



**CHAMPAIGN COUNTY BOARD
COMMITTEE OF THE WHOLE**

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

County of Champaign, Urbana, Illinois

Tuesday, February 10, 2015 – 6:30 p.m.

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

- I. Call To Order**
- II. Roll Call**
- III. Approval of Minutes** 1-7
A. October 14, 2014
- IV. Approval of Agenda/Addenda**
- V. Public Participation**
- VI. Communications**
- VII. Justice & Social Services** 8-82
A. Justice & Social Services Subcommittee Report
1. Recommendation for Award of 2nd Year Re-Entry Program Grant Funding to Community Elements
- B. 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 – December 2014
2. Head Start – January 2015
3. Probation & Court Services – December 2014 & 4th Quarter Statistical Report
4. Public Defender – December 2014
5. Veterans’ Assistance Commission – January 2015
- C. Other Business
- D. Chair’s Report
1. 2015 Schedule of Justice Reports to the County Board 83
2. 2015 Calendar of Meetings for Justice & Social Services Subcommittee 84
- E. Designation of Items to be Placed on the Consent Agenda
- VIII. Finance**
A. Treasurer
1. Monthly Report – January 2015 – Reports are available on the Treasurer’s Webpage at: <http://www.co.champaign.il.us/TREAS/reports.htm>
- B. Auditor
1. Monthly Report – January 2015 – Reports are available on the Auditor’s Webpage at: <http://www.co.champaign.il.us/Auditor/monthlyreports.htm>
2. Financial Auditing Services for the County of Champaign 85

C. <u>Nursing Home</u>	
1. Monthly Report	86-91
D. <u>Budget Amendments/Transfers</u>	
1. Budget Transfer #14-00021	92
Fund/Dept. 080 General Corporate-042 Coroner	
Total Amount: \$1,471	
Reason: to Cover Additional Autopsies Done in December 2014	
2. Budget Amendment #14-00064	93
Fund/Dept. 611 County Clerk Surcharge-022 County Clerk	
Increased Appropriations: \$36	
Increased Revenue: \$36	
Reason: to Cover Marriage License Surcharges Received and Paid to the Illinois State Treasurer	
3. Budget Amendment #14-00069	94
Funds: 080 General Corporate & 675 Victim Advocacy Grant – ICJIA	
Dept. 041 States Attorney	
Increased Appropriations: \$1,652	
Increased Revenue: None: from Fund Balance	
Reason: An Increase in Appropriations to Pay Final FY2014 Invoices and Personnel Expenses Related to Payout of Departed Employee	
4. Budget Amendment #14-00071	95
Fund/Dept. 617 Child Support Service/030 Circuit Clerk	
Fund/Dept. 613 Court’s Automation/030 Circuit Clerk	
Increased Appropriations: \$50,000	
Increased Revenue: \$50,000	
Reason: Increase to Provide Transfer to Bring Court Automation Fund in Balance	
5. Budget Amendment #15-00011	96
Fund/Dept. 080 General Corporate-071 Public Properties	
Increased Appropriations: \$19,808	
Increased Revenue: None: from Fund Balance	
Reason: Re-encumber 3 Purchase Orders for Projects not completed in FY2014 at the Satellite Jail	
6. Budget Amendment #15-00012	97
Fund/Dept. 080 General Corporate-071 Public Properties	
Increased Appropriations: \$1,318	
Increased Revenue: None: from Fund Balance	
Reason: Re-encumber from FY2014 for Equipment Included in 2014 Budget, Ordered in 2014, but not Received Until FY2015	
7. Budget Amendment #15-00013	98

Fund/Dept. 105 Capital Asset Replacement-059 Facilities Planning
Increased Appropriations: \$109,575
Increased Revenue: None: from Fund Balance
Reason: Amendment Need to Move Money from FY2014 Budget to FY2015
Budget to Re-encumber PO's for Goods that Were not Received Before
December 31, 2014

8. Budget Amendment #15-00014 99
Fund/Dept. 080 General Corporate-077 Zoning & Enforcement
Increased Appropriations: \$1,428
Increased Revenue: None: from Fund Balance
Reason: Budget Amendment Needed to Carry Over Unspent Funding for
FY2014 Planning & Zoning contracts to Cover Completion of Contracts in
FY2015

E. Animal Control

1. Rates for Animal Impound & Animal Control Contracts 100-103

F. 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. Approval of 3rd Additional Renewal Year for Consulting Agreement with 104-113
Gallagher Benefit Services
4. Resolution for the Abatement & Reduction of Taxes Heretofore Levied for the 114-117
Payment of Bonds
5. Authorization for Loan to the General Corporate fund from the Public Safety 118
Sales Tax fund

G. Other Business

H. Chair's Report

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

IX. Policy, Personnel, & Appointments

A. Appointment of Samuel Shore to Environment & Land Use Committee

B. Appointment of Jack Anderson to the Workforce Development Board Replacing Jon Schroeder

C. Appointment Pius Weibel to the Regional Planning Commission Board

D. Appointments/Reappointments (*Italicized Name Denotes Incumbent*)

1. Beaver Lake Drainage District Commissioner – 1 Unexpired Term Ending 119
8/31/2017
Applicants:
• Steve Hammel

- | | | |
|---|---|---------|
| 2. | <u>Champaign County Lincoln Legacy Committee</u> – 1 Term 3/1/2015-2/28/2018 | 120-121 |
| | Applicants: | |
| | <ul style="list-style-type: none">• <i>Raymond Cunningham</i> | |
| 3. | <u>Rural Transportation Advisory Group</u> – 1 Unexpired Term Ending 11/30/2016 | 122-123 |
| | Applicant: | |
| | <ul style="list-style-type: none">• Regina Crider | |
| E. <u>County Clerk</u> | | |
| 1. | January 2015 Report | 124 |
| F. <u>County Administrator</u> | | |
| 1. | Administrative Services January 2015 Report (<i>to be distributed</i>) | |
| G. <u>Other Business</u> | | |
| H. <u>Chair’s Report</u> | | |
| 1. | Discussion of County Board Rules | |
| a) | Berkson Proposal | 125-126 |
| b) | Weibel Proposal | 127-129 |
| I. <u>Designation of Items to be Placed on the Consent Agenda</u> | | |
| X. <u>Other Business</u> | | |
| XI. <u>Adjournment</u> | | |

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CHAMPAIGN COUNTY BOARD COMMITTEE OF THE WHOLE MINUTES

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Finance; Policy, Personnel, & Appointments; Justice & Social Services
Tuesday, October 14, 2014
Lyle Shields Meeting Room

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

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MEMBERS ABSENT: Lloyd Carter

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OTHERS PRESENT: Adelaide Aime (Children's Advocacy Center), Van Anderson (Deputy County Administrator/Finance), T.J. Blakeman (City of Champaign Senior Planner for Economic Development), Deb Busey (County Administrator), John Farney (Auditor), Kathy Larson (Champaign County Deputy Enterprise Zone Administrator), Kay Rhodes (Administrative Assistant), Craig Rost, (Champaign County Economic Development Corporation Executive Director), Libby Tyler (City of Urbana Community Development Director/City Planner), Dan Welch (Treasurer)

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CALL TO ORDER

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Kurtz called the meeting to order at 6:32 p.m.

ROLL CALL

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

APPROVAL OF MINUTES

OMNIBUS MOTION James by to approve the minutes of the Legislative Budget Hearings held on August 25, 26, & 27, 2014; seconded by Mitchell. **Motion carried with unanimous support.**

OMNIBUS MOTION by Jay to approve the September 9, 2014 Committee of the Whole minutes and the September 30, 2014 Special Finance Committee of the Whole minutes; seconded by Kibler. **Motion carried with unanimous support.**

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APPROVAL OF AGENDA/ADDENDA

MOTION by Rosales to approve the Agenda/Addenda; seconded by Mitchell. **Motion carried with unanimous support.**

PUBLIC PARTICIPATION

Scott Harper, Randy McCormick, and Stan Friese spoke in opposition to county licensing of Poker Runs.

COMMUNICATIONS

Quisenberry, the Deputy Chair of Policy, Personnel and Appointments Committee announced that although the item brought to the Committee of the Whole regarding the licensing of Poker Runs failed last month, he did intend to place it back on the agenda for further consideration by the Committee of the Whole in November 2014.

Alix added that after the item failed approval last month; the County Board received an opinion from the State’s Attorney that it would be illegal not to license Poker Runs.

JUSTICE & SOCIAL SERVICES

Monthly Reports

OMNIBUS MOTION by James to receive the Animal Control-August 2014; Emergency Management Agency-September 2014; Head Start-August and September 2014; Probation & Court Services-August 2014; Public Defender-August 2014; and the Veterans’ Assistance Commission-September 2014 reports and place them on file; seconded by Kibler. **Motion carried with unanimous support.**

There was no other business or Chair’s report.

FINANCE

Champaign & Urbana Enterprise Zones – Report & Presentation

Craig Rost, the Executive Director of the Champaign County Economic Development Corporation explained that the EDC acts through public/private partnerships to grow the local economy by supporting local business and driving expansion and attraction. The Enterprise Zone is one of the few economic tools available to grow the local property tax base, bring new employers to the area, assist existing employers, ensure competitiveness in site selection and show unified support to the business community.

Kathy Larson, Champaign County Deputy Enterprise Zone Administrator, explained the purpose and history of the 1982 Enterprise Zone Act. The goal is to stimulate growth and neighborhood revitalization in depressed areas of the state. Projects located in an Enterprise Zone may become eligible to obtain various local and state tax incentives, providing an economic stimulus

Committee of the Whole

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93 to an otherwise neglected area. Incentives can include tax exemptions on machinery and equip-
94 ment, utilities, investments, corporate contributions, sales tax, and abatement of property taxes.
95

96 Recently, the Enterprise Zone Act was amended setting all existing zones to expire with-
97 out any option for renewal and communities must now compete for new Enterprise Zones. There
98 are currently 97 Enterprise Zones in the State of Illinois. These zones are expiring in 2015 and the
99 State will approve up to 97 new zones. Each community will compete for new zone establish-
100 ment, based on 10 criteria. Larson explained that there were three existing zones located in
101 Champaign County. These zones are set to expire in December 2015, 2016, and 2017.
102

103 New boundaries provide the ability to re-map based on economic and community needs.
104 Opportunity to include multiple taxing bodies for property tax abatements, which can decrease the
105 number of years per abatement. Sub-areas are allowed to focus on specific community needs. The
106 process will be competitive; the State is looking for cooperation on economic development and
107 community collaboration regarding employment growth. The Champaign and Urbana applica-
108 tions are due December 31, 2014.
109

110 T.J. Blakeman, City of Champaign Senior Planner for Economic Development, explained
111 that there were currently six property tax abatement programs in the City of Champaign and those
112 are single family, commercial, industrial, hotel/conference center, planned development, and re-
113 habilitation. The average yearly abatement for the City of Champaign since 2002 is \$350,000 and
114 the total construction value of Enterprise Zone Projects since 2002 is \$549,310,000 (29% of entire
115 City Construction Value). During this time for every \$1 abated, it has returned \$77 in construction
116 value.
117

118 The City of Champaign is actively recruiting the following taxing districts to participate in
119 the local incentive programs: Unit 4, Champaign Park District, Parkland College, and Cham-
120 paign-Urbana Mass Transit District. The more partners that join the programs will result in a
121 greater abatement amount. Additional partners also ensures that the abatement periods are short
122 and therefore each agency sees growth added to their property tax rolls more quickly. The local
123 incentive programs are; Targeted Neighborhood Improvement, Affordable Multi-Family Housing,
124 Commercial District Enhancement, Employment Expansion, Historic Structure Rehabilitation,
125 and Tourism Development.
126

127 Libby Tyler, City of Urbana Community Development Director/City Planner explained
128 that the City has a real need to build its tax base because they have a large amount of tax-exempt
129 land leaving the City with a certain urgency to jump start its economic development.
130

131 Alix asked for a show of hands for interest to see the requests for enterprise zones come
132 back for approval in November 2014. Alix confirmed the member's strong interest in seeing the
133 proposals move forward in November.
134

135 The Committee of the Whole recessed at 7:51 p.m. and resumed session at 8:01 p.m.
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138

139 Champaign County CASA – Request for Adoption of Fees

140

141 Rush Record, Executive Director of the Champaign County Court Appointed Special Ad-
142 vocate Program the history of the program since 2002, in Champaign County. Record stated that
143 in August 2013, legislation was signed amending 55 ILCS 5/5-1101 adding a provision allowing
144 for a fee to be imposed and collected by the clerk to be deposited for the operations of CASA.
145 CASA has expanded staffing, because of additional funding through the University of Illinois.
146 This additional funding is set to expire in 2016 and CASA has begun the process of identifying
147 other sources of funding through fund raising and the possibility of the implementation of fees.

148

149 The implementation of a \$20 fee as allowed for by the statute would assist CASA to main-
150 tain the current level of service. The knowledge that additional funding is coming to the program
151 would help CASA plan. CASA recognizes that the need for additional staff and space is only a
152 matter of time.

153

154 Petrie asked if more information could be presented to the committee regarding the budget
155 and collection of fees. James felt that grant money should never be allocated towards items that
156 require long-term sustainability, such as additional staff. He did not support an additional fee.

157

158 Record stated that the program is not funded and 50% of their funding is done through
159 fund raising efforts. CASA fulfills a need and without CASA many children would be lost in the
160 system, so anytime an opportunity arises to fund the program they will promote it.

161

162 Kibler was concerned because the County did not support any other not-for-profit organi-
163 zation other than those that the board has a stake in by statute. Busey agreed, however, the legisla-
164 ture has made this funding available by amending its statute.

165

166 James would also like to have a list of the other fees already charged for fines. Kurtz sup-
167 ported the fee because CASA fulfills a need within the community. Record would provide more
168 budgetary information before the County Board meeting. **MOTION** by Quisenberry to recom-
169 mend approval of CASA fee request to the County Board; seconded by Langenheim. **Motion**
170 **carried.**

171

172 Treasurer

173

174 **MOTION** by Kibler to receive the Treasurer’s September 2014 report and place on file;
175 seconded by James. **Motion carried with unanimous support.**

176

177 **OMNIBUS MOTION** by Michaels to recommend County Board approval of resolutions
178 authorizing the County Board Chair to Execute a Deed of Conveyance or Cancellation of Approp-
179 riate Certificates of Purchase for Real Estate, Permanent Parcel No. 91-21-06-451-003,004; 46-
180 21-07-307-008; 46-21-07-306-016; 41-20-11-231-018; and 01-35-30-226-003; seconded by
181 Mitchell. **Motion carried with unanimous support.**

182

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184

185 Auditor

186

187 **OMNIBUS MOTION** by James to receive the Auditor's September 2014 report and
188 Quarterly Financial Report and place on file; seconded by Jay. **Motion carried with unanimous**
189 **support.**

190

191 **MOTION** by Schwartz to recommend County Board approval of an amendment to the
192 County Financial Policies; seconded by Petrie. **Motion carried with unanimous support.**

193

194 Nursing Home

195

196 **MOTION** by Kurtz to receive the Nursing Home Monthly Report and place it on file; se-
197 conded by Esry. **Motion carried with unanimous support.**

198

199 Budget Amendments/Transfers

200

201 **MOTION** by Jay to recommend County Board approval of a resolution authorizing
202 **Budget Amendment #14-00038** for Fund/Dept. 080 General Corporate-127Veterans Assistance
203 Commission with increased appropriations of \$1,000 and increased revenue of \$1,000 due to a
204 donation by the VFW Men's Auxiliary Post 630 to be used for food vouchers; seconded by Hart-
205 ke. **Motion carried with unanimous consent.**

206

207 County Administrator

208

209 **OMNIBUS MOTION** by Kibler to receive and place on file the General Corporate Fund
210 FY 2014 Budget Projection and the General Corporate Fund FY 2014 Budget Change reports;
211 seconded by Rosales. **Motion carried with unanimous support.**

212

213 **MOTION** by Kurtz to recommend County Board approval of a resolution amending the
214 General Corporate Fund Departments Staffing Budgets for FY2015; seconded by Hartke. **Motion**
215 **carried with unanimous support.**

216

217 **MOTION** by Kurtz to recommend County Board approval of a resolution to receive and
218 place on file the FY2015 budget; seconded by Hartke. **Motion carried with unanimous support.**

219

220 Other Business

221

222 **MOTION** by Kibler to recommend County Board approval of a resolution authorizing the
223 designation of the State's Attorneys Appellate Prosecutor as Agent; seconded by Hartke. **Motion**
224 **carried with unanimous support.**

225

226 There was no Chair's report.

227

228 Designation of Items for the Consent Agenda

229

230 Items C2-6; D2; F1; G3-4; H1 were designated for the County Board Consent Agenda.

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231 **POLICY, PERSONNEL, & APPOINTMENTS**

232 Appointments/Reappointments

233

234 **MOTION** by Kurtz to recommend County Board approval of a resolution authorizing the
235 appointment of Kim Ruckman to the Community Action Board, term ending 12/1/2016; seconded
236 by Kibler. **Motion carried with unanimous support.**

237

238 **MOTION** by Kurtz to recommend County Board approval of a resolution authorizing the
239 appointment of Dick Willfong to the Penfield Water District, term ending 5/31/2019; seconded by
240 Kibler. **Motion carried with unanimous support.**

241

242 **MOTION** by Kurtz to recommend County Board approval of a resolution authorizing the
243 appointment of John Leonard to the Sangamon & Drummer Drainage District, term ending
244 8/31/2017; seconded by Jay. **Motion carried with unanimous support.**

245

246 County Clerk

247

248 **OMNIBUS MOTION** by Rosales to receive the revised August 2014 and September
249 2014 monthly reports and place on file; seconded by Langenheim. **Motion carried with unani-**
250 **mous support.**

251

252 County Administrator

253

254 **MOTION** by James to receive the Administrative Services September 2014 monthly re-
255 port and place on file; seconded by Kibler. **Motion carried with unanimous support.**

256

257 Other Business

258

259 **MOTION** by Kurtz to defer reconsideration of the use of the Public Health Placard Sys-
260 tem; seconded by Alix. **Motion failed.**

261

262 **MOTION** by Petrie to reconsider the use of the Public Health Placard System; seconded
263 by Schroeder. Discussion followed. **Motion failed with roll call vote 5-14.** Hartke, James, Kurtz,
264 Langenheim, and Rosales voted in favor of the motion. Alix, Berkson, Esry, Harper, Jay, Kibler,
265 Maxwell, McGuire, Michaels, Mitchell, Petrie, Quisenberry, Schroeder, and Schwartz voted
266 against it.

267

268 Chair's Report

269

270 Quisenberry stated that the Strategic Planning Subcommittee will evaluate the success of
271 the current Strategic Plan for review by the new Strategic Planning Subcommittee in 2014-2016.

272

273 Designation of Items to be Placed on the Consent Agenda

274

275 Items A1-3 were designated for the Consent Agenda.

276

Committee of the Whole

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

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277 **Adjourn**

278

279 The meeting adjourned at 9:38 p.m.

280

281 Respectfully submitted,

282

283 Kay Rhodes,

284 Administrative Assistant

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

CHAMPAIGN COUNTY BOARD CONTRACT FOR RE-ENTRY PROGRAMMING

Contract/Program Name: Re-Entry Programming for the County of Champaign

Contract Maximum: \$100,000 in Year One

This Contract is by and between the **Champaign County Board**, hereinafter referred to as the "Board," and **Community Elements**, hereinafter referred to as "Provider," with principal address at 1801 Fox Drive, Champaign, IL 61820.

The Board and Provider each agrees:

A. Type of Contract (Check one below):

- Grant
- Attachments to Contract:
 - Program Plan – Attachment A
 - Financial Plan - Attachment B
 - RFP 2013-006 – Attachment C
 - Provider Response to RFP 2013-006 – Attachment D

B. Contract Terms:

1. This Contract shall be effective February 24, 2014. The term of engagement under this Contract will begin as of the Effective Date and will remain in effect until February 28, 2015, with options for two additional renewal years. The Board shall have the option of renewing the Contract for up to two additional one-year terms, renewable one term at a time. The Board's decision to renew shall be provided to Provider at least ninety (90) days prior to the termination of the then current term, to allow the parties the opportunity to negotiate the financial terms for the renewal.
2. Taxpayer Certification:
Under penalties of perjury, the person signing this Contract on behalf of the Provider personally certifies that 37-0913985 is the correct Federal Employer Identification Number (FEIN); or, NA is the correct Social Security Number for the Provider doing business as indicated below (please check one):

(Note: Sole proprietorship must use Social Security Number)

- | | | |
|--|---|--------------------------------------|
| <input type="checkbox"/> Individual | <input type="checkbox"/> Sole Proprietorship | <input type="checkbox"/> Corporation |
| <input checked="" type="checkbox"/> Not for Profit Corp. | <input type="checkbox"/> Tax Exempt Org | <input type="checkbox"/> Partnership |
| <input type="checkbox"/> Governmental Entity | <input type="checkbox"/> Medical Health Care Services Provider Corp | |

3. The maximum amount payable under this Contract is \$100,000 in the first year of the Contract. The Board reserves the right to decrease the maximum amount payable if:

- a. Staff and/or consultants are not hired within 30 days after the effective date of this Contract, or the projected hire date, or if a vacancy occurs. The Provider shall notify the Board in writing within 15 days of changes to any staff position including vacancies funded in whole or in part by the Board.
- b. Line items are not expended according to the schedule as evidenced in expense reports, if an acceptable amendment is not submitted within 30 days following the submission of the expense report.
- c. Unallowable Costs: The Provider's payments shall be subject to reduction for amounts included in any payment theretofore made which are determined by the Board, on the basis of audits or monitoring conducted in accordance with the terms of this contract, not to constitute allowable costs. The Board at their discretion may elect not to allow an expense based on what is deemed to be in the best interest of the County.
- d. Any funds which are not used or expended at the end of the Contract period in accordance with the terms and conditions of this contract shall be returned to the Board within 45 days after the expiration of this Contract.

4. Payment

The Board shall pay the Provider by and through the Champaign County Treasurer. Monthly payments will be paid based on the total contract amount divided by the length of the contract in equal installments. These payments shall be reconciled quarterly to actual expenses submitted by the Provider 30 days following the end of the quarterly reporting period. No monthly payment shall exceed the pro-rated monthly allocation, except when year-to-date billings have fallen short of the allowed maximum available.

The Board shall exercise the right to withhold monthly payments until required reports and/or forms are received and approved.

The Provider agrees that the Board reserves the right to correct any mathematical or computational error in the payment subtotals or total contract obligation by the Board to the Provider.

5. Record Keeping

- a. The Provider is required to maintain books and records relating to the performance of this Contract and necessary to support amounts charged to the Board under this Contract. The books and records shall be maintained for a period of five years from the expiration date and final payment under the Contract.
- b. All books and records required to be maintained under subsection (a) of this paragraph shall be available for review and audit by the Board. The Provider is required to fully cooperate with any audit initiated by the Board.
- c. Failure of the Provider under this Contract to maintain the books and records required by subsection (a) of this paragraph shall establish a presumption in favor of the Board for the recovery of any funds paid by the Board for which the required books and records are not available.

- d. The Provider shall maintain all such other records as may be required by the Board.
- e. The Provider shall assist the Board in its functions of monitoring and evaluating performance under this Contract. The Provider shall allow Board employees total access to all records, financial and programmatic, relating to this Contract.
- f. The Provider's books of account shall be kept in accordance with the Standards of Accounting and Financial Reporting for Voluntary Health and Welfare Organizations, or other methods which are consistent with generally accepted accounting standards. Accrual accounting is required for all financial reporting.
- g. The Provider shall keep true and accurate financial records reflecting all financial transactions pursuant to this Contract.
- h. The Provider shall maintain time and attendance records for all staff whose salaries are funded in whole or in part pursuant to this Contract consistent with generally accepted business practices.
- i. Except in emergency situations, the Board will attempt to provide to the Provider five days notice of its intent to review financial and programmatic records relating to this Contract, including, but not limited to, those records specified by this paragraph and all other parts of this Contract. Regarding those records related to this Contract, the Provider shall grant complete access to those Board employees or other qualified persons who are authorized by the Board or otherwise by law.

6. Audit Requirements

The Provider shall submit an annual audit report to the Board within 120 days following the completion of the Provider's fiscal year, unless waived or exempt. All audited financial statements shall include a "Schedule of Operating Income by Champaign County Board Funded Program" and "Schedule of Operating Expenses by Champaign County Board Funded Program". The Schedules shall include total program and Champaign County Board only funded information using a format modeled on the Champaign County Board Revenue and Expense forms. Audit requirements are as follows:

- a. The audit is to be performed by an independent certified public accountant registered by the State of Illinois. The resultant audit report is to be prepared in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States. The report shall contain the basic financial statements presenting the financial position of the agency, the results of its operations and changes in fund balances. The report shall also contain the auditor's opinion regarding the financial statements, taken as a whole, or an assertion to the effect that an opinion cannot be expressed. If the auditor expressed a qualified opinion, a disclaimer of opinion, or an adverse opinion, the reason therefore must be stated.
- b. The following supplementary financial information shall be included in the audit reports: (Failure to do so will make the report unacceptable.)
 - i. Filing of Audit Report: The audit report is to be filed with the Champaign County Board within 120 days of the end of the agency's fiscal year. In order to facilitate meeting filing requirements, agencies are encouraged to contract with certified public accountants before the end of the fiscal year.
 - ii. Request for Extension: A request for an extension of time to file the Audit Report must be submitted, in writing, to the Chair of the Champaign County

Board. In all cases, approval shall be obtained prior to the due date of the Audit Report.

- iii. Penalty: Failure to meet these audit requirements shall be cause for termination or suspension of Champaign County Board funding.
 - iv. Records: All fiscal and service records must be maintained for five years after the end of each budget period, and if need still remains, such as unresolved issues arising from an audit, related records must be retained until the matter is completely resolved.
- c. If the Provider does not comply with the requirement to produce an audit as specified by the Board, the Provider shall repay all Board funds allocated for such purpose.
 - d. Failure to complete an audit shall be cause for termination or cancellation of any current or subsequent contracts between the Board and the Provider.
 - e. The Provider must report to the Board any of its program or financial audit findings that indicate noncompliance, errors in billing, overpayments, failure to coordinate benefits, and/or other irregularities in the operations of the Provider.

7. Excess Revenue

At the end date of this Contract, the Provider shall be required to return any funds they have been paid pursuant to this Contract in excess of what is due to the Provider at termination, in accordance with existing Board rules and contractual obligations. Excess funds shall not be carried over to the next fiscal year.

8. Services

- a. In consideration of the mutual promises, covenants, and undertakings of the parties hereto, the Provider agrees to provide services as stipulated in the Program Plan attached hereto and incorporated herein by reference.

Failure to implement services as stipulated in the Program Plan may be cause for termination of the Contract. The Board may at its discretion require corrective action by the Provider including but not limited to repayment of funds.

The Board may, at any time by written notice, negotiate adjustments/changes in the Program Plan. If the change causes an increase or decrease in budgeted costs, the parties shall negotiate an equitable adjustment in the contract maximum. If the parties cannot reach an equitable adjustment after good faith negotiations, either party may terminate this contract.

- b. The Provider shall give due preference on a priority basis to residents of Champaign County who apply for services covered by this contract.
- c. The Board shall be notified by the Provider in writing at least 120 days in advance of any program closure; significant change to programs, including staff reduction in force which would alter capacity to serve clients or fulfill contract obligations.
- d. In the event the Provider is considering a corporate merger, consolidation, bankruptcy, or corporate restructuring, ceasing or transferring operations, or the Provider is facing

financial insolvency illustrated in part by furlough days, missed payroll or delayed payment of payroll, Provider should provide as much advance notice relative to the occurrence of said event to the Board as possible.

- e. The Provider shall notify the Board of a material change in Provider's management or Board of Directors consisting of a change in twenty-five percent or more of members or officers.

9. Quarterly Program and Financial Reports

All programs regardless of type of contract, grant-based or purchase of service/fee for service, will submit quarterly program and financial reports as documented in the Program Plan, Attachment A of this Contract.

Variations of 5% or greater between the contract budget (submitted application revenue and expense forms) and total revenue and total expenses reported shall require a written explanation submitted with the Second Quarter and Fourth Quarter Expense Reports.

Payments due to the Provider by the Board pursuant to this Contract shall be withheld if Program and/or Financial Reports are not submitted on a timely basis by the Provider to the Board.

10. Monitoring

All contracts will be monitored by the Board.

- a. Site Visits will be conducted on Grant Contracts to verify reported performance and service activity.
- b. Financial Monitoring may occur no less than once a year and, in instances where deficiencies are identified, may occur more frequently. A request for information will be sent to the agency allowing adequate time for the information to be available at the time of the financial review.

11. Employment Status

Unless otherwise specified in the Contract, the Provider does not acquire any employment rights with the Board or Champaign County by virtue of this Contract. Payments made are not subject to income tax withholding and do not entitle the Provider to any benefits afforded employees of the Board or Champaign County.

12. Address Change

The Provider will provide written notice of any change(s) of principal office/ mailing address at least 30 days in advance of the change. Written notice of changes of name, ownership, taxpayer I.D. or taxpayer certification should be provided at least 45 days in advance, and such changes will require new contracts to be written.

13. Disclaimer Notices

The Provider shall include a disclaimer, when issuing statements, published materials, et cetera, that acknowledges the contents, opinions, findings, conclusions or recommendations expressed in the material are those of the author and do not necessarily reflect the views of

the Champaign County Board. The Provider shall give to the Board a copy of the document(s) issued with the disclaimer.

14. Press Release/Media Notice

The Provider shall notify the Board in writing of its intent to issue the press release or other media event related to a program or service funded by the Board. Copies of any press release or other notice to the media shall be provided to the Board three days in advance of the actual release and/or media notice. The release and/or notice shall include the Disclaimer Notice referenced in Section B Number 13.

15. Confidentiality

All records and other information obtained by the Provider concerning persons (i.e., clients) served under this Contract is confidential pursuant to State and Federal statutes and shall be protected by the Provider from unauthorized disclosure.

16. Termination

- a. Each party reserves the right to terminate this Contract at any time for any reason, upon 30 days written notice to the other party.
- b. This Contract shall be deemed to have been breached by the Provider if it fails to perform any material act mandated by this Contract; and, at that time the Board may terminate this Contract immediately upon notice. The termination shall be effective upon the date notice is mailed in a properly addressed envelope with postage prepaid and deposited in a United States Post Office or post office box or hand delivered to the Provider's principal address listed herein.
- c. Upon termination of this Contract, any equipment exceeding \$1,000 in value at the time of purchase which was purchased with Board funds shall be returned to the Board within 90 days, unless otherwise agreed to in writing signed by the Chair of the Board.
- d. Upon termination of this Contract prior to the end date provided by the terms of this Contract, the Provider shall return to the Board all revenues in excess of expenses as of the date of termination. Such return shall be by check payable to the Board, no later than 15 days after completion of the required audit.

17. Severability

In the event any provision of this Contract is declared void, voidable or otherwise unenforceable, then such provision, term or condition shall be severable from this Contract and this Contract shall otherwise be fully effective, binding, and enforceable.

18. Personnel

- a. The Provider warrants all personnel who directly provide services under this Contract are fully qualified to carry out their duties, and that all representations concerning Provider personnel (academic credentials, licensing status, work experience, number of staff, etc.) are true and correct. The Provider further agrees to perform in a diligent, efficient, and competent manner commensurate with the highest standards of the profession and will devote the time necessary to perform services required under this contract. The Provider shall remain in compliance at all times with the standards prescribed by State and Federal law for the rendering of such services, including appropriate background checks,

and shall notify the Board within five (5) working days of change in status, suspension, or revocation of licenses of all personnel who provide services under this contract.

- b. The Provider will develop job descriptions and staff development plans for all Board funded (total or partial) positions (including volunteers). Job descriptions will be kept on file at the Provider's site and made available to Board staff upon request.
- c. The Provider shall not, either through hiring, promotion, or position reclassification, have employees related by blood, adoption, marriage, or domestic partnership in any position of direct or indirect supervision or other decision making authority over a related employee.
- d. The Provider shall not allow any employee or person related by blood, adoption, marriage, or domestic partnership to serve on the Provider Board of Directors.

19. Licensing, Certification and Accreditation Status

The Provider shall notify the Board in writing within five (5) working days following any sanctions imposed by a funding organization or change in status of licenses, certifications and/or accreditations. Change in status includes investigations, audits, plans of correction, suspension, termination, or revocation of licenses, certifications or accreditations. The Provider shall within five (5) working days provide the Board with copies of all documents and correspondence between the Provider and the licensing, certification or accrediting body pertaining to the change in status.

20. Subcontracts

This Contract shall not be subcontracted, assigned or delegated without prior written consent of the Board.

Professional services subcontracted for shall be provided pursuant to a written contract, and shall be subject to all provisions contained in this Contract. The Provider shall remain responsible for the performance of any person, organization, or corporation with which it contracts.

21. Compliance with State and Federal Laws

- a. This Contract, and all subcontracts entered into pursuant to this Contract, shall be governed by the laws of the State of Illinois and insofar as applicable, by related Federal laws and regulations. The Provider agrees to timely comply with all Local, State, and Federal laws, regulations, and standards pertaining to the Agency Plan, Program Plan, and/or Financial Plan, and all other matters contained in this Contract.

The Provider agrees to pay all state and federal taxes and other levies and charges as they become due, and to defend, indemnify, and hold the Board harmless from and against any and all liability resulting from any failure to do so.

The Provider is solely responsible for and must meet all labor, health, safety, and other legal requirements, including payment of all applicable taxes, premiums, deductions,

withholdings, overtime, and other amounts which may be legally required with respect to the Provider and any persons providing services on behalf of the Provider under this contract.

Failure of the Provider to pay applicable Federal and State payroll taxes, FICA, and other levies or charges as they become due shall result in immediate termination of this contract.

- b. The Provider certifies that it is in compliance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA), Public Law No. 104-191, 45 CFR Parts 160, 162 and 164, the Social Security Act, 42 U.S.C. §1320d-2 through 1320d-7, in that it may not use or disclose protected health information other than as permitted or required by law and agrees to use appropriate safeguards to prevent use or disclosure of the protected health information.
- c. The Provider certifies that it is in compliance with all applicable Federal, State, and Local laws protecting the civil rights of persons.
- d. The Provider certifies that it is in compliance with the State and Federal constitutions, the Illinois Human Rights Act, the United States Civil Rights Act, The Illinois Employment First Act, and Section 504 of the Federal Rehabilitation Act. The Provider, its employees, and subcontractors shall comply with all applicable provisions of the following State and Federal laws and regulation pertaining to nondiscrimination and equal employment opportunity including but not limited to the delivery of services under this Contract and all subsequent amendments thereto:
 - i. The Illinois Human Rights Act, as now or hereafter amended (775 ILCS 5/1 – 101 et seq.);
 - ii. Public Works Employment Discrimination Act “to prohibit discrimination and intimidation on account of race, creed, color, sex, religion, physical or mental handicap unrelated to ability, or national origin in employment agreements for public buildings or public works.” (775 ILCS 10/0.01 et seq.);
 - iii. The United States Civil Rights Act of 1964 (as amended), Section 504 of the Federal Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.), and Executive Orders 11246 and 11375 (Equal Employment Opportunity).
 - iv. The Illinois Employment First Act, to “support competitive and integrated employment of persons with disabilities; and, whenever feasible, share data and information across systems in order to track progress toward full implementation of the Act.”

22. Liability

- a. The Board assumes no liability for actions of the Provider or the Provider’s employees under this contract. The Provider shall indemnify, defend, and hold harmless the Board, and its respective agents, employees, officers, directors, successors, and assigns (collectively, the “Indemnities”) from, against in and in respect of any damages, claims, allegations, losses, charges, actions, suits, proceedings, judgments, interest, penalties

amounts paid in settlement, costs, and expenses (including reasonable and verifiable attorneys' fees) (collectively, "Losses") which are imposed on, sustained, paid by, incurred or suffered by or asserted against any of the Indemnities directly or indirectly related to, arising out of, or resulting from third party claims relating to (i) the acts, omissions or breach of the Provider, its agents or representatives in connection with the performance of its obligations under this Contract, (ii) any allegations by any federal, state, or local government authority that the Provider has in any way misused, misspent, improperly accounted for, or improperly disbursed any funds, including but not limited to any allegations that the Provider has violated any Medicare or Medicaid regulation, statute or ruling, or from any other violation of State or Federal laws and regulations the Provider has certified as being in compliance.

- b. The Provider shall provide to the Board on an annual basis a certificate of liability insurance, as well as a certificate of professional malpractice insurance covering any of its employees or contractors assigned to provide services under this Contract. Provider shall, as its sole cost and expense, procure and maintain during the term of this CONTRACT, the following minimum coverage and limits of liability insurance:
 1. PROFESSIONAL LIABILITY: Professional Liability insurance in an amount not less than \$1,000,000 per occurrence and \$3,000,000 in the aggregate.
 2. COMPREHENSIVE GENERAL LIABILITY: Comprehensive General Liability insurance in an amount not less than \$1,000,000 per occurrence and \$3,000,000 in the aggregate.
 3. WORKER'S COMPENSATION: Worker's Compensation coverage as required by applicable state law.
 4. ENDORSEMENT: The comprehensive General Liability, Professional Liability and Worker's Compensation policy shall contain additional endorsement naming the County of Champaign, a municipal corporation; the Champaign County Board, Directors, and all subsequent Directors and all employees of Champaign County as an additional insured with respect to liabilities arising out of the performance of services under this CONTRACT.
 5. PROOF OF INSURANCE: Provider shall provide the COUNTY proof of Professional Liability, General Liability and Worker's Compensation insurance coverage for Provider's staff, employees, agents and subcontractors for the term services are provided under this CONTRACT. Provider shall notify the DIRECTOR in writing of each change in coverage, reduction in policy amounts or cancellation of insurance coverage. If Provider fails to provide proof of adequate insurance within a reasonable time under the circumstances, then the COUNTY shall be entitled to terminate this CONTRACT without penalty to the COUNTY pursuant to the terms of Section B Number 16.
 6. SURVIVABILITY: The obligations under this Section B Number 22 shall survive the termination of this CONTRACT.

23. Miscellaneous

- a. This contract is complete and contains the entire understanding between the Board and the Provider relating to the subject matter contained herein, including the terms and conditions of the parties' agreement. This contract supersedes any and all prior

understandings, representations, negotiations, and agreements between the parties relating hereto, whether written or oral.

- b. The Provider will seek and receive the Board's written approval through an amendment before making significant programmatic or budgetary changes, utilizing the Contract Amendment form prepared by the Board.
- c. The exhibits applicable to this Contract are incorporated herein by reference on Section A of the Contract.
- d. The Provider will cooperate with the Board in improving services related to re-entry programming in Champaign County by participating in the Board's collaboration and networking efforts.
- e. The Provider will cooperate with the Board in activities related to improvement and management of performance and attainment of desired outcomes associated with the services provided under this Contract.
- f. The Provider's governing board must notify the Board of all Provider board meetings with the exception of executive sessions and provide the Board with copies of approved minutes of all open meetings of the Provider's governing board. The Provider will allow a Board liaison designated by the Board to attend the Provider board meetings and have access to the Provider's facilities.
- g. To assist the Board in its planning function, when the Provider submits grant applications for funding related to the services provided through this Contract to any local, state, or federal government funding source during the term of this contract, the Provider shall submit in writing what government entity the application was made to, the type, the amount, and the focus of the application. The Board reserves the right to request a full copy of the application. If Provider does enter into agreements for financial assistance with other sources, the agreement with other sources shall not impair fulfillment of Provider's obligations of this contract including due preference on a priority basis to residents of Champaign County.
- h. The Provider shall not use funds obtained through this contract as a match for any other grant or application without the express written authorization of the Board.
- i. The Provider shall certify that they do not use Board funds:
 - i. To engage in proselytizing activities with clients and/or require worship or religious instructional activities as a condition of participation.
 - ii. For direct or indirect medical (physical health) services that are not related to justice system involved individuals, mental health, substance abuse, or developmental disabilities.
 - iii. For programs or services under the jurisdiction of public school systems.

24. Other Required Certifications

- a. Drug Free Workplace – The Provider certifies that neither it nor its employees shall engage in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in the performance of this Contract and that the Providers shall comply with all provisions of the Drug-Free Workplace Act (30 ILCS 580/1 – 580/11).
- b. Bribery - The Provider certifies that he/she has not been barred from being awarded a contract or subcontract under Section 50-5 of the Illinois Procurement Code.

- c. Bid-Rigging/Bid Rotating Law - The Provider certifies that it has not been barred from contracting with a unit of State or Local government as a result of a violation of 720 ILCS 5/33E-3 & 5/34E-4 of the Illinois Criminal Code of 1961.
- d. Educational Loan – The Provider certifies that it is not barred from receiving State Agreements as a result of default on an educational loan (5 ILCS 385/1 – 385/3).
- e. International Boycott – The Provider certifies that neither it nor any substantially owned affiliated company is participating or shall participate in an international boycott in violation of the provisions of the U.S. Export Administration Act of 1979 or the regulations of the U.S. Dept. of Commerce promulgated under the Act.
- f. Charitable Trust – If the provider is a charitable organization subject to the Charitable Trust Act (760-ILCS 55/1), or the Solicitation for Charity Act (225 ILCS 460/1), the Provider certifies that all information required by the statutes referenced herein has been filed with the Illinois Attorney General.
- g. Dues and Fees – The Provider certifies that it is not prohibited from selling goods or services to the State of Illinois because it pays dues or fees on behalf of its employees or agents, or subsidizes or otherwise reimburses them, for payment of their dues or fees to any club which unlawfully discriminates.
- h. Pro-Children Act – The Provider certifies that it is in compliance with the Pro-Children Act of 1994 (Public Law 103-227) in that it prohibits smoking in any portion of its facility used for the provision of health, day care, early childhood development services, education, or library services to children under 18 which services are supported by Federal or State government assistance (except portions of the facilities which are used for inpatient substance abuse treatment).
- i. Sexual Harassment – The Provider certifies that it will prohibit sexual harassment as defined by the Illinois Human Rights Act, 775 ILCS 5/2 – 101(E), and will not tolerate such conduct by its employees. Further, the Provider certifies that it has a written sexual harassment policy as required by the Illinois Human Rights Act (775 ILCS 5/2-105 (1994) and shall deliver to the Board a copy of such upon request.
- j. Health Care – The Provider agrees to take necessary precautions to guard against contagious and communicable diseases including “Recommendations for Risk Reduction” from the U.S. Center for Disease Control.

25. Assignment

The Provider understands and agrees that this Contract, or any portion of this Contract, may not be sold, assigned, or transferred in any manner and that any actual or attempted sale, assignment, or transfer without the prior written approval of the Board shall render this Contract immediately null, void, and of no further effect.

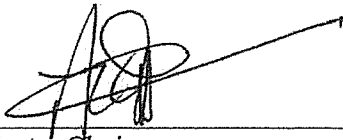
26. Interpretation

In the event of any discrepancy, disagreement, or ambiguity among the documents that comprise this Contract and its incorporated documents and/or RFP 2013-006, the Provider’s proposal in response to the RFP, the documents shall be given preference in the following order to interpret and to resolve such discrepancy, disagreement, or ambiguity: 1) this Contract; 2) Attachment A – Program Plan; 3) Attachment B – Financial Plan; 4) Attachment C – RFP 2013-006; 5) Attachment D – Provider’s Response to RFP 2013-006.

27. Authority to Execute and Bind

This Contract and the exhibits hereto contained shall not be binding and enforceable unless signed by all parties, including the Chair of the Board. The persons executing this Contract on behalf of the Provider acknowledge that they have read and understand the terms herein and hereby warrant that they have the legal authority to execute this Contract and bind the Provider. The Provider's Board President specifically states that he or she has been granted such authority by resolution of the Provider's Board of Directors.

For the Champaign County
Board



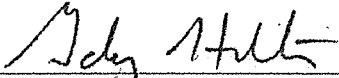
Alan Kurtz, Chair
Champaign County Board

For the Provider



Provider Executive Director/or CEO
(original signature only)

ATTEST:



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

**CHAMPAIGN COUNTY BOARD CONTRACT FOR RE-ENTRY PROGRAMMING
ATTACHMENT A - PROGRAM PLAN**

Definitions

1. A “Client” is a prisoner in the Jail (sentenced or awaiting trial) who may soon be released, a recently released former Jail prisoner, a DOC inmate who is soon to be released, or a recently released former DOC prisoner (who may or may not be on “supervised release” or parole) who resides, or is likely to reside, in Champaign County, Illinois.
2. Jail refers only to the Champaign County Illinois Jail or Correctional Center.
3. DOC refers only to the Illinois Department of Correction.

Section 1 - Scope of Services

Provider will work toward providing a one-stop connecting point for re-entry planning, management and services for clients who are re-entering the community after spending time in DOC or the Jail. Provider will provide case management to assist clients in the re-entry process with a goal to reduce criminal recidivism and to help the client develop and implement support plans and treatment plans to become a successful and productive member of the community.

To the extent services, programs, and assets are locally available, and after client interviews and consultations to assess client needs and cooperation, and client’s willingness to work towards a long-term successful community re-entry; Provider will coordinate services with client’s needs and provide guidance and encouragement to the client in the following areas:

- Housing
- Substance abuse
- Mental health services
- Service to assist with significant medical and dental problems
- Employment services
- Educational and vocational services
- Family and parenting counseling and services
- Peer guidance, support and mentoring.

As part of this process Provider will provide motivational interviewing; assistance in individual personal assessment and goal setting; and Moral Reconciliation Therapy.

Provider will develop strategies to identify and obtain funding and assistance for a long-term re-entry program that will include assets and entities beyond Champaign County government including, but not limited to, participation by other governmental, charitable, and private service agencies; religious organizations (that work with re-entry clients and not to proselytize or require any religious activity); local peer mentors or groups of mentors; community organizations; and,

where feasible, local business entities. Provider will also investigate, seek, and apply for grants, contributions, and other funding sources, governmental and otherwise.

This contract shall not affect Provider's work for the Champaign County Sheriff's Office. Provider provides assistance and guidance to the Sheriff in coordinating services offered in the Jail with those offered in the community. This includes services to individuals and the development of over-all best practices concerning Corrections, Law Enforcement, and the needs and resources of the community.

Provider and any persons and/or entities working with Provider under this contract shall cooperate with each other and share client's needs information, but only as allowed by existing law, business agreements, client releases, and/or as otherwise authorized under the terms of this agreement. This shall be done to assist client in achieving success with the goal of reducing recidivism.

Provider will assist in convening a Re-Entry Council to guide a collaborative planning process to identify and plan for community needs related to re-entry. The Council will initially be comprised of one representative each from:

1. Champaign County Probation and Courts Services
2. Community Elements
3. The Prairie Center
4. Problem Solving Courts (or representative of the Judiciary)
5. State's Attorney
6. Champaign County Sheriff
7. Champaign County Mental Health Board (planning and program funding)
8. Illinois Department of Corrections (parole)
9. A member of Democratic County Board Caucus as chosen by the Caucus to serve a two-year term.
10. A member of Republican County Board Caucus as chosen by the Caucus to serve a two-year term.
11. A citizen/community representative as nominated by the County Board Chair and approved by the County Board to serve a two-year term.
12. One representative of local police departments should one or more police departments agree to participate in a fashion similar to what the Sheriff's Office involvement with Drug Court.

The Re-Entry Council is expected to meet at least monthly during the initial project period with Task Groups or subcommittees meeting as needed to work on defined projects. The Re-Entry Coordinator will be responsible for maintaining meeting minutes, progress reports, and documenting decisions approved by the Council.

The Re-Entry Council will be guided by the following priorities:

- Identify and recruit representatives from additional constituencies or with special expertise necessary for a collaborative planning process.
- Draft formal agreements regarding the organization and composition of the Re-Entry Council.
- Reach consensus regarding a statement of program goals and objectives related to community re-entry.
- Approve a detailed work plan.
- Identify services and resources necessary to complete the project.
- Define the target population.
- Define system-wide outcome measures.
- Approve and adopt operational guidelines to guide the delivery of community re-entry services and the adoption of evidence-based models.
- Identify key data elements to measure system performance.
- Gather baseline data from all sources.
- Address obstacles to successful re-entry.
- Develop a data-driven decision-making strategy and use effective, evidence-based practices to deliver case management services.

The Re-Entry Council:

1. Is responsible for identifying representatives for subcommittees and task groups.
2. Will guide and coordinate the work of any subcommittees or task groups focused on aspects of re-entry.
3. Will assist Provider in developing criteria for client selection and general operational protocols.

While Provider will work with the Re-Entry Council on these matters, its contract and ultimate obligation is to the County Board. In this regard Provider will, at least quarterly, prepare a report for the County Board (and Re-Entry Council) summarizing activities to date, future plans, and any statistical information to better allow the Board (and Council) to evaluate the progress to date, any identified obstacles to re-entry, and potential future actions.

The Task Groups or subcommittees chartered by the Re-Entry Council will be representative of multiple community interests, including but not limited to, community treatment providers; criminal justice authorities; formerly incarcerated individuals; community planning and funding entities; community representatives; and subject matter experts.

Provider will provide a full-time Re-Entry Program Coordinator (initially Celeste Blodgett), a full-time Case Manager, regular consulting (at least 2 hours per week) by an expert in the field of re-entry (initially Bruce Barnard), and such other overall management and administrative

resources as may be necessary to manage this contract. Provider will provide overall guidance, manage any financial obligations, including payroll and benefits provided its employees, and manage any statistical information necessary under this contract. The duties of the Re-Entry Coordinator and Case Manager will include those listed in Program Plan Section 2 - Duties.

Section 2 - Duties

The **Re-Entry Program Coordinator** will be responsible for overseeing the program development aspects of the re-entry program; identifying and recruiting potential project partners; serving as Coordinator to technical assistance providers; identification of funding sources; preparation of grants and overseeing implementation of the re-entry program plan. The Coordinator will be responsible for maintaining meeting minutes, progress reports, and documenting decisions approved by the Re-Entry Council. In addition the coordinator will facilitate the collection of data by project partners and maintain project records of data elements, baseline data, and document progress toward goals. It is the intent of the parties that data be collected and used to determine baselines; evaluate success; obtain support and grants; and enhance the re-entry program's effectiveness. This will be done to develop and implement the most effective, efficient, and evidence-based practices to deliver services and intensive case management to clients. The coordinator will work with the Sheriff and DOC to help identify those individuals who should be included in the initial target population. As this program develops, the Coordinator will provide data and information to the Re-Entry Council so the Council can prepare realistic guidelines to identify a target population of clients for the re-entry program.

Job Title:	Case Manager
Level of Effort:	1 FTE
Department:	Community Re-Entry
Reports To:	
Qualifications:	Bachelors in related field. Experience working with correctional clients, mental health, or substance abuse
FLSA Status:	Non-Exempt

The Case Manager: (1) Provides a full array of case management, community support, and linkage services to individuals who have been released from correctional facilities and who require assistance with employment, housing, addiction, mental illness, and/or co-occurring disorders. (2) Demonstrates an understanding of community resources, and adopts a strength-based approach to case management. (3) Assists clients and their families with their housing, medical, vocational, and treatment needs in order to achieve self-sufficiency and return to healthy and productive lifestyles by performing the duties identified below.

Essential Duties and Responsibilities include the following:

- Case managers will meet the requirements to provide community support services as defined by the Illinois Medicaid rule 132, and all state and federal rules and guidelines.

- Experience and/or familiarity with substance use issues, mental health, criminal justice, and community resources are required.
- Interviews clients and their families to determine access to resources to manage re-entry issues; substance use; mental health; personal and family adjustments; finances; employment; food; clothing, housing; and physical and medical impairments.
- Investigates case situations and presents information to the residential Director and other members of Community Re-Entry team on client's vocational needs, housing situation, access to recovery resources, and support system.
- Serves as link between client, team members, and community.
- Maintains close communication and coordination with probation/parole or other supervising authority.
- Works with the Champaign County Sheriff's Office and the Department of Corrections staff to identify clients most in need of community case management services and provide linkage to services upon release of those clients.
- Identifies and maintains working relationships with providers of transitional housing, permanent housing, support services, self-help, education, and other community resources.
- Provides transportation for clients to medical appointments, job interviews, support services, etc., when clinically appropriate.
- Assists clients in identifying and using mass transit and other resources for transportation.
- Conducts home visits for support, assistance with activities of daily living, and monitoring of client response to treatment and recovery.
- Develops vocational plans for clients including job training, skill development, assistance with job seeking strategies, and available community resources.
- Monitors and records the clients' and families' progress towards becoming self-sufficient.
- Develops and maintains an accurate clinical record on all assigned clients through the timely completion of all necessary forms in accordance with the State's licensure standards and standard operating procedures.
- Participates in training and clinical supervision necessary to maintain licensure or certification and clinical skills. This includes attending in-service training and keeping abreast of current literature.
- Other duties related to the operation of the Community Re-Entry Program may be assigned.

CHAMPAIGN COUNTY BOARD CONTRACT FOR RE-ENTRY PROGRAMMING

ATTACHMENT B – FINANCIAL PLAN

Program Budget

		Year 1		Year 2		Year 3	
Funding Sources							
Champaign County Re-Entry Funding	\$	100,000	\$	100,000	\$	100,000	
Champaign County Mental Health Board	\$	5,166	\$	5,321	\$	5,481	
In-Kind Rent for Office Space	\$	2,500	\$	2,538	\$	2,576	
Client Fee Income	\$	13,866	\$	16,145	\$	19,471	
Total Funding Sources	\$	121,532	\$	124,003	\$	127,527	
Expenses							
<i>Personnel Costs</i>							
<u>FTEs</u>	<u>Positions</u>						
1	Project Coordinator	\$	41,600	\$	42,848	\$	44,133
1	Case Manager	\$	30,000	\$	30,900	\$	31,827
0.1	Program Supervisor	\$	4,200	\$	4,326	\$	4,456
0.05	Project Director	\$	3,577	\$	3,684	\$	3,794
Total Wages		\$	79,377	\$	81,758	\$	84,211
Fringe Benefits @ 23%		\$	18,257	\$	18,804	\$	19,368
Total Personnel Costs	\$	97,633	\$	100,562	\$	103,579	
Office Equipment							
Computer	\$	850	\$	-	\$	-	
<i>Occupancy Expenses</i>							
Office Space	\$	2,500	\$	2,538	\$	2,576	
Telephone	\$	597	\$	606	\$	615	
Internet	\$	774	\$	786	\$	797	
Utilities	\$	1,624	\$	1,648	\$	1,673	
Janitorial Service	\$	360	\$	365	\$	371	
Total Occupancy Expenses	\$	5,855	\$	5,943	\$	6,032	
<i>Program Expenses</i>							
Cell Phone for Case Manager	\$	480	\$	480	\$	480	
Mileage Reimbursements	\$	1,440	\$	1,462	\$	1,484	
Program Supplies	\$	1,350	\$	1,370	\$	1,391	
Client Assistance	\$	1,000	\$	1,000	\$	1,000	
Total Program Expenses	\$	4,270	\$	4,312	\$	4,354	
Management & General	\$	12,924	\$	13,187	\$	13,562	
11.9% Federal Indirect Cost Rate							
Total Expenses	\$	121,532	\$	124,004	\$	127,527	

COMMUNITY ELEMENTS, INC.
Re-Entry Grant Expenses
Award: \$100,000

----- ACTUAL CHARGES -----

Month	County Payment	Personnel	Admin Cost 11.9%	Office Cabling	Paint & Supplies	Computer	Occupancy Expenses	Program Supplies	Program Billings	Adj to prior billings	LESS Client Fees	PLUS	LESS	Invoice Total	Payment to Billing Balance
March *	\$8,333.33	\$7,200.03	\$924.73	\$485.84	\$85.00	\$730.00	\$242.93							\$8,695.60	-\$362.27
April	\$8,333.33	\$4,106.21	\$604.42				\$471.00	\$246.00						\$5,683.56	\$2,287.50
May	\$8,333.33	\$8,777.00	\$1,129.82				\$504.19	\$57.31						\$10,623.82	-\$2.99
June	\$8,333.33	\$6,509.03	\$841.30				\$432.58	\$1,010.00	-\$850.00					\$7,911.83	\$418.51
July	\$8,333.33	\$8,557.53	\$1,137.65				\$495.00	\$186.00	-\$307.00					\$10,287.76	-\$1,535.92
August	\$8,333.33	\$7,113.00	\$1,026.00				\$461.00	\$264.00		\$113.00				\$8,513.00	-\$1,715.59
September	\$8,333.33	\$7,690.00	\$1,082.00				\$456.00	\$248.00						\$9,610.00	-\$2,992.26
October	\$8,333.33	\$8,283.00	\$1,340.00											\$9,428.00	-\$4,086.93
November	\$8,333.33													\$4,246.40	
December	\$8,333.33													\$12,579.73	
2015															
January	\$8,333.33														\$20,913.06
February	\$8,333.33														\$29,246.39
TOTAL	\$99,999.96	\$58,235.80	\$8,085.92	\$485.84	\$85.00	\$730.00	\$3,062.70	\$2,011.31	-\$1,157.00	\$113.00	-\$899.00	\$113.00	-\$899.00	\$70,753.57	

* March payment covered actual charges from February 26 - March 31, 2014

COMMUNITY ELEMENTS, INC.

1801 FOX DRIVE
 CHAMPAIGN, ILLINOIS 61820
 (217) 398-8080 fax (217) 352-1421

Invoice No. 04302014-1

INVOICE**Customer**

Name Champaign County
Brookens Administrative Center

Address 1776 E. Washington

City Urbana State IL ZIP 61802
Attn: Deb Busey

REVISED

Qty	Description	Unit Price	TOTAL
1.0	Re-entry grant expenses (April 1 - April 30, 2014)	\$5,683.56	\$5,683.56
	Personnel	\$4,106.21	
	Computer	\$730.00	
	Occupancy Expenses	\$242.93	
	Admin (11.9%)	\$ 604.42	
TOTAL			\$5,683.56

COMMUNITY ELEMENTS, INC. , a non-profit, 501c3, corporation organized
 under the Laws of the State of Illinois. FEIN 37-0913985

We appreciate your business.

COMMUNITY ELEMENTS, INC.

1801 FOX DRIVE
 CHAMPAIGN, ILLINOIS 61820
 (217) 398-8080 fax (217) 352-1421

Invoice No. 07/31/2014-1

INVOICE

Customer

Name Champaign County
Brookens Administrative Center

Address 1776 E. Washington

City Urbana State IL ZIP 61802
Attn: Deb Busey

Qty	Description	Unit Price	TOTAL
1.0	Re-entry grant expenses (07/01/2014 - 07/31/2014)	\$10,287.76	\$10,287.76
	Personnel	\$8,557.53	
	Occupancy Expens	\$432.58	
	Program Supplies	\$1,010.00	
	Admin (11.9%)	\$ 1,137.65	
	Total Expenses	\$ 11,137.76	
	Less Program Billings of \$850	(\$850.00)	
		\$ 10,287.76	
	TOTAL		\$10,287.76

Sorry for the delay Deb!
Paul Hedrick

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COMMUNITY ELEMENTS, INC.

1801 FOX DRIVE
 CHAMPAIGN, ILLINOIS 61820
 (217) 398-8080 fax (217) 352-1421

Invoice No. 08/31/2014-1

INVOICE

Customer

Name Champaign County
 Brookens Administrative Center
 Address 1776 E. Washington
 City Urbana State IL ZIP 61802
 Attn: Deb Busey

Qty	Description	Unit Price	TOTAL
1.0	Re-entry grant expenses (08/01/2014 - 08/31/2014)	\$8,513.00	\$8,513.00
	Personnel	\$7,113.00	
	Occupancy Expens	\$495.00	
	Program Supplies	\$186.00	
	Admin (11.9%)	\$ 1,026.00	
	Total Expenses	\$ 8,820.00	
	Less Program Billings of \$307	(\$307.00)	
		\$ 8,513.00	
TOTAL			\$8,513.00

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COMMUNITY ELEMENTS, INC.

1801 FOX DRIVE
 CHAMPAIGN, ILLINOIS 61820
 (217) 398-8080 fax (217) 352-1421

Invoice No. 09/30/2014

INVOICE

Customer

Name Champaign County
 Brookens Administrative Center
 Address 1776 E. Washington
 City Urbana State IL ZIP 61802
 Attn: Deb Busey

Qty	Description	Unit Price	TOTAL
1.0	Re-entry grant expenses (09/01/2014 - 09/30/2014)	\$9,610.00	\$9,610.00
	Personnel	\$7,690.00	
	Occupancy Expens	\$461.00	
	Program Supplies	\$264.00	
	Admin (11.9%)	\$ 1,082.00	
	Total Expenses	\$9,497.00	
	<i>adjustments to prior billings</i>	\$113.00	
		\$9,610.00	
TOTAL			\$9,610.00

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 under the Laws of the State of Illinois. FEIN 37-0913985

We appreciate your business.

COMMUNITY ELEMENTS, INC.

1801 FOX DRIVE
 CHAMPAIGN, ILLINOIS 61820
 (217) 398-8080 fax (217) 352-1421

Invoice No. 10/31/2014-1

INVOICE

Customer

Name Champaign County
 Brookens Administrative Center

Address 1776 E. Washington

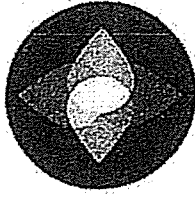
City Urbana State IL ZIP 61802

Attn: Deb Busey

Qty	Description	Unit Price	TOTAL
1.0	Re-entry grant expenses (10/01/2014 - 10/31/2014)	\$9,428.00	\$9,428.00
	Personnel	\$8,283.00	
	Occupancy Expens	\$456.00	
	Program Supplies	\$248.00	
	Admin (11.9%)	<u>\$ 1,340.00</u>	
	Total Expenses	\$10,327.00	
	Client Fees	<u>(\$899.00)</u>	
		\$9,428.00	
		TOTAL	\$9,428.00

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 under the Laws of the State of Illinois. FEIN 37-0913985

We appreciate your business.



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

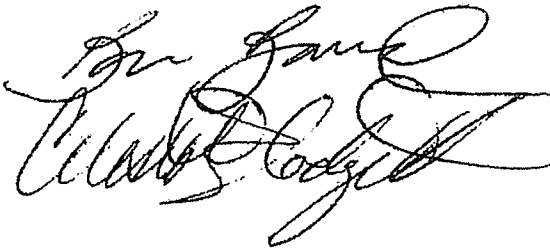
In addition to the discussion regarding the target population, the Council collectively agreed to meet on the first Wednesday of every month, at Community Elements' Fox Drive location. Thus, the next Reentry Council meeting is scheduled for June 4, 2014.

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

Handwritten signatures of Bruce Barnard and Celeste Blodgett. The signature of Bruce Barnard is on top, and the signature of Celeste Blodgett is below it. Both are written in black ink.

MEETING MINUTES – REENTRY COUNCIL

MEETING INFORMATION

Date: June 4, 2014 Location: 1801 Fox Drive
Time: 12:00 PM Meeting Type: Reentry Council
Facilitator: Bruce Barnard

Attendees: Bruce Barnard, Astrid Berkson, Pat Connolly, Mark Driscoll, Joe Gordon, Roger Holland, Allen Jones, Marlon Mitchell, Julia Rietz, Bruce Suardini, Sheriff Walsh and Sandy Fox as recorder.

Absent: Celeste, Blodgett, Sheila Ferguson, Jim McGuire, Nathan Ross, Lisa Hampton

Approval of Minutes:

This meeting was called to order at 12:05 pm at 1801 Fox Drive, Champaign, IL by Mr. Bruce Barnard. The minutes of the May 7, 2014 meeting were approved by consensus.

Confirm Target Population:

The Council reviewed the draft of Target Populations and it was approved with minor changes suggested by the Council. Each jurisdiction can decide how they wish to make contact with offenders reentering the Champaign County community. A flyer will be drafted with a few local resources, in addition to 211 and Community Element's phone number. Community Elements will work with Parole to make sure the Resource Flyers are delivered to offender in Champaign County.

We are hopeful that Parole will help assist in identifying those about to be released to Champaign County. Julia Reitz provided updated information to more accurately represent the number of persons sentenced to IDOC for less than 4 years.

Quarterly Report to County

The first quarterly report was submitted to Deb Busey at the County and is available for any Council member who would like a copy.

Discussion of Task Groups:

Bruce explained the structure of the Reentry Council, as well as Community Elements' intent to charter task groups to address areas of specific concern and report back to the Council. Task groups may be made up of Council members, as well as people from outside groups and organizations, and will address specific reentry components, necessary for the development of an effective reentry program. Research will be conducted to examine specific components of coordinated reentry processes, identify gaps, and determine what is needed for an effective reentry program.

Reentry Council Meeting
Minutes of June 4, 2014

It has been suggested that members of the Council visit other, nearby communities that have developed successful reentry initiatives. Rockford, IL, for example, has recently experienced some reentry success and we have been invited to tour their facility.

The following task groups were established:

1. Peer Support
2. Vocational and Education
3. Data
4. Housing
5. Primary and Coordinated Care
6. Crisis Response

Marlon, Mitchell agreed to chair Peer Support, Bruce Suardini agreed to chair Housing. The suggestion was made to contact the Park District and Parkland College regarding input for the Vocational and Education task group.

New Business/Old Business:

Community Elements did not submit a mentoring grant due to lack of a training component for the program. We will establish planning work and peer support, after which the training plan will be determined and we will apply for the mentoring grant the next time it is offered.

It was mentioned that the criminal defense attorneys have lunch once a month and suggested to plan a meeting with them by calling Secretary, Diana Lennick. Mr. Barnard will meet with the public defender and private attorneys to explain the reentry program and the mental health board funded criminal justice services to them. Mr. Suardini agreed to accompany him in these efforts.

Other Notes:

As one of Community Element's responsibilities is to solicit funds from other funding sources, we need a clear understanding of what the Council determines the community needs. Comprehensive plans, addressing identified gaps in services, should be written and recorded so that we can begin to seek funding.

These meetings are held on the first Wednesday of each month at 1801 Fox Drive, at Noon with the next meeting scheduled for July 2, 2014.

Adjournment: 12:51 pm.

Meeting minutes respectfully submitted by Sandy Fox, recorder.

MEETING MINUTES – REENTRY COUNCIL

MEETING INFORMATION

Date: July 2, 2014
Time: 12:00 PM
Facilitator: Bruce Barnard

Location: 1801 Fox Drive
Meeting Type: Reentry Council

Present: Todd Bailey, Marlon Mitchell, Mark Driscoll, Jim McGuire, Dan Walsh, Gail Raney, Astrid Berkson, Joe Gordon, Pat Connolly, Roger Holland, Jenee Westjohn, Becky Griffith, Celeste Blodgett, Bruce Barnard

Absent: Sheila Ferguson, Julia Rietz, Allen Jones

Approval of Minutes:

The minutes of the June 4, 2014 meeting were approved by consensus.

Review Reentry Resources Flyer

No suggestions were made regarding changes to the flyer. Mark Driscoll offered to supply 211 business cards for distribution.

Discussion of Goals for Task Groups

The Crisis Task Group will include Sheila Ferguson and it will present related information at the August Reentry Council meeting. A presentation template will be provided to the task groups for their presentations and reports. Marlon Mitchell agreed to assist with the Educational and Vocational Task Group, Mark Driscoll agreed to assist with the Primary and Coordinated Care Task Group.

Rockford Visit

Members who are interested in visiting Rockford to learn more about the Rockford Reentry Coalition collectively agreed to July 23, 2014 for a group visit. Those who agreed to go include: Dan Walsh, Pat Connolly, Roger Holland, Marlon Mitchell, Astrid Berkson, and Jim McGuire.

New Business

Becky Griffith, Criminal Justice Coordinator and Jenee Westjohn, Reentry Case Manager, were introduced to the Council. Jenee stated that since being hired in May, she has screened 30 clients. In 25 of these cases, contact was initiated through the jail. Five were self-referred. She has an active case load of 10 clients whom she has been linking to services and resources in the community.

Funding MRT and Anger Management

Training Jenee Westjohn in MRT was an option discussed to meet the needs of reentry individuals who would benefit from MRT, but who are not eligible for CCMHB funding.

Probation agreed to cover the approximated \$500-\$600 cost of Anger Management Training and materials, in order to provide groups at the courthouse.

Additions to Agenda:

None

Adjournment: 12:52 p.m.

Mental Health First Aid training to persons involved with the reentry population is recommended by staff.

Rockford Trip:

Celeste Blodgett updated the Council regarding the tentative schedule for the Rockford visit. ETA is 1pm. Two presentations will be given before a brief break. The Call-In meeting is expected to convene at 5pm. The meeting is expected to conclude at 7pm.

Old Business:

Opportunity was given for questions regarding the Task Group Report Outline.

New Business:

Bruce Barnard updated the Council on Asst. Federal Prosecutor Ronda Coleman's expressed interest in local reentry efforts and stated Ms. Coleman has joined the Reentry Council.

Bruce Suardini inquired about involving TASC in the Reentry Council and suggested they be included. Roger Holland suggested that Randy Rosenbaum, the County Public Defender, be included.

Roger Holland discussed some of the determinations made at a data meeting held July 9, 2014 at the Courthouse. The County Courthouse is offering assistance with data collection. Kirk Bedwell, the County Court's Program Manager, will be designing a database to flag justice involvement from those previously sentenced in the County jail. Community Elements will compare reentry participants in the agency database to those in the Courthouse database and track services received by reentry participants, including duration, and number of engagements for each service received (e.g. MRT groups).

The Data Task Group will present a report at the next meeting, scheduled for September 3, 2014.

The meeting concluded at 12:57pm

Data in Reentry

Introduction

U.S. jails take more than 35,000 people into custody on an average day and most arrested individuals will be released to the community after only a few days or weeks (VERA Institute of Justice, 2012). While justice officials have invested in reentry services to aid inmates' successful and safe return to the community from prison, there is a scarcity of similar efforts on behalf of inmates returning from jails. Additionally, the Congressional Research Service (CRS) (2014), reports that compared with other social science fields, there has been a relative lack of rigorously designed studies on the issue of offender reentry. Further, a review of the research in the Reentry Clearinghouse demonstrates that there is a dearth of high-quality research on the effectiveness of many reentry programs.

The lack of a robust body of literature on the effectiveness of reentry programs can make it difficult to determine whether a program is actually effective. However, in recent years, this issue has received increasing attention. Some studies have closely adhered to the "what works" paradigm, created by University of Maryland researchers for a National Institute of Justice report to Congress. The "what works" literature attempts to identify programs that are effective by creating a scoring system to evaluate studies based on whether they can be proven to have an impact.

Inherent to this approach is the need to identify program evaluations that provide evidence concerning the effect the program had on certain outcome measures (CRS, 2014). Yet, in order to conduct such evaluations, on which to base determinations of effect, it is essential to clearly define terms, such as "recidivism," as well as employ valid and reliable methods of data collection and tracking. The Illinois Criminal Justice Information Authority (2004), reports that jail data in Illinois are collected by the Illinois Department of Corrections' Bureau of Inspections and Audits; though, collection and tracking are not always consistent. For instance, between State Fiscal Year (SFY) 1992 and 1994, IDOC did not collect data. Instead, data presented for SFY 1994 were estimated, based on reported SFYs 1991 and 1995 data.

According to the Illinois Department of Corrections, on June 30, 2012 there were 1,247 inmates incarcerated from Champaign County, sixth among Illinois counties including Cook County. The current parole population in Champaign County is 437 (IDOC, 2014). According to the Community Safety and Reentry Commission, the recidivism rate for the Illinois Department of Corrections is approximately 50 percent. Further, for a one year period, from 2011 to 2012, the Champaign County Jail conducted 7,340 releases; 3,143 of these were for 1,271 individuals, a recidivism rate of 59 percent.

This report will present methods and processes for data collection and tracking, as well as a case study to illustrate what has been done elsewhere when communities were faced with data limitations while developing initiatives to address soaring recidivism rates. In addition, various tools will be presented that can aid data collection and tracking efforts. Recommendations for reentry data tracking methods in Champaign County will be made.

The Data Task Group presents these findings in hopes of enhancing Reentry Council members' understanding of local data collection abilities, for reentry purposes, as well as to elicit further discussion by the Reentry Council on this topic.

Data Collection

Collecting data, tracking key outcomes, and measuring impact for any reentry initiative is crucial in formulating accurate assessments of the program's needs and worth. Such efforts are generally complicated, as they involve multiple departments and/or agencies and each agency typically has its own database, which tends to function as an information silo. Breaking down the information barriers to integrate information in an effort to provide a clear illustration of cause and effect is challenging. Further, deciphering the combined data, in a manner that provides meaningful interpretation and comprehensive understanding of program outcomes, is a mission unto itself.

The following case study illustrates such complications in data collection and reporting. Vermont, one of a handful of states that has a unified correctional system, underwent a system overhaul in order to accurately track and report recidivism, as well as the impacts of reentry efforts on both local and statewide levels.

Vermont

Schwarzfeld (2012) states that in 2010, the state of Vermont reported a 50 to 70 percent recidivism rate, based on data prepared by the state's Department of Corrections (DOC) in its annual reports to the legislature. The number struck many as confusing because it was considerably higher than the national average, which seemed incongruous in light of Vermont's low crime rate. Moreover, the broad percentage range left many people unclear about the actual rate.

Vermont was not alone in struggling to understand re-arrest, reconviction, and re-incarceration rates among people released from its state prisons. Policymakers in many states have experienced difficulty defining how to measure recidivism, setting up reliable tracking systems, and tracking trends from one year to another. Many policymakers have shared their frustrations in acquiring a clear understanding of how recidivism rates have changed in their states from year to year.

There came a moment when policy makers in Vermont came to the realization that they were simply not asking the right questions. And, after much analysis, researchers realized that recidivism was not being measured consistently. The DOC was reporting multiple recidivism measures. Sometimes the department reported the rate of reconviction (52 percent), and other times it reported the rate of "relogging" (66 percent). These figures, along with hundreds of other statistics, were provided in DOC's annual report, a 300-plus-page document. Many people felt that there was actually too much data and that they did not know what to extract or focus on. Without a reliable and generally agreed-upon way of measuring the state's recidivism rate, legislators lacked a baseline to track their progress over time.

With assistance from Justice Center researchers, Vermont legislators and corrections officials established a recidivism measure for the state. Today, they count people

incarcerated for a year or more who return to prison within three years for a new conviction or for a violation of supervision, with the new incarceration lasting a minimum of 90 days. Additionally, state lawmakers defined this recidivism measure in statute, the “War on Recidivism Act” (S.108). Signed into law by the Governor in April 2011, the War on Recidivism Act required that the DOC would report the simplified recidivism data to the legislature on a monthly basis.

Vermont is one of several states in which the legislature has codified a definition of recidivism. Texas passed a mandate in 1989, and Connecticut in 2005. These statutes define what constitutes recidivism, specify the follow-up period, and establish data collection protocols and requirements. Once a state comes to an agreement regarding what constitutes recidivism and how to measure it, policymakers have a developing baseline that allows them to form reasonable comparisons from year to year.

Using the new measure, policymakers learned Vermont’s recidivism rate was actually lower than the national average. Only 37 percent of people released within three years were “relogged” for over 90 days, and only 17 percent for over a year. By making these determinations, they could design an appropriate legislative response to address that specific population. The War on Recidivism Act also instructed the Joint Committee on Corrections Oversight to work with the DOC to establish one- and two-year recidivism reduction goals based on the revised baseline figure calculated with the new measure.

- In its 2010 national recidivism study, the Pew Center on the States encountered 17 states (Vermont included) that were unable to generate recidivism data for the study’s two analysis periods (1999 to 2002 and 2004 to 2007).
- Vermont is one of six states in the country with a unified correctional system—meaning that the DOC operates all of the state’s correctional facilities, including those that would be considered local or county jails in other states. Therefore, DOC had access to local jail data that other state departments of corrections generally do not—and the DOC included this data in its count.
- A 90-day threshold ensures that Vermont only counts people whose supervision was revoked, rather than people sanctioned with a short-term jail stay.

Joson (2013) reports,

The Council of State Governments Justice Center (CSG Justice Center) and the Vermont Department of Corrections (Vermont DOC) launched the Vermont Corrections Dashboard, an innovative template for quarterly reports to summarize key data for the corrections agency, including change in corrections populations, recidivism indicators, and average length of stay. The dashboard allows the Vermont DOC to easily view a wide variety of statistics, observe trends, and assess progress toward agency and/or legislative goals.

After conceptualizing the dashboard, the CSG Justice Center’s Research Division conducted a series of meetings with the Vermont DOC and the Vermont Joint Legislative Corrections Oversight Committee about data collected by the state and the trends stakeholders were interested in tracking. The Research Division developed measures, determining how to draw the most information from what the state was already collecting, and designed the dashboard with input from the Corrections Oversight Committee.

The dashboard is a two-page quarterly snapshot of correctional and supervision populations, offender characteristics, and their movement in and out of the system. Each page presents different related sets of information through charts, graphics, and color coding. The first page shows data on population flow, such as admissions, population, and releases—fundamental information for any corrections department. Specific figures include number of admissions and population size, number of returns to incarceration, number of individuals sentenced, and number of individuals under supervision.

A unique feature of the dashboard report is its presentation of relationships and trends in data. For each measure, the dashboard provides a line graph and three figures: the number for the most recent quarter, the number for that quarter one year prior, and the percent change between the two. For example, the dashboard reveals that in the fourth quarter of FY 2013, 193 individuals among the prison and jail populations were formerly incarcerated, compared to 206 people in the fourth quarter of FY 2012—a 6-percent decline (Joson, 2013).

The Vermont DOC now maintains the dashboard, while the CSG Justice Center provides ongoing support in interpreting trends and implications for policy change. “Local governments are undergoing a revolution in how they approach data management and database structures,” said Jessica Tyler, Research Manager at the CSG Justice Center. “This dashboard allows the state to hone the data it wants and needs to collect in order to explain the flow through the criminal justice system” (Joson, 2013).

Management Information Systems

Many of the programs in which law enforcement participates use management information systems (MIS) to track offender activities and compliance, to measure program effectiveness, and communicate internally and externally. These methods range from simple spreadsheets to more complex databases, web-based intelligence-sharing systems, peer-to-peer networks, and mobile alert systems (Bureau of Justice Assistance, n.d.). In a recent webinar entitled *Big Data*, presented by Govloop, a case was made for the implementation of a single repository of data for complex programs such as community reentry. Not only would a single repository house all incoming data from the multiple sources involved in such an initiative, it would break down the information barriers that occur as a result of information silos that form and persist throughout the various divisions involved in the reentry arena.

A single repository would expedite the information sharing process, in addition to providing the ability to run any statistical test needed in an inquiry and monitoring of

multiple outcomes. Essentially, a single repository would ease the information integration process and alleviate the possibility of erroneous calculation. There are a variety of MISs available that function as single repositories for reentry programming.

MPOWER is one such MIS that is advertised as “participant-centered case management software.” MPOWER asserts that its cloud-based information storage allows for collective impact via a network with community stakeholders, including human services, non-profits, private industry, faith based and, neighborhood-centric organizations, higher education and school districts, the government, and the public. MPOWER is utilized by the Rockford Reentry Coalition and touted by the program’s leaders as a significant contributor to the initiative’s success. According to statistics from the Winnebago County Sheriff’s Department, as reported by the Rockford Register Star, the Winnebago County jail averaged approximately 967 inmates per day through April 25, 2013 compared to roughly 1,019 inmates per day within the same timeframe, the previous year, thus indicating a 5% decrease in arrests.

Client Track and Datacaliper are other such MISs that report similar cloud-based storage abilities, as well as experience in providing support for similar collaborative efforts throughout the United States. Datacaliper, in particular, publicizes having aided organizations working on Second Chance Act programs. The company’s website cites the need to capture participant, service, and assessment data, including information regarding external referrals and impact of reentry programs. The software advertizes 80 screens to ease both reentry program management and reporting.

Though MIS companies assert that the cost of their products and services depends on the number of individuals using the system, \$50,000 is the estimated starting cost of purchasing such a product. For additional information on any of these products and services, please see the links provided in the resources section, at the end of this report.

LSI-R

Matching offenders to services that effectively address the behaviors that drive their criminal activity is vital to reducing criminal behavior and improving public safety. According to the Center for Advancing Correctional Excellence (CACE), the evidence-based practices (EBP) framework emphasizes that justice agencies should match offenders to services and programs based on their risk and need factors, known as the RNR Principle. CACE reports:

The risk-need-responsivity (RNR) principle theory was developed by Andrews and Bonta in 1990. It integrates the psychology of criminal conduct into an understanding of how to reduce recidivism (Andrews & Bonta, 1994). Using this concept, they identify three principles to guide the assessment and treatment of offenders to advance rehabilitative goals as well as reduce risk to society (from recidivistic crime) (Bonta, Andrews & Wormith, 2007).

- The Risk Principle: high- to moderate-risk individuals should be prioritized for more structured and more intensive treatment and control

programs to maximize outcomes; low-risk individuals should be prioritized when they have high criminogenic needs.

- The Need Principle: changeable factors that drive involvement in offending (criminogenic needs) are assessed. Criminogenic needs are generally dynamic. Taking into account those factors related to recidivism, the RNR Simulation Tool identifies two central spectrums of needs (Drug Dependence and Criminal Lifestyle) for higher need individuals and lifestyle issues. Factors that affect psychosocial functioning, such as mental health condition, housing stability, and educational attainment are important stabilizers and de-stabilizers and should be used to determine the level of need.
- The Responsivity Principle: the yield from programming is maximized when treatments and controls responsive to the risk and needs of individual offenders. The risk-need nexus, plus the degree of stabilizers in the person's life, should determine the target behaviors to address in programming. Demographics, such as developmental factors (age) and gender, should affect programming to yield the greatest outcomes. The domains of recommended programs are: drug dependency, criminal lifestyle, drug abuse and mental health needs, interpersonal skill development, life skill development, and punishment only.

The LSI-R is the Level of Service Inventory - Revised. This is a quantitative survey of offender attributes and their situations relevant to level of supervision and treatment decisions that assists in predicting parole outcome, success in correctional halfway houses, institutional misconducts, and recidivism. The LSI-R can be used by supervision officers and correctional workers in jails, detention facilities, and correctional halfway houses to assist in the allocation of resources, help make decisions about probation and placement, make appropriate security level classifications, and assess treatment progress (Andrews & Bonta, 1994). The LSI-R is utilized by probation officers in Champaign County.

Outcome Measures

Measuring outcomes is an important component of any program or initiative. In this Reentry Program, determinations must be made regarding what is valued and therefore must be measured. For a preliminary period, as the Reentry Program unfolds, service indicators may be the only measurements able to be captured. These include:

- The number of referrals and screenings.
- The number of unduplicated clients served.
- The number and type of clinical services provided.
- The number and type of case management services provided.
- The number of successful discharges from the program.

Community Elements is tracking all of these.

Implementing an outcome monitoring process could assist in tracking the program's progress (Urban Institute, 2014). The Outcome Sequence Chart, presented by the Urban Institute (UI), illustrates how one outcome leads to the next and identifies specific indicators that might be used to track each outcome. UI also emphasizes the need to identify Candidate Outcome Indicators (COIs); to list outcomes and associated indicators as a starting point for deciding which outcomes to track. Those listed, "were chosen based on a review of the program area and consultation with program experts. Only outcome indicators are included (not physical outputs, such as number of classes held; not efficiency, such as cost per counseling session; and not organization issues, such as success in fundraising or staffing). The focus is on program beneficiaries (clients, customers, citizens, participants) and what has been accomplished for them. A data source or collection procedure is suggested for each indicator" (The Urban Institute, 2004). Please see Appendix A for the Outcome Sequence Chart presented by the Urban Institute.

Other outcome measures can help determine whether an offender's reintegration into society is succeeding. Measures of engagement with social institutions, such as employment, involvement in community activities, and participation in support groups can be indicative of an offender's successful reintegration into a community. According to CRS (2014),

One study of drug court participants showed that drug courts reduce drug use among their participants, and that children born to drug court participants are less likely to be born addicted to drugs. Given the high societal costs associated with substance-dependant infants, for that particular program, recidivism was arguably not the most important outcome measure that could have been considered. (p. 11)

Therefore, program evaluations are best focused on the whole of activities in which ex-offenders engage. In table 1, Freudenberg (2006) presents a variety of outcome measures, for multiple components, which often comprise comprehensive Reentry Programs.

Selected Outcomes for the Evaluation of Reentry Programs

Outcome	Measures
<i>Criminal justice</i>	Reincarceration, days to next arrest or incarceration, time served, probation status, involvement in criminal activities
<i>Drug use</i>	Categories/amounts of drug used, abstinence, days drug-free, risky drug behavior(e.g., sharing needles), enrollment in harm reduction or drug treatment services, completion of drug treatment
<i>Health</i>	Self-rated health, diagnoses of selected infectious or chronic diseases, health care utilization, disability, health insurance status; enrollment in primary health care; management of various conditions
<i>Mental health</i>	Utilization of psychiatric services, compliance with medical regimens, cost of care, institutionalization, self-rated mental health
<i>Housing</i>	Housing status, use of homeless services, stability of housing
<i>Employment /Income</i>	Legal income, employment status, days/months worked,
<i>Public benefits/ services</i>	Enrollment in Medicaid, Social Security, Public Assistance, Food Stamps, or other benefit programs
<i>Education</i>	Enrollment in or completion of educational or vocational program; completion of high school, GED, college or other programs,
<i>Parenting</i>	Reunification with children, level and quality of child/parent interactions, maintenance of custody, child assessment

Table 1. (Freudenberg, 2006).

Specific outcomes, such as lessened homelessness, increased participation in cognitive behavioral therapy approaches, and decreased justice involvement may be more difficult to quantify. As the program develops, individually defined goals of participants will be documented in their clinical record. Further, Community Elements utilizes The Client Writes surveys to gather reactionary information from clients about the numerous programs offered by the organization. Client outcomes, such as changes in life situations, will also be evaluated through these surveys. In addition, this tool aids benchmarking and allows Community Elements to evaluate internal performance, as well as compare our services with other service providers. Please see Appendix B for an example of The Client Writes Survey.

Probation and Parole officers may also be surveyed, to gather feedback from the supervision perspective, regarding general satisfaction with the reentry services provided. It is recommended that outcome information be tabulated by various categories of clients, to indicate if outcomes differ between groups (e.g., gender, age group, and race/ethnicity). This information should be used to improve target reentry efforts. Effectiveness of services must be determined, in order to better understand what services need to be improved, aid understanding regarding how to improve services, and plan new services. Developing outcome measures, candidate outcome indicators, and tracking the types and number of services reentry clients are engaging in will aid stakeholders in determining what the next step is in improving existing reentry services.

Conclusions

Data collection and tracking is an integral component of effective reentry programming. There are a variety of methods to explore and utilize in order to provide robust data collection. These include, but are not limited to, developing standardized outcome measures, charting outcome sequences for performance checkpoint purposes, and utilizing evidence-based assessments - not only to assess risk level, but determine participant progress throughout engagement. Development of a common language through the use of uniform definitions will enhance consistency and efficacy.

The most desirable method for collecting and tracking data for reentry purposes is through the utilization of a single electronic repository to facilitate up-to-date information sharing between various institutions and stakeholder organizations throughout Champaign County. Such a tool could benefit the various agencies and departments by offering timely information and details regarding former offenders reentering the community, as well as any indicate the services and/or resources they are in need of, in order to optimize chances of success.

Local Resources and Definitions

The Data Task Group confirmed that the term "recidivism" will be defined as a new judgment within three years of release. Everything, from technical violations to city complaints, which could be seen as an improvement from having been criminally involved, will be captured. Technical violations for both Probation and Parole, will be tracked, but are not defined as recidivism and are not anticipated to be statistically significant. Financial violations are not reported, unless a willful refusal to pay is demonstrated. Additionally, it is necessary to capture data on those who have been sentenced to Court Supervision for Reentry, though it is not considered recidivism. Individuals with a new charge will be flagged and tracked. Charges will be listed as "pending" until a new judgment is made, at which point the activity will be considered recidivism.

"Success" will be defined as no further judgments within the period of review; that is, the three years recommended for tracking recidivism. The Data Task Group agreed that the least complicated method for determining seriousness of offense is to define violent offenses, as outlined per statute, as "forcible felonies;" these include: treason, first degree murder, second degree murder, predatory criminal sexual assault of a child, aggravated criminal sexual assault, criminal sexual assault, robbery, burglary, residential burglary, aggravated arson, arson, aggravated kidnapping, kidnapping, aggravated battery resulting in great bodily harm or permanent disability or disfigurement and any other felony which involves the use or threat of physical force or violence against any individual.

Support for the data component of the Reentry Program has been offered by the Champaign County Courthouse. As such, Kirk Bedwell will develop a database with Community Elements' Reentry Client Services information to flag repeat offenders. This list will be compared to the client services database kept by Community Elements, in order to track multiple service indicators, as well as determine outcomes of individuals engaged in reentry services.

Mr. Bedwell estimated that a 2-3 week snapshot of all incarcerated individuals will be required to build a control group. June 1, 2014 will be the “start date” for tracking reentry data. The estimated size of the Control group is 400. This number was determined by approximating the number of participants in the Comparison group, which is estimated at 75. It was recommended that the Control group be at least five times the size of the estimated Comparison group, as well as account for a number of individuals in the Control group who will likely become part of the Comparison Group.

Inmates’ jacket numbers will be used as unique identifiers. Demographic information of reentry program participants, such as age, sex, and race will be tracked. It is estimated that data should be gathered for a time span of no less than one year, in order to provide meaningful feedback regarding the efficacy of reentry services provided.

Gaps and Barriers

The Congressional Research Service (CRS) (2014) notes, some limitations exist regarding recidivism statistics. For example, some repositories understate actual recidivism levels due to a variety of causes that include, but are not limited to, a lack of report filing by reporting agencies, misinformation due to fraudulent identities provided by justice-involved individuals or misinformation due to erroneous data entry. Thus, a repository may be unable to match previously identified persons with their records.

Funding is a major barrier to implementing a MIS that would function as a single repository for reentry information and communication “hub.” In addition, the accumulation of another MIS system with those already in use locally: HMIS to track area homelessness; Anasazi to track Community Elements’ client services; Jail Data Link to track and provide continuity of care to justice-involved individuals with mental health disorders, creates logistical problems beyond cost. As such, the collaboration between Community Elements and the Champaign County Courthouse is adequate, at this time. Data collection and tracking efforts involved in the collaboration are not anticipated to elevate costs. Taking into consideration the size of the reentry population and the current status of the reentry program, it is anticipated that this collaboration will provide a suitable, initial response to the need for data collection and tracking.

Recommendations

Common language is imperative to program success. For the sake of consistency, uniform definitions should be determined by the Reentry Council for use throughout the program and by its various stakeholders. Continued scanning and documentation of local reentry efforts and outcomes is recommended. The previously presented MISs should not be entirely dismissed in the event that additional data needs emerge that cannot be effectively addressed by the collaborative efforts of the County Courthouse and Community Elements. Therefore, it is recommended that the cost of purchasing a MIS be revisited at the time such a need presents itself.

Outcome measures must be determined. An outcome measurement outline should be developed for each component of reentry (crisis, housing, education and employment,

health care, peer mentoring), in order to determine measures of success. In addition to outcome measures, types of services, number of services engaged in and client reaction to the services provided need to be collected and tracked. Outcome information should be tabulated by various categories of clients, to indicate outcome differences between groups (e.g., gender, age group, and race/ethnicity). This information should be used to improve target reentry efforts.

Consistency throughout all agencies and departments involved in this reentry initiative is recommended, through language, action, and organizational culture. As such, the expanded and comprehensive use of the LSI-R is advised. While the LSI-R is used by Champaign County Probation to assess individual risk levels of reentering offenders and the County Probation Office has offered access to this information to Community Elements' Reentry Case Manager for reentry participants, all agencies engaging with the reentry population in such a capacity should purchase and utilize the LSI-R. Additionally, all individuals engaging with the reentry population in this capacity should be trained to effectively administer the inventory. Doing so will promote a reliable measure and response framework at all entry points throughout the reentry program. This will not only aid data collection and tracking efforts, it will provide participants a more reliable path to successful reentry.

DRAFT

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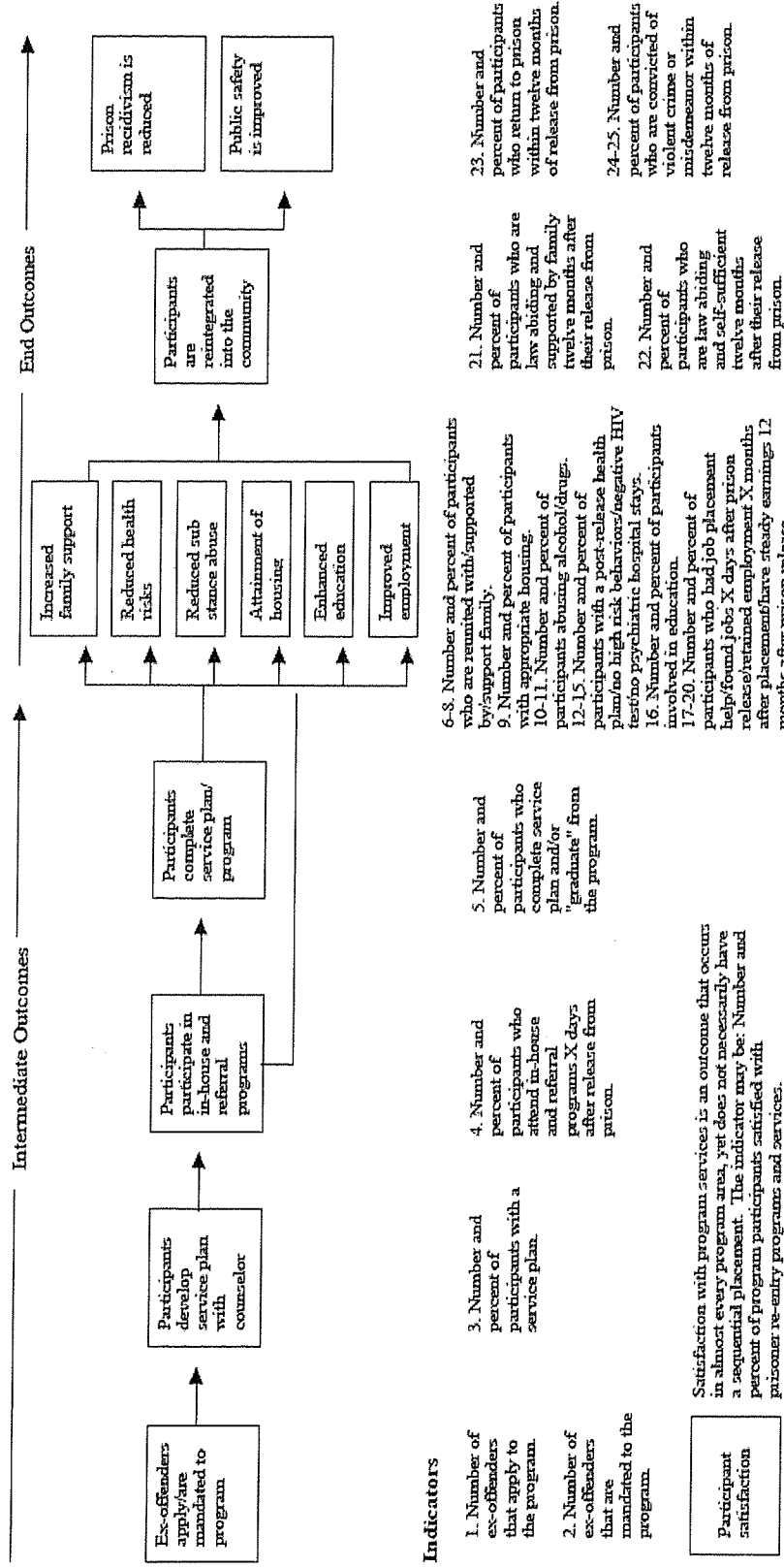
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Appendix A Outcome Sequence Chart

Prisoner Re-Entry Program Description

To reintegrate former prisoners into the community, reduce prison recidivism, and improve public safety through addressing the educational, employment, healthcare, housing, and family relationship needs of prisoners re-entering society by providing support and connection to needed services in the community after prisoners have been released.


Outcome Sequence Chart



Sources Consulted: Outside the Walls: A National Snapshot of Community-Based Prisoner Re-entry Programs by Solomon, Waul, Van Ness, Travis (2004); Returning Home: Understanding the Challenge of Prisoner Reentry (2004).

Appendix B

The Client Writes Survey Example



Overview Of The Client Writes® Survey Questionnaires

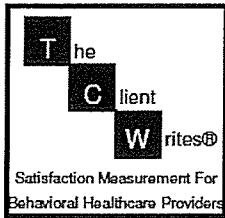
Note:

- The "X" indicates the survey item is contained on the questionnaire.
- Youth and Parent versions available on selected modules.

						THE CLIENT WRITES® QUESTIONNAIRES (Adult Versions)				
						In patient	Out patient	Partial Hospital	Resid ential	Case Mgmt
I. BACKGROUND										
1.	Age		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2.	Sex		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3.	Who referred you to our organization?		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4.	Approximately how long did you stay in our program?		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
5.	Please describe your length of stay in our program.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	How long did you wait before getting "1st appointment"?		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Approximately how many counseling visits have you had?		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
II. CLIENT RATINGS										
1. General Ratings										
A.	Staff concerns for confidentiality/your privacy ?		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
B.	Comfort of your room?		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
C.	Visiting hours for your family and friends?		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
D.	Courtesy and respect shown by our staff ?		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
E.	Quality of our services		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
F.	Rights respected by staff/information about your rights?		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
G.	Family involvement in treatment process?		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H.	Participation in planning your treatment?		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Admitting & Financial Services										
A.	How your admission to program was handled by staff?		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B.	Assistance with insurance needs?		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C.	Explanation given about your fees/charges ?		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D.	Our billing procedures?		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Appointment Scheduling										
A.	How long you had to wait before getting "1st appt"?		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B.	How efficiently your phone calls were handled?		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C.	Scheduling an appointment when you needed one?		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Offices/Facility										
A.	Location of our offices?		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B.	Appearance of our facility?		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C.	Parking for clients?		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D.	Privacy and comfort of counseling offices?		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E.	Hours of operation?		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Nursing Services										
A.	Skills and ability of nursing staff?		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B.	Nurses understanding of your problem/feelings?		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C.	Overall quality of nursing care you received on :		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	a. Day Shift (7:00 am - 3:00 pm)		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b. Evening Shift (3:00 pm - 11:00 pm)		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c. Night Shift (11:00 pm - 7:00 am)		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Barry Associates, LLC / Technical Assistance for Behavioral Healthcare Providers

Figure 2. The Client Writes Survey Example. Retrieved from <http://www.barry-online.com/pdf/TheClientWritesSurveyExamples.pdf>



Overview Of The Client Writes® Survey Questionnaires

- Note:**
- The "X" indicates the survey item is contained on the questionnaire.
 - Youth and Parent versions available on selected modules.

		THE CLIENT WRITES® QUESTIONNAIRES (Adult Versions)				
		In patient	Out patient	Partial Hospital	Residential	Case Mgmt
6		Therapy & Counseling				
A.	Skills and ability of your therapist/case manager?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
B.	Therapist/case manager understanding of problem?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
C.	How promptly your appointments begin?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
D.	Meet with case manager when you need to?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
E.	Helpfulness of					
	a.. case manager	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	b. nurses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	c. day treatment staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	d. group home staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
F.	Medications	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
G.	Progress made in solving your problems?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
H.	That information would be kept confidential?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
I.	Meetings with psychiatrist?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
J.	Services Received/Day Schedule					
	a. Group therapy/counseling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	b. Activity/recreational therapy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	c. Skills training/activities of daily living	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	d. Education programs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	e. Job coaching/training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	f. Transportation services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	g. Weekend activities?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	h. Individual therapy/counseling?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
7		Residential Staff				
A.	Skills and ability of residential staff?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
B.	Interest shown by residential staff?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
C.	Overall quality of services you received on :					
	a. Day Shift (7:00 am - 3:00 pm)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	b. Evening Shift (3:00 pm - 11:00 pm)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	c. Night Shift (11:00 pm - 7:00 am)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
III.		CURRENT SITUATION				
		How would you rate your				
1	Family relationships ?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2	Employment/job situation ?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3	Housing/living situation ?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4	Financial/personal money situation ?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
5	Physical health ?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
6	Emotional/mental health ?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
7	Problems with alcohol or drugs ?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9	Ability to get along with others ?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
IV.		SUMMARY RATINGS				
1	Overall, how has your situation or problem(s) changed?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2	If a friend needed similar help, would you recommend our organization?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3	Overall, how satisfied are you with your experience with our organization?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Barry Associates, LLC / Technical Assistance for Behavioral Healthcare Providers

Figure 2. The Client Writes Survey Example. Retrieved from <http://www.barry-online.com/pdf/TheClientWritesSurveyExamples.pdf>

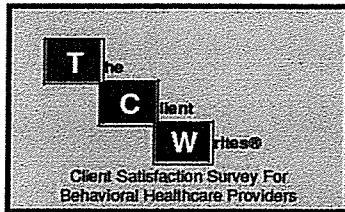
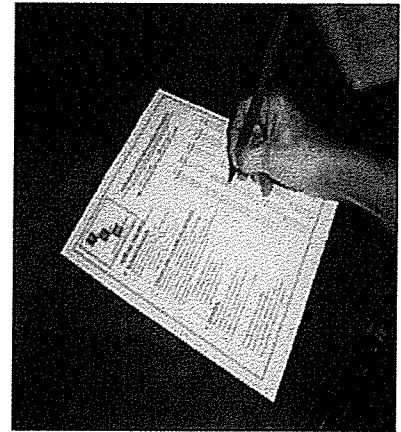


Illustration of general layout and selected content of survey form



CLIENT SURVEY

Your Opinions Are Important To Us

Because your opinions are important to us, you're asked to answer the following questions. Your answers will help us learn more about the strong points of our services and where improvement may be needed. Please check the answer that best represents your opinion. We also appreciate your comments and suggestions.

I Background

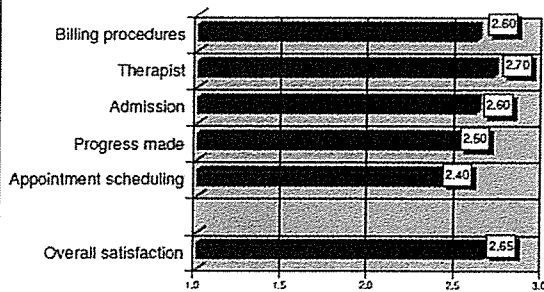
- 1 Your age
- | | | | |
|--------------------------|--------------------|--------------------------|------------------|
| <input type="checkbox"/> | Less than 19 years | <input type="checkbox"/> | 40 - 59 years |
| <input type="checkbox"/> | 19 - 29 years | <input type="checkbox"/> | 60 or more years |
| <input type="checkbox"/> | 30 - 39 years | | |
- 2 Your sex
- Male
- Female
- 3 Who referred you to
- Physician
- Family and friends
- Employee/EAP
- Court, welfare, or
- Self

II YOUR RATINGS

How do you rate ...

	Very Satisfied	Mostly Satisfied	Somewhat Dissatisfied	Very Dissatisfied	Cannot Rate
Admitting & Financial					
4. Your admission to our program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Assistance with insurance needs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Billing (bills understandable, timely)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Appointment Scheduling					
7. Your wait to get first appointment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Able to get appointments when needed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Therapy & Counseling Services					
9. Skills and ability of your therapist	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Therapist understanding of your problems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. How promptly your appointments begin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Medications you are prescribed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Progress made in solving your problems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Personal information kept confidential	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Client Perception of Care Ratings



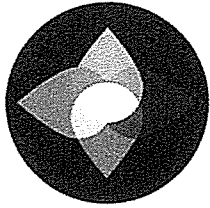
III YOUR CURRENT SITUATION

Please tell us how your current situation has changed as a result of services you have received. If the question is about a "problem area" that does not apply to you, please check "Does Not Apply".

How to you rate your ...

	Much Better	Somewhat Better	No Change	Somewhat Worse	Much Worse	Does Not Apply
15. Family relationships ...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Work/job situation ...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Housing/living situation ...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Emotional/mental health ...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Physical health	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Alcohol/drug problems ...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. Financial situation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. Overall, how has your situation changed? ...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Figure 2. The Client Writes Survey Example. Retrieved from <http://www.barry-online.com/pdf/TheClientWritesSurveyExamples.pdf>



community elements

wellness and recovery for the community

Community Reentry Quarterly Report June – August 2014

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

August 28, 2014

The Reentry Council has held four monthly meetings. Vital components of reentry initiatives have been determined by researching other reentry initiatives throughout the country. These include crisis, data, housing, education and employment, primary and coordinated care, and peer mentoring.

Throughout June and July, Task Groups, charged with addressing each of the vital reentry components, have taken form. Many Reentry Council members offered their assistance by serving on the various Task Groups and reaching out to members of the community interested in becoming involved in the reentry initiative. Task Group members from the community are people considered to be valuable resources, due to work, volunteer, or personal experience, in the topics addressed by their respective Task Group. Each month, one Task Group presents its findings and recommendations to the Council. Task Group reports will comprise the final report made to the County Board at the end of the contracted year.

The Crisis Task Group presented a final report to the Reentry Council on Wednesday August 6, 2014 and detailed research data regarding mortality rates and causation in reentry populations. Such information is not currently aggregated for Champaign County; therefore, it is recommended that mortality rate and causation information be tracked once a data set has been established for this population.

The Data Task Group, comprised of representatives from the Judiciary, Probation and Court Services, and Champaign County Mental Health Board, met with Bruce Barnard and Celeste Blodgett to finalize definitions and formulate a data collection plan to track outcomes of Reentry Program participants. The Champaign County Courthouse is providing assistance with data collection and tracking efforts for the Reentry Program and the Data Task Group will present a final report at the Reentry Council meeting in September.

A trip to Rockford, IL is scheduled for September 24, 2014 for members of the Reentry Council and Community Elements staff, involved in reentry programming. The purpose of the trip is to gather information regarding Rockford's reentry efforts from local stakeholders involved in the initiative. In addition to attending a presentation about the program's components by Assistant Deputy Chief Dalke, Reentry Council members will view a Call-In Meeting facilitated by the Rockford Reentry Coalition. The Call-In meeting is the area's established practice for communicating the availability of reentry programming to eligible offenders. Since having established this reentry initiative, Winnebago County has reported a 5% decrease in rate of arrest.

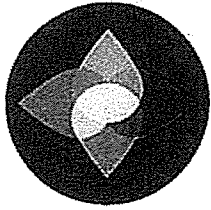
In August, Community Elements submitted a grant to the Orange Krush Foundation, to garner support in local reentry efforts. The grant requested assistance in transportation for reentry participants. If awarded, the funding will assist participants in affording public transportation to various meetings and events, such as job interviews, case management meetings, and medical appointments.

Celeste Blodgett and Jenee Westjohn have met with the local IDOC Parole officers twice, to improve open communication between the two agencies, as well as solicit feedback with which to enhance reentry services. Part of what the Community Elements Reentry Staff is working to accomplish is getting the Reentry Resources Flyer - created to aid linkage to much needed services for released offenders returning to the area - into the hands of those who need it most. Those offenders returning from IDOC generally have little knowledge of the available resources in the Champaign County community. Moreover, after having met with Parole Officers, it was clear that they, too, lacked information regarding area resources for the justice-involved population. In meeting with Parole Officers, not only did Community Elements Reentry Staff deliver Resources Flyers and communicate the various resources available, they actively improved the likelihood of future linkage for justice-involved individuals returning to the community.

Reentry Case Manager, Jenee Westjohn, continues to screen potential reentry participants. Her active case load continues to grow as she assists reentry participants in designing service plans to facilitate their success to the Champaign County Community. Thus far, linkages to housing and vocational resources are the most frequent requests made. Those Task Groups addressing each of these issues are expected to complete their work during the next quarter. At this time, Jenee has screened 65 people and currently has 22 active clients.

Included with this quarterly report are the Community Elements 2013 Annual Report, the research reports provided to the Reentry Council, and meeting minutes for the Council relevant to this quarter.

Respectfully Submitted By:
Bruce Barnard and Celeste Blodgett



community elements

wellness and recovery for the community

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

November 26, 2014

In addition to our formal report and the opportunity we had to share our progress at the Committee of the Whole meeting, we thought it would be helpful to share some information about the clients we are serving. The following summaries are indicative of the clients the Reentry Case Manager is seeing for reentry services.

*All names have been changed to protect clients' identities.

Cindy is a 46-year-old woman who participated in the Re-Entry Program for approximately five months. When Cindy entered the program, her goals were to obtain employment and housing, and graduate from the Moral Reconciliation Therapy Group she had started participating in, during her detention at the Champaign County Jail. The case manager assisted Cindy's search for housing by providing a list of month-to-month, low-cost housing options and real estate companies throughout the C-U area willing to rent to people with criminal histories. During her time at Community Elements, Cindy graduated from the 12-Step MRT program, and obtained safe and affordable housing. She has provided voluntary secretarial services to an elected official's campaign, as she seeks paid employment. Equipped with increasing work experience and several employment possibilities, Cindy successfully completed the Reentry Program.

Tony is a 47-year-old man who is currently participating in the Re-Entry program. When Tony entered the program, his goals were to find employment, affordable housing, and a primary care physician. He has been in the program for over 5 months. Since his participation in the Reentry Program began, the Case Manager assisted Tony in locating multiple temporary employment agencies, where he was able to apply for and eventually find work. Tony has maintained his job for four and a half months. After inquiries to numerous healthcare providers throughout the Champaign County area, to verify acceptance of new patients and eligibility based on his Medicaid status, Tony was able to establish a primary care physician. At this time, the Reentry Case Manager is assisting Tony in seeking safe and affordable housing by utilizing a list of low-cost housing options

and real estate companies throughout the C-U area, willing to rent to people with criminal histories.

Sean is a 22-year-old man who is currently a student at the University of Illinois. He has been participating in the Re-Entry program for approximately one month. When Sean entered the program, he requested assistance with obtaining health insurance and SNAP benefits, in addition to a substance abuse evaluation. The Reentry Case Manager assisted Sean with an online DHS application for health insurance and SNAP benefits. Sean has been referred for and is currently awaiting a substance abuse evaluation.

Community Reentry Quarterly Report September-November 2014

The Reentry Council has held seven monthly meetings in all, three this quarter. Throughout September, October, and November, task group members collaborated to gather information, form recommendations, and present final reports regarding multiple areas of reentry: data and outcomes, housing, and education and employment. In addition, visits to other reentry programs in Illinois have been conducted and multiple connections throughout the Champaign County community have been established.

On September 3, 2014, the Data and Outcomes Task Group presented their final report to the Reentry Council. At this time, the Reentry Council welcomed two new members: Ronda Coleman, a prosecutor in the U.S. Attorney's Office, and Kent Holsopple, a representative of TASC in Springfield, Illinois. The final report on the data and outcomes component for reentry was included as an attachment to the last quarterly report submitted to the County Board.

Various members of the Reentry Council and Community Elements' Criminal Justice and Reentry Staff visited Rockford, IL on September 24, 2014. During the visit, two presentations were given. The first was provided by the Rockford City Police Department and detailed information about the *Rockford Reentry Coalition*. The second was provided by MPOWR Management Information System and detailed information about how the system works, enables real-time communication between various reentry stakeholders, and extracts statistical reports. Our group was also given the opportunity to observe a Call-In Meeting, Rockford's established practice for communicating the availability and parameters of participation in reentry programming to eligible offenders.

In September, the Housing Task Group convened to establish definitions for the terms "homeless" and "at-risk of homelessness," estimate how many individuals in the local reentry population fit the definitions, and determine area resources for gathering such information. Celeste Blodgett communicated with several local transitional housing and service providers throughout the Champaign County community to gather such information, including TIMES Center, Prairie Center, The Salvation Army, Restoration Urban Ministries, C-U at Home, and Jesus is the Way. With this, and additional information from Probation, Parole, and Federal Probation, an approximate illustration of

the homeless reentry population was provided. The Housing Task Group presented a final report to the Reentry Council on October 1, 2014. At this time, Gwen Powell, a U.S. Probation Officer, joined the Council and Champaign County Public Defender, Randy Rosenbaum, participated in the monthly meeting.

October 9-12, 2014, The Education Justice Project hosted a symposium on Higher Education in Prison. One session specifically addressed reentry and education. This session centered on "banning the box" on applications to institutions of higher learning, educating the public regarding the reality of the threat that formerly incarcerated people pose on college campuses, and modifying the language surrounding reentry and criminal-justice involvement. In addition, the symposium brought Susan Burton, Director of *A New Way of Life* reentry program for women in Los Angeles, to Champaign, IL, to speak about the program she has developed over the past 15 years, as well as the pilot program for reentry housing she and a housing council worked to develop over the past few years.

Celeste Blodgett and Marlon Mitchell collaborated to communicate and establish connections with Parkland College Adult Education Program, Urbana Adult Education Center, Illinois Department of Employment Security, and the Vocational Rehabilitation Program within the Division of Rehabilitation Services in the Department of Human Services. In addition, Celeste and Marlon interviewed and established a connection with a formerly incarcerated citizen of Champaign County, who now owns and operates a business in the community, in addition to informally mentoring other justice-involved citizens.

On October 29, 2014 the education and employment task group submitted their final report to the Reentry Council. When the Council met for their monthly meeting on November 5, 2014, Community Elements provided a statistical breakdown of the individuals contacted, screened, and engaged through the reentry program. In light of this, the discussion primarily focused on revisiting the priorities established for the target population. At this point, the Council determined that that first priority of the target population required revision, to include individuals on home confinement, as well as to set parameters of services provided to probation-involved reentry participants.

In November, Community Elements was awarded a grant by The Orange Krush Foundation, to assist transportation needs of reentry participants. Additional funding sources for the program continue to be actively sought. In addition to gathering information for the peer mentoring research report, Community Elements facilitated a meeting between formerly justice-involved citizens living in Champaign County and peer mentoring stakeholders, in an effort to support the progress of this vital program component. Further, contact was made with the Workforce Development Program Manager at Champaign County Regional Planning Commission, and a connection has been established with the Reentry Program Administrator and Assistant to the Director of Programs at Illinois Department of Corrections.

As of November 25, 2014, Reentry Case Manager Jenee Westjohn has contacted 120 people, screened 94 potential reentry participants, and has 25 people on her

current/pending caseload. She continues to assist reentry participants in designing service plans to facilitate their successful return to the Champaign County Community. Still, linkages to housing and vocational resources are the most frequent requests made.

Celeste Blodgett and Jenee Westjohn attend regular meetings with local IDOC Parole Officers. Doing so has enhanced communication and collaboration among the two agencies, to effectively address the demonstrated needs of individual reentry participants. In addition, Celeste and Jenee have visited Decatur, Illinois to gather information about the *Male Involvement Program* and Danville, Illinois to gather information about the *Second Chance Program*. Both programs provide services to their local reentry populations.

As the program progresses, Jenee continues to participate in staff meetings for other criminal justice programs at Community Elements, in an effort to coordinate and eliminate duplication of services across programs. As the end of 2014 draws near, we plan to prepare materials related to program sustainability for review by the Reentry Council in the first quarter of 2015. Finally, we would like to add that we are grateful for having had the opportunity to share progress made in the Reentry Program with members of the County Board at the Committee of the Whole meeting on November 13, 2014.

Respectfully Submitted By:
Bruce Barnard and Celeste Blodgett

A handwritten signature in cursive script, appearing to read "Celeste Blodgett". The signature is written in black ink and is positioned below the typed name.

Reentry Program Numbers
11/25/2014

25 Active and/or Pending Reentry Participants

Referral Source	Supervision and Justice-Involvement Status	Previous Engagement at Community Elements Total: 4 (Overlapping Services)
Jail: 6	Probation: 5	JDL*: 2
Self-Referral: 2	Parole: 16	Criminal Justice:
Community Elements Referral: 1	No stipulations: 4	Community Support: 2
DOC Referral: 14		Substance Abuse Services:
Outside Referral: 0		Access: 1
Jail – EHD: 2		Psychiatrist: 1
		Benefits: 1

*Jail Data Link (JDL) is a database that crosschecks mental health histories of justice-involved individuals. Any previous contact with Community Elements, denoted by JDL, indicates that previous contact was limited to screening in the jail by the Community Support Case Manager.

25 Active and/or Pending Service or Treatment Plans

Reentry Support Sought: 17
Housing: 7 (41.2%)
Educational: 1 (5.9%)
Vocational: 11(64.7%)
Benefits/Community Resources: 9 (52.9%)
Medical: 7 (41.2%)
Behavioral Health: 11 (64.7%)
Transportation: 2 (11.8%)

Reentry Program Numbers
11/25/2014

120 Total Contacts

Referral Source
Jail: 86
Self-Referral: 6
Community Elements Referral: 5
DOC Referral: 18
Outside Referral: 1
Jail-EHD: 4

94 Total Screenings

Referral Source	Supervision and Justice-Involvement Status	Previous Engagement at Community Elements Total: 20 (Overlapping Services)
Jail: 63	Probation: 31	JDL*: 12
Self-Referral: 5	Parole: 26	Access: 9
Community Elements Referral: 5	No stipulations: 32	Criminal Justice: 25
DOC Referral: 18	Conditional Discharge: 3	Crisis: 10
Outside Referral: 1	Drug Court: 2	Psychiatrist: 9
Jail – EHD: 2		Respite: 5
		Substance Abuse Services: 4
		Benefits: 1
		Community Support: 1

Crisis and Reentry

Introduction

According to the Illinois Department of Public Health, there were 17 recorded suicides in Champaign County and 1,169 in the state of Illinois, in 2010. The suicide rate for the reentry population in Champaign County is unknown at this time. However, multiple studies indicate unnatural deaths among released inmates are more common than in the general population, particularly in the first 12 months after release (Pratt, Appleby, Piper, Webb, & Shaw, 2009). Reentry, the transition from incarceration into society, is generally a stressful period for former inmates, as they attempt to locate housing, reconnect with their families and reintegrate into their communities, obtain employment, and gain access to health care (Binswanger et al., 2007).

The purpose of the Crisis Task Group is to address the reentry population's mortality rate as a result of suicide and/or drug overdose. Additionally, The Crisis Task Group will report on local resources previously developed to address these causes of death in the general population, which may also be applicable to the reentry population. These resources have been designed to aid prevention and treatment, as well as provide support to those who have substance abuse disorders or are at risk of committing suicide. Any identified gaps in services or barriers to accessing services will also be presented, in conjunction with recommendations as to how to most effectively address the identified issues.

Mortality

Research suggests the mortality rate of offenders reentering society, after a period of incarceration, is much higher than that of the general population. According to Binswanger et al. (2007), in a retrospective cohort study of all inmates released from the Washington State Department of Corrections between July 1999 and December 2003, the adjusted mortality rate among former inmates was 3.5 times that among state residents of the same age, sex, and race, in the mean follow-up period of 1.9 years post-release. More specifically, former inmates were 12.7 times as likely to die in the first two weeks following their release from incarceration, with a markedly elevated risk of death from drug overdose.

Further, the leading causes of death among former inmates were determined to be, in descending order, drug overdose, cardiovascular disease, homicide, and suicide. As such, it is important that appropriate interventions be designed and developed to reduce the risk of death from these various causes throughout the post-release timeframe identified for each individual concern. While it is acknowledged that cardiovascular disease and homicide are serious issues that significantly impact mortality rates of released offenders, and therefore should be thoroughly addressed, both topics are beyond the scope of the Crisis Task Group. Conversely, suicide and fatality resulting from drug overdose, also serious concerns significantly impacting the mortality rates of released offenders, reside within the scope of the Crisis Task Group and, as such, will serve as focal points in this report.

Suicide

Studies of suicide among former offenders are quite limited, particularly in comparison to those conducted on incarcerated inmates; however, elevated suicide risk in the post-release population has been firmly established (Webb et al., 2011). According to Pratt et al. (2009), in England and Wales, released males were found to be eight times more likely and females 36 times more likely to die by suicide within one year of release from incarceration than those in the general population. Factors significantly associated with post-release suicide were increasing age over 25 years, release from a local prison, a history of alcohol misuse or self-harm, a psychiatric diagnosis, and requiring Community Mental Health Services (CMHS) follow-up after release from prison (Pratt et al., 2009).

The link between offending and elevated suicide risk, particularly when considered from a scope comprised of all justice-involved individuals, constitutes a significant public-health concern. In a longitudinal Swedish cohort study that tracked the suicide rates of justice-involved men over a 35 year period, it was determined that more than one-third of male suicide cases indicate a history of justice involvement (Stenbacka, Romelsjö, & Jokien, 2014). Additionally, according to Webb et al. (2011), suicide risk was notably elevated in cases of custodial sentencing, but the strongest correlation was found in cases in which sentencing to psychiatric treatment took place and in instances of conditionally withdrawn charges. Male prisoners admitted to the prison psychiatric hospital had a threefold higher risk than non-admitted men, both in prison and after release (Kariminia et al., 2007). Further, the risk of death for formerly-incarcerated males is four times higher in the two weeks following release than during any other post-release timeframe.

Available research, regarding the risk of suicide of formerly incarcerated females, is conflicting. Pratt et al. (2006; 2009) found females to be at much higher risk of committing suicide directly after release from incarceration than males. Webb et al. (2011) found females in the general population were at higher risk of committing suicide than males, but the trend was not mimicked in the incarcerated populations studied. Kariminia et al. (2007) found no suicides committed by women in the two week post-release timeframe, often indicated in research to be most crucial to this population. One factor that possibly contributes to this particular argument is familial involvement.

According to Klein, Bartholomew, and Bahr (1999), family relationships are a crucial factor in determining the success or failure of prisoners in adjusting to life after release. Females, often expecting to return to their roles as primary caregivers, have been found to more readily reintegrate into their families after release from incarceration than their male counterparts. Generally speaking, male offenders do not reconnect with their families as readily as female offenders and, as such, tend to experience a lack of support and social isolation, two factors associated with an increased risk of suicide (Kariminia et al., 2007).

Drug Overdose

A history of prison release and prior arrests has been associated with fatal drug overdoses in Australia (Kariminia et al., 2007). According to Binswanger et al. (2007), the leading cause of death among former inmates was drug overdose, which represented nearly a quarter of all deaths. Causes of death were classified broadly according to the underlying

cause of death. Accidental poisoning and exposure to noxious substances was described as a drug overdose; thus, the disparity between drug overdose and suicide may be overstated. According to Binswanger et al. (2007),

Classification of the causes of death was subject to the limitations imposed by the use of data recorded in the NDI from death certificates. For instance, some suicides may have been misclassified as drug overdoses and some drug overdoses may have been misclassified as cardiovascular deaths. (p.164)

According to Kariminia et al. (2007), “In men and women, 58% of all drug-related deaths were classified as being caused by “mental and behavioural (*sic*) disorders” due to psychoactive substance use and misuse of non-dependence-producing substances” (p. 389).

European studies have suggested that mortality rates after release from prison were high among persons with a history of injection drug use, particularly in the two week post-release timeframe. Additionally, in multiple studies, it has been determined that the first few weeks after an inmate’s release is a period of high vulnerability in regard to drug overdose.

Research Conclusions

Suicide and drug overdoses are frequent causes of death in the period immediately following release from prison. “Interventions are necessary to reduce the risk of death after release from prison” (Binswanger et al., 2007, p. 157). Suicides in prison receive considerable attention. For example, programs, policies, and architectural considerations are in place to minimize the risk of suicide during incarceration. In contrast, far less attention is paid to the risk of suicide, post-release, when the duty of care shifts from corrections authorities and staff to the community (Kariminia et al., 2007).

Lack of available transitional services designated for the continuity of care of released prisoners may contribute to offenders’ ongoing risk of suicide (Pratt et al., 2009). There is a need to improve the continuity of care for people who are released from prison and for community health and social care agencies to coordinate care for these vulnerable individuals. Improved transitional care for inmates with mental health disorders may reduce the risk of suicide of formerly incarcerated persons (Binswanger et al., 2007). Advances in research and practice have created new opportunities for crisis response, specifically suicide prevention. For example, new evidence suggests that a number of interventions may be particularly useful for helping individuals at risk for suicide. Some of these proven strategies, acknowledged in a 2012 report issued by the U.S. Surgeon General and the National Action Alliance for Suicide Prevention, include the use of cognitive behavioral therapy, crisis lines, and efforts that promote continuity of care for individuals being treated for suicide risk.

Local Resources

Without question, these findings indicate a great need exists for accessible psychiatric and social supports for returning offenders, immediately upon release from incarceration.

Much of the infrastructure needed to provide a crisis response component to the Reentry Program is in place throughout Champaign County. For example, Community Elements operates a 24-hour, 365 days a year Crisis Line and Crisis Team, to respond to requests for face-to-face clinical assessments in Champaign County and to Crisis Line calls in Champaign and Ford Counties. The Crisis Team has established working agreements with a number of local organizations within the community including:

- Provena Covenant Medical Center
- Carle Foundation Hospital
- Urbana Police Department
- Champaign Police Department
- U of I Police
- U of I Counseling Department

In addition to these crisis response resources, Community Elements operates The Respite Center, a short-term residential crisis treatment center designed to stabilize clients who are in a crisis situation. The Respite Center accepts adults for up to two weeks of psychiatric and short-term mental health services. Referrals to appropriate services and providers for long-term needs are made by Respite Center staff. As a result of an increased community focus on criminal justice and reentry issues in Champaign County, Community Elements now offers and facilitates Moral Reconciliation Therapy (MRT) groups, Wellness Action Recovery Plan (WRAP) groups and individual sessions, and will soon offer Anger Management groups in the Probation Department at the Champaign County Courthouse. Each of these treatments is rooted in cognitive behavioral therapy and available to justice-involved individuals in the Champaign County community.

The Prairie Center, in addition to providing substance abuse treatment services, has a contract with the Federal Bureau of Prisons to provide halfway house services for federal inmates. These services include intensive case management services and monitoring of released inmates as they transition back into the community. Many of these clients participate in the Prairie Center's treatment services to continue building on the recovery skills they learned while incarcerated. In addition, clients receive support in job searching and locating housing within Central Illinois. Finally, Prairie Center and Community Elements provide addiction treatment and mental health services for the U.S. Probation Office.

Gaps and Barriers

There are a variety of barriers that can keep people from seeking or obtaining help when they are in a state of crisis. A few of these barriers include, but are not limited to, a lack of awareness that a problem exists, or that help exists; shame that often stems from the stigma of having been incarcerated; and fear of repercussions for experiencing weakness. Citizens, aware of the risks and needs surrounding the reentry population that affect individuals and the community alike, can play an important role in mitigating the risk of suicide by heightening local awareness of the issues surrounding offender transition, as well as the resources available to counteract existing obstacles. Additionally, they can be instrumental in building networks of support; procuring necessary resources to aid

transitioning individuals and strengthen community safety; and dispelling the fear that may accompany those who need to seek help the most.

Recommendations

Once a data set is established for the reentry population, suicide rate should be tracked throughout the County via coroner reports. Information about the risks and causes of death after release from incarceration could focus preventive efforts, improve transitional care, and guide policies to improve outcomes (Binswanger et al., 2007). According to Pratt et al. (2009), in 2005 the Department of Health (DoH) in London, England recommended that prisoners with mental health problems or at risk of suicidal behavior should receive follow-up contact from the appropriate community mental health team, with intensive post-release support provided according to identified need.

The release planning process should promote continued engagement with health and social services and should be ensured by allocating a case manager to each high-risk individual, to assertively follow-up with offenders upon release for a period of time determined to be crucial to the at-risk population. Additionally, due to the unpredictability of inmates' release, a release plan for those identified as at-risk of suicide should be developed as soon as the risk is identified, then amended according to need while in custody, to ensure an appropriate and up-to-date release plan is in place and available whenever release may occur.

In Champaign County, the justice-involved population is screened for suicide risk at intake; therefore, anyone indicating a risk should receive immediate linkage to appropriate resources. Further, it is noted that post-release contact between Probation Officers and justice-involved individuals places Probation Services in an important position regarding suicide prevention. Those working with this population need to be aware of the issue, trained to effectively address it, and know how to access resources for the at-risk population. Mental Health First Aid training is designed to raise overall community awareness of suicide and suicide risk management. Additionally, it prepares first responders with the tools necessary to effectively address suicide risk when such a threat is presented.

The National Probation Service, for England and Wales (2004) addressed the issues associated with suicide prevention through the use of Approved Premises (APs), residential units in the United Kingdom that house offenders in the community. As such, they provide controlled accommodation and 24-hour enhanced supervision for offenders in a structured environment with an overnight curfew. Such establishments are comparable to Halfway Houses in the United States.

Implications for Further Study

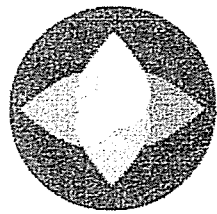
Causal implications of mortality rates should be differentiated from identified suicide rates. Further research would establish the health, social, and criminological factors that make released offenders vulnerable to suicide. The information gained from further study would aid the design and development of such services to best serve the needs of released offenders at high risk of fatally overdosing on drugs or committing suicide.

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community elements

wellness and recovery for the community

Reentry Program Report to Champaign County Board

Date of Contract: February 24, 2014

Quarterly Report Schedule:

- May 29, 2014 - completed
- August 28, 2014 - completed
- November 26, 2014
- February 27, 2015

Community Elements' contract with Champaign County specified the following activities:

- Form a Reentry Council
- Research best-practices
- Conduct a needs assessment, including interviews and site visits
- Identify gaps and barriers
- Form recommendations and disseminate information
- Bring additional partners to the table
- Facilitate data collection and tracking
- Develop program and resources
- Provide linkage and services

The Reentry Council

Agency or Title Represented	Individual	Original Member	New Member
State's Attorney's Office	Julia Rietz	*	
Sheriff's Office	Dan Walsh & Allen Jones	*	
The Judiciary	Roger Holland	*	
U.S. Attorney's Office	Ronda Coleman		*
Champaign County Probation	Joe Gordon	*	
IDOC Parole	Todd Bailey & Ted Clausing	*	
U.S. Probation	Gwen Powell		*
Champaign County Board	Astrid Berkson & Jim McGuire	*	
CCMHB	Mark Driscoll	*	
Citizen Representative	Marlon Mitchell	*	
Community Elements	Sheila Ferguson	*	
Prairie Center	Bruce Suardini	*	
TASC	Kent Holsopple		*

Best Practices, Recommendations, and Outcomes
For Successful Reentry Programming

- Establish contact with incarcerated people early pre-release, to ensure successful transition.
- Assess level of recidivism risk with an evidence-based risk-needs-responsivity assessment, such as the LSI-R, and match services to offenders' risk level/need.
- Ensure integration and collaboration through information sharing.
- Facilitate community, family, and peer supports and integration, when possible.
- Enhance post-release supervision through specialized case management and support services.
- Provide follow-up support from community provider to inmates with mental health or substance abuse disorders.
- Promote and advocate for individualization and client involvement in all services.
- Establish a formal advisory group for formerly incarcerated individuals.

Reentry Components

Data – The Courts agreed to provide a comparison group, as well as build a database to flag recidivism of reentry program participants. Program specific outcome measures will be tracked and evaluated. At this time, Community Elements is tracking:

Number of:

- Referrals and screenings
- Unduplicated clients served
- (and type of) Clinical services provided
- (and type of) Case management services provided
- Successful discharges from the program

Once a database is developed and a comparison group is established, outcome measures will include recidivism rate, time to failure, and severity of offense.

Crisis – Once a dataset has been established, we will track the suicide rate of the reentry population and continue to work closely with law enforcement’s crisis response team.

Housing - A variety of housing resources must be provided, to address the needs of the reentry population. Many aspects of housing could be related to positive outcomes (i.e. stability, quality, and affordability of the actual housing unit, as well as the location of the housing, and accessibility of affordable and stable housing.)

Education & Employment - Assessment of education level and employability will be integrated into reentry system by making it a component of intake and case management services and closely linking it to support and employment services. Outcome measures, will include educational achievement, skill development, job placement and retention, etc.

Peer Mentoring and Community Support – Peer mentoring is an important component to successful reentry programming. As the Reentry Program moves forward, considerations should be made for ongoing support of this, as well as a family support component.

Future Program Plan

- Build and maintain a network of reentry partnerships throughout community.
- Build direct service continuum with support from the County and other funding sources.
- Develop additional services based on demonstration of need.
- Develop and deliver training for Marlon Mitchell’s peer mentoring group.
- Stay abreast of current reentry research and best-practices.
- Evaluate program outcomes.
- Modify and improve program, based on formative and summative program evaluation.

As of October 30, 2014...

- 107 total contacts
- 85 completed screenings
- 19 active/pending individuals on caseload
- 3 successful discharges

* Please see the **Reentry Program Numbers 10/30/14** Handout for specific information.

Reentry Program Numbers
10/30/2014

107 Total Contacts

Referral Source
Jail: 84
Self-Referral: 6
Community Elements Referral: 5
DOC Referral: 11
Outside Referral: 1

85 Total Screenings

Referral Source	Supervision and Justice-Involvement Status	Previous Engagement at Community Elements Total: 19 (Overlapping Services)
Jail: 63	Probation: 31	JDL*: 12
Self-Referral: 5	Parole: 19	Access: 8
Community Elements Referral: 5	No stipulations: 30	Criminal Justice: 25
DOC Referral: 11	Conditional Discharge: 3	Crisis: 10
Outside Referral: 1	Drug Court: 2	Psychiatrist: 8
		Respite: 5
		Substance Abuse Services: 4

*Jail Data Link (JDL) is a database that crosschecks mental health histories of justice-involved individuals. Any previous contact with Community Elements, denoted by JDL, indicates that previous contact was limited to screening in the jail by the Community Support Case Manager.

Reentry Program Numbers
10/30/2014

19 Active and/or Pending Reentry Participants

Referral Source	Supervision and Justice-Involvement Status	Previous Engagement at Community Elements Total: 5 (Overlapping Services)
Jail: 6	Probation: 6	JDL*: 3
Self-Referral: 2	Parole: 12	Criminal Justice: 4
Community Elements Referral: 1	No stipulations: 1	Community Support: 1
DOC Referral: 10		Substance Abuse Services: 1
Outside Referral: 0		

19 Active and/or Pending Service or Treatment Plans

Reentry Support Sought
Housing: 7 (53.8%)
Educational: 0 (0%)
Vocational: 7 (53.8%)
Benefits/Community Resources: 9 (69.2%)
Medical: 7 (53.8%)
Behavioral Health: 8 (61.5%)
Transportation: 3 (23.1%)

UnDuplicated Client Assignments

COMMUNITY ELEMENTS, INC.

*** Selections ***

SubUnit Selection: 2143 Re-Entry

Clients who had Assignments from: 06/01/2014 thru 10/30/2014

Clients constrained by Staff Access

Report: AZ152RG
Staff: BLODGETT, CELESTE

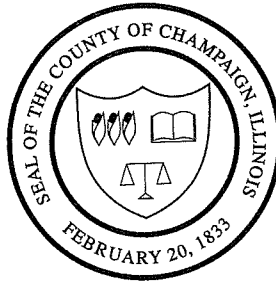
Date: 11/04/2014
Time: 12:48

	Total	
Report Total:	85	
Ethnct: B-African American	63	
Ethnct: C-Caucasian	20	
Ethnct: H-Hispanic	1	
Ethnct: O-Other	1	
MarSts: D-Divorced	19	
MarSts: M-Married	7	
MarSts: N-Never Married	54	
MarSts: S-Separated	4	
MarSts: W-Widowed	1	
Sex: Female	14	
Sex: Male	71	
Age: 0-25	19	
Age: 26-40	33	
Age: 41-55	24	
Age: 56-70	9	
Race: E-Black/African American	62	
Race: F-White/Caucasian	22	
Race: O-Other	1	

Patti Petrie PhD, FAICP
Chair

ppetrie@co.cham.il.us

Jeff Kibler
Vice-Chair



Brookens Administrative Center
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**Office of
County Board
Champaign County, Illinois**

**2015 Schedule of Justice Reports
to County Board**

February 19, 2015 – Nursing Home

March 19, 2015 – Probation & Court Services

April 23, 2015 – Mental Health/Developmental Disabilities Boards

May 21, 2015 – Nursing Home

June 18, 2015 – Animal Control

July 23, 2015 – Head Start

August 20, 2015 – Nursing Home

September 17, 2015 – Veterans' Assistance Commission

October 22, 2015 - Mental Health/Developmental Disabilities Boards

November 19, 2015 – Nursing Home

December 22, 2015 – Sheriff

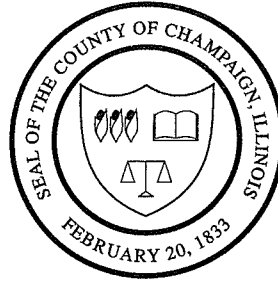
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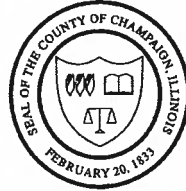
**Office of
County Board
Champaign County, Illinois**

JUSTICE & SOCIAL SERVICES SUBCOMMITTEE
2015 Schedule of Meetings

*Meetings will be held on the last Thursday of each month in the
Putman Meeting Room at 5:30 p.m., unless otherwise noted.*

February 26, 2015
March 26, 2015
April 30, 2015
May 28, 2015
June 25, 2015
July 30, 2015
August 27, 2015
September 24, 2015
October 29, 2015
*December 3, 2015
**(due to Thanksgiving Holiday)*
December 31, 2015

JOHN FARNEY
COUNTY AUDITOR



1776 EAST WASHINGTON
URBANA, ILLINOIS 61802
TELEPHONE (217) 384-3763
FAX (217) 384-1285

OFFICE OF THE AUDITOR
CHAMPAIGN COUNTY, ILLINOIS

MEMORANDUM

TO: Christopher Alix, Deputy Chair for Finance; and Members of the Champaign County Board

FROM: John Farney, County Auditor
Deb Busey, County Administrator

DATE: January 23, 2015

RE: Financial Auditing Services for the County of Champaign

In September 2010, an evaluation team consisting of the County Auditor, Accounting Manager, County Administrator, CFO of Champaign County Regional Planning Commission and Deputy Chair for Policy, Personnel and Appointments reviewed RFP's for Financial Auditing Services. Two qualified bidders submitted proposals. The team unanimously recommended an agreement with Clifton Gunderson, LLP (now CliftonLarsonAllen, LLP). That agreement was to span five fiscal years and will expire at the completion of the Fiscal Year 2014 audit.

While the current contract has been in force, Champaign County has received the promised Auditing Services and Notattest Services; including audits of the financial statements of the components of County government, statutorily required audits of the financial statements of the Circuit Clerk's Office; preparation of trial balances for various components of County government; and preparation of the Auditor's portion of the Data Collection Form. The County Auditor and County Administrator find that these services have been satisfactorily performed.

It is the recommendation of the County Auditor and County Administrator that the Finance Committee of the Whole direct the County Administrator to negotiate a one-year extension of the current Financial Auditing Services contract with CliftonLarsonAllen, LLP, and bring that negotiated contract back to the Finance Committee of the Whole for review and recommendation for award to the County Board. This agreement would expire at the completion of the Fiscal Year 2015 audit.

Should you have any questions about this recommendation, please feel free to contact either of us.

To: Board of Directors
Champaign County Nursing Home

From: Scott Gima
Manager

Date: February 4, 2015

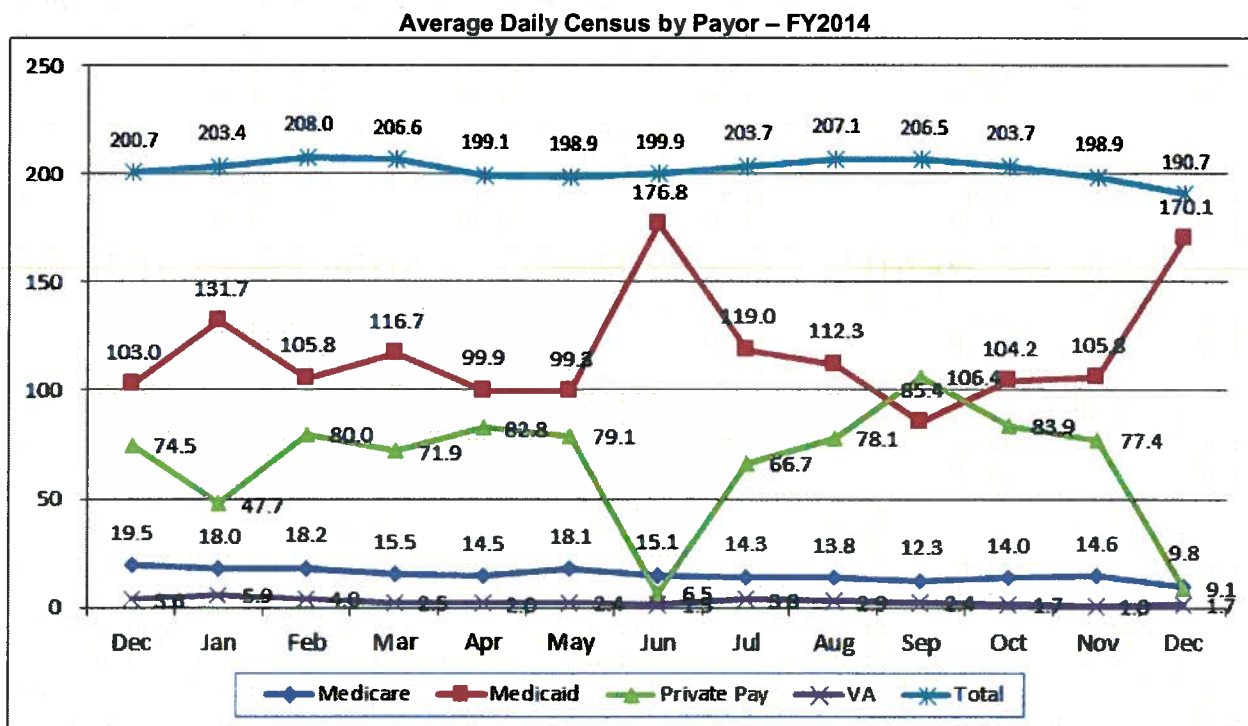
Re: December 2014 Financial Management Report (13 Month Year)

The average daily census for December was 190.7. Medicare census was 9.8. Conversion days totaled 1,980. Without the conversion, the actual number of private pay days totaled 2,262. The census in January was 190 with Medicare showing closer to an average census of 15.

November closed with a net loss of \$15,421. Net income for the year is \$675,816. Cash flow from operations for the month is \$75,158. The YTD cash flow from operations is \$1,410,011.

Statistics

The lower census seen in December continues through the month of January, with both months showing an average census around 190.



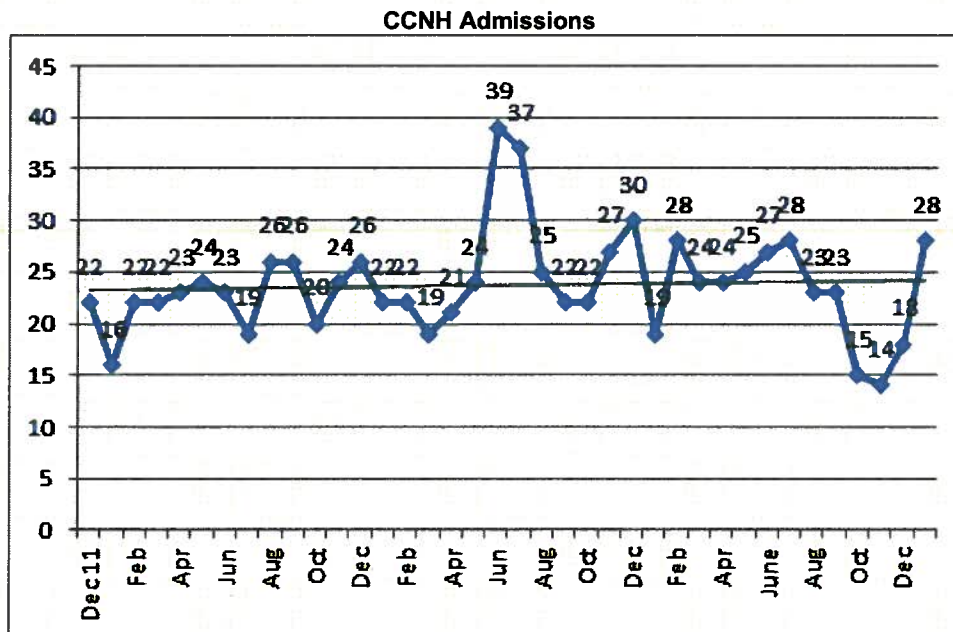
Census has recently jumped from 189 to 196 between the 28th and 31st of January.

Through most of January, admission referrals showed the same pattern seen since October – a high number of referrals but many were unacceptable due to age, lack of payor source, alcohol/drug history. The last few days of January has seen a break in this pattern, leading to the recent census jump.

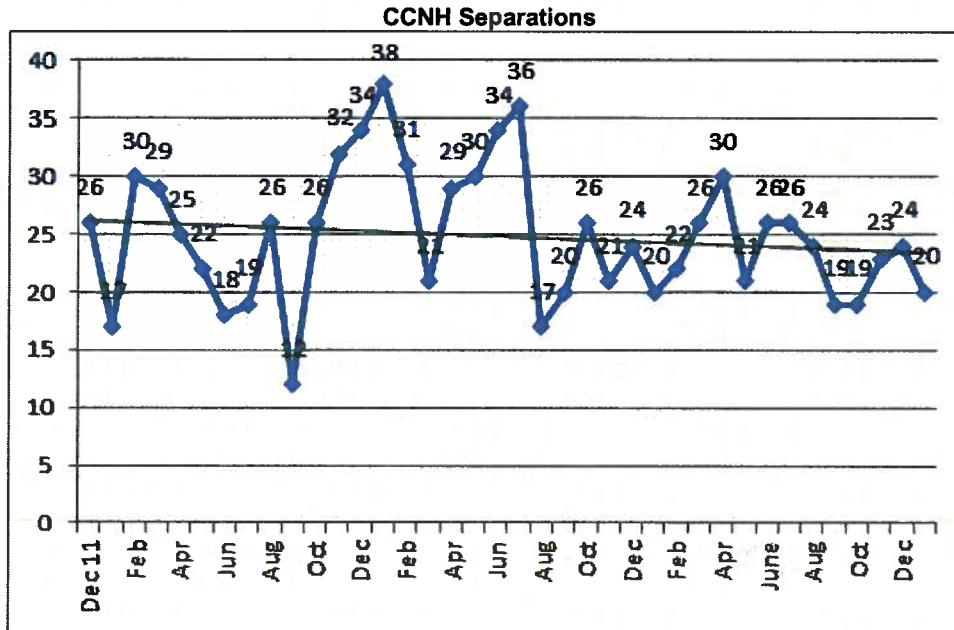
**Admissions and Discharges
January 2014 to January 2015**

	Medicare Admits	Non-Medicare Admits	Total Admits	Discharges	Expirations	Total Discharges/Expirations
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
June	12	15	27	16	10	26
July	16	12	28	21	5	27
Aug	10	13	23	18	6	24
Sept	14	9	23	16	3	19
Oct	12	3	15	13	6	19
Nov	7	7	14	13	10	23
Dec	10	8	18	16	8	24
Jan	11	17	28	11	9	20

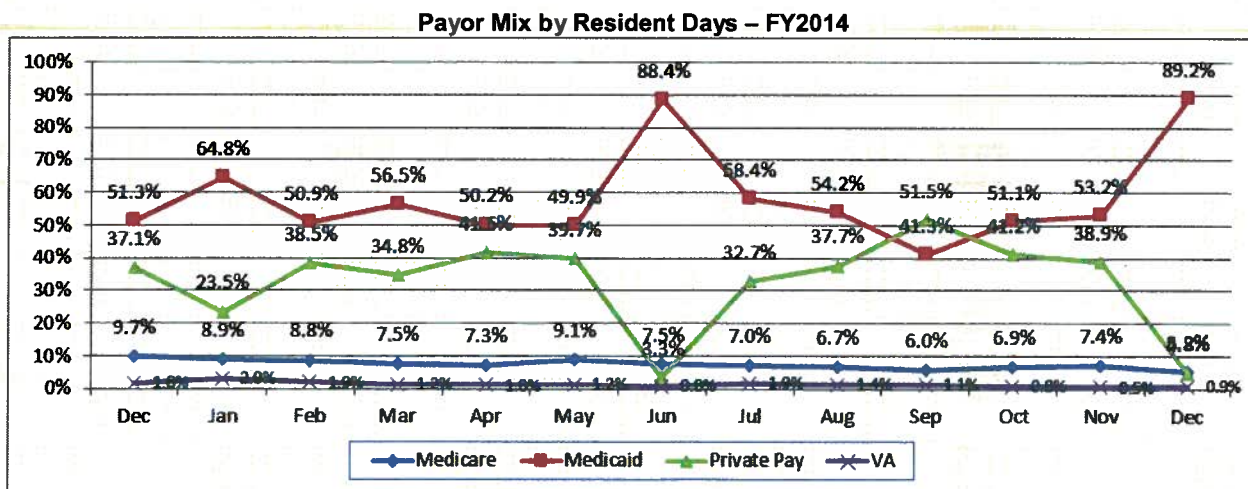
The chart below summarizes the monthly admissions. In FY2012, monthly admissions averaged 22.2 per month. FY2013 admissions averaged 25.5 per month, a 15 percent increase. The monthly average number of admissions for 2014 was 22.9.



The chart below summarizes separations. Separations include discharges and deaths. In FY2012, the average separations per month was 23.5, ranging between 12 and 32 in a month. The monthly average for FY2013 was 28.1, a 20 percent increase from 2012. For 2014, the monthly average was 23.4.



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, March – 437, April – 70, May – 160, June – 2,139, July – 578 and August – 367. The 2014 payor mix for the year was Medicare – 7.5%, Medicaid – 58.3%, Private pay – 32.8%, and VA – 1.3%. the payor mix for December in the chart below is very skewed due to the 1,980 conversion days.



Net Income/(Loss)/Cash from Operations

November shows a net loss of -\$167,025. Net income for the year is \$508,792. Cash flow from operations for the month is -\$107,287. The YTD cash flow from operations is \$1,302,724.

The conversion of 1,980 private pay days to Medicaid days reduced revenue by \$79,200 for the month due to a \$40 per day difference between the private pay rate and Medicaid rate. Property tax revenue is half the normal accrual due to the 13 month fiscal year and the accounting decision to accrue 12 months of property tax instead of 13 months. This was a collective decision between MPA, CCNH, the County Treasurer and County Auditor.

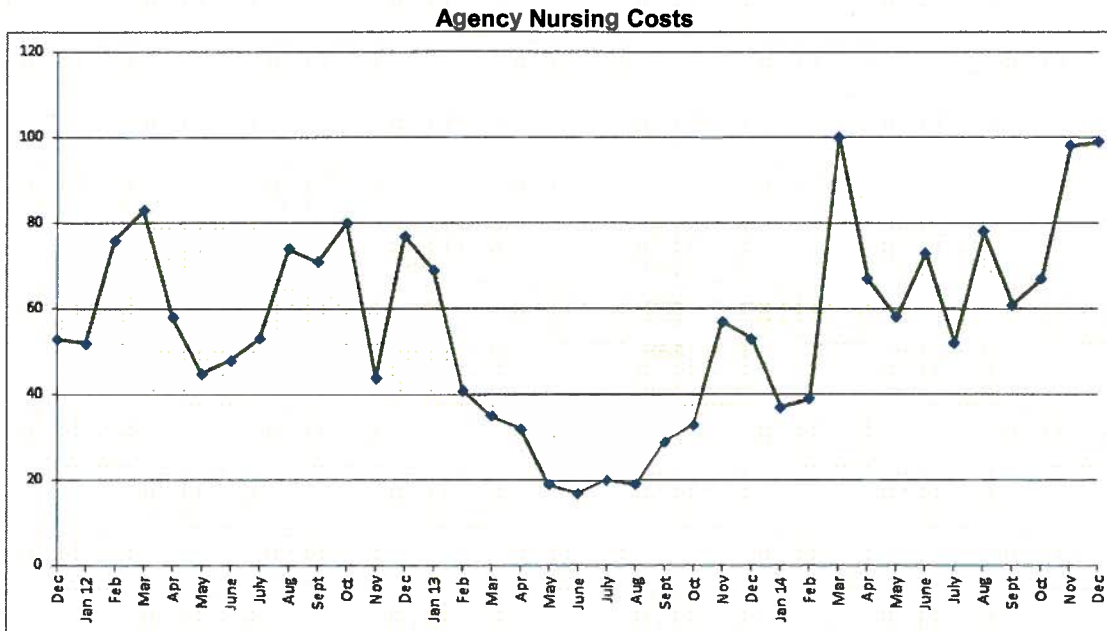
Revenues

- Operating revenue in December fell to \$1.108 million from \$1.244 million in November. Conversion days reduced revenue by just under \$80,000. Medicare revenue fell by \$80k due to Medicare census falling from 14.6 to 9.8 between November and December.

Expenses

- Expenses increased slightly from \$1.304 million in November to \$1.316 million in December. Expenses per day fell from \$218.52 to \$199.93. The average cost per day in FY2013 was \$220.81 per day. YTD cost per day is \$199.93.
- Wages increased from \$516,608 to \$558,214. Wages per day increased from \$86.59 to \$94.42. The average for the year is \$83.38 Two holidays payouts drove the increase in wages for the month.
- Non-labor expenses fell from \$612,823 to \$584,214. Expenses per day fell from \$102.72 in November to \$98.94 in December. The average for the year is \$97.61.

Agency expenses totaled \$98,588, close to the \$98,025 expensed in November.



Agency costs should decrease as the newly hired CNAs complete orientation and getting away from the holidays, which is the time of the year that always increases the need for more registry. The push to hire additional CNAs is ongoing. Through October, the CNA hiring has occurred at an average rate of 3.8 per month. To recap, 8.5 FTEs have been hired since the end of October bringing the total open FTE position down from 28 to 19.5. The second orientation session that was held in the last week of December allowed some staff to start in December. As a result, January CNA hires totaled 1.

The table below summarizes the number of CNAs that separated from CCNH on an annual basis. The 2014 data is annualized through October. There were 2 separations in October, 2 in November, 1 in December and 5 in January.

CNA Separations							
	2008	2009	2010	2011	2012	2013	2014
Grand Total	75	74	65	69	61	67	41
Monthly Avg	6.3	6.2	5.4	5.8	5.1	5.6	3.4

Cash Position

The December ending cash balance was \$704,310, up from \$178,952 in November. Receivables fell from \$5.311 million in November to \$5.014 million in December. Accounts payable decreased from \$2.088 million to \$1.667 million. Payables are between 30 and 60 days.

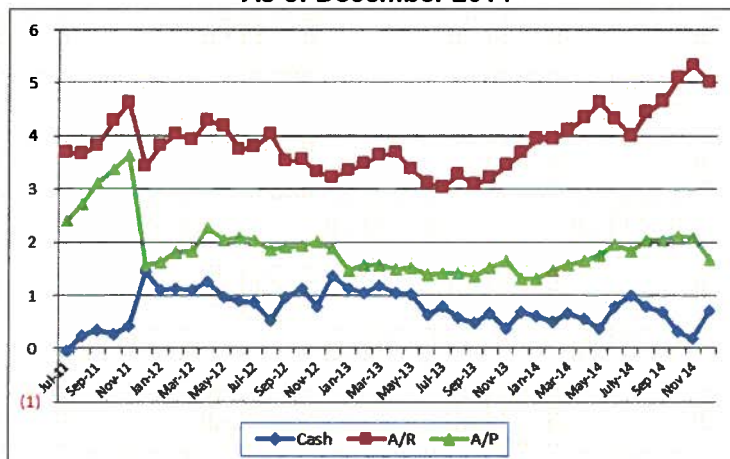
The December ending cash balance is \$704k. Cash peaked at \$1.6 million in mid-December after the receipt of the tax anticipation warrant on 12/26. Normal year ending cash payments including payroll, county billings for IMRF/FICA, payables and a bond payment (\$246k) occurred in the last week of the December. As a result, cash disbursements that occurred in December totaled \$1.9 million, which is significantly higher than typical monthly disbursements of about \$1.2 to \$1.2 million.

Medicaid pendings continue to be the major cash flow issue. The 1,980 conversion days is an improvement but will result in a cash infusion of less than \$300k. The remaining 40 old applications total approximately \$1.2 million is past due revenue and requires continued attention. The business office continues to “work” these accounts by contacting the DHS caseworkers on a regular basis. Reaching out to contacts at DHS through Dave Stricklin will continue as they have shown the most success in getting the recent 19 applications processed. Mr. Stricklin has a new list of 21 cases to chase down. Deb Busey also recently discussed this matter in a meeting with an aide to Governor Rauner. John Farney, County Auditor has met with State Representative Chad Hays and will be contacting DHS on our behalf.

Leading Age and the other state nursing home associations met with HFS last week regarding their concerns with Medicaid applications. The takeaway from the meeting is that all of the long term care applications are now being processed at either the Decatur or DuPage hubs. More caseworkers have been hired (no numbers were provided) and computers have finally been provided to the caseworkers. The association representatives were told by HFS that improvements should be seen.

MMAI is adding to the cash flow problem. \$276k is outstanding from Health Alliance for services between June and November. Molina owes \$80k but is for services provided in December. LeadingAge is currently assisting in addressing this issue thru its’ HFS contacts.

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



REQUEST FOR BUDGET TRANSFER
NEEDING CHAMPAIGN COUNTY BOARD APPROVAL

BT NO. 14-00021

FUND 080 GENERAL CORPORATE

DEPARTMENT 042 CORONER

TO LINE ITEM:

FROM LINE ITEM:

NUMBER/TITLE	\$ AMOUNT	NUMBER/TITLE
080-042-533.06 MEDICAL/DENTAL/MENTL HLTH	1,471.	080-042-511.09 OVERTIME

EXPLANATION: TO COVER ADDITIONAL AUTOPSIES DONE IN DECEMBER 2014.

DATE SUBMITTED: 1/21/15

Duane E. Northrup

AUTHORIZED SIGNATURE

APPROVED BY PARENT COMMITTEE:

DATE: _____

* PLEASE SIGN IN BLUE INK *

APPROVED BY BUDGET AND FINANCE COMMITTEE:

DATE: _____

FUND 611 COUNTY CLK SURCHARGE FUND DEPARTMENT 022 COUNTY CLERK

INCREASED APPROPRIATIONS:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
611-022-534.95 REMIT MARRIAGE LIC SURCHG	6,000	6,400	6,436	36
TOTALS	6,000	6,400	6,436	36

INCREASED REVENUE BUDGET:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
611-022-341.55 MARRIAGE LICNSE SURCHARGE	6,000	6,000	6,036	36
TOTALS	6,000	6,000	6,036	36

EXPLANATION: TO COVER MARRIAGE LICENSE SURCHARGES RECIEVED AND PAID TO THE ILLINOIS STATE TRESURER.

DATE SUBMITTED: 1-23-15 AUTHORIZED SIGNATURE [Signature] ** PLEASE SIGN IN BLUE INK **

APPROVED BY BUDGET & FINANCE COMMITTEE: _____ DATE: _____

REQUEST FOR BUDGET AMENDMENT

BA NO. 14-00069

FUND 080 GENERAL CORPORATE
675 VICTIM ADVOCACY GRT-ICJIA

DEPARTMENT 041 STATES ATTORNEY
041 STATES ATTORNEY

INCREASED APPROPRIATIONS:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
080-041-533.07 PROFESSIONAL SERVICES	0	15,194	16,394	1,200
080-041-511.04 REG. PART-TIME EMPLOYEES	0	2,450	2,900	450
675-041-511.03 REG. FULL-TIME EMPLOYEES	58,475	58,475	58,477	2
TOTALS	58,475	76,119	77,771	1,652

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: AN INCREASE IN APPROPRIATIONS TO PAY FINAL FY14 INVOICES AND PERSONNEL EXPENSES RELATED TO PAYOUT OF DEPARTED EMPLOYEE

DATE SUBMITTED:

1.30.15

AUTHORIZED SIGNATURE



** PLEASE SIGN IN BLUE INK **

APPROVED BY BUDGET & FINANCE COMMITTEE:

DATE:

REQUEST FOR BUDGET AMENDMENT

BA NO. 14-00071

FUND 617 CHILD SUPPORT SERV FUND DEPARTMENT 030 CIRCUIT CLERK
613 COURT'S AUTOMATION FUND 030 CIRCUIT CLERK

INCREASED APPROPRIATIONS:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
617-030-571.30 TO COURT AUTOMTN FUND 613	11,915	11,915	61,915	50,000
TOTALS	11,915	11,915	61,915	50,000

INCREASED REVENUE BUDGET:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
613-030-371.17 FROM CHILD SUPPORT FND617	11,915	11,915	61,915	50,000
TOTALS	11,915	11,915	61,915	50,000

EXPLANATION: INCREASE TO PROVIDE TRANSFER TO BRING COURT AUTOMATION FUND IN BALANCE

DATE SUBMITTED: _____ AUTHORIZED SIGNATURE *[Signature]* ** PLEASE SIGN IN BLUE INK **

APPROVED BY BUDGET & FINANCE COMMITTEE: _____ DATE: 2/4/15

REQUEST FOR BUDGET AMENDMENT

BA NO. 15-00011

FUND 080 GENERAL CORPORATE

DEPARTMENT 071 PUBLIC PROPERTIES

INCREASED APPROPRIATIONS:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
080-071-534.72 SATELLITE JAIL REPAIR-MNT	45,000	45,000	64,808	19,808
TOTALS	45,000	45,000	64,808	19,808

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: RE-ENCUMBER 3 PURCHASE ORDERS FOR PROJECTS NOT COMPLETED IN FY2014 AT THE SATELLITE JAIL.

DATE SUBMITTED:

1/21/15

AUTHORIZED SIGNATURE

Dana Brennan

** PLEASE SIGN IN BLUE INK **

APPROVED BY BUDGET & FINANCE COMMITTEE:

DATE:

REQUEST FOR BUDGET AMENDMENT

BA NO. 15-00012

FUND 080 GENERAL CORPORATE

DEPARTMENT 071 PUBLIC PROPERTIES

INCREASED APPROPRIATIONS:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
080-071-522.44 EQUIPMENT LESS THAN \$5000	5,981	5,981	7,299	1,318
TOTALS	5,981	5,981	7,299	1,318

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: RE-ENCUMBER FROM FY2014 FOR EQUIPMENT INCLUDED IN 2014 BUDGET, ORDERED IN 2014, BUT NOT RECEIVED UNTIL FY2015

DATE SUBMITTED: <u>1/21/15</u>	AUTHORIZED SIGNATURE ** PLEASE SIGN IN BLUE INK ** 
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APPROVED BY BUDGET & FINANCE COMMITTEE: _____ DATE: _____

FUND 105 CAPITAL ASSET REPLCMT FND DEPARTMENT 059 FACILITIES PLANNING

INCREASED APPROPRIATIONS:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
105-059-533.04 ENGINEERING SERVICES	0	0	520	520
105-059-533.47 JUV DET CTR REPAIR-MAINT	0	0	4,800	4,800
105-059-534.58 LANDSCAPING SERVICE/MAINT	0	0	24,625	24,625
105-059-544.18 BROOKNS BLDG CONST/IMPROV	382,261	382,261	461,891	79,630
TOTALS	382,261	382,261	491,836	109,575

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: AMENDMENT NEEDED TO MOVE MONEY FROM FY2014 BUDGET TO FY2015 BUDGET TO RE-ENCUMBER PO'S FOR GOODS THAT WERE NOT RECEIVED BEFORE DECEMBER 31, 2014.

DATE SUBMITTED: <u>1-22-2015</u>	AUTHORIZED SIGNATURE <u>Debra L. Bury</u>	** PLEASE SIGN IN BLUE INK **
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APPROVED BY BUDGET & FINANCE COMMITTEE: _____ DATE: _____

FUND 080 GENERAL CORPORATE

DEPARTMENT 077 ZONING AND ENFORCEMENT

INCREASED APPROPRIATIONS:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
080-077-533.07 PROFESSIONAL SERVICES	74,827	74,827	76,255	1,428
TOTALS	74,827	74,827	76,255	1,428

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: BUDGET AMENDMENT NEEDED TO CARRY OVER UNSPENT FUNDING FOR FY2014 PLANNING & ZONING CONTRACTS TO COVER COMPLETION OF CONTRACTS IN FY 2015.

DATE SUBMITTED:

1-28-2015

AUTHORIZED SIGNATURE

** PLEASE SIGN IN BLUE INK **

Debra L. Bury

APPROVED BY BUDGET & FINANCE COMMITTEE:

DATE:



CHAMPAIGN COUNTY ADMINISTRATIVE SERVICES

1776 East Washington Street, Urbana, Illinois 61802-4581

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

Debra Busey, County Administrator

MEMORANDUM

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

FROM: Deb Busey, County Administrator
Stephanie Joos, Animal Control Director

DATE: February 2, 2015

RE: Setting Rates for Animal Impound & Animal Control Contracts

ISSUE:

The Champaign County Animal Control Department provides animal control and animal impound services to numerous municipalities throughout the County through intergovernmental agreements. The rates for those agreements have been arbitrarily set, and do not reflect the true cost of the County in providing those services – which should cover the annual operating budget as well as capital infrastructure investments that will be made over time.

HISTORY:

Champaign County Animal Control first began providing animal impound services to various municipalities throughout the County in 2005, when the County opened its own impound facility. Within the same time period, the County also began providing animal control services to municipalities throughout the County through intergovernmental agreements. At that point, the costs charged were based on estimates of the actual cost of providing the services. Over time, these contracts have been renewed without any real accounting of the true cost of providing the services. This has led to a situation where the Champaign County Animal Control Fund has been significantly diminished over the past five years, wherein there has been deficit spending to cover the actual animal impound and animal control services required by the numerous intergovernmental agreements, without adequate offsetting revenue to cover the cost of providing those services. The deficits for FY2012, FY2013 and FY2014 are documented as follows:

Animal Impound	FY2012	FY2013	FY2014 - Projected
Revenue	\$157,219.00	\$149,373.00	\$142,042.00
Expenditure	\$190,421.00	\$192,930.00	\$195,776.00
Ending Position	-\$33,202.00	-\$43,557.00	-\$53,734.00

Animal Control	FY2012	FY2013	FY2014 - Projected
Revenue	\$139,891.00	\$122,114.00	\$140,759.00
Expenditure	\$201,235.00	\$182,582.00	\$196,166.00
Ending Position	-\$61,344.00	-\$60,468.00	-\$55,407.00

While the combined deficit of these two operations has been at or above \$100,000/year in recent years, a portion of that deficit is absorbed by revenues from Animal Registration Fees collected for dogs and cats throughout the County. There is approximately \$65,000 in annual revenue from the Animal Registration Fees that can be applied to the expenses of Animal Impound and Animal Control.

In order to correct the remaining deficit, Champaign County Animal Control looked at examples of how other comparable counties deal with these issues. The model selected for recommendation to the County Board is a model used in Peoria County, where the cost for the services is based upon the population of the jurisdiction served. This is a more stable option for distributing these costs than attempting to identify the number of animals impounded, or number of calls initiated, as those are dynamic numbers that change regularly.

The other issue that has not been historically covered by the fees charged by the County is the cost for capital replacement for the infrastructure that supports both Animal Control and Animal Impound Services. These costs have now been calculated and amortized to an annual rate. An overview of the FY2015 Animal Impound and Animal Control Operating Budgets plus Capital Reserve, with credit from Animal Registration Fees, follows:

Animal Impound	FY2015 Budget	Animal Control	FY2015 Budget
Annual Operating Budget	\$170,206.00	Annual Operating Budget	\$201,494.00
Capital Budget Annual Reserve Requirement Based on Annual Amortized Average	\$36,010.00	Capital Budget Annual Reserve Requirement Based on Annual Amortized Average	\$29,548.00
Less Animal Registration Credit	\$29,900.00	Less Animal Registration Credit	\$35,100.00
TOTAL	\$176,316.00	TOTAL	\$195,942.00

RECOMMENDATION

In order to correct the operating deficits experienced by Champaign County Animal Control and Champaign County Animal Impound Services, we recommend the establishment of costs for the Intergovernmental Agreements for Control and Impound Services based on population of the jurisdiction served. The breakdown in cost to cover operations and capital infrastructure, by jurisdiction, is the following:

	Animal Impound Population	Annual Animal Impound Cost Based on per Capita Calculation	Current Annual Impound Fee Paid	Animal Control Population	Annual Animal Control Cost Based on per Capita Calculation	Current Annual Control Fee Paid
Village of Bondville	443	\$389.84		443	\$589.19	
Village of Broadlands	349	\$307.12	\$50.00	349	\$464.17	\$198.80
City of Champaign	83,424	\$73,413.12	\$55,597.92	83,424	\$110,953.92	\$126,174.24
Unincorporated County	29,886	\$26,299.68		29,886	\$39,748.38	
Village of Fisher	1,881	\$1,655.28	\$240.00	1,881	\$2,501.73	\$119.28
Village of Foolsland	101	\$88.88	\$10.00	101	\$134.33	\$198.80
Village of Gifford	975	\$858.00	\$150.00	975	\$1,296.75	\$79.52
Village of Homer	1,193	\$1,049.84		1,193	\$1,586.69	
Village of Ivesdale	267	\$234.96	\$80.00	267	\$355.11	\$198.80
Village of Longview	153	\$134.64	\$100.00	153	\$203.49	\$238.56
Village of Ludlow	371	\$326.48	\$200.00	371	\$493.43	\$357.84
Village of Mahomet	7,258	\$6,387.04	\$830.00	7,258	\$9,653.14	\$785.20
Village of Ogden	810	\$712.80	\$200.00	810	\$1,077.30	\$477.12
Village of Pesotum	551	\$484.88	\$40.00	551	\$732.83	\$159.04
Village of Philo	1,466	\$1,290.08	\$250.00	1,466	\$1,949.78	\$278.32
Village of Rantoul	12,941	\$11,388.08	\$7,390.00	0	\$0.00	\$914.48
Village of Royal	293	\$257.84	\$140.00	293	\$389.69	\$159.04
Village of Sadorus	416	\$366.08	\$50.00	416	\$553.28	\$159.04
Village of Savoy	7,280	\$6,406.40	\$590.00	7,280	\$9,682.40	\$1,312.08
Village of Sidney	1,233	\$1,085.04	\$0.00	1,233	\$1,639.89	\$159.04
Village of St. Joseph	3,967	\$3,490.96	\$630.00	3,967	\$5,276.11	\$397.60
Village of Thomasboro	1,126	\$990.88	\$630.00	1,126	\$1,497.58	\$636.16
Village of Tolono	3,447	\$3,033.36	\$1,110.00	3,447	\$4,584.51	\$596.40
City of Urbana	41,250	\$36,300.00	\$35,660.04	0	\$0.00	
Year Total:	201,081	\$176,951.28		146,890	\$195,363.70	
		\$0.88 - Cost per Capita			\$1.33 - Cost per Capita	

RECOMMENDED ACTION:

The Finance Committee of the Whole recommends to the County Board that Animal Impound Services Contracts be negotiated in 2015 based upon an annual per capita cost of \$0.88, and that Animal Control Services Contracts be negotiated based upon an annual per capita cost of \$1.33. Contracts for terms longer than one year shall be adjusted each year by the CPI as published by the Illinois Department of Revenue in January of each year for calculation of the Property Tax Extension Limitation Law in that year.

Thank you for your consideration of this request. We will be present at your meeting on February 10th if you have additional questions or concerns.



CHAMPAIGN COUNTY ADMINISTRATIVE SERVICES

1776 East Washington Street, Urbana, Illinois 61802-4581

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

Deb Busey, County Administrator

MEMORANDUM

**TO: Christopher Alix, Deputy Chair of Finance,
and MEMBERS of the CHAMPAIGN COUNTY BOARD**

FROM: Deb Busey, County Administrator

DATE: February 2, 2015

**RE: Approval of Third Additional Renewal Year for Consulting Agreement
with Gallagher Benefit Services**

ISSUE:

In March 2011, the County Board approved a Consulting Agreement with Gallagher Benefit Services, Inc. to provide employee benefits consulting services for a term of 24 months, through April 1, 2013, which agreement gave the client the option of renewing the relationship for up to three additional one-year terms, renewable one term at a time. The first two annual renewal options were adopted by the County Board in 2013 and 2014. This recommendation is to enact the third and final one-year renewal option with Gallagher Benefit Services, to allow them to continue providing benefits consulting services through March 31, 2016.

ANALYSIS:

Over the four-year period the County has worked with Gallagher Benefit Services, we have gained the following benefits from the relationship:

1. We have established a Labor Management Health Insurance Committee, and our broker through Gallagher – John Malachowski – has been instrumental in providing educational presentations to the members of the Committee.
2. John Malachowski, through the resources of Gallagher Benefit Services, has brought formulaic analysis of statistical information provided by Health Alliance Medical Plans (HAMP) in the annual renewal process, and is fully able to understand and interpret that statistical information. This has resulted in a better overall base understanding of health insurance costs by the members of the Health Insurance Committee, and has also resulted in an ability to challenge some of the information presented by HAMP, resulting in their making some corrections/edits to that information resulting in improved premium proposals.
3. Other services required by the Consulting Agreement have been met to the complete satisfaction of the County, and in many areas in an exemplary manner.

4. The County's total health insurance cost increases under the assistance provided by Gallagher Benefit Services was:
 - a. 0.34% in FY2012;
 - b. 5.17% in FY2013;
 - c. 8.17% in FY2014 (approximately 3% of the increase being attributable to new Affordable Care Act Fees)
 - d. 5% in FY2015 – with approximately 2.5% of that annual increase also attributable to new Affordable Care Act Fees.

These reflect annual increases that are below national and local trends and averages.

For all of the above reasons, I recommend the County Board enact the option to renew this agreement for the third and final renewal year. The continuity of these services as we continue working with the Labor Management Health Insurance Committee is of great benefit to the County.

The annual fee proposed by Gallagher Benefit Services for this third renewal year is the same fee charged in FY2013 and FY2014 - \$50,000.

OPTIONS AVAILABLE TO THE COUNTY BOARD

1. Approve Third Renewal Year for Consulting Agreement with Gallagher Benefit Services for the period April 1, 2015 – March 31, 2016.
2. Direct an RFQ for Broker Services for Employee Benefits be prepared and released.

RECOMMENDED ACTION:

The Finance Committee of the Whole recommends the approval of the Third Renewal Year for Consulting Agreement with Gallagher Benefit Services for the period April 1, 2015 – March 31, 2016 with a total annual fee in the amount of \$50,000.

Thank you for your consideration of this recommendation. The Consulting Agreement Renewal with Gallagher Benefit Services, Inc. is attached for your information.

attachments

CONSULTING AGREEMENT

This Consulting Agreement (this "Agreement") is made between Gallagher Benefit Services, Inc., a Delaware corporation ("GBS"), and Champaign County (the "Client").

The Client wishes to enter into a consulting relationship with GBS with the terms and conditions set forth in this Agreement, and GBS is willing to accept such a consulting relationship.

In consideration of and in reliance upon the previous paragraph and the terms and conditions contained in this Agreement, the Client and GBS agree as follows:

1. Engagement

The Client engages GBS as an employee benefits consultant as stated in this Agreement and GBS accepts this engagement. During the time that GBS is performing services for the Client under this Agreement, and for all purposes outlined in this document, GBS' status will be that of an independent contractor of the Client.

2. Term and Termination

The Effective Date of this Agreement is **April 1, 2015**. The term of GBS' engagement under this Agreement (the "Consulting Period") will begin as of the Effective Date and will remain in effect for twelve (12) months from the Effective Date.

Either party may terminate this Agreement by giving the other party at least thirty (30) days written notice of its intent to terminate. In the event such termination is effective during the Consulting Period (including any renewed Consulting Period), Client shall be responsible to GBS for any services performed prior to the date of termination and GBS shall be responsible to Client to continue to provide services in connection with the coverages placed with the carriers listed in Section 4 below until the date of termination of this Agreement.

3. Services

GBS will provide employee benefits management consulting services to the Client and consult with its employees, representatives, agents and contractors as to such matters as more fully described in Exhibit A attached to this Agreement and incorporated herein. GBS will perform other services as the Client and GBS mutually agree in writing.

4. Compensation

Subject to any changes as may be mutually agreed by the parties, GBS will receive, as compensation for its services under this Agreement, an initial fee in the amount of \$50,000.00 for services rendered from the Effective Date of this agreement through March 31, 2016.

In the event an insurance company cancels or refuses to renew an insurance coverage that had been placed by GBS, on behalf of the Client, GBS will use its best efforts to obtain appropriate replacement coverage from another insurance company.

(a) GBS Is Not a Fiduciary Under ERISA. To the extent that one or more of the Client's employee benefit plans are subject to the Employee Retirement Income Security Act, as amended (ERISA) and in spite of any other provision of this Agreement to the contrary, the parties agree and acknowledge that:

(i) GBS' services under this Agreement are not intended in any way to impose on GBS or any of its affiliates a fiduciary status under the Employee Retirement Income Security Act of 1974, as amended ("ERISA") ; and

(ii) this Agreement does not provide GBS, and the Client will not cause or permit GBS to assume, without prior written consent of GBS, any:

(A) discretionary authority or discretionary control respecting management of any "employee benefit plan" within the meaning of Section 3(3) of ERISA (an "ERISA Plan"),

(B) authority or control respecting management or disposition of the assets of any ERISA Plan, or

(C) discretionary authority or discretionary responsibility in the administration of any ERISA Plan.

(b) Reliance. In the performance of its duties, GBS may rely upon, and will have no obligation to independently verify the accuracy, completeness, or authenticity of, any written instructions or information provided to GBS by the Client or its designated representatives and reasonably believed by GBS to be genuine and authorized by the Client.

(c) No Practice of Law. GBS will not be obligated to perform, and the Client will not request performance of, any services which may constitute unauthorized practice of law. The Client will be solely responsible for obtaining any legal advice, review or opinion as may be necessary to ensure that its own conduct and operations, including the engagement of GBS under the scope and terms as provided herein, conform in all respects with applicable State and Federal laws and regulations (including ERISA, the Internal Revenue Code, State and securities laws and implementing regulations) and, to the extent that the Client has foreign operations, any applicable foreign laws and regulations.

(d) Subcontractors. GBS may cause another person or entity, as a subcontractor of GBS, to provide some or all of the services required to be performed by GBS hereunder.

(e) Conflict of Interest. GBS' engagement under this Agreement will not prevent it from taking similar engagements with other clients who may be competitors of the Client. GBS will, nevertheless, exercise care and diligence to prevent any actions or conditions which could result in a conflict with Client's best interest.

(f) Acknowledgements. In connection with GBS' services under this Agreement, Client agrees that:

(i) Although GBS will apply its professional judgment to access those insurance companies it believes are best suited to insure the Client's risks, there can be no assurance that the insurance companies GBS has accessed are the only or are the best suited ones to insure the Client's risks.

(ii) Any compensation of the types described above and disclosed to it does not constitute a conflict of interest and the Client expressly waives any claims alleging any such conflict of interest.

(iii) The final decision to choose any insurance Client has been made by the Client in its sole and absolute discretion. The Client understands and agrees that GBS does not take risk, and that GBS does not guarantee the financial solvency or security of any insurance company.

(iv) The compensation payable to GBS is solely for the services set forth under this Agreement, including Exhibit A. Any additional administrative, claims representative or other services (collectively, "Additional Services") will be governed by the terms of a separate agreement covering the Additional Services.

(v) The Client is responsible for immediate payment of GBS' fees (if applicable) and payment of premiums for all insurance placed by GBS on Client's behalf. If any amount is not paid in full when due, including premium payments to insurance companies, that nonpayment will constitute a material breach of this Agreement that will allow GBS to immediately terminate this Agreement, at its option, without notice to the Client, and may allow an insurance company for the Client's risks to cancel any applicable policies in accordance with the terms of such policies.

5. Confidentiality

(a) Client Information. GBS recognizes that certain confidential information may be furnished by the Client to GBS in connection with its services pursuant to this Agreement ("Confidential Information"). GBS agrees that it will disclose Confidential Information only to those who, in GBS' reasonable determination, have a need to know such information. Confidential Information will not include information that (i) is in the possession of GBS prior to its receipt of such information from the Client, (ii) is or becomes publicly available other than as a result of a breach of this Agreement by GBS, or (iii) is or can be independently acquired or developed by GBS without violating any of its obligations under this Agreement. However, disclosure by GBS of any Confidential Information pursuant to the terms of a valid and effective subpoena or order issued by a court of competent jurisdiction, judicial or administrative agency or by a legislative body or committee will not constitute a violation of this Agreement.

(b) HIPAA Privacy. In spite of Sections 6(a) above, GBS and the Client will each comply with any prohibitions, restrictions, limitations, conditions, or other requirements to the extent they apply to them directly or indirectly pursuant to the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") and its implementing regulation concerning privacy of individually identifiable health information as set forth in 45 CFR Parts 160-164, as amended from time to time. Where required, the Client, as a representative of the health plans and GBS will enter into a separate Business Associate Agreement.

(c) Use of Names; Public Announcements. No party will use, in any commercial manner, the names, logos, trademarks or other intellectual property of the other party without its prior written consent. Except as may be required by law, no party will issue any press releases or make any public announcements of any kind regarding the relationship between the parties without the other party's prior consent.

6. *Indemnification*

(a) GBS agrees to indemnify, defend, protect, save, and keep harmless Client from any and all loss, cost, damage, or exposure arising from the negligent acts or omissions of GBS.

(b) Client agrees to indemnify, defend, protect, save, and keep harmless GBS, its affiliates and subsidiaries, from any and all loss, cost, damage, or expense from:

(i) any financial obligation to pay premiums to any insurer, excess insurer, or reinsurer;

(ii) the legality or validity of the operations, organization, or structure of Client;
and

(iii) the negligent acts or omissions of Client.

7. *Notices*

Any notices, requests and other communications pursuant to this Agreement will be in writing and will be deemed to have been duly given, if delivered in person or by courier, telegraphed, or by facsimile transmission (provided that the sender received electronic confirmation of receipt by recipient) or sent by express, registered or certified mail, postage prepaid, addressed as follows:

If to the Client: Champaign County
 1776 E. Washington
 Champaign, IL 61802
 Attention: Debra Busey
 217.384.3896

If to GBS: Gallagher Benefit Services, Inc.
 101 S. Main Street, Ste. 200
 Decatur, IL 62523
 Attention: John Malachowski
 Fax: 217.223.3332

Either party may, by written notice to the other, change the address to which notices to such party are to be delivered or mailed.

8. *Miscellaneous*

(a) Severability. The various provisions and subprovisions of this Agreement are severable and if any provision or subprovision or part thereof is held to be unenforceable by any court of competent jurisdiction, then such enforceability will not affect the validity or enforceability of the remaining provisions or subprovisions or parts thereof in this Agreement.

(b) Entire Agreement; Amendment. This Agreement, including all exhibits hereto, constitutes the entire agreement between the parties and supersedes all prior agreements and understandings, whether oral or written, between the parties regarding the subject matter hereof. This Agreement may be modified or amended only by a written instrument executed by both parties.

(c) Governing Law., Rule of Construction. This Agreement will be construed, interpreted and enforced in accordance with the laws of the State of [state where Client is located] without giving effect to the choice of law principles thereof or any canon, custom or rule of law requiring construction against the drafter.

(d) Successors. This Agreement shall be binding upon and shall inure to the benefit of all assigns, transferees and successors in the interest of the parties hereto.

(e) Counterparts. This Agreement may be executed by the parties in several counterparts, each of which shall be deemed to be an original copy.

(f) Survival of Provisions. Sections 2, 4, 6 and 7 will survive the termination of this Agreement.

[The remainder of this page intentionally left blank. The parties' signatures appear on the following page.]

IN WITNESS WHEREOF, the parties hereto have caused this Consulting Agreement to be duly executed on the date first written above.

COUNTY OF CHAMPAIGN

By: _____

Name: Pattsi Petrie

Title: County Board Chair

GALLAGHER BENEFIT SERVICES, INC.

By: John T. Malachowski

Name: John T. Malachowski

Title: Vice President, Client Development

**EXHIBIT A
SCOPE OF SERVICES**

RENEWAL ANALYSIS:

- Review and evaluate carrier projections
- Create financial modeling reports using proprietary Apex software
- Coordinate carrier negotiations
- Create employee contribution modeling reports
- Review identified benchmarks of projected plan costs
- Develop "working" rates for Client analysis and approval
- Assist with budget projections
- Provide renewal alternatives with cost impact of benefit plan changes

PERIODIC PLAN FINANCIAL REPORTS: (FREQUENCY TO BE MUTUALLY AGREED UPON)

- Summary of plan costs
- Analysis of actual vs. budget
- Employee contributions
- Large claims tracking
- Utilization review
- Comparison to prior claim period
- Plan trends

ANNUAL FINANCIAL REPORTS (END OF YEAR ACCOUNTING):

- Executive summary of program expenses
- Comparison of current costs to renewal costs
- Future plan costs projections
- Dollars saved by contract negotiation
- Percent of benefit dollars paid by employee

LEGISLATIVE AND CORPORATE COMPLIANCE SUPPORT:

- Provide legislative updates, including Technical Bulletins and Directions newsletters
- Evaluate plan design to assist with compliance with state and federal regulations
- Conduct periodic seminars on regulatory issues
- Assist with the review and evaluation of COBRA and HIPAA compliance procedures
- Provide general information and guidance to assist with compliance with ERISA, FMLA, USERRA, Medicare Part D and other Federal legislation that directly affects the administration of plan benefits
- Provide template or sample compliance notices, certificates of creditable coverage and enrollment forms as reasonably requested by Client

CARRIER MARKETING AND NEGOTIATIONS, AS DIRECTED BY CLIENT:

- Work with Client to develop a strategy to identify goals, analyze program costs and review both current and alternative funding arrangements
- Manage the renewal process with the current carrier to control costs
- Implement carrier renewal strategies with Client
- Manage RFP development that tailors the RFP to the desires, needs and financial directions provided by Client
- Explore alternative funding solutions

- Evaluate vendor responses to track variations in coverage and costs as they are identified
- Conduct finalist interviews, when appropriate to investigate and document intangibles such as personalities, service orientation and responsiveness
- Draft renewal analysis report, based on renewal negotiation, covers program and claims cost projections as well as complete information on benefit designs
- Facilitate decision process by coordinating close collaboration and discussions among the GBS team and Client

DAY TO DAY ADMINISTRATIVE ASSISTANCE

- Assist County employees in settling claims or grievances relating to insurance benefit issues.

EMPLOYEE EDUCATION PROGRAMS:

- Monthly benefit communication directed to employees

COMMUNICATION MATERIALS:

- Assist with the drafting and distribution of participant Satisfaction Surveys, if determined appropriate by client
- Assist with the drafting and distribution of Open Enrollment-New Member Orientation summary information and any other communications pertaining to the health and welfare program
- Provide annual open enrollment guidance and employee meeting materials, including coordinating and participating in open enrollment meetings
- Connect2MyBenefits Website Employee Communication Portal

BENEFIT ADMINISTRATION ASSESSMENT:

- Periodic evaluation of internal plan enrollment and benefit termination processes
- Review, coordinate and implement Client agreed upon plan "best practices" to help limit plan liability and increase participant satisfaction

MARKET BENCHMARKING STUDIES:

- Industry Surveys

BENEFIT PLAN DESIGN (OR REDESIGN):

- Help Client identify business and HR objectives that impact benefits
- Review with Client possible benefit strategies to meet their objectives
- Help Client evaluate/review current scope of benefits package — e.g., types & levels of coverage
- Work with Client to develop funding and contribution strategies
- Assist with budget projections for design alternatives

RESOLUTION NO.

**RESOLUTION FOR THE ABATEMENT AND REDUCTION OF
TAXES HERETOFORE LEVIED FOR THE PAYMENT OF BONDS**

WHEREAS, The Champaign County Board has heretofore adopted Ordinance No. 592, An Ordinance Authorizing the Issuance of \$23,800,000 General Obligation (Public Safety Sales Tax Alternate Revenue Source) Bonds, Series 1999, of the County of Champaign, Illinois; and

WHEREAS, The Champaign County Board has heretofore adopted Ordinance No. 605, An Ordinance Authorizing the Issuance of \$5,000,000 General Obligation (Public Safety Sales Tax Alternate Revenue Source) Bonds, Series 1999, of the County of Champaign, Illinois; and

WHEREAS, The Champaign County Board has heretofore adopted Resolution No. 4765, a Resolution Authorizing the Issuance of General Obligation Refunding Bonds, Series 2004A, and General Obligation Refunding Bonds (Public Safety Sales Tax Alternate Revenue Source), Series 2004B, of the County of Champaign, Illinois; and

WHEREAS, The Champaign County Board has heretofore adopted Resolution No. 4920, a Resolution Authorizing the Issuance of General Obligation Refunding Bonds, Series 2005A, and General Obligation Refunding Bonds (Public Safety Sales Tax Alternate Revenue Source), Series 2005B, of the County of Champaign, Illinois; and

WHEREAS, The Champaign County Board has heretofore adopted Ordinance No. 774, An Ordinance Authorizing the Issuance of \$2,450,000 Taxable General Obligation Bonds (Alternate Revenue Source), Series 2006, of the County of Champaign, Illinois; and

WHEREAS, The Champaign County Board has heretofore adopted Ordinance No. 786, An Ordinance Authorizing the Issuance of \$4,000,000 General Obligation (General Sales Tax Alternate Revenue Source) Bonds, Series 2006A, of the County of Champaign, Illinois; and

WHEREAS, The Champaign County Board has heretofore adopted Ordinance No. 817, An Ordinance Authorizing the Issuance of \$5,955,000 General Obligation (Public Safety Sales Tax Alternate Revenue Source) Bonds, Series 2007A, of the County of Champaign, Illinois; and

WHEREAS, The Champaign County Board has heretofore adopted Ordinance No. 817, An Ordinance Authorizing the Issuance of \$1,480,000 General Obligation (General Sales Tax Alternate Revenue Source) Bonds, Series 2007B, of the County of Champaign, Illinois; and

WHEREAS, The Champaign County Board has heretofore adopted Ordinance No. 875, An Ordinance Authorizing the Issuance of \$11,150,000 General Obligation Refunding Bonds, (Public Safety Sales Tax Alternate Revenue Source) Series 2014, of the County of Champaign, Illinois; and

WHEREAS, The Champaign County Board has determined that pursuant to the collection of the public safety sales tax in the calendar year 2014, an abatement of the 2014 Levy

Resolution No.

of Taxes in the amount of \$400,125 to pay the principal of and interest on the General Obligation Bonds, Series 1999 as adopted with Ordinance No. 592 is appropriate, and that said abatement shall be in the amount of \$400,125; and

WHEREAS, The Champaign County Board has determined that pursuant to the collection of the public safety sales tax in the calendar year 2014, an abatement of the 2014 Levy of Taxes in the amount of \$1,255,000 to pay the principal of and interest on the General Obligation Bonds, Series 2000A as adopted with Ordinance No. 605 is appropriate, and that said abatement shall be in the amount of \$1,255,000; and

WHEREAS, The Champaign County Board has determined that an abatement of the 2014 Levy of Taxes in the amount of \$2,025,000 to pay the principal of and interest on the General Obligation Refunding Bonds, Series 2004A as adopted with Resolution No. 4765 is appropriate, and that said abatement shall be in the amount of \$2,025,000; and

WHEREAS, The Champaign County Board has determined that pursuant to the collection of the public safety sales tax in calendar year 2014, an abatement of the 2014 Levy of Taxes in the amount of \$1,255,000 to pay the principal of and interest on the General Obligation Refunding Bonds (Public Safety Sales Tax Alternate Revenue Source), Series 2004B as adopted with Resolution No. 4765 is appropriate, and that said abatement shall be in the amount of \$1,255,000; and

WHEREAS, The Champaign County Board has determined that an abatement of the 2014 Levy of Taxes in the amount of \$760,588 to pay the principal of and interest on the General Obligation Bonds, Series 2005A as adopted with Resolution No. 4920 is appropriate, and that said abatement shall be in the amount of \$760,588; and

WHEREAS, The Champaign County Board has determined that pursuant to the collection of the public safety sales tax in the calendar year 2014, an abatement of the 2014 Levy of Taxes in the amount of \$881,888 to pay the principal of and interest on the General Obligation Bonds, Series 2005B as adopted with Resolution No. 4920 is appropriate, and that said abatement shall be in the amount of \$881,888; and

WHEREAS, The Champaign County Board has determined that an abatement of the 2014 Levy of Taxes in the amount of \$307,490 to pay the principal of and interest on the General Obligation Bonds, Series 2006A as adopted with Ordinance No. 786 is appropriate, and that said abatement shall be in the amount of \$307,490; and

WHEREAS, The Champaign County Board has determined that pursuant to the collection of the public safety sales tax in the calendar year 2014, an abatement of the 2014 Levy of Taxes in the amount of \$463,389 to pay the principal of and interest on the General Obligation Bonds (Public Safety Sales Taxes Alternate Revenue Source), Series 2007A as adopted with Ordinance No. 817 is appropriate, and that said abatement shall be in the amount of \$463,389; and

Resolution No.

WHEREAS, The Champaign County Board has determined that an abatement of the 2014 Levy of Taxes in the amount of \$201,150 to pay the principal of and interest on the General Obligation Bonds (General Sales Taxes Alternate Revenue Source), Series 2007B as adopted with Ordinance No. 817 is appropriate, and that said abatement shall be in the amount of \$201,150; and

WHEREAS, The Champaign County Board has determined that pursuant to the collection of the public safety sales tax in the calendar year 2014, an abatement of the 2014 Levy of Taxes in the amount of \$538,725 to pay the principal of and interest on the General Obligation Refunding Bonds (Public Safety Sales Taxes Alternate Revenue Source), Series 2014 as adopted with Ordinance No. 948 is appropriate, and that said abatement shall be in the amount of \$538,725;

NOW, THEREFORE, BE IT AND IT IS HEREBY RESOLVED that the Champaign County Board directs the Champaign County Clerk to abate and reduce the taxes heretofore levied for the RY2014 payment of bonds due pursuant to Ordinance No. 592, said abatement to be in the amount of \$400,125; and

BE IT FURTHER RESOLVED that the Champaign County Board directs the Champaign County Clerk to abate and reduce the taxes heretofore levied for the RY2014 payment of bonds due pursuant to Ordinance No. 605, said abatement to be in the amount of \$1,255,000; and

BE IT FURTHER RESOLVED that the Champaign County Board directs the Champaign County Clerk to abate and reduce the taxes heretofore levied for the RY2014 payment of the 2004A bonds due pursuant to Resolution No. 4765, said abatement to be in the amount of \$2,025,000; and

BE IT FURTHER RESOLVED that the Champaign County Board directs the Champaign County Clerk to abate and reduce the taxes heretofore levied for the RY2014 payment of the 2004B bonds due pursuant to Resolution No. 4765, said abatement to be in the amount of \$1,255,000; and

BE IT FURTHER RESOLVED that the Champaign County Board directs the Champaign County Clerk to abate and reduce the taxes heretofore levied for the RY2014 payment of the 2005A bonds due pursuant to Resolution No. 4920, said abatement to be in the amount of \$760,588; and

BE IT FURTHER RESOLVED that the Champaign County Board directs the Champaign County Clerk to abate and reduce the taxes heretofore levied for the RY2014 payment of the 2005B bonds due pursuant to Resolution No. 4920, said abatement to be in the amount of \$881,888; and

BE IT FURTHER RESOLVED that the Champaign County Board directs the Champaign County Clerk to abate and reduce the taxes heretofore levied for the RY2014 payment of the 2006A bonds due pursuant to Ordinance No. 786, said abatement to be in the

Resolution No.

amount of \$307,490; and

BE IT FURTHER RESOLVED that the Champaign County Board directs the Champaign County Clerk to abate and reduce the taxes heretofore levied for the RY2014 payment of the 2007A bonds due pursuant to Ordinance No. 817, said abatement to be in the amount of \$463,389; and

BE IT FURTHER RESOLVED that the Champaign County Board directs the Champaign County Clerk to abate and reduce the taxes heretofore levied for the RY2014 payment of the 2007B bonds due pursuant to Ordinance No. 817, said abatement to be in the amount of \$201,150; and

BE IT FURTHER RESOLVED that the Champaign County Board directs the Champaign County Clerk to abate and reduce the taxes heretofore levied for the FY2014 payment of the 2014 bonds due pursuant to Ordinance No. 948, said abatement to be in the amount of \$538,725.

PRESENTED, ADOPTED, APPROVED, AND RECORDED this 19th day of February, A.D. 2015.

Pattsi Petrie, Chair
Champaign County Board

ATTEST:

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

RESOLUTION NO.

**AUTHORIZATION FOR LOAN TO THE GENERAL CORPORATE FUND FROM THE
PUBLIC SAFETY SALES TAX FUND**

WHEREAS, The General Corporate Fund may need a loan of up to \$1,500,000 for a period not to exceed twelve months to cover cash shortfalls; and

WHEREAS, The Public Safety Sales Tax Fund has adequate reserves to make this short-term loan; and

WHEREAS, The loan can be traced to public safety expenditures for the period of the loan, including but not limited to, salaries and operating expenses for the offices of the Sheriff and the State's Attorney; and

WHEREAS, The FY2015 tax levy for the General Corporate Fund is \$9,218,910 and there are no outstanding tax anticipation warrants or notes;

NOW, THEREFORE, BE IT RESOLVED That pursuant to 55 ILCS 5/5-1006.5, 55 ILCS 5/5-1016, 55 ILCS 5/3-10014, the Champaign County Board approves a loan of up to \$1,500,000 from the Public Safety Sales Tax Fund to the General Corporate Fund for a period not to exceed twelve months; and

BE IT FURTHER RESOLVED That the County Auditor and County Treasurer are hereby authorized and requested to advance the above sum and to repay this advance within twelve months from the General Corporate Fund.

PRESENTED, ADOPTED, APPROVED, AND RECORDED this 19th day of February, A.D. 2015.

Pattsi Petrie, Chair
Champaign County Board

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

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

PLEASE TYPE OR PRINT IN BLACK INK

NAME: Steve Hammel

ADDRESS: 5314 N. Martin Road Champaign IL 61822
Street City State Zip Code

EMAIL: _____ **PHONE:** 217-621-6432

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: Commissioner, Beaver Lake Drainage District

BEGINNING DATE OF TERM: present **ENDING DATE:** 8/31/17

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

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

I am a land owner and have been an owner/operator for 29 years and currently serve as a Somer Township

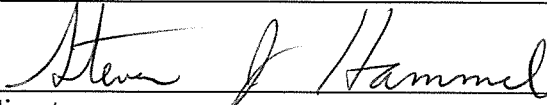
Trustee. I am a land owner in the Lower Big Slough District and Pesotum Consolidated Drainage Districts.

I farm in the Beaver Lake District.

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

I hold general knowledge of the drainage district functions, including oversight and maintenance of drainage systems. Income is received on tax assessment and based on district needs.

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

01/06/2015

Date

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM

PLEASE TYPE OR PRINT IN BLACK INK

NAME: Raymond K. Cunningham, Jr.
ADDRESS: 304 East First Street Homer IL 61849
Street City State Zip Code
EMAIL: cunningham@uif.uillinois.edu PHONE: 217 896-2558

[] Check Box to Have Email Address Redacted on Public Documents
Lincoln Legacy Committee

NAME OF APPOINTMENT BODY OR BOARD: Lincoln Legacy Committee

BEGINNING DATE OF TERM: 03/01/2015 ENDING DATE: 02/28/2017

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 president of the Homer Historical Society and the mayor of Homer Illinois. I am a certified archivist and author of the 2 volume history of Homer Illinois.

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?

The committee is redefining the role of the LLC moving forward and I would like to contribute to that vision by carrying on the teaching and outreach that the committee has done to date.

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

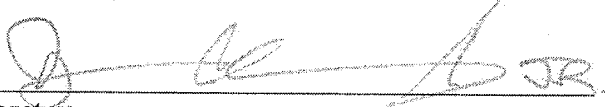
I have been a part of the committee since 2007.

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

01/22/2015

Date

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM

PLEASE TYPE OR PRINT IN BLACK INK

NAME: Regina Crider
ADDRESS: 1431 Fairway Dr. Rantoul IL 61866
EMAIL: regina@youthandfamilyalliance.org PHONE: 217-898-8777

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: Champaign County Rural Transit Advisory Group

BEGINNING DATE OF TERM: 12/1/2014 ENDING DATE: 11/30/16

The Champaign County Board appreciates your interest in serving your community. A clear understanding of your background and philosophies will assist the County Board in establishing your qualifications. Please complete the following questions by typing or legibly printing your response. IN ORDER TO BE CONSIDERED FOR APPOINTMENT, OR REAPPOINTMENT, 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 lived and served youth/families in a rural community for the last 20 years. In all my years I have consistantly seen how the lack of transportation impacts a family. I have served on a variety of advisory boards in my community and I am the Director of a Non-profit organization that serves Champaign County.

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 an advisory board member is to regurly participate in meetings. An advisory board member should review and make recommendations to the County

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

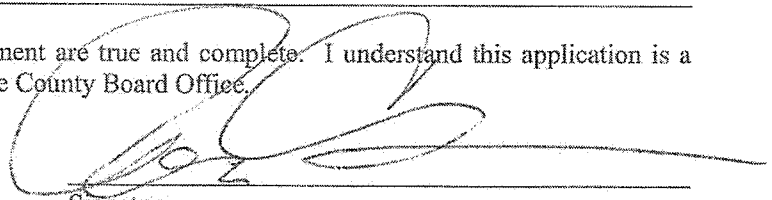
I do not have any knowledge about the RTAG operations.

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:

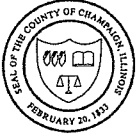
The facts set forth in my application for appointment are true and complete. I understand this application is a document of public record that will be on file in the County Board Office.



Signature

12/10/2014

Date



Gordy Hulten
Champaign County Clerk
Champaign County, Illinois

1776 East Washington Street
Urbana, IL 61802
Email: mail@champaigncountyclerk.com
Website: www.champaigncountyclerk.com

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

COUNTY CLERK
MONTHLY REPORT
JANUARY
2015

Liquor Licenses & Permits	800.00
Civil Union License	-
Marriage License	3,360.00
Interests	13.88
State Reimbursements	-
Vital Clerk Fees	18,621.00
Tax Clerk Fees	7,185.56
Refunds of Overpayments	<u>76.99</u>
TOTAL	30,057.43
Additional Clerk Fees	1,252.00

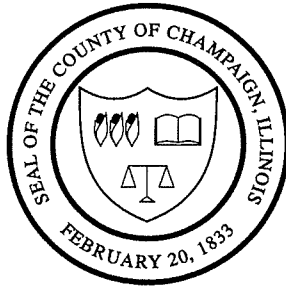
Pattsi Petrie PhD, FAICP

Chair

ppetrie@co.champaign.il.us

Jeff Kibler

Vice-Chair



Brookens Administrative Center
1776 East Washington Street
Urbana, Illinois 61802
Phone (217) 384-3772
Fax (217) 384-3896

**Office of
County Board
Champaign County, Illinois**

MEMORANDUM

**TO: James Quisenberry, Deputy Chair and Members of the Policy,
Personnel and Appointments Committee of the Whole**

FROM: Astrid Berkson, County Board Member District 9

DATE: January 22, 2015

RE: PROPOSED RULES CHANGE

County Board Rule 8 requires written notice of any proposed change(s) to the County Board Rules to be presented to the members of the Committee of the Whole at least fourteen (14) days prior to any consideration of the changes. I am requesting the rules change indicated below be placed on the February 10th Agenda for the Committee of the Whole. In order to comply with the requirement of County Board Rule 8, I am providing this written notice of the proposed change to you at the January 22nd County Board Meeting.

If you have questions regarding this proposed change, please feel free to contact me.

5. Duties of County Board Chair

- ~~I. The County Board Chair, in accordance with statute, shall, whenever a Board vacancy occurs, give notice of the vacancy to the County Central Committee of each political party within the County within three (3) days of the occurrence of the vacancy.~~
- ~~J. The Board Chair shall first appoint the respective party's Central Committee nominee as a successor to that office who shall be of the same political party as that to which the holder of that office belonged when elected. Such appointments shall be subject to the approval of the Board. To the extent practical, such appointments shall be made within sixty (60) calendar days, unless otherwise required by law.~~

- I. The County Board Chair, in accordance with statute, shall, whenever a vacancy occurs, give notice of the vacancy to the County Central Committee of each

political party within the County within three (3) days of the occurrence of the vacancy, and appoint a successor to that office who shall be of the same political party as that to which the holder of that office belonged when elected. Such appointments shall be subject to the approval of the Board. To the extent practical, such appointments shall be made within sixty (60) calendar days, unless otherwise required by law.

Memorandum

To: Champaign County Board
CC: Deb Busey, County Administrator
From: C. Pius Weibel
Date January 30, 2015
Subject: Change in County Rules

This changes concern the current use of the phrase “New Business” in the meeting agendas. I will first show the current rule and the proposed changes. The second part will be an explanation for the proposed change.

From Resolution 8857:

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

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

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

Adjournment

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

- Call to Order
- Roll Call
- Approval of Minutes of Previous Meeting(s) Approval of Agenda/Addenda
- Public Participation
- Communications
- Areas of Responsibility Items:

- New Business
- Other Business
- Chair’s Reports
- Designation of Items to be Placed on the Consent Agenda

Adjournment

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

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

F. All questions regarding the priority of business shall be decided by the Chair, subject to appeal to the Board or special committee or subcommittee.

G. The Chair shall decide all questions of order and procedure, subject to appeal to the Board.

H. Breaks or recesses shall be taken at the discretion and by declaration of the Chair.

Proposed Revised Version: Only affects Item 13. G.

13. G. *Any items to be discussed or voted on that have not come out of a Committee shall be listed under "New Business."*

Explanation:

The original item 12 ("The Chair shall decide all questions of order and procedure, subject to appeal to the Board.") is simply a reiteration of one of the Chair's roles described in Robert Rules of Order, and therefore, is not needed and should be removed.

Prior to the introduction of Open Meetings Acts, "new business" could be introduced at a meeting without prior public notice. I believe that the inclusion of this phrase on the agenda is a carry over from that time. Currently, the phrase lacks a definition and it also acts as an invitation to introduce something new to the agenda. Such action is not in accordance with the intentions of Open Meeting Acts. The public should have the opportunity to know what will be discussed at open meetings prior to the meeting—therefore, barring emergencies—nothing should be "new." Therefore, I am proposing the "New Business" definition and its use as a replacement for item 13. G.

An advantage to the proposed definition of "New Business" is that it will be clear to the readers which items have come out of committees and which have not. Most, but not all, *addenda* items would be considered "New Business."

What does the Illinois Open Meetings Act say about this?

From the statute: (5 ILCS 120/1) (from Ch. 102, par. 41)

Sec. 1. Policy. It is the public policy of this State that public bodies exist to aid in the conduct of the people's business and that the people have a right to be informed as to the conduct of their business. In order that the people shall be informed, the General Assembly finds and declares that it is the intent of this Act to ensure that the actions of public bodies be taken openly and that their deliberations be conducted openly.

The General Assembly further declares it to be the public policy of this State that its citizens shall be given advance notice of and the right to attend all meetings at which any business of a public body is discussed or acted upon in any way. Exceptions to the public's right to attend exist only in those limited circumstances where the General Assembly has specifically determined that the public interest would be clearly endangered or the personal privacy or guaranteed rights of individuals would be clearly in danger of unwarranted invasion.

To me, it the bold and underlined statement is clear. Advance notice is required before an item is discussed. Yet, the AG has stated the following Question and Answer:

If an item is not listed on the posted agenda for a regular meeting, is the public body prohibited from taking action on the item at that meeting?

Yes. OMA permits discussion during regular meetings of items not specifically set forth on the agenda. The Open Meetings Act, however, does not permit the taking of a vote on such a matter at that meeting.

(from URL http://foia.ilattorneygeneral.net/pdf/FAQ_OMA_Government.pdf)

I have perused the Illinois OMA statute several times to try to determine what the AG's basis is for the above answer. I have found nothing in the statute provides any more detail to the above underlined statement from the 2nd paragraph of the statute.