIRST NAME:  LAST NAME:

BUDGET INFORMATION			
Automatically filled from section pages			
FORM SECTIONS	SECTION TOTALS	COMBINATION OF UP TO 80% - FEDERAL MATCH	COMBINATION OF UP TO 20% - LOCAL MATCH
PERSONNEL & BENEFITS	\$3,495.73	\$ 1,449.83	\$ 2,045.91
TRAVEL	\$ 1,630.00	\$ 1,630.00	\$ 0.00
BASIC NEEDS	\$200.00	\$ 200.00	\$ 0.00
GRAND TOTAL FOR ALL SECTIONS	\$ 5,325.73	\$ 3,279.83	\$ 2,045.91
GRANT MATCH - 80% / 20%	FEDERAL 80%	LOCAL 20%	
THE MOST ALLOWED UNDER THIS GRANT	\$4,260.59	\$1,065.15	
FINAL ALLOCATION FOR GRANT AGREEMENT (IEMA USE ONLY)			

**2**  
**PERSONNEL**

Directions: Enter job title, name of employee, % of time per week for HMEP Grant Work, annual Grant Salary to be submitted for reimbursement, Total Annual Salary from local government and HMEP % of Salary. \*STANDARD WORK WEEK means a 35 to 40 hour work week. Please enter in this box the standard work week for your Jurisdiction. 35 The percentage listed should reflect the number of HMEP Grant hours worked per week, divided by the hours of the local government's standard full-time work week. The Annual Salary for HMEP Grant ONLY is divided by the Total Annual Salary from local government to report the HMEP % of Salary in the last column. This HMEP % of Salary is also utilized in the Benefits section, to determine the eligible amount of benefits.

Title	Name	% HMEP Grant Time (of a *Standard work week - See Expl. Above)	Annual Salary for HMEP Grant	Total Annual Salary from local government	HMEP % of Salary	Is this match?
Deputy Coordinator	Bill James	5.000%	\$1,449.83	\$57,993.00	2.500%	Yes
Deputy Coordinator	Bill James	5.000%	\$1,449.83	\$57,993.00	2.500%	No
			\$0.00			No
			\$0.00			No
			\$0.00			No
			\$0.00			No
			\$0.00			No
			\$0.00			No
			\$0.00			No
			\$0.00			No
			\$0.00			No
			\$0.00			No
			\$0.00			No

TOTAL SALARIES FOR HMEP WORK ONLY: **\$2,899.65**

Total of all pages for HMEP Salaries (Only) is listed at bottom of this page, and on first page.

Do any of the above named employees divide their work between the HMEP and another department or grant in the county or municipal government? (PLACE AN "X" in the appropriate box.)

YES	NO
✓	

If the answer is YES, list the job title, name, department or grant worked for, percentage of time worked for other department, and annual salary in that job, in the following table:

Title	Name	Name of "Other Dept. or grant"	% of Time Worked for "Other Dept. or grant"	Annual Salary for work From "Other Dept or grant program"
Deputy Coordinator	Bill James	EMA	95.000%	\$1.#R

TOTAL HMEP SALARIES: **\$2,899.65**  
This amount will be added to total on page 1

**2-A  
PERSONNEL**

Directions: Enter job title, name of employee, % of time per week for HMEP Work, annual Grant Salary to be submitted for reimbursement, Total Annual Salary from local government and HMEP % of Salary. \*STANDARD WORK WEEK means a 35 to 40 hour work week. Please enter in this box the standard work week for your Jurisdiction.   The percentage listed should reflect the number of HMEP Grant hours worked per week, divided by the hours of the local government's standard full-time work week. The Annual Salary for HMEP Grant ONLY is divided by the Total Annual Salary from local government to report the % of Salary in the last column. This HMEP % of Salary is also utilized in the Benefits section, to determine the eligible amount of benefits.

Title	Name	% HMEP Grant Time (of a *Standard work week - See Expl. Above)	Annual Salary for HMEP ONLY	Total Annual Salary from local government	HMEP % of Salary	Is this match?
			\$0.00			No
			\$0.00			No
			\$0.00			No
			\$0.00			No
			\$0.00			No
			\$0.00			No
			\$0.00			No
			\$0.00			No
			\$0.00			No
			\$0.00			No
			\$0.00			No
			\$0.00			No
			\$0.00			No

TOTAL SALARIES FOR HMEP WORK ONLY: \$0.00  
(This amount also listed at bottom of page, and on first page.)

Do any of the above named employees divide their work between the HMEP and another department in the county or municipal government? (PLACE AN "X" in the appropriate box.)

YES	NO
-----	----

If the answer is YES, list the job title, name, department worked for, percentage of time worked for other department, and annual salary in that job, in the following table:

Title	Name	Name of "Other Dept. or grant"	% of Time Worked for "Other Depart or grant"	Annual Salary for work From "Other Depart or grant program"

TOTAL HMEP SALARIES: \$0.00

(Do NOT include Salaries from other departments.) This amount will be added to total on page 1

**3**  
**BENEFITS**

Please read the following directions carefully and complete the benefits information for each employee that will be claimed. Only the benefits listed below are to be submitted for reimbursement in the quarterly claims. List only the benefits that represent an out-of-pocket expense to the local government grant recipient. Do not list benefits that are paid by the employee.

There are two types of benefits; one is a percentage of gross paycheck, the other is a dollar amount each pay period. If your benefit is a percentage of your gross pay, list the correct percentage amount and in the next column provide the Total Annual Salary amount for the employee. The % of Gross Paycheck is multiplied by the Total Annual Salary Amount to calculate the Gross Benefit Annual Total column. Note: The Total Annual Salary is the full annual salary, including the HMEP salary, for the employee. If your benefit is a dollar amount, list the correct amount for each pay period and in the next column list the number of pay periods in a year. The "Dollar Amount" is multiplied by the "Annual Number of Pay Periods" to calculate the "Gross Benefit Annual Total" column. Thus, if the benefit is determined as percentage of gross paycheck the "Dollar Amount" and "Annual # of Pay Periods" will be left blank. Conversely, if the benefit is determined by a dollar amount for each pay period, the % of Gross Paycheck and Total Annual Salary will be left blank.

Once the "Gross Benefit Annual Total" has been calculated, multiply the HMEP% of Salary to get the HMEP Benefit Amount for the year, for each benefit. The "HMEP % of Salary" was calculated on page 2 "Personnel" of these HMEP grant application forms. Provide the grand total of HMEP benefits for the entire year below.

Benefits related to the employment of those individuals listed in the personnel section. These same criteria of eligible categories apply when evaluating the match opportunities. For volunteers, reasonable fringe benefits may be established based on ordinarily paid for similar work within the jurisdiction. Documentation about the rates will be required.

NAME	BENEFIT - (LIST THE TYPE)	BENEFIT EXPENSE				A Gross Benefit Annual Total	B HMEP % of Salary	A X B HMEP Benefit AMOUNT	Is th matc
		Percentage % of Gross Paycheck	OR Total Annual Salary	Dollar Amount	Annual # of Pay Periods				
Bill James	S.S	7.650%	\$57,993.00			\$4,436.46	2.500%	\$110.91	Yes
	IMRG	9.920%	\$57,993.00			\$5,752.91	2.500%	\$143.82	Yes
	Life Insurance			\$3.00	12	\$36.00	2.500%	\$0.90	Yes
	Health			\$640.00	12	\$7,680.00	2.500%	\$192.00	Yes
	Work Comp		\$57.99	\$201.64	26	\$5,242.64	2.500%	\$131.07	Yes
	Unemployment	5.150%	\$13,500.00			\$695.25	2.500%	\$17.38	Yes
						\$0.00		\$0.00	No
						\$0.00		\$0.00	No
						\$0.00		\$0.00	No
						\$0.00		\$0.00	No
						\$0.00		\$0.00	No
						\$0.00		\$0.00	No
						\$0.00		\$0.00	No
						\$0.00		\$0.00	No
						\$0.00		\$0.00	No
						\$0.00		\$0.00	No

TOTAL BENEFITS FOR HMEP WORK: \$596.08  
This amount will be added to total on page 1.



### 3-A BENEFITS

Please read the following directions carefully and complete the benefits information for each employee that will be claimed. Only the benefits listed below are to be submitted for reimbursement in the quarterly claims. List only the benefits that represent an out-of-pocket expense to the local government grant recipient. Do not list benefits that are paid by the employee.

There are two types of benefits; one is a percentage of gross paycheck, the other is a dollar amount each pay period. If your benefit is a percentage of your gross pay, list the correct percentage amount and in the next column provide the Total Annual Salary amount for the employee. The % of Gross Paycheck is multiplied by the Total Annual Salary Amount to calculate the Gross Benefit Annual Total column. Note: The Total Annual Salary is the full annual salary, including the HMEP salary, for the employee. If your benefit is a dollar amount, list the correct amount for each pay period and in the next column list the number of pay periods in a year. The "Dollar Amount" is multiplied by the "Annual Number of Pay Periods" to calculate the "Gross Benefit Annual Total" column. Thus, if the benefit is determined as percentage of gross paycheck, the "Dollar Amount" and "Annual # of Pay Periods" will be left blank. Conversely, if the benefit is determined by a dollar amount for each pay period, the % of Gross Paycheck and Total Annual Salary will be left blank.

Once the "Gross Benefit Annual Total" has been calculated, multiply the HMEP% of Salary to get the HMEP Benefit Amount for the year, for each benefit. The "HMEP % of Salary" was calculated on page 2 "Personnel" of these HMEP grant application forms. Provide the grand total of HMEP benefits for the entire year below.

Benefits related to the employment of those individuals listed in the personnel section. These same criteria of eligible categories apply when evaluating the match opportunities. For volunteers, reasonable fringe benefits may be established based on ordinarily paid for similar work within the jurisdiction. Documentation about the rates will be required.

NAME	BENEFIT - (LIST THE TYPE)	BENEFIT EXPENSE				A Gross Benefit Annual Total	B HMEP % of Salary	A X B HMEP Benefit AMOUNT	Is th matc		
		Percentage		OR						Dollar Amount	
		% of Gross Paycheck	Total Annual Salary	Dollar Amount	Annual # of Pay Periods						
						\$0.00		\$0.00	No		
						\$0.00		\$0.00	No		
						\$0.00		\$0.00	No		
						\$0.00		\$0.00	No		
						\$0.00		\$0.00	No		
						\$0.00		\$0.00	No		
						\$0.00		\$0.00	No		
						\$0.00		\$0.00	No		
						\$0.00		\$0.00	No		
						\$0.00		\$0.00	No		
						\$0.00		\$0.00	No		
						\$0.00		\$0.00	No		
						\$0.00		\$0.00	No		
						\$0.00		\$0.00	No		
						\$0.00		\$0.00	No		
						\$0.00		\$0.00	No		
						\$0.00		\$0.00	No		
						\$0.00		\$0.00	No		
						\$0.00		\$0.00	No		
						\$0.00		\$0.00	No		
						\$0.00		\$0.00	No		
						\$0.00		\$0.00	No		
						\$0.00		\$0.00	No		
						\$0.00		\$0.00	No		
						\$0.00		\$0.00	No		

TOTAL BENEFITS FOR HMEP WORK:      \$0.00  
 This amount will be added to total on page 1.

# 4 TRAVEL

IEMA must have travel information on file before any travel expenses can be reimbursed.

**CHOOSE ONE OF THE TWO CATEGORIES BELOW:**

- A. LOCAL GOVERNMENT HAS NO TRAVEL REGULATIONS  
 If this is the case, you will be covered by current State of Illinois travel regulations.  
[Link to State Travel Board Site](#) Click on the "Download Printer-friendly Travel Guide". (PDF Document)
- B. LOCAL GOVERNMENT HAS TRAVEL REGULATIONS  
 If this is the case, attach a current copy of your local travel regulations. Failure to do so will cause applicant to be ineligible for travel reimbursement.

*IEMA will notify you when they will be accepting the travel regulations.*

ENTER LETTER OF STATEMENT (A or B) THAT APPLIES TO YOUR LOCAL GOVERNMENT.  
 IF YOU ENTERED B, PLEASE COMPLETE THE BOXES BELOW.

Local Mileage is  cents per mile.

Meals and/or per diem:

Lodging Allowance:

**LIST REASONS FOR TRAVEL AND ESTIMATED COSTS**

TRAVEL ACTIVITY	AMOUNT	IS THIS MATCH?
Midwest Emergency Preparedness Conference (mileage) 2 people	\$470.00	No
Midwest Emergency Preparedness Conference (lodging) 2 people	\$420.00	No
Midwest Emergency Preparedness Conference (meals) 2 people	\$98.00	No
IESMA Conference (mileage) 2 people	\$200.00	No
IESMA Conference (lodging) 2 people	\$400.00	No
IESMA Conference (meals) 2 people	\$42.00	No
	\$0.00	No
	\$0.00	No
	\$0.00	No
	\$0.00	No
	\$0.00	No
	\$0.00	No
	\$0.00	No
	\$0.00	No

TOTAL TRAVEL EXPENSES: \$1,630.00

Enter this total on Page 1



**5**  
**BASIC NEEDS**

DIRECTIONS: List the items that are necessary and essential for the LEPC basic needs in the following 6 categories. These same criteria of eligible categories apply when evaluating the match opportunities. To determine the value of eligible donated equipment, determine the number of hours that each piece of donated equipment was used and multiply it by the jurisdiction's or FEMA's Equipment Rate, whichever is lower. [http://www.fema.gov/pdf/government/grant/pa/eqrates\\_2010.pdf](http://www.fema.gov/pdf/government/grant/pa/eqrates_2010.pdf). The out-of-pocket cost to operate the equipment may be claimed as a donation for credit under this policy unless it is included in a reimbursed equipment rate.

CATEGORY	ITEM DESCRIPTIONS		AMOUNT	IS THIS MATCH?
<b>OFFICE SUPPLIES</b>	Item	Description	Amount	
	1	Printer cartridges	\$ 200.00	No
			\$ 0.00	No
			\$ 0.00	No
			\$ 0.00	No
			\$ 0.00	No
			\$ 0.00	No
			\$ 0.00	No
			\$ 0.00	No
			\$ 0.00	No
			\$ 0.00	No
			\$ 0.00	No
			\$ 0.00	No
			\$ 0.00	No
<b>PRINTING SERVICES</b>	Item	Description	Amount	
			\$ 0.00	No
			\$ 0.00	No
			\$ 0.00	No
			\$ 0.00	No
			\$ 0.00	No
			\$ 0.00	No
			\$ 0.00	No
			\$ 0.00	No
			\$ 0.00	No
			\$ 0.00	No
<b>POSTAGE</b>	Item	Description	Amount	
			\$ 0.00	No
			\$ 0.00	No
			\$ 0.00	No
			\$ 0.00	No
<b>GRAND TOTAL OF BASIC NEEDS PAGE 5</b>			\$ 200.00	

**5-A  
BASIC NEEDS**

DIRECTIONS: List the items that are necessary and essential for the LEPC basic needs in the following 6 categories. These same criteria of eligible categories apply when evaluating the match opportunities. To determine the value of eligible donated equipment, determine the number of hours that each piece of donated equipment was used and multiply it by the jurisdiction's or FEMA's Equipment Rate, whichever is lower. [http://www.fema.gov/pdf/government/grant/pa/eqrates\\_2010.pdf](http://www.fema.gov/pdf/government/grant/pa/eqrates_2010.pdf). The out-of-pocket cost to operate the equipment may be claimed as a donation for credit under this policy unless it is included in a reimbursed equipment rate.

CATEGORY	ITEM DESCRIPTIONS		AMOUNT	IS THIS MATCH?
	Item	Description	Amount	
<b>EQUIPMENT RENTAL</b>			\$ 0.00	No
			\$ 0.00	No
			\$ 0.00	No
			\$ 0.00	No
			\$ 0.00	No
			\$ 0.00	No
			\$ 0.00	No
			\$ 0.00	No
			\$ 0.00	No
			\$ 0.00	No
<b>CONTRACTUAL EXPENSES AND EXERCISE EXPENSES OTHER THAN EQUIPMENT RENTAL</b>			\$ 0.00	No
			\$ 0.00	No
			\$ 0.00	No
			\$ 0.00	No
			\$ 0.00	No
			\$ 0.00	No
			\$ 0.00	No
			\$ 0.00	No
			\$ 0.00	No
			\$ 0.00	No
<b>CONFERENCE REGISTRATION FEES FOR LEPC RELATED PROFESSIONAL TRAINING SESSIONS AND OTHER CONFERENCES</b>			\$ 0.00	No
			\$ 0.00	No
			\$ 0.00	No
			\$ 0.00	No
			\$ 0.00	No
			\$ 0.00	No
			\$ 0.00	No
			\$ 0.00	No
			\$ 0.00	No
			\$ 0.00	No
<b>GRAND TOTAL OF BASIC NEEDS PAGE 5A</b>			\$ 0.00	

**Project Description:**

Provide a brief description of the proposed project that summarizes the use of the grant award. Please note all workplans must implement a program that meets the requirements of Title III of the Superfund Amendments and Reauthorizations (SARA) and the Illinois Emergency Planning and Community Right to Know Act (IPCRA).

Collect and maintain information from facilities that store and use hazardous chemicals. Update the County Emergency Operations Plan Hazardous Materials Annex as needed. Run a drill to exercise the plan as needed. Update maps showing chemical facilities in the planning district. Develop LEPC operating procedures. Participate in public outreach and first responder activities. Continue to update LEPC website. Respond to requests for information from the public.

**FFY 2014 Hazardous Materials Emergency  
Preparedness (HMEP) Grant Program**

**Tasks:** Please list tasks for verification of progress on project.

	Description of Task	Estimated Completion Date
Task 1	Hold quarterly meetings with LEPC members	September 30, 2015
Task 2	Attend conferences and trainings regarding hazardous materials sessions	September 30, 2015
Task 3	Meet with a sampling of EHS facilities and railroad representatives	September 30, 2015
Task 4	Continue efforts with commodity flow study information with data collection	September 30, 2015
Task 5	Review and update Tier II data, update CAMEO suite with current Tier II data. Incorporate data from CAMEO and Tier II data into local Geographic Information System (GIS) programs	September 30, 2015
Task 6	Review and update local LEPC plan as needed	September 30, 2015

**Federal Funding Accountability and Transparency Act (FFATA)**

*Disclaimer: The data provided on this sheet will be uploaded into the website by IEMA as required by law.*

**PLEASE READ BELOW AND ANSWER THE FOLLOWING QUESTIONS:**

“Federal Funding Accountability and Transparency Act (FFATA) was signed on September 26, 2006. The intent is to empower every American with the ability to hold the government accountable for each spending decision. The end result is to reduce wasteful spending in the government. The FFATA legislation requires information on federal awards (federal financial assistance and expenditures) be made available to the public via a single, searchable website, which is [www.USASpending.gov](http://www.USASpending.gov).”

**1. Answer the question,**

As provided to you by your sub-awardee, in your sub-awardee's business or organization's preceding completed fiscal year, did its business or organization (the legal entity to which the DUNS number it provided belongs) receive (1) 80 percent or more of its annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, sub-grants, and/or cooperative agreements; and (2) \$25,000,000.00 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, sub-grants, and/or cooperative agreements?"

No

**2. Answer the question,**

As provided to you by your Sub-awardee, does the public have access to information about the compensation of the executives in the sub-awardee's business or organization (the legal entity to which the DUNS number it provided belongs) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986?"

Yes

**EXECUTIVE #1**

First Name:	Last Name:	Compensation Amount:
-------------	------------	----------------------

**EXECUTIVE #2**

First Name:	Last Name:	Compensation Amount:
-------------	------------	----------------------

**EXECUTIVE #3**

First Name:	Last Name:	Compensation Amount:
-------------	------------	----------------------

**EXECUTIVE #4**

First Name:	Last Name:	Compensation Amount:
-------------	------------	----------------------

**EXECUTIVE #5**

First Name:	Last Name:	Compensation Amount:
-------------	------------	----------------------

**Submit**



**INTERGOVERNMENTAL AGREEMENT  
JAG PROGRAM**

**(City of Champaign and Champaign County)**

THIS AGREEMENT is made and entered by and among the City of Champaign, an Illinois Municipal Corporation ("Champaign"), and Champaign County, an Illinois Unit of Local Government ("County"), effective on the last date signed by a party hereto.

WHEREAS, Section 10 of Article VII of the Illinois Constitution of 1970 and the Illinois Intergovernmental Cooperation Act, 5 ILCS 220/1 et seq. enables the parties to enter into agreements among themselves and provide authority for intergovernmental cooperation; and

WHEREAS, The Edward Byrne Memorial Justice Assistance Grant Program (JAG) is a partnership among federal, state, and local governments to create safer communities by improving the functioning of the criminal justice system; and

WHEREAS, Champaign and the County desire to apply for JAG funds to fund individual projects in the City of Champaign and Champaign County; and

NOW, THEREFORE, the parties agree as follows:

**Section 1. The Funds.** The parties acknowledge, as of the date of this Agreement, the total anticipated grant available to all agencies is SEVENTY-FOUR THOUSAND SEVEN HUNDRED NINETY-ONE DOLLARS (\$74,791.00).

**Section 2. Grant Disposition.** Proceeds from the grant shall be distributed to Champaign and County for funding individual local projects fitting into the JAG guidelines, in the amounts set forth in Exhibit A. County shall notify Champaign prior to expenditure of any funds indicating the purpose of the expenditure. If the purpose is not, or may not be, within the JAG program guidelines, the parties shall discuss the purchase and no purchase shall be made until the parties have resolved the issue.

**Section 3. Lead Agency.** The City of Champaign is hereby designated the Lead Agency for this Agreement. Responsibilities shall include leading the application process for the JAG funds, accepting any and all funds awarded through the JAG program, establishing a trust fund in which to deposit the funds received through the JAG program, distributing funds to the County and preparing required reports.

**Section 4. Representative; Information Requirements.** Each participant shall designate one representative to fulfill the requirements of this Agreement. The representative shall exercise due diligence in providing any and all information necessary or convenient for the performance of the duties required by Champaign in Section 3 above, including submitting the JAG application and preparation of performance measures and program assessment data.

**Section 5. Fund Restriction.** The parties agree that no funds will be used directly or indirectly for security enhancements or equipment to nongovernmental entities not engaged in criminal justice or public safety, and that the funds will not supplant existing budgeted funds.

**Section 6. Liability.** Nothing in the performance of this Agreement shall impose any liability for claims against any party other than claims for which liability may be imposed by the Illinois Local Governmental and Governmental Employees Tort Immunity Act, 745 ILCS 10/1-101 *et seq.* Each party to this Agreement shall be responsible for its own actions in providing services under this Agreement and shall not be liable for any civil liability that may arise from the furnishing of the services by the other party. The parties to this Agreement do not intend for any third party to obtain any rights by virtue of this Agreement.

**Section 7. Amendments.** Amendments to this Agreement shall be made in writing and signed by all parties. In the event the amount of funds received is different from the amount set forth in Section 1, the parties shall exercise principals of good faith and fair dealing to amend Exhibit A in a manner consistent with the principles of this Agreement and in accordance with all JAG program requirements. Such amendments may be entered into by the chief administrative officers of Champaign and the Sheriff.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed on the date and year indicated herein.

CITY OF CHAMPAIGN

CHAMPAIGN COUNTY

By: \_\_\_\_\_

By: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

ATTEST: \_\_\_\_\_

ATTEST: \_\_\_\_\_

APPROVED AS TO FORM:

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney      CB 2014-\_\_\_\_\_

\_\_\_\_\_  
State's Attorney

**EXHIBIT A**  
**(City of Champaign and Champaign County)**

**JAG AWARD DISPOSITION**

The 2014 JAG funds will be distributed to the Champaign Police Department and the Champaign County Sheriff's Office to fund individual projects fitting into the guidelines of the JAG grant.

Champaign PD	\$63,767
Champaign County	\$11,024
<b>TOTAL</b>	<b>\$74,791</b>

# William Blair

June 2, 2014

Mr. Alan Kurtz, Chair  
Champaign County Board  
The County of Champaign  
Brookens Administrative Center  
1776 E. Washington  
Urbana, IL 61802

Re: The County of Champaign, Illinois  
Agreement to provide underwriting services

Dear Alan:

This letter (the "Agreement") constitutes an agreement by the County of Champaign, Illinois (the "*County*") to retain William Blair & Company, L.L.C. ("*Blair*" or the "*Underwriter*") to provide investment banking services as exclusive Underwriter relating to the preparation for and public offerings of one or more issues of bonds or (the "*Bonds*"), as agreed by the Underwriter and the County.

- I. The Underwriter agrees to provide underwriting services for no additional fees other than the underwriting discount on any Bonds sold including, but not limited to transactional structuring options, timing, terms, bond rating presentations and other analysis as needed.
- II. The Underwriter agrees to structure and to sell one or more issues of Bonds and/or Refunding Bonds as needed or required on a mutually agreed timetable. The bond issues contemplated included refunding of the Series 2005B Bonds, new money bonds for the renovation of the County Jail, refunding of the Series 2006A bonds and refunding of the Series 2007A bonds.
- III. Other terms and conditions relating to the Bonds are as follows:
  - A. The Bonds will be a general obligation of the County.
  - B. Redemption terms of the Bonds by the County will be negotiated.
  - C. The Underwriter agrees to work with the County to structure the underlying documentation, which documentation will include provisions for redemption and security.

- D. The Underwriter agrees that it will diligently attempt to bring the Bonds to market at such time as the County shall specify.
  - E. The County and the Underwriter agree that the Underwriter's Discount for assistance related to financial analysis related to the Bonds, successful marketing of the Bonds and closing of the Bond issue(s) shall be no greater than .7% of the par amount of Bonds which receive a bond rating of "A" or better and are sold according to the debt structure(s) currently being contemplated by the County. There will be no fees incurred unless Bonds are issued.
  - F. The County agrees to pay for expenses including reasonable bond counsel and disclosure counsel fees, printing, paying agent and registrar fees, cost of rating agency fees, bond insurance if appropriate and other related expenses.
  - G. The Bonds will bear interest at rates determined by market conditions existing at the date of offering of the issue, subject to the approval of such interest rates and conditions by the County. The Underwriter and the County reserve the right to sell the Bonds with different maturities and upon different conditions than is presently contemplated, if it is in the mutual agreement of both parties to do so.
- IV. The Underwriter's obligation to sell the Bonds shall be subject to the satisfaction of the following conditions:
- A. A definitive Purchase Contract to be agreed upon by the Underwriter and the County.
  - B. The unqualified opinion of a nationally recognized bond counsel that the interest on the Bonds is exempt from Federal income taxation.
  - C. The unqualified opinion of counsel that the Bonds are duly issued under appropriate Federal and State securities laws and is otherwise in conformance with other laws and codes, as applicable.
  - D. Approval of the form and substance of the documents in connection with the issuance of the Bonds by the Underwriter.
  - E. In the judgment of the Underwriter, after due inquiry, there shall not have occurred any material adverse change in the affairs or financial condition of the County or its affiliates since the date of the most recent audited financial statements provided to Underwriter except as previously disclosed to the Underwriter or contained in audited or unaudited financial statements of the County.

V. *Compliance with MSRB Rule G-23 Disclosure.*

In our capacity as underwriter, we will be acting as a principal in a commercial, arms' length transaction and not as a municipal advisor, financial advisor or fiduciary to you regardless of whether we, or an affiliate has or is currently acting as such on a separate transaction. The information we provide to you is not intended to be and should not be construed as "advice" within the meaning of Section 15B of the Securities Exchange Act of 1934 and we encourage you to consult with your own legal, accounting, tax, financial and other advisors, as applicable, to the extent you deem appropriate.

VI. *Authority.*

Each of the parties to this Agreement represents that it has duly authorized the execution, delivery and performance of this Agreement and that neither such execution and delivery nor the performance of its obligations hereunder conflict with or violate any provision of law, rule or regulation, or any instrument to which it is a party or to which any of its property is subject and that this Agreement is a valid and binding obligation.

VII. *Liability and Indemnification.*

A. The County agrees that neither Blair nor any member, principal or employee of Blair shall be liable for any error in judgment or for any act or omission to act by Blair or any such person, except for any error in judgment, act or omission resulting from Blair's or such person's negligence, gross negligence, willful misconduct or malfeasance, in which case Blair shall indemnify and hold harmless County and each Board member and employee of County (collectively, the "County Indemnified Party") against any losses, claims, damages or liabilities, joint or several, to which any County Indemnified Party may become subject. Blair shall have no liability to the County if the issuance of the Securities does not occur for any reason, and has no obligation to purchase the Securities under any circumstances.

B. To the extent permitted by applicable law, the County shall indemnify and hold harmless Blair and each member, principal and employee of Blair (collectively, the "*Indemnified Party*") against any losses, claims, damages or liabilities, joint or several, to which any Indemnified Party may become subject, insofar as such losses, claims, damages or liabilities (or actions in respect thereof) arise out of or are based upon an untrue statement of a material fact contained in any Disclosure Document, or any amendment or supplement thereto, or arise out of or are based upon the omission or alleged omission to state therein a material fact required to be stated therein or necessary to make the statements therein not misleading, and will reimburse each Indemnified Party for any legal or other expenses reasonably incurred by such Indemnified Party in connection with investigating or defending any such action or claim. The County is

responsible for the truth, accuracy and completeness of all information relating to the County.

- C. The reimbursement, indemnity and contribution obligations of the parties hereunder shall be in addition to any liability which the parties may otherwise have.

VIII. *Termination and Assignment.*

- A. This Agreement may be terminated by either party at any time upon 30 days' prior written notice to the other party. Such termination shall be without the payment of any penalty and without liability of either party to the other, except (i) for any compensation and expense reimbursements due in accordance with Section III (F.) and (ii) that Blair and the County shall continue to be entitled to the benefits of Section VII following any such termination.

- B. No assignment of this Agreement by Blair shall be effective without the written consent of the County.

- IX. *Notices.* Any notice or other written communication provided for herein shall be mailed to Blair at its address set forth above or to the County at 222 West Adams, Chicago, IL, 60606, unless either party notifies the other in writing of a different address.

- X. *General.* The validity and interpretation of this Agreement shall be governed by, and construed and enforced in accordance with, the laws of the State of Illinois applicable to Agreements made and to be fully performed therein. This Agreement may not be modified or amended except in writing executed by the parties hereto. This Agreement may be signed in counterparts, each of which shall be deemed an original and all of which shall constitute one and the same instrument.

XI. This Agreement is agreed to, accepted and effective as of the date set forth above.

THE COUNTY OF CHAMPAIGN,  
ILLINOIS

By: \_\_\_\_\_

Title: Chair  
Champaign County Board

WILLIAM BLAIR & COMPANY, L.L.C.

By: *Allyson M. Heasley*

Title: Managing Director





*William Blair*

A borrower's guide to  
new SEC and MSRB  
rules for underwriters  
and financial advisors

**Q&A: Understanding  
Regulatory Changes in  
the Municipal Market**

The Securities and Exchange Commission and the Municipal Securities Rulemaking Board have enacted several rules to further clarify the different roles of underwriters (broker-dealers) and financial advisors.

As a firm that provides both underwriting and financial advisory services, William Blair & Company can provide some context to help borrowers in the municipal bond market to understand better the new regulatory standards.

The SEC's new Municipal Advisor Rule will change how information flows in the municipal securities market. Some consequences of the new rule may disadvantage borrowers by restricting their access to information historically provided by market participants.

## What is the impetus behind the recent regulatory changes?

The Dodd-Frank Wall Street Reform and Consumer Protection Act of 2010 (Act) was created in the wake of the financial crisis that started in 2007. The Act broadened the mission of the Municipal Securities Rulemaking Board (MSRB) and the Securities and Exchange Commission (SEC) to include the regulation of financial advisors and municipal advisors and to protect borrowers in the municipal bond market.

The portion of the Act that addresses the municipal bond market was created to protect borrowers from excessively risky transactions. Some notable examples included:

- Jefferson County, Alabama, which was forced into bankruptcy due to interest rate swaps on sewer bond debt and involved "pay-to-play" scandals.
- Several Wisconsin school districts that encountered financial trouble when a trusted advisor encouraged them to purchase collateralized debt obligations (CDOs) that later defaulted.
- Harrisburg, Pennsylvania, which underwent state supervision and a debt restructuring after incurring significant debt obligations for questionable projects.

In an effort to protect borrowers, the Act attempts to clarify the roles and responsibilities of various municipal market participants.

During a 2009 speech, former SEC Commissioner Elisse B. Walter said that the SEC should have regulatory authority over all financial intermediaries involved in the municipal securities market, not just broker-dealers.

"The observed and reported conduct of some municipal financial advisors is alarming. Here I am thinking of 'pay-to-play' practices, undisclosed conflicts of interest, advice rendered by financial advisors without adequate training or qualifications, and failure to place the duty of loyalty to their clients ahead of their own interests," Walter said. "Granting regulatory authority over the activities of municipal financial advisors, including swap advisors, to the [SEC] would significantly benefit issuers and investors alike."

Please see important disclosures at the end of this document.

## What are the new or recently revised SEC and MSRB rules?

The SEC's new Municipal Advisor Rule (MA Rule) takes effect on July 1, 2014 and regulates the providers of information to borrowers in the municipal bond market. Previously, underwriters and other market participants were free to share financial structuring and refunding ideas with borrowers. As a result of these new regulations, borrowers may no longer have access to customized, relevant and specific analytical information from key market participants. William Blair, for example, builds customized databases for use by borrowers in evaluating their debt capacity and financing alternatives. Firms like William Blair will still be able to provide borrowers with information of a general nature that does not involve a recommendation. However, the new MA Rule will restrict a borrower's access to customized information and analysis unless it takes some affirmative steps such as those described below.

## How can borrowers continue to have access to important information and avoid the potentially adverse impacts of the MA Rule?

A municipal advisor's advice to a borrower is deemed, under the MA Rule, to be advice that precludes its author from underwriting the borrower's bonds for a period of two years. An underwriter can give advice to a borrower as long as it is clear that its author is not serving as a municipal advisor and falls within one of the Rule's limited exemptions.

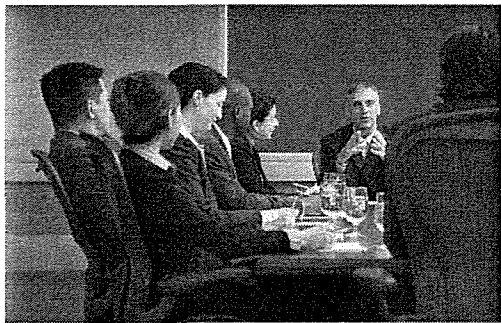
In order to maintain a free flow of information from its trusted underwriting partners, borrowers may wish to consider one or more of the following actions:

- Enter into a pre-engagement letter with one or more underwriters, terminable at will or under certain conditions, to permit underwriters to provide relevant market-based information about your capital structure and information relating to a specific transaction.
- Formally engage the financing team (financial advisor and underwriter) early in the process.
- Use the RFP process to elicit ideas from a select or broad group of underwriters.
- Retain an independent financial advisor (IRMA) registered with the SEC and provide written notice that the borrower has engaged and is relying on a specified IRMA with respect to a certain scope of matters, either generally through a website posting, or specifically to selected market participants.

The MSRB recently proposed Rule G-42 to regulate the conduct and duties of municipal advisors. It is not possible to predict the timing and final content of the draft rule.

MSRB Rule G-17 applies to municipal advisors and underwriters (broker-dealers) and states that advisors and underwriters shall deal fairly with all persons and shall not engage in any deceptive, dishonest, or unfair practice.

MSRB Rule G-23 prohibits switching roles from financial advisor to underwriter on a debt offering and requires underwriters to state their primary role in a proposed transaction up front. The rule also prohibits a financial advisor from switching to the role of a placement agent on any debt offering.



Some in the municipal finance community believe that the status of underwriters as non-fiduciaries creates an inherent conflict of interest. The fact is that an underwriter's continued existence depends on its client's success.

William Blair's contributions to a borrower's goals must stand the test of time, and remain sound long after any financing has been completed.

### What can borrowers expect from William Blair when it is acting as an underwriter?

In order to facilitate a more open dialogue and a freer flow of information, we may seek a formal written engagement, subject to customary termination provisions, earlier in the transaction process. Borrowers may see more disclaimers in our presentations, correspondence and agreements. We may be unable to offer suggestions relating to the investment of bond proceeds and similar questions.

### Which government agencies regulate underwriters and financial advisors?

Since long before the financial crisis and the Act, underwriters have been highly regulated by the MSRB, the SEC, and the Financial Industry Regulatory Authority (FINRA). Underwriters are subject to registration, testing, licensing, periodic compliance examinations, supervision, record retention, fee disclosure, restrictions on political contributions, and financial disclosure. Underwriters are obligated to deal fairly with their clients.

The regulation of dedicated municipal financial advisors is a recent development. Before the Act was passed in 2010, there were no qualifications or regulations concerning financial advisors. Fortunately for borrowers in the municipal market, this has now changed as all financial advisors are now required to be registered with the SEC and the MSRB as "municipal advisors" with a fiduciary duty to their municipal clients and a duty of care to other obligated persons.

### What roles do underwriters and financial advisors play in a financing?

The underwriter is the gatekeeper to the capital markets, putting issuers together with investors to finance capital and other vital funding needs. In addition to purchasing debt obligations for resale in the capital markets, underwriters typically work with borrowers on debt service structures, including repayment terms, security, credit rating agency review and preparation, and redemption terms and prices. Firms with underwriting capabilities may also act as financial advisors when they do not bid or serve as an underwriter for the bonds.

A financial advisor helps a borrower determine whether a competitive or negotiated bond sale best suits its needs based on the borrower's credit rating, frequency of issuance, size of issue, debt structure, and market conditions. Financial

advisors can also offer an opinion or advice on debt structure, repayment terms, security, and credit rating review and preparation, and they can provide an independent opinion on the fairness of the bond pricing.

The different standards that apply to underwriters (fair dealing) and financial advisors (fiduciary or a duty of care) are a result of the distinct roles each plays in the financing process. William Blair is held to regulatory standards of fair dealing, and we have built our reputation by demonstrating our ability to achieve the best possible outcomes for our clients. Our business success depends on the success of our clients.

### Are borrowers required to hire a financial advisor in addition to an underwriter?

The new rules do *not* require borrowers to hire an independent financial advisor in addition to an underwriter. Borrowers, however, may seek additional advice from financial experts regarding a bond issue, especially when the borrower would like a second opinion or additional information.

For certain borrowers, hiring a financial advisor may be cost prohibitive, and some of the services provided by a financial advisor could be duplicative of those provided by the underwriter. Engaging a financial advisor with a limited scope can help solve this problem. One solution is to task the financial advisor with the role of pricing consultant to assist the borrower in evaluating the pricing of bonds by the underwriter. Some of the most sophisticated borrowers use this approach on an ongoing basis.

### How can borrowers evaluate underwriting and financial advisor fees?

Whether using an underwriter in a negotiated sale, a financial advisor in a competitive bond sale, or an underwriter and a financial advisor in a negotiated sale, you should understand all of the facts about the firms you will use. The request-for-proposal (RFP) process is valuable in gathering this information.

Underwriting fees are public information and required to be disclosed to borrowers and investors. Financial advisory fees are often not completely transparent, so check the fees of each party and use comparative pricing analyses for similar deals.

It can be beneficial for an issuer to work with an underwriter or financial advisor that knows the borrower's history. Having knowledge of the purposes and outcomes of past bond issues can be valuable in informing the underwriter's or financial advisor's recommendations. It is also important to check several references when selecting underwriters and financial advisors. By speaking with past clients and well-respected professionals in the municipal finance industry, issuers can obtain valuable information about a firm's capabilities, track record, and reputation.

### How do underwriters obtain the market information needed to determine the most beneficial structure of the bond issue?

Underwriters speak daily to thousands of major institutional investors and receive current updates from market participants. Based on this market information, underwriters can inform borrowers concerning structural opportunities to help reduce the cost of capital right up to the moment of the sale. During the pricing process, underwriters typically present the client with an extensive array of current comparable bond issues with similar credit ratings in the market at the same time as the borrower.

At William Blair, our staff monitors the primary and secondary market through proprietary software to discover pricing trends that may aid the issuer. When acting as underwriter, we provide our clients with pricing comparisons before, during, and after the bond sale as proof of the pricing's competitiveness.

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## A Trusted Partner to the Public and Nonprofit Sectors

Issuers count on William Blair & Company for objective advice, competitive underwriting, and strong institutional and retail sales distribution. We are dedicated to helping governments, school districts, non-profit organizations and private sector borrowers fund new projects, lower their borrowing costs, and strengthen their financial positions. We are one of the leading underwriters of municipal debt.

## About William Blair & Company

William Blair & Company is a global investment banking and asset management firm. We are committed to building enduring relationships with our clients and providing expertise and solutions to meet their evolving needs. An independent and employee-owned firm, William Blair is based in Chicago, with office locations in 12 cities including London, New York, Shanghai, and Zurich. For more information, please visit [williamblair.com](http://williamblair.com).

**Important Disclosures**

(a) William Blair & Company is not recommending an action to you as the municipal entity or obligated person; (b) William Blair is not acting as a municipal advisor to you and does not owe a fiduciary duty pursuant to Section 15B of the Exchange Act to you with respect to the information and material contained in this communication; (c) William Blair is acting for its own interests; and (d) this information is being provided for discussion purposes and you should discuss any information and material contained in this communication with any and all internal or external advisors and experts that you deem appropriate before acting on this information or material.

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