

**CHAMPAIGN COUNTY BOARD
COMMITTEE OF THE WHOLE**

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

County of Champaign, Urbana, Illinois

Tuesday, March 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**
- A. November 13, 2014 1-8
- B. January 13, 2015 9-14
- IV. Approval of Agenda/Addenda**
- V. Public Participation**
- VI. Presentation – GFOA Award for Certificate of Achievement for Excellence in Financial Reporting and GFOA Award for Outstanding Achievement in Popular Annual Financial Reporting**
- VII. Communications**
- VIII. Justice & Social Services**
- A. Community Elements RE-Entry Program Presentation 15-35
- 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 – January and February 2015
 2. Emergency Management Agency – January 2015
 3. Head Start – February 2015
 4. Probation & Court Services – January 2015
 5. Public Defender – December 2014
 6. Veterans’ Assistance Commission – February 2015
- C. Other Business
- D. Chair’s Report
- E. Semi-Annual Review of Closed Session Minutes
- IX. Policy, Personnel, & Appointments**
- A. Appointments/Reappointments (*Italicized Name Denotes Incumbent*)
1. Rural Transit Advisory Group – 1 Term Ending 11/30/2016
Applicant: 36-37
 - Nathan Montgomery

B.	<u>County Clerk</u>	
	1. February 2015 Report	38
	2. Polling Place Change for Sidney	39-40
C.	<u>Coroner</u>	
	1. Request to Authorize Contracted Forensic Pathologist to Purchase Health Insurance through Champaign County	41
D.	<u>County Administrator</u>	
	1. Administrative Services February 2015 Report	42-44
	2. Recommended Revisions to the Champaign County Personnel Policy	45-102
	3. Job Content Evaluation Committee Recommendation Regarding Positions in Highway	103-112
E.	<u>Other Business</u>	
F.	<u>Chair's Report</u>	
	1. County Board Rules Recommendations	113-127
G.	<u>Semi-Annual Review of Closed Session Minutes</u>	
H.	<u>Designation of Items to be Placed on the Consent Agenda</u>	
X.	<u>Finance</u>	
	A. <u>Treasurer</u>	
	1. Monthly Report – February 2015 – Reports are available on the Treasurer's Webpage at: http://www.co.champaign.il.us/TREAS/reports.htm	
	2. Resolution Authorizing the Cancellation of the Appropriate Certificate of Purchase on a Mobile Home, Permanent Parcel No. 30-055-2166	128 129-130
	3. Resolution Designating Depositories for Funds	
	B. <u>Auditor</u>	
	1. Monthly Report – February 2015 – Reports are available on the Auditor's Webpage at: http://www.co.champaign.il.us/Auditor/monthlyreports.htm	
	2. Quarterly Financial Report (<i>to be distributed</i>)	
	C. <u>Nursing Home</u>	
	1. Monthly Report	131-135
	D. <u>Budget Amendments/Transfers</u>	
	1. Budget Amendment #15-00015	136
	Fund/Dept. 091 Animal Control-248 Animal Impound Services, 047 Animal Control Services	
	Increased Appropriations: \$10,000	
	Increased Revenue: \$10,000	
	Reason: Transfer of PetCo Grant Money to Purchase Spay/Neuter Supplies	

- E. Animal Control
1. Recommendation for Approval of Rates for Animal Impound and Animal Control Contracts 137-140
- F. Request Approval of Application for, and if Awarded, Acceptance of the following Grants: 141-142
1. Bureau of Justice Assistance Second Chance Act Prisoner Re-Entry Initiative Grant
 2. MacArthur Foundation Grant for Criminal Justice System Planning
 3. Bureau of Justice Assistance Collaborative County Approaches to Reducing the Prevalence of Individuals with Mental Disorders in Jail
- G. County Administrator
1. FY 2014 General Corporate Fund Final Budget Report *(to be distributed)*
 2. FY 2014 General Corporate Fund Final Budget Change Report *(to be distributed)*
 3. Amendment to Intergovernmental Agreement Regarding the Clinton Landfill Permit - Application to Accept Polychlorinated Biphenyls 143-155
 4. Budget Amendment #15-00016 156
Fund/Dept. 080 General Corporate-010 County Board
Increased Appropriations: \$25,600
Increased Revenue: None: from Fund Balance
Reason: To Appropriate Funds Required for the Amendment to Intergovernmental Agreement Regarding the Clinton Landfill Permit Application to Accept Polychlorinated Biphenyls. \$10,969 is Re-encumbered from Previously Appropriated & Unspent Appropriations for the Activity \$14,631 is new Appropriation. \$25,600 is Mid-Range of the Anticipated Total Expense for Agreement.
 5. Job Content Evaluation Committee Recommendation Regarding Positions in Highway
- H. Other Business
- I. Chair's Report
- J. Semi-Annual Review of Closed Session Minutes
- K. Designation of Items to be Placed on the Consent Agenda
- XI. Other Business
- XII. Adjournment

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

4
5 **Finance; Policy, Personnel, & Appointments; Justice & Social Services**
6 **Tuesday, November 13, 2014**
7 **Lyle Shields Meeting Room**
8

9 **MEMBERS PRESENT:** Christopher Alix, Astrid Berkson, Lorraine Cowart, Aaron Esry,
10 Stan Harper, Josh Hartke, Stan James, John Jay, Jeff Kibler, Alan
11 Kurtz, Ralph Langenheim, Gary Maxwell, Jim McGuire, Diane
12 Michaels, Pattsy Petrie, James Quisenberry, Michael Richards, Jon
13 Schroeder, Rachel Schwartz
14

15 **MEMBERS ABSENT:** Lloyd Carter, Max Mitchell, Giraldo Rosales
16

17 **OTHERS PRESENT:** Adelaide Aime (Children's Advocacy Center), Van Anderson
18 (Deputy County Administrator/Finance), Bruce Barnard (Communi-
19 ty Elements), T.J. Blakeman (City of Champaign Senior Planner
20 for Economic Development), Celeste Blodgett (Community Ele-
21 ments), Brandon Boys (City of Urbana Economic Development
22 Manager), Deb Busey (County Administrator), John Farney (Audi-
23 tor), Kathy Larson (Champaign County Deputy Enterprise Zone
24 Administrator), Susan Monte (County Recycling Coordinator), Kay
25 Rhodes (Administrative Assistant), Libby Tyler (City of Urbana
26 Community Development Director/City Planner), Dan Welch
27 (Treasurer)

28 **CALL TO ORDER**
29

30 Kurtz called the meeting to order at 6:30 p.m.
31

32 **ROLL CALL**
33

34 Rhodes called the roll. Alix, Berkson, Cowart, Esry, Harper, Hartke, James, Jay, Kibler,
35 Kurtz, Langenheim, Maxwell, McGuire, Michaels, Petrie, Quisenberry, Richards, and Schwartz
36 were present at the time of roll call, establishing the presence of a quorum.
37

38 **APPROVAL OF AGENDA/ADDENDA**
39

40 **MOTION** by Esry to approve the Agenda/Addenda; seconded by Cowart. **Motion car-**
41 **ried with unanimous support.**
42

43 **PUBLIC PARTICIPATION**
44

45 James Kilgore spoke regarding the Re-entry Program. Tim Odom spoke regarding lack of
46 services received from Community Elements. Efad Huq spoke regarding the County jail de-

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47 mographics and its racial disparity. Mike Martin, Matt Langendorf, Ryan Roth, the Public Policy
48 Director for Champaign County Chamber of Commerce, and Carl Hill spoke regarding the enter-
49 prise zones. Rita McCannon spoke regarding Eastern Illini's request for a special use permit.
50 Mark Enslin spoke regarding a program called Designing a Society and it might work with the
51 Re-entry Program.

52

53 COMMUNICATIONS

54

55 Harper noted the passing of Steve O'Connor, a former County Board member. Kurtz add-
56 ed that Mr. O'Connor always had a story or a joke and was a true gentleman. Maxwell agreed and
57 noted that he had known Mr. O'Connor for over fifty-four years.

58

59 JUSTICE & SOCIAL SERVICES

60 NAMI Presentation-Mental Health & Jails

61

62 Rachel Storm, Assistant Director of the Campus Women's Resource Center spoke regard-
63 ing the need for alternatives to incarceration in Champaign County. Ms. Storm is filling in for a
64 NAMI representative who could not attend the meeting. Three videos by Brave New Films were
65 presented that explore how incarceration is increasingly prescribed as a stand-in for mental health
66 services, substance abuse programs, and homelessness reduction programs.

67

68 Berkson pointed out that the cities in the videos had received large grants in order to fa-
69 cilitate their assistance programs as alternatives to incarceration. Champaign County continues to
70 explore grant availability.

71

72 Schroeder entered the meeting at 7:22 p.m.

73

74 Re-Entry Program Report & Presentation

75

76 Bruce Barnard, explained that the Re-Entry Program Contract between Community Ele-
77 ments and Champaign County called for the formation of a Reentry Council; research of best
78 practices; a needs assessment, including interviews and site visits; identify gaps and barriers; rec-
79 ommendations; additional partners to the table; data collection and tracking; development of pro-
80 gram and resources; and provision of linkage and services.

81

82 The Reentry Council consists of the State's Attorney, Julia Reitz; the Sheriff, Dan Walsh;
83 Chief Deputy Sheriff, Allen Jones; Court Administrator, Roger Holland; U.S. Attorney's office,
84 Ronda Coleman; County Probation Director, Joe Gordon; IDOC representatives, Todd Bailey
85 and Ted Clausing; U.S. Probation representative, Gwen Powell; two County Board members,
86 Astrid Berkson and Jim McGuire; Mental Health Board representative, Mark Driscoll; Citizen
87 representative, Marlon Mitchell; Community Elements representative; Sheila Ferguson; Prairie
88 Center representative, Bruce Suardini; and a member of TASC, Kent Holsopple.

89

90 Best Practices and recommendations for a successful program are to establish contact with
91 incarcerated people early pre-release; assess level of recidivism risk with an evidence-based risk-
92 needs-responsivity assessment, such as the LSI-R, and match services to offenders risk lev-

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93 el/need; ensure integration and collaboration through information sharing; facilitate community,
94 family, and peer supports and integration, when possible; enhance post-release supervision
95 through specialized case management and support services; provide follow-up support from
96 community provider to inmates with mental health or substance abuse disorders; promote and ad-
97 vocate for individualization and client involvement in all services; and establish a formal advisory
98 group for formerly incarcerated individuals.
99

100 The Courts have agreed to provide a comparison group, as well as build a database to flag
101 recidivism of reentry program participants. Program specific outcome measures will be tracked
102 and evaluated. Community Elements is tracking the number of: referrals and screenings; undupli-
103 cated clients served; the type and number of clinical services provided; the type and number of
104 case management services provided; and successful discharges from the program.
105

106 Once a database is developed and a comparison group is established, outcome measures
107 will include recidivism rate, time to failure, and severity of offense. The suicide rate of the reentry
108 population will be tracked.
109

110 A variety of housing resources must be provided. Housing is related to positive outcomes
111 because it provides stability for the reentry population. An assessment of the education level and
112 employability will be integrated into the program by including it in the intake and case manage-
113 ment services. Peer mentoring is also very important.
114

115 Barnard gave an example of what a caseworker would do for an individual at the County
116 Jail. They work very closely with the jail staff that arrange for a caseworker to meet with individ-
117 uals who are about to be released. The caseworker explains to them the services they have to offer
118 and discuss with them what type of services they would like to receive. Some people do not know
119 what they need, so the caseworker uses a process called “motivational interviewing” which helps
120 the caseworker to engage the individual and move them towards the acknowledgement and ac-
121 ceptance of the need to make some changes. On a case-by-case basis, they are then referred to
122 community services, which can best help the individual depending on situation.
123

124 Monthly Reports
125

126 **OMNIBUS MOTION** by Kurtz to receive the Community Elements Quarterly Report;
127 Animal Control-September 2014; Emergency Management Agency-October 2014; Head Start-
128 October 2014; Probation & Court Services-September 2014; Public Defender-September 2014;
129 and the Veterans’ Assistance Commission-October 2014 reports and place them on file; seconded
130 by Kibler. **Motion carried with unanimous support.**
131

132 There was no other business or Chair’s report.
133

134 **FINANCE**

135 Approval of Champaign & Urbana Enterprise Zones
136

137 **MOTION** by Quisenberry to recommend County Board approval of an Ordinance author-
138 izing the City of Urbana Enterprise Zone; seconded by Langenheim.

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139 Brandon Boys, the Economic Development Manager for the City of Urbana pointed out
140 that since the meeting last month Parkland College, the Urbana Park District, and the Champaign-
141 Urbana Mass Transit District have all voted to participate in property tax abatements. The Urbana
142 School District will take a final vote in December 2014.

143
144 Boys explained that the City of Urbana made some changes to the map since last month.
145 They removed a portion zone for Olympian Drive since it will not be extended anytime in the
146 near future. Prairie View Farm expressed an interest only today in the enterprise zone, so the City
147 would like to include this parcel. The City also removed portions of the zone in the areas of
148 southeast Urbana due to comments from the County Board at the last meeting and some Clark
149 Lindsey Village properties may be included if they fit the criteria. Discussion followed. **Motion**
150 **carried.**

151
152 T.J. Blakeman the City of Champaign Senior Planner for Economic Development ex-
153 plained that they provided additional information in the packet to answer some of the questions
154 that the County Board had last month. They listed examples of case studies to show the types of
155 businesses that are attracted to enterprise zones. They also provided a list of every business that
156 has utilized the enterprise zone program.

157
158 **MOTION** by James to recommend County Board approval of an ordinance authorizing
159 the City of Champaign Enterprise Zone; seconded by Kibler. **Motion carried with unanimous**
160 **support.**

161
162 Committee of the Whole recessed at 8:25 p.m. and resumed session at 8:33 p.m.

163
164 Champaign County CASA – Request for Adoption of Fees

165
166 **MOTION** by Schroeder to recommend County Board approval of an ordinance authoriz-
167 ing the adoption of a fee; seconded by Kurtz. Discussion followed. **Motion failed.**

168
169 Treasurer

170
171 **MOTION** by Michaels to receive the Treasurer’s October 2014 report and place on file;
172 seconded by Hartke. **Motion carried with unanimous support.**

173
174 **OMNIBUS MOTION** by Jay to recommend County Board approval of resolutions au-
175 thORIZING the County Board Chair to assign a mobile home tax sale certificate of purchase, perma-
176 nent parcel no. 29-050-0016 and the cancellation of the appropriate certificate of purchase on a
177 mobile home, permanent parcel no. 20-032-0070; seconded by Cowart. **Motion carried with**
178 **unanimous support.**

179
180 Auditor

181
182 **MOTION** by James to receive the Auditor’s October 2014 report and place on file; se-
183 conded by Esry. **Motion carried with unanimous support.**

184

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185 Nursing Home

186

187 **MOTION** by Esry to recommend County Board approval of a resolution authorizing the
188 issuance of tax anticipation warrants for the Champaign County Nursing Home; seconded by
189 Kurtz. **Motion carried.**

190

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

193

194 Budget Amendments/Transfers

195

196 **MOTION** by James to recommend County Board approval of a resolution authorizing
197 **Budget Transfer #14-00010** for Fund/Dept. 080 General Corporate-030 Circuit Court total trans-
198 fer amount \$6,000 to cover monthly costs of court ordered newspaper ads; seconded by Cowart.
199 **Motion carried with unanimous consent.**

200

201 **MOTION** by Hartke to recommend County Board approval of a resolution authorizing
202 **Budget Transfer #14-00011** for Fund/Dept. 081 Nursing Home-415 Environmental Services,
203 410 Administrative, 440 Activities, 462 Alzheimer's Unit, 430 Nursing Services, 441 Social Ser-
204 vices total amount \$537,000 to cover shortage of budget dollars created by external staffing; se-
205 conded by Kurtz. **Motion carried.**

206

207 **MOTION** by Kurtz to recommend County Board approval of a resolution authorizing
208 **Budget Transfer #14-00012** for Fund/Dept. 081 Nursing Home-450 Dietary, 462 Alzheimer's
209 Unit total amount \$330,000 to cover shortage of budget dollars created by external staffing; se-
210 conded by Berkson. **Motion carried.**

211

212 **MOTION** by Esry to recommend County Board approval of a resolution authorizing
213 **Budget Amendment #14-00040** for Fund/Dept. 476 Self-Funded Insurance-118 Proper-
214 ty/Liability Insurance with increased appropriations of \$6,959 and increased revenue of \$6,959 to
215 reimburse line item for auto damage caused by others; seconded by James. **Motion carried with**
216 **unanimous support.**

217

218 **MOTION** by Jay to recommend County Board approval of a resolution authorizing
219 **Budget Amendment #1400041** for Fund/Dept. 084 County Bridget-060 Highway with in-
220 creased appropriations of \$200,000 and no increased revenue to pay for construction of bridges;
221 seconded by Cowart. **Motion carried with unanimous support.**

222

223 **MOTION** by Schroeder to recommend County Board approval of resolution authorizing
224 **Budget Amendment #14-00042** for Fund/Dept. 080 General Corporate-016 Administrative Ser-
225 vices with increased appropriations of \$6,015 and no increased revenue to be able to cover post-
226 age required for elections; seconded by Esry. **Motion carried with unanimous support.**

227

228 **MOTION** by Kurtz to recommend County Board approval of a resolution authorizing
229 **Budget Amendment #14-00044** for Fund/Dept. 080 General Corporate-127 Veterans Assistance
230 Commission with increased appropriations of \$500 and increased revenue of \$500 due to dona-

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231 tion from Ladies Auxiliary VFW 630; seconded by Cowart. **Motion carried with unanimous**
232 **support.**

233

234 **MOTION** by Esry to recommend County Board approval of a resolution authorizing
235 **Budget Amendment #14-00045** for Fund/Dept. 075 Regional Planning Commission-775 City of
236 Champaign Bristol Place Case Management Services with increased appropriations of \$40,000
237 and increased revenue of \$40,000 to accommodate receipt of new contract with the City of
238 Champaign to provide up to one year case management services for Bristol Place residents during
239 redevelopment of the area; seconded by Jay. **Motion carried.**

240

241 **MOTION** by Langenheim to recommend County Board approval of a resolution authoriz-
242 ing **Budget Amendment #14-00046** for Fund/Dept. 080 General Corporate-071 Public Properties
243 with increased appropriations of \$37,000 and no increased revenue due to unforeseen facility ex-
244 penses during the fiscal year; seconded by Quisenberry. **Motion carried with unanimous sup-**
245 **port.**

246

247 **MOTION** by Harper to recommend County Board approval of a resolution authorizing
248 **Budget Amendment #14-00047** for Fund/Dept. 080 General Corporate-022 County Clerk with
249 increased appropriations of \$14,193 and no increased revenue to cover expense acquired during
250 the November 4, 2014 General Election; seconded by Michaels. **Motion carried with unani-**
251 **mous support.**

252

253 Animal Control

254

255 **MOTION** by James to recommend County Board approval of a resolution authorizing the
256 acceptance of ASPCA grant to subsidize Spay/Neuter Program; seconded by Hartke. **Motion car-**
257 **ried with unanimous support.**

258

259 **MOTION** by Michaels to recommend County Board approval of a resolution authorizing
260 the acceptance of Petco Foundation grant to subsidize Spay/Neuter Program; seconded by Hartke.
261 **Motion carried with unanimous support.**

262

263 Children's Advocacy Center

264

265 **MOTION** by Kurtz to recommend County Board approval of a resolution authorizing the
266 application for renewal and if awarded, the acceptance of Illinois Criminal Justice Information
267 Authority Grant; seconded by Maxwell. **Motion carried with unanimous support.**

268

269 Regional Planning Commission

270

271 **MOTION** by James to approve RFP 2014-009 for Electronics Recycling Contractor to
272 Provide Collection Services at 2015 Countywide Residential Electronics Collections; seconded by
273 Esry. **Motion carried with unanimous consent.**

274

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275 **MOTION** by Kibler to recommend County Board approval of a resolution authorizing the
276 application for, and if awarded, the acceptance of 2015 IEPA Electronics Products Recycling &
277 Reuse Grant; seconded by Hartke. **Motion carried with unanimous support.**

278
279 County Administrator

280
281 **OMNIBUS MOTION** by Quisenberry to receive and place on file the General Corporate
282 Fund FY 2014 Budget Projection and the General Corporate Fund FY 2014 Budget Change re-
283 ports; seconded by Cowart. **Motion carried with unanimous support.**

284
285 **MOTION** by Kurtz to recommend County Board approval of an ordinance authorizing
286 FY2015 Annual Tax Levy; seconded by Hartke. **Motion carried.**

287
288 **MOTION** by Kurtz to recommend County Board approval of an ordinance authorizing
289 FY2015 Annual Budget and Appropriations; seconded by Hartke. **Motion carried.**

290
291 There was no Other Business or Chair's Report.

292
293 Designation of Items for the Consent Agenda

294
295 Items A2; C2-3; F1, 4-7; 9-10; G1-2; H1; I1-2 were designated for the County Board Con-
296 sent Agenda.

297
298 **POLICY, PERSONNEL, & APPOINTMENTS**

299 Appointments/Reappointments

300
301 **MOTION** by Kurtz to recommend County Board approval of a resolution authorizing the
302 appointment of Stephanie Joos as the Animal Control Administrator, term ending 11/30/2016;
303 seconded by Alix. **Motion carried with unanimous support.**

304
305 **OMNIBUS MOTION** by Kurtz to recommend County Board approval of resolutions au-
306 thORIZING the appointment of Mary Hodson and Dr. Robert Palinkas to the Nursing Home Board
307 of Directors, term ending 11/30/2016; seconded by Maxwell. Petrie was impressed with Mr.
308 Johnston's credentials and hoped he would consider applying for other positions. **Motion carried**
309 **with unanimous support.**

310
311 **MOTION** by Kurtz to recommend County Board approval of a resolution authorizing the
312 appointment of David King to the County Board of Health, term ending 6/30/2016; seconded by
313 Kibler. **Motion carried with unanimous support.**

314
315 **MOTION** by Kurtz to recommend County Board approval of resolutions authorizing the
316 appointment of Michelle Mayol (alternate) and James Rusk to the Public Aid Appeals Committee,
317 terms ending 11/30/2016; seconded by Maxwell. **Motion carried with unanimous support.**

318

319 **OMNIBUS MOTION** by Kurtz to recommend County Board approval of resolutions au-
320 thORIZING the appointment of Seamus Reilly and Mary Sleeth to the Rural Transit Advisory
321 Group, term ending 11/30/2016; seconded by James. **Motion carried with unanimous support.**
322

323 **OMNIBUS MOTION** by Kurtz to recommend County Board approval of resolutions au-
324 thORIZING the appointment of Jessie Smith and Gail Broadie to the Senior Services Advisory
325 Board, term ending 11/30/2017; seconded by Kibler. **Motion carried with unanimous support.**
326

327 County Clerk

328
329 **MOTION** by Harper to receive the October 2014 monthly report and place on file; se-
330 conded by Kibler. **Motion carried.**

331
332 County Administrator

333
334 **MOTION** by Esry to receive the Administrative Services October 2014 monthly report
335 and place on file; seconded by Cowart. **Motion carried with unanimous support.**
336

337 **MOTION** by Alix to recommend County Board approval of resolution authorizing the
338 renewal of property liability and worker's compensation policies for FY2015; seconded by Kurtz.
339 **Motion carried with unanimous support.**

340
341 **MOTION** by Alix to recommend County Board approval of resolution honoring County
342 Employees; seconded by James. **Motion carried with unanimous support.**

343
344 **MOTION** by Kurtz to recommend County Board approval of resolution honoring County
345 Retirees; seconded by Berkson. **Motion carried with unanimous support.**
346

347 Other Business

348
349 There was no other business or Chair's Report.

350
351 Designation of Items to be Placed on the Consent Agenda

352
353 Items A1-6; C2 were designated for the Consent Agenda.

354
355 **Adjourn**

356
357 The meeting adjourned at 9:27 p.m.

358
359 Respectfully submitted,

360
361 Kay Rhodes,
362 Administrative Assistant

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

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

4
5 **Finance; Policy, Personnel, & Appointments; Justice & Social Services**
6 **Tuesday, January 13, 2015**
7 **Lyle Shields Meeting Room**
8

9 **MEMBERS PRESENT:** Christopher Alix, Astrid Berkson, Lorraine Cowart, Aaron Esry,
10 Stan Harper, Shana Harrison, Josh Hartke, John Jay, Jeff Kibler,
11 Gary Maxwell, Jim McGuire, Diane Michaels, Max Mitchell, Patti
12 Petrie, James Quisenberry, Giraldo Rosales, C. Pius Weibel
13

14 **MEMBERS ABSENT:** Jack Anderson, Lloyd Carter, Jon Schroeder, Rachael Schwartz
15

16 **OTHERS PRESENT:** Van Anderson (Deputy County Administrator/Finance), Deb Busey
17 (County Administrator), John Farney (Auditor), John Hall (Plan-
18 ning & Zoning Director), Gordy Hulten (County Clerk), Susan
19 Monte (Regional Planning Commission), Duane Northrup (Coro-
20 ner), Kay Rhodes (Administrative Assistant), Dan Welch (Treasur-
21 er)

22 **CALL TO ORDER**
23

24 Petrie called the meeting to order at 6:30 p.m.
25

26 **ROLL CALL**
27

28 Rhodes called the roll. Alix, Berkson, Cowart, Esry, Harper, Harrison, Hartke, Jay, Kibler,
29 Maxwell, McGuire, Michaels, Mitchell, Petrie, Quisenberry, Rosales, and Weibel were present at
30 the time of roll call, establishing the presence of a quorum. Petrie stated that County Board mem-
31 bers Anderson and Schroeder had notified her earlier that they could not attend the meeting.
32

33 **APPROVAL OF AGENDA/ADDENDA**
34

35 **MOTION** by Kibler to approve the Agenda/Addenda; seconded by Rosales. Weibel re-
36 minded Petrie that they had decided to remove items B3 and B5, under Policy, Personnel, and
37 Appointments section of the agenda. **Motion carried with unanimous support as amended.**
38

39 **PUBLIC PARTICIPATION**
40

41 There was no public participation.
42

43 **COMMUNICATIONS**
44

45 Cowart announced that the Annual Countywide Martin Luther King Jr. Celebration would
46 take place on January 16, 2015 at 4:00 p.m., at the Hilton Garden Inn, Champaign. Petrie remind-

Committee of the Whole

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47 ed the committee to use the microphones. Busey announced that the County Board photo had
48 been rescheduled to the February County Board meeting. Busey invited County Board members
49 to a Parliamentary Training session on January 21, 2015.

50

51 **JUSTICE & SOCIAL SERVICES**

52 Monthly Reports

53

54 **OMNIBUS MOTION** by Rosales to receive the Community Elements Quarterly Report;
55 Animal Control-October and November 2014; Emergency Management Agency-November and
56 December 2014; Head Start-November 2014; Probation & Court Services-October and November
57 2014; Public Defender-October and November 2014; and the Veterans' Assistance Commission-
58 November and December 2014 reports and place them on file; seconded by Cowart. **Motion car-**
59 **ried with unanimous support.**

60

61 There was no other business or Chair's report.

62

63 **FINANCE**

64 Treasurer

65

66 **MOTION** by Michaels to receive the Treasurer's November & December 2014 reports
67 and place on file; seconded by Mitchell. **Motion carried with unanimous support.**

68

69 Auditor

70

71 **MOTION** by Kibler to receive the Auditor's November & December 2014 reports and
72 place on file; seconded by Harrison. **Motion carried with unanimous support.**

73

74 Nursing Home

75

76 **MOTION** by Hartke to receive the Nursing Home Monthly Report and place it on file;
77 seconded by Quisenberry. **Motion carried with unanimous support.**

78

79 Budget Amendments/Transfers

80

81 **MOTION** by Kibler to recommend County Board approval of a resolution authorizing
82 **Budget Transfer #14-00016** for Fund/Dept. 080 General Corporate-075 General County for total
83 transfer amount of 60,344 to move money to correct line item to pay for health insurance expense;
84 seconded by Esry. **Motion carried with unanimous support.**

85

86 **MOTION** by Cowart to recommend County Board approval of a resolution authorizing
87 **Budget Amendment #14-00057** for Fund/Dept. 620 Health-Life Insurance-120 Employee Group
88 Insurance with increased appropriations of \$279,145 and increased revenue of \$279,145 to show
89 increased revenue and expenditure; seconded by Michaels. **Motion carried with unanimous**
90 **support.**

91

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92 **MOTION** by Esry to recommend County Board approval of a resolution authorizing
93 **Budget Amendment #14-00058** for Fund/Dept. 080 General Corporate-071 Public Properties
94 with increased appropriations of \$14,251 and no increased revenue to cover annual storm water
95 utility fee paid to the City of Urbana; seconded by Jay. **Motion carried with unanimous sup-**
96 **port.**

97 **MOTION** by Berkson to recommend County Board approval of a resolution authorizing
98 **Budget Amendment #14-00059** for Fund/Dept. 080 General Corporate-041 State's Attorney
99 with increased appropriations of \$1,074 and no increased revenue to cover expenses related to
100 Carle Property Tax Case and other general office expenses; seconded by Esry. **Motion carried**
101 **with unanimous support.**

102
103 **MOTION** by Maxwell to recommend County Board approval of a resolution authorizing
104 **Budget Amendment #14-00060** for Fund/Dept. 080 General Corporate-041 State's Attorney
105 with increased appropriations of \$1,860 and no increased revenue to cover expenses related to
106 Carle Property Tax Case and other general office expenses; seconded by Berkson. **Motion car-**
107 **ried with unanimous support.**

108
109 **MOTION** by Kibler to recommend County Board approval of resolution authorizing
110 **Budget Amendment #14-00061** for Fund/Dept. 621 State's Attorney Drug Forfeitures-041
111 State's Attorney with increased appropriations of \$2,361 and no increased revenue to accommo-
112 date research and education utilizing West Law, IICLE, and Lorman Educational Services; se-
113 conded by Esry. **Motion carried with unanimous support.**

114
115 **MOTION** by Jay to recommend County Board approval of a resolution authorizing
116 **Budget Amendment #14-00062** for Fund/Dept. 080 General Corporate-017 Cooperative Exten-
117 sion Services with increased appropriations of \$184 and increased revenue of \$184 to pay real
118 estate and mobile home back taxes due to increase in payment of taxes; seconded by Kibler. **Mo-**
119 **tion carried with unanimous support.**

120
121 **MOTION** by Mitchell to recommend County Board approval of a resolution authorizing
122 **Budget Amendment #15-00005** for Fund/Dept. 080 General Corporate-031 Circuit Court with
123 increased appropriations of \$12,000 and no increased revenue to increase compensation to con-
124 tract attorneys in order to obtain qualified counsel and to avoid costly alternative of appointment
125 of counsel on an hourly basis; seconded by Berkson. **Motion carried with unanimous support.**

126
127 **MOTION** by Maxwell to recommend County Board approval of a resolution authorizing
128 **Budget Amendment #15-00006** for Fund/Dept. 676 Solid Waste Management-011 Solid Waste
129 Management with increased appropriations of \$5,200 and increased revenue of \$4,250 to cover
130 portion of local government shared expenses for two countywide residential electronics collection
131 events in 2015; seconded by Cowart. **Motion carried with unanimous support.**

132
133 **MOTION** by Michaels to recommend County Board approval of a resolution authorizing
134 **Budget Amendment #15-00007** for Fund/Dept. 080 General Corporate-022 County Clerk with
135 increased appropriations of \$6,780 and no increased revenue to re-encumber funds from FY2014
136 budget into FY2015 budget to pay for goods ordered in 2014 but not received until 2015; second-
137 ed by Jay. **Motion carried with unanimous support.**

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MOTION by Esry to recommend County Board approval of a resolution authorizing **Budget Amendment #15-00008** for Fund/Dept. 080 General Corporate-077 Zoning & Enforcement with increased appropriations of \$2,950 and no increased revenue to cover cost of engineering and appraisal services for property demolition project; seconded by Harper. **Motion carried with unanimous support.**

Coroner

MOTION by Cowart to recommend County Board approval of a resolution authorizing the addition of a full-time deputy coroner position to the Coroner's office staffing budget and directing County Administrator to bring forth a budget amendment to cover the cost; seconded by Michaels. **Motion carried with unanimous support.**

County Administrator

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

There was no other business or Chair's report.

Designation of Items for the Consent Agenda

Items D1-11; E1 were designated for the County Board Consent Agenda.

POLICY, PERSONNEL, & APPOINTMENTS

Appointment of County Board Member from District 8 to Replace Scott Redenbaugh

MOTION by Petrie to recommend County Board approval of a resolution authorizing the appointment of Samuel Shore to District 8 vacancy on the Champaign County Board; seconded by Kibler. **Motion carried unanimously with a roll call vote of 17-0.** Alix, Berkson, Cowart, Esry, Harper, Harrison, Hartke, Jay, Kibler, Maxwell, McGuire, Michaels, Mitchell, Petrie, Quisenberry, Rosales and Weibel all voting in favor of the appointment.

Samuel Shore introduced himself and looked forward to his work on the County Board.

Special County Board Committee & Liaison Assignments

MOTION by Petrie to appoint Christopher Alix, Stan Harper, Josh Hartke (Chair), Jim McGuire (Vice-Chair), and Shana Harrison to the Labor Committee; seconded by Kibler. **Motion carried with unanimously with a roll call vote of 17-0.** Alix, Berkson, Cowart, Esry, Harper, Harrison, Hartke, Jay, Kibler, Maxwell, McGuire, Michaels, Mitchell, Petrie, Quisenberry, Rosales and Weibel all voting in favor of the appointment.

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183 **MOTION** by Petrie to appoint Diane Michaels (Chair), Christopher Alix, John Jay, James
184 Quisenberry, and herself to the Litigation Committee: seconded by Kibler. **Motion carried with**
185 **unanimous support.**

186
187 **MOTION** by Petrie to appoint Jack Anderson as the Republican County Board member
188 on the Nursing Home Board of Directors; seconded by Berkson. Petrie explained that although it
189 was found by the States Attorney that her previous appointment nomination of Jeff Kibler as the
190 Republican representative on the Nursing Home Board of Directors did not represent a conflict of
191 interest; Mr. Kibler withdrew his name from consideration. **Motion carried with unanimous**
192 **support.**

193
194 Appointments/Reappointments

195
196 Quisenberry encouraged County Board members to pursue members of the public to fill
197 the various appointment vacancies occurring in 2015.

198
199 **MOTION** by Petrie to recommend County Board approval of a resolution appointing
200 Matthew Cho to the Champaign-Urbana Mass Transit District Board, term 1/1/2015-12/31/2019;
201 seconded by Hartke. **Motion carried with unanimous support.**

202
203 **OMNIBUS MOTION** by Petrie to recommend County Board approval of resolutions ap-
204 pointing Anne Robin and Judi O'Connor to the Mental Health Board, term 1/1/2015-12/31/2018;
205 seconded by Kibler. **Motion carried with unanimous support.**

206
207 **MOTION** by Petrie to recommend County Board approval of a resolution appointing
208 William Manning to the Community Action Board, term 1/1/2015-12/31/2017; seconded by Alix.
209 **Motion carried with unanimous support.**

210
211 County Clerk

212
213 **OMNIBUS MOTION** by Kibler to receive the November 2014, December 2014, and
214 Semi-Annual reports and place on file; seconded by Harper. **Motion carried with unanimous**
215 **support.**

216
217 **MOTION** by Mitchell to recommend County Board approval of a resolution authorizing
218 the 2015 Plan for Polling Places; seconded by McGuire. **Motion carried with unanimous sup-**
219 **port.**

220 Quisenberry explained that another resolution to establish a new place of election for Ur-
221 bana #3 would come before the County Board at their regular meeting in January. It was received
222 too late to make the Committee of the Whole agenda.

223
224 County Administrator

225
226 **MOTION** by Kibler to receive the Administrative Services November and December
227 2014 monthly reports and place on file; seconded by Alix. **Motion carried with unanimous**
228 **support.**

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229 **MOTION** by Esry to recommend County Board approval of resolution amending the
230 2015 County Board Calendar of Meetings; seconded by Cowart. **Motion carried with unani-**
231 **mous support.**

232
233 Other Business

234
235 There was no other business.

236
237 Chair's Report

238
239 Quisenberry appointed Petrie, Rosales, Kibler, Harper and himself (Chair), to the Strategic
240 Planning Subcommittee.

241
242 **MOTION** by Weibel to increase the County Board membership contribution to the Eco-
243 nomic Development Corporation by \$5,000, making the total contribution \$10,000; seconded by
244 Mitchell. **Motion carried with unanimous support.**

245
246 **MOTION** by Alix to increase the County Board Conference & Training line item by
247 transferring \$1,300 from Dues & Membership line item and transferring \$1,400 from Telephone
248 Service line item; seconded by Cowart. **Motion carried with unanimous support.**

249
250 Designation of Items to be Placed on the Consent Agenda

251
252 Items A1; B1-2, 4; C2-4; D4; and E2 were designated for the Consent Agenda.

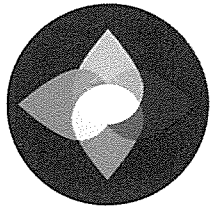
253
254 **Adjourn**

255
256 **MOTION** by Mitchell to adjourn the meeting; seconded by Kibler. **Motion carried with**
257 **unanimous support.** The meeting adjourned at 7:30 p.m.

258
259 Respectfully submitted,

260
261 Kay Rhodes,
262 Administrative Assistant

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



community elements

wellness and recovery for the community

Community Reentry Quarterly Report December 2014 – February 2015

Submitted To:

Ms. Debra Busey

County Administrator

Brookens Administrative Center

1776 E. Washington

Urbana, IL 61802

February 27, 2015

The Reentry Council has held 10 monthly meetings in all, three this quarter.

Housing needs continue to be a primary concern for the reentry population. As such, Community Elements has been working to develop and locate solutions to the problem. At the end of November 2014, Community Elements submitted a proposal to the Supportive Housing Providers Association for a program that, if funded, will consist of a staffed, 12-unit supportive housing facility, inclusive of people with criminal histories. Case management will be offered to individuals housed in the facility.

In addition, Reentry Case Manager Jenee Westjohn, met with two area landlords, Mr. Antoine Neeley and Mr. Robert Hambrick, to inform them of the Reentry Program and its purpose. Both landlords are willing to work in collaboration with the Reentry Program, as well as rent to people with criminal histories. Housing options, available through these two landlords, range in price from approximately \$475-545 per month. As such, affordability of such housing, for the majority of individuals in the reentry population, remains an obstacle. We plan to contact additional landlords through the Central Illinois Rental Property Professionals Association.

In December, Community Elements' staff (Celeste Blodgett, Jenee Westjohn, and Becky Griffith) met with Robin Riggs, the Statewide Reentry and Program Administrator at Illinois Department of Corrections; Nikita Jones, Assistant Warden of Programs; and Tracy Woods, Correctional Counselor, and toured Taylorville Correctional Center. During the tour, Community Elements interviewed a panel of inmates, to gather information about reentry programming needs in order to better plan for Champaign County.

Attending Reentry Summits in IDOC will provide inmates with information regarding the reentry resources available in their communities, so that returning citizens may begin to

1801 Fox Drive, Champaign IL 61820 217 398 8080
801 North Walnut Street, Champaign IL 61820 217 373 2430

plan a successful transition. We are considering implementing a similar approach specific to Champaign County for persons recently released from incarceration. This is a step toward implementation of a key evidence-based practice in reentry programming, which is to establish contact and begin reentry planning during individuals' incarceration. As such, providing reentry planning services during incarceration is one of the primary actions recommended by Federal funding agencies for reentry programs.

At the December Reentry Council meeting, Marlon Mitchell presented a reentry-based project, First Follower Foundation. The project is primarily designed as a drop-in center for the local reentry population, and hosted by *Bethel African Methodist Episcopal Church*. It will be open approximately two days each week, for approximately four hours each day. The project will include peer-mentoring support for consumers and is scheduled to open February 27, 2015. Throughout late December and early January, Celeste Blodgett worked to develop five trainings for peer mentors at First Follower Foundation. Training subjects consisted of Ethics and Confidentiality, Dual Relationships and Boundaries, Basic Communication, Motivational Interviewing, and Elements of Wellness Recovery Action Planning (RAP). Bruce Barnard delivered training to peer mentors in February 2015.

In January, we received raw data for statistical analysis and comparison purposes for the reentry program. Subsequently, Community Elements has been working to develop a comprehensive statistical breakdown of the population the reentry program is intended to serve. In addition, the data is being utilized to better understand the local justice-involved population as it relates to other criminal justice programs implemented by Community Elements, such as those addressing the issues of people with mental health and substance use disorders.

Throughout this quarter, Celeste Blodgett has searched for additional funding options to support long-term sustainability of reentry-related efforts. In this vein, the Second Chance Act RFP for individuals with co-occurring disorders, which Community Elements wrote in collaboration with Champaign County last year, was posted earlier this month. In light of this, Community Elements has begun writing the current proposal, taking into consideration the feedback received from the 2014 grant review, in addition to illustrating the progress made this past year as it relates to reentry programming for people without behavioral health concerns. In addition, Community Elements continues to work with the data provided by the County to respond to specific questions posed by Council members regarding recidivism. As of February 13, 2015, the Reentry Case Manager has contacted 195 people, screened 131 potential reentry participants, and has 25 people on her active caseload.

Respectfully Submitted By:
Bruce Barnard and Celeste Blodgett

Reentry Program Best Practices Report

February 2015

REENTRY BEST PRACTICES

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REENTRY BEST PRACTICES

Introduction

Soaring recidivism rates, crowded correctional institutions, and shrinking state and local financial resources have converged into a problematic pattern faced by communities throughout the United States. Reentry programming, while not a new concept, continues to evolve in the ongoing struggle to formulate an effective response to such a dynamic challenge. As such, multiple components have emerged, each presenting unique challenges that must be addressed if they are to contribute to successful intervention. The following report is a summary of the multiple research reports presented to the Reentry Council on each component identified (crisis, data, housing, education and employment, and peer mentoring). Studies indicate that, when these components are effectively addressed in combination, such a program delivers what has been found to be the most effective response to recidivism, to date.

Crisis

Research suggests the mortality rate of offenders reentering society is much higher than that of the general population. Often, these deaths occur as a result of suicide and/or drug overdose, though it is difficult to determine what percentage of overdoses contribute to the suicide rate. According to the Illinois Department of Public Health, there were eight recorded suicides in Champaign County and 1,041 in the State of Illinois, in 2011.

The suicide rate for the Champaign County reentry population is unknown at this time. Therefore, it is recommended that once a data set is established for this population, suicide rate should be tracked, via coroner reports. Additionally, information about the risks and causes of death after release from incarceration should be gathered to focus preventive efforts, improve transitional care, and guide policies to improve outcomes.

In Champaign County, people who have been arrested are screened for suicide risk at intake; therefore, anyone indicating a risk should receive immediate linkage to appropriate resources. Additionally, inmates with mental health problems or those 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. 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.

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

REENTRY BEST PRACTICES

suicide and suicide risk management. In addition, it prepares first responders with the tools necessary to effectively address suicide risk when such a threat is presented.

Much of the infrastructure needed to provide a crisis response component to the reentry population is in place throughout Champaign County. 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:

- Presence 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 groups and individual services comprised of Wellness Recovery Action Plan (WRAP) components, as well as Moral Reconation Therapy (MRT) groups, and 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 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.

Recommendations, regarding crisis intervention as it relates the reentry program, were provided by Bruce Barnard and Sheila Ferguson.

Data

Some studies have attempted to identify effective reentry programs by creating a scoring system to evaluate whether the initiatives can be proven to have had 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. Yet, in order to

REENTRY BEST PRACTICES

conduct such evaluations, on which to base determinations of effect, it is essential to develop a common language throughout a program and its systems, as well as employ valid and reliable methods of data collection and tracking.

As such, for the Champaign County Reentry Program, the term “recidivism” will be defined as a new judgment within three years of release from the Reentry Program. 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 year timeframe recommended for tracking recidivism. This is consistent with recidivism reporting throughout the State of Illinois. In addition, 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.

Outcomes

Outcome measures must be determined. As such, an outcome measurement outline should be developed for each component of reentry (crisis, data, housing, education and employment, and 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. Continued scanning and documentation of local reentry efforts and outcomes is recommended.

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 an evidence-based risk-needs assessment, such as the LSI-R, is advised for data collection purposes in addition to appropriately matching programming and services to individual participants’ needs. 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

REENTRY BEST PRACTICES

Elements' Reentry Case Manager for reentry participants. According to Robin Riggs, the Statewide Reentry & Program Administrator for Illinois Department of Corrections, IDOC is not conducting risk-needs assessments at this time.

In addition to the purchase and use of an evidence-based risk-needs assessment, 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.

Measuring outcomes is an important component of any program or initiative. Determinations must be made regarding what is valued and therefore must be measured. For a preliminary period, as the Reentry Program unfolds, service indicators will 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.

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.

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

REENTRY BEST PRACTICES

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. In the event that additional data needs emerge that cannot be effectively addressed by the collaborative efforts of the Champaign County Courthouse and Community Elements, it is recommended that the cost of purchasing a MIS be revisited at that time.

Recommendations regarding data collection and tracking for the reentry program were provided by Roger Holland, Joe Gordon, Mark Driscoll, and Kirk Bedwell.

Housing

When individuals are released from prison or jail, the ability to access safe and secure housing within the community is crucial to their successful reentry. It is important to acknowledge that the population released from local jails differs from the prison reentry population in some significant ways and, as such, presents unique challenges for reentry planning. Therefore, it should be noted that different housing models are appropriate for different subpopulations of former offenders.

For the purposes of this Reentry Program, the terms "homeless" and "at-risk of homelessness" are defined as:

- Homeless - Lacking a residence or leaving a transitional or other residential setting with nowhere to go.
- At-risk of homelessness - Staying with someone and notified of eviction with nowhere to go.

Using these definitions, supervising authorities estimated the number of participants who are either homeless or at-risk of homelessness. In addition, area transitional housing providers approximated how many of their clients fit the reentry population definition of having served a sentence at the Champaign County jail or IDOC. These queries were made in order to produce a snapshot of Champaign County's homeless reentry population. The following tables reflect the results from these queries, which clearly indicate an unmet housing need among the local reentry population.

REENTRY BEST PRACTICES

Champaign County

		Homeless	At-Risk of Homelessness	Percentage
Champaign County Population	204,897	222		
Adult County Probation	1,400	34	40	5%
Adult IDOC Parole	537	14	9	4%
Adult U.S. Probation	50	1	1	4%
Total Adult Cases	1,987	49	50	5%

Local Transitional Housing & Service Providers

	Total clients per month	Reentry Population	Percentage
TIMES Center	45	10	22%
Salvation Army	41	4	10%
C-U at Home	10	2.5	25%
Restoration Urban Ministries	67	6	9%

Estimates of reentry population served by the listed agencies are approximations made by personnel.

For those individuals returning to the community after incarceration, there are a number of stable housing options that may be appropriate for supporting successful reentry.

Costs of Various Housing Options

Forms of Residence	Average daily cost per individual	Average annual cost per individual
Champaign County Jail	\$55 -70	\$20,075 - 25,550
IDOC	\$80	\$29,240
Halfway House	\$15 - 20	\$5,475 – 7,300
Transitional Housing	\$20 - 25	\$7,300 – 9,125
Shelter Plus Care and other Permanent Supportive Housing	\$40-\$60	\$15,000 - 22,000

Approximated costs retrieved from an informal query of Champaign County Sheriff's Office (2014); IDOC website (2014); Ohio Community Corrections Association Testimony (2014); Community Elements TIMES Center FY13Annual Budget and Report (2014); Continuum of Care (2014).

REENTRY BEST PRACTICES

The local continuum of housing services and supports provides a range of options for those in need of housing assistance. However, participants must meet the eligibility criteria for documenting homelessness and in some cases participants with a criminal history are excluded from participation. Various policies and practices, both formal and informal, restrict access to certain housing models for formerly incarcerated persons. In addition, basic availability of supportive housing is quite limited.

Long-standing barriers exist for justice-involved individuals seeking housing assistance through HUD. For example, HUD's basic definition of "homeless" must be met by an individual in order to qualify for assistance, yet the definition oftentimes has proven to be a stumbling block for many people. On December 5, 2011 HUD published the Final Rule Defining Homeless (76 FR 75994). This rule amended the definition of HUD's existing homeless programs:

- The Shelter Plus Care Program (24 CFR 582)
- The Supportive Housing Program (24 CFR 583)
- The Emergency Solutions Grants Program (24 CFR Part 576)

In addition, HUD incorporated the revised homeless definition into the Consolidated Plan regulation (24 CFR Part 91) and adopted the same definition in its Continuum of Care Program (24 CFR 578). The final rule establishes four categories of homelessness. These categories are:

1. Individuals and families who have no residence, including individuals exiting an institution where he or she lived for 90 days or less and who resided in an emergency shelter or a place not meant for human habitation immediately before entering that institution.
2. Individuals and families who will imminently lose their primary nighttime residence.
3. Unaccompanied youth and families with youth who are defined as homeless under other federal statutes, who do not otherwise qualify as homeless under this definition.
4. Individuals and families who are evading domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member.

The U.S. Department of Housing and Urban Development (HUD) requires all Public Housing Authorities (PHAs) to perform criminal background checks on all applicants. In addition, federal law requires all PHAs to permanently ban admission to applicants for two specific offenses (Legal Action Center, 2004):

REENTRY BEST PRACTICES

1. Conviction of methamphetamine production on the premises of federally-funded housing.
2. If the applicant is subject to a lifetime registration requirement under a state sex offender registration program.

It is important to note that, aside from these two federal restrictions, the Public Housing Authority has the ability to set its own criminal record policy for each of their housing programs. At this time, the following is a Housing Authority of Champaign County (HACC) Policy:

Criminal Activity [24 CFR 960.203 (b) and (c)]

Under the Public Housing Assessment System (PHAS), PHAs that have adopted policies, implemented procedures and can document that they successfully screen out and deny admission to certain applicants with unfavorable criminal histories receive points.

The PHA is responsible for screening family behavior and suitability for tenancy. In doing so, the PHA may consider an applicant's history of criminal activity involving crimes of physical violence to persons or property and other criminal acts which would adversely affect the health, safety or welfare of other tenants.

PHA Policy

If any household member is currently engaged in, or has engaged in any of the following criminal activities, within the past five years, or has been released from prison for any of the following within the past five years, the family will be denied admission.

Drug-related criminal activity, defined by HUD as the illegal manufacture, sale, distribution, or use of a drug, or the possession of a drug with intent to manufacture, sell, distribute or use the drug [24 CFR 5.100].

Violent criminal activity, defined by HUD as any criminal activity that has as one of its elements the use, attempted use, or threatened use of physical force substantial enough to cause, or be reasonably likely to cause, serious bodily injury or property damage [24 CFR 5.100].

Criminal activity that may threaten the health, safety, or welfare of other tenants [24 CFR 960.203(c)(3)].

Criminal activity that may threaten the health or safety of PHA staff, contractors, subcontractors, or agents.

REENTRY BEST PRACTICES

Criminal sexual conduct, including but not limited to sexual assault, incest, open and gross lewdness, or child abuse.

Evidence of such criminal activity includes, but is not limited to any record of convictions, arrests, or evictions for suspected drug-related or violent criminal activity of household members within the past 5 years. A conviction for such activity will be given more weight than an arrest or an eviction.

Upon consideration of individual factors, the PHA may, on a case-by-case basis, decide not to deny assistance. (HACC, 2008, p. 3-20)

Outcomes

Outcome measures should be established to evaluate efficacy of a housing component, as well as specific characteristics, in reentry programming. Assisting formerly incarcerated individuals stabilize in housing with supportive services could lead to improved family functioning and support; increases in gainful employment, educational attainment, and mental and physical health functioning; and decreases in substance abuse and returns to offending. Therefore, outcome measures should include, but not necessarily be limited to:

- Monetary cost of housing support, per participant
- Housing program costs compared to the cost of incarceration
- Participants' outcomes compared to non-participants
- Impact on area homelessness
- Impact on recidivism
- Impact on additional life circumstances of participants
- Impact on community well-being
- Reaction of participants
- Reaction of supervision staff (Probation and Parole)

The numbers provided by area agencies reflect 49 individuals reentering Champaign County from incarceration are homeless and 50 are at-risk of homelessness. Approximately 20 individuals are currently receiving housing services locally. A future need for housing and/or homeless prevention services is anticipated for a minimum of 100 released individuals.

Prevention of homelessness among the at-risk population could involve short-term rent assistance, assistance with money management, or development of additional affordable housing options. Housing resources are needed to effectively and efficiently address the range of needs individuals in the reentry population present. For example, transitional housing in a designated location, such as a halfway house, may resolve obstacles for some individuals reentering the community from incarceration, not only to obtain temporary housing, but to provide some structure to those who require it as they transition from incarceration and complete restriction to freedom and lack of boundaries. Others may need financial support, in the form of rent payment, the first month or two after release. In this case, emergency grant funds would effectively address the need without requiring costly and unnecessary monitoring of these individuals. In a similar

REENTRY BEST PRACTICES

vein, the need for housing as a component of reentry does not exist by itself and should be addressed in various reentry components.

A rent assistance model may be ideal. In order to demonstrate a level of responsibility and compliance with program guidelines, eligible individuals should participate in transitional housing prior to receiving rent assistance. It is recommended that participants contribute to rent and utilities in an amount equal to 30% of their gross income. Upon meeting this requirement, participants may receive lesser assistance for an additional six months. During the housing assistance participation period, a personal plan for successful management of finances and housing needs should be developed.

Recommendations regarding the issue of housing, as it relates to reentry programming, were primarily provided by Bruce Suardini, Lisa Benson, and Bruce Barnard.

Education and Employment

Employment is often considered to be the most important component in successful reentry programming and can provide a sense of structure and responsibility, in addition to income, as formerly incarcerated people reenter society upon release. However, research does not support the suggestion that simply providing employment for an individual is a solution for reducing criminal behaviors. A variety of barriers to gainful employment exist for most justice-involved individuals.

Approximately 40 percent of federal and state prisoners lack a high school credential, compared to less than 20 percent of the general population. Therefore, many offenders are ill-equipped to stop the revolving door of justice-involvement because they lack the education and workforce skills needed to succeed in the labor market, in addition to the cognitive skills required to address the challenges of reentry. Furthermore, education and training opportunities, for individuals who frequently cycle in and out of prison, are often further hindered by a lack of coordination and communication among institutions and community-based education programs and their partners providing services.

Despite there being no single answer, mounting research confirms that providing offenders with education and training increases their employment opportunities, addresses their cognitive deficits, and helps reduce their likelihood of recidivating. Yet, one must bear in mind that, as with all other aspects of reentry, education and employment needs differ among individuals. Formerly incarcerated people without previous work experience face particular difficulty in finding gainful employment upon release. Therefore, individuals with weak employment and educational histories will need additional assistance with finding a job upon release from incarceration.

The U.S. Department of Education, Office of Vocational and Adult Education supported the development of a correctional education reentry model illustrating an education continuum to bridge the gap between prison and community-based education and training programs. The goal of the model is to ensure that offenders can gain the knowledge and

REENTRY BEST PRACTICES

skills needed to obtain long-term, living-wage employment, and transition successfully out of the corrections system. The model focuses on:

- Strengthening and Aligning Education Services
- Infrastructure
- Integrating Education in the Corrections System

Bearing this model in mind, it is important to be mindful, too, that a significant overlap exists between the factors that make someone high-risk and those that impact employability. Antisocial attitudes, beliefs, peers, and personality patterns affect how an individual performs in the workplace. Therefore, evidence-based assessments should be used to determine the timing, level, and type of job-readiness interventions that individuals need (Duran, Plotkin, Potter, & Rosen, 2013, p. 17).

Utilizing evidence-based tools to assess individual risk for criminal behavior and using that information to inform individualized services based on need is a core component of effective strategizing for recidivism reduction. Concurrently, studies conducted by the workforce development field demonstrate the importance of matching services to an individual's level of job readiness. Employment programs are exceptionally well positioned to address risk factors because a large numbers of adults with criminal histories already seek their services and resources. Therefore, employment programs can lead to better outcomes for individuals with criminal histories by attending to both their job-readiness and risk-related needs.

To improve outcomes for this population, best practices from the workforce development field should be tailored to the reentry population in ways that attend to individual levels of job readiness and criminogenic risk factors. State and local government officials and service providers need a common framework to think about which individuals with criminal histories should be prioritized for the most intensive programming slots that require considerable resources, and which individuals will be successful with services that are less resource intensive. Doing so is difficult and requires a reliable process to determine sub populations within the formerly-incarcerated population that will most benefit from available resources.

The Resource-Allocation and Service-Matching Tool has been identified as such a tool and is based on risk of reincarceration and job readiness, which are used for grouping individuals being released from prison or jail or who are under community supervision. Four groupings result from these two assessments, and each can be tied to a combination of corrections and supervision policies, employment program components, and service-delivery strategies.

Champaign County

There are a variety of education and employment resources, available to the reentry population, in the Champaign County Community. Urbana Adult Education (UAE) Center provides education services to anyone 16 years and older who is not enrolled in a regular school program in Urbana, Champaign, or neighboring communities. Parkland

REENTRY BEST PRACTICES

College Adult Education offers free services and instruction to adults who need to improve their basic literacy skills, do not have their high school diploma, and do not speak English as their first language.

Parkland offers free GED preparation classes to help qualified individuals learn the reading, math, and other skills needed to pass the GED exam. Classes are tailored to the individual's level of readiness. Further, Parkland offers GED classes to inmates in Champaign County Correctional Center. Testing is conducted by the GED instructor at specific, required intervals. However, according to the Director of Adult Education Services at Parkland, inmates who participate in GED classes while incarcerated in the Champaign County jail rarely continue GED coursework through Parkland College after release.

Illinois Department of Employment Security (IDES) has a location in Champaign, IL. Stanley White, an Employment Service Representative, is the designated contact for employment seekers with criminal histories. The facility offers many resources to support all job seekers, including online application support. In addition, The Division of Rehabilitative Services (DRS) is the lead state agency providing services to people with disabilities and provides a variety of employment-related supports to eligible individuals. The Vocational Rehabilitation Program assists disabled individuals with preparation for employment, going to college or vocational training, and assistance in maintaining employment. Criminal history is not a barrier to receiving services provided by DRS; however, if an individual is involved with the Bureau of Prisons, for example living in a federally funded Halfway House, he or she is not eligible to receive services through the agency, until such involvement is terminated.

Outcomes

Outcome measures for the evaluation of education and employment reentry programming should include:

- Educational achievement
- Skill development
- Job placement
- Job retention
- Impact on recidivism
- Impact on other life circumstances such as:
 - Ability to afford housing or improve living arrangements
 - Ability to support family or dependents

Simply mandating an individual to obtain an educational certificate or a job does not alleviate existing barriers to those goals. A better understanding of individual needs is required to more satisfactorily address and resolve such issues. Obtaining an evidence-based job-readiness assessment, consistent with a validated criminogenic risk assessment, such as the LSI-R, is needed. In addition, training individuals working with the reentry population, such as reentry case managers, and probation or parole officers, in effective administration of such assessments is required.

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Assessment of education level and employability should be well integrated into the reentry system by making it a component of intake and case management services and closely linking it to support and employment services. The LSI-R has been recommended for the reentry program and its use by the Reentry Case Manager, as well as training for the effective administration of the LSI-R. Finally, the adoption of evidence-based education and job-readiness assessments is recommended for use by the Reentry Program Case Manager.

Group services should be developed and implemented to build skills in job-readiness and self-efficacy in employment in the reentry populations, as well as the criminal justice population served by other Community Elements programs. Formal referral arrangements and informal relations should be developed with key staff of organizations working in the areas of employment services and adult education.

Marlon Mitchell lent support in gathering education and employment information as it relates to the reentry population in Champaign County.

Peer Support

According to the SAMHSA's GAINS Center (2012), forensic peer support brings together individuals with shared experiences, primarily with justice involvement, and often with mental illness, substance use problems, socio-economic, and/or further challenges that affect their ability to successfully reintegrate in their communities. While research suggests that mentoring can provide genuine benefits in strengthening outcomes of a multi-faceted reentry program (Cobbs Fletcher, 2007), there is little research available on peer mentoring strictly for the formerly incarcerated population. In general, peer mentoring research involves those with mental health and/or substance use disorders.

A Forensic Peer Specialist encompasses a variety of roles and specific duties. Job requirements, training, and qualifications vary across settings (SAMHSA GAINS Center, 2012; Harrington, 2011; Miller & Fuller, 2007). One of the particular strengths of increasing the overall involvement of peers with histories in the behavioral health and criminal justice systems is that they have a better understanding of the culture of incarceration and the significant challenges that any involvement in the system has on such factors as eligibility for entitlements, housing, and employment. As such, peer staff can improve independence and self-sufficiency by facilitating linkage to available resources and services; showing empathy and sharing stories of past challenges and recovery; and assisting in development of crisis plans, interventions, and strategies. Empowerment is used as a strategy to support wellness goals and positive lifestyle change. A peer wellness coach does not apply counseling strategies or interventions.

Training individuals to function as peer mentors is important to ensure that job tasks and duties are performed effectively and appropriately. Matching the training to the responsibilities and qualifications is crucial for all peer specialists. Training is necessary

REENTRY BEST PRACTICES

to ensure consumers are counseled and responded to appropriately. Peer mentoring training topics often include:

- Communication skills
- Boundaries between professional practice and private life
- Client confidentiality
- Conflict resolution
- Health and safety
- Motivational interviewing
- Working with drug and alcohol users
- Mental Health First Aid

Champaign County

Marlon Mitchell has received 501(c)(3) status to establish a peer mentoring group and drop-in center, *First Follower Foundation*. The peer support service will convene in a local church in the Champaign County community. *Bethel African Methodist Episcopal Church* has agreed to allow *First Follower Foundation* to utilize its site two days per week, for approximately four hours each day, as a drop-in center that will house peer mentoring supports and resources specific to offender reentry programming.

As such, Community Elements has developed and proposes to implement training for *First Followers* by using resources allocated by the County for supportive reentry activities. The following topics are included in the initial training: Confidentiality and Ethics, Dual Relationships and Boundaries, Basic Communication Skills, Motivational Interviewing, and Components of Wellness Recovery Action Planning (RAP). As additional needs are identified, Community Elements will facilitate the development of further trainings.

GROW in Illinois is a not-for-profit mental health organization run by its members and largely funded by the Department of Mental Health. GROW has been active in Illinois for 26 years and currently has a network of 115 mutual help groups across the state. Among these are general GROW groups that meet at community venues and groups for special populations that meet in professionally-operated facilities. For example, GROW groups for special populations meet in hospitals, mental health agencies, drop-in centers, and forensic units across the state. Walt Blumenshine, a fieldworker for local GROW efforts, conducts groups at Community Elements' 801 N. Walnut location, on a weekly basis. Anyone is welcome to participate in a group.

Outcomes

Outcome measures for a peer mentoring component specific to reentry include:

- Decreased criminogenic risk
- Reduced recidivism
- Enhanced integration into the community
- Improved life circumstances
- Increased participation in prosocial activities

REENTRY BEST PRACTICES

- Improved relationships
- Increased gainful employment
- Improved professional skills
- Improved soft-skills
- Increased self-confidence
- Increased trust in others
- Reduced social isolation

Peer mentoring may act as a referral source for reentry services for those who are determined to be low-risk. Like the other components of reentry, peer mentoring options should be individualized. As such, there is not one specific model required for the development of an effective offender peer mentoring program. Rather, a collection of models (i.e. one-to-one peer mentoring model, group peer mentoring model, and a combination of peer mentoring models) should be available for reference in a reentry program. That is, a variety of options should be available to address the diverse needs that exist among the reentry population. In that vein, it may also be worth looking at restorative justice practices to inform reentry programming.

In addition, the involvement of consumers or peer advocates on advisory boards is instrumental to program success. The lived-experience of formerly incarcerated individuals is a valuable resource, which must be utilized to appropriately inform effective planning and decision-making processes. Doing so is vital to lessening the turnover rate of those allocating their time as peer mentors, by increasing their buy-in to the effort. Including individuals with personal perspective will strengthen the resiliency of the peer mentoring component, as well as the overall program. Finally, research identifies family engagement and support as predictive of positive reentry outcomes. In light of this, incorporating additional support structures, such as family support services, should be integrated into reentry programming.

Recommendations regarding peer support in reentry programming were primarily provided by Marlon Mitchell, Walt Blumenshine, Jerry Thomas, and Charles “Tyke” Peacock.

Conclusion

The research reports presented, ensuing discussions among Reentry Council members, and interviews with formerly-incarcerated individuals indicate that effective reentry programming involves multiple best-practices. These include:

- **Contacting inmates during incarceration**, as early after sentencing as possible, to develop a positive rapport and begin creating a successful reintegration plan. Doing so enhances inmates’ awareness of expectations post-release, as well as familiarizing them with local resources, to improve their chances of successful reintegration.
- **Using an evidence-based risk-needs-assessment tool**, such as the LSI-R, to adequately assess each inmate’s level of recidivism risk and appropriately match

REENTRY BEST PRACTICES

services and programming to effectively meet the needs of returning citizens, in addition to utilizing valuable community resources most efficiently. Additionally, risk-needs-assessments assist data collection efforts.

- **Consistency throughout all agencies and departments** involved in a reentry initiative is recommended, through language, action, and organizational culture.
- **Assessing education level and employability** should be well integrated into the reentry system by making it a component of intake and case management services and closely linking it to support and employment services.
- **Developing and implementing group services** to build skills in job-readiness and self-efficacy in employment in the reentry populations, as well as the criminal justice population served by other Community Elements programs.
- **Improving discharge planning from jails and prisons**, to connect people to necessary supports such as housing, health, and behavioral health support, income and work supports, and health coverage prior to discharge.
- **Peer mentoring** may act as a referral source for reentry services for those who are assessed as low-risk. Similar to other components of reentry, peer mentoring options should be individualized to meet the unique needs of individuals.
- **Involving consumers or peer advocates** on advisory boards will enhance program success. Including individuals with personal perspective will strengthen the resiliency of the peer mentoring component, as well as the overall program.
- **Incorporating additional support structures**, such as family support services has indicated positive reentry outcomes.

Specific Action Items

As we look forward to the upcoming year, to progress reentry programming and services, we intend to aid the pursuit of federal funding for people with co-occurring disorders, returning to our community from incarceration. Additionally, after having written a supportive housing proposal, we hope to enhance the availability of housing for homeless individuals, including those with criminal histories. Having been awarded a grant from the Orange Krush Foundation, to aid transportation of reentry participants, we plan to continue applying to various governmental and private funding sources to aid the sustainability and growth of the reentry program. Finally, we will consider more in depth, how to develop further vocational support into reentry services.

* A complete report for each researched component of reentry is available upon request.

REENTRY BEST PRACTICES

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CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM

PLEASE TYPE OR PRINT IN BLACK INK

NAME: Nathan Montgomery

ADDRESS: 407 N Harrison Street Philo IL 61864
Street City State Zip Code

EMAIL: nathan@saltandlightministry.org PHONE: (217) 355-5654

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: Rural Transit Advisory Group

BEGINNING DATE OF TERM: 12/1/2014 ENDING DATE: 11/30/2016

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?

Since the low-income population in our area is one of the target transportation dependent groups served by C-CARTS, as the executive director of a local non-profit (Salt & Light) that works with this particular demographic, I am equipped to speak to issues related to this particular group. As a resident of a rural community (Philo) I would also bring that perspective to my service.

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 individual in this particular capacity is to balance representing the interests of the constituency served by C-CARTS, while responsibly stewarding the program in such a way that ensures both it's growth and longevity.

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

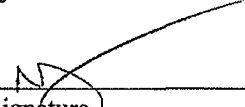
My understanding is that C-CARTS is operated by CUMTD, but overseen by Champaign County. CUMTD facilitates the service including providing the vehicles and personnel.

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

Date

2/5/15



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
FEBRUARY
2015

Liquor Licenses & Permits	-
Civil Union License	70.00
Marriage License	4,760.00
Interests	12.26
State Reimbursements	-
Vital Clerk Fees	22,442.25
Tax Clerk Fees	8,279.83
Refunds of Overpayments	<u>29.48</u>
TOTAL	35,593.82
Additional Clerk Fees	1,402.00



Gordy Hulten
Champaign County Clerk
Champaign County, Illinois

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Fax: (217)384-1241
TTY: (217)384-8601

MEMORANDUM

TO: Champaign County Board
Champaign County Administrator Deb Busey

FROM: Champaign County Clerk Gordy Hulten

DATE: March 5, 2015

SUBJECT: Polling Place Change for Sidney

This memo accompanies a draft Resolution with a proposed change to the Election Day polling place for Sidney.

Sidney has voted for a number of years at the Sidney Town Hall at 102 East Byron in Sidney. Late in February 2015, Sidney Township Supervisor Tim Osterbur informed us that the Town Hall could no longer serve as a polling place for future elections.

Supervisor Osterbur worked with us to identify a suitable replacement polling location in Sidney, and working together we determined that Sidney United Church at 501 East Main Street in Sidney would be available for use as a permanent polling place for Sidney. We toured the building to evaluate its location, accessibility, parking and other logistical considerations and we are convinced the building will be an excellent polling place facility. Sidney United Church has offered their facility for use as a permanent polling place beginning with the April 7, 2015 Consolidated General Election.

Therefore, in the accompanying Resolution, we are asking for County Board action to permanently change the Election Day polling place for Sidney to Sidney United Church at 501 East Main Street in Sidney.

If the Board makes this change, we will mail new voter information cards immediately to the registered voters in Sidney, and send an additional letter just before the April election explaining the location change and detailing the new location and other voting options if the change is an inconvenience.

RESOLUTION NO. _____

**A RESOLUTION TO ESTABLISH PLACE OF ELECTION
FOR SIDNEY**

WHEREAS, pursuant to 10 ILCS 5/11-2, the County Board shall fix and establish the places for holding elections in its respective county and all elections shall be held at the places so fixed; and

WHEREAS, the County Board of Champaign County seeks to ensure that voters can easily identify the location of established polling places; and

WHEREAS, the County Board of Champaign County established polling places for all Champaign County precincts on December 20, 2011; and

WHEREAS, the Sidney Town Hall at 102 East Byron in Sidney had served as the polling place for Sidney but is unavailable for future elections; and

WHEREAS, Sidney United Church at 501 East Main Street in Sidney has been secured as a replacement permanent polling place for Sidney;

NOW, THEREFORE, BE IT RESOLVED, by the Champaign County Board, Champaign County, Illinois, that the place for holding elections in Champaign County precinct Sidney is changed to Sidney United Church at 501 East Main Street in Sidney.

PRESENTED, PASSED, APPROVED, AND RECORDED this 19th day of March, A.D. 2015.

Patti Petrie, Chair
Champaign County Board

ATTEST:

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

OFFICE OF THE CORONER
CHAMPAIGN COUNTY



202 S. Art Bartell Rd.
Urbana, Illinois 61802

(217) 384-3888
FAX: (217) 384-1290

DUANE E. NORTHRUP
County Coroner

March 3, 2015

Patsie Petrie, Chair
Jeff Kibler, Vice-Chair
Champaign County Policy Committee

Re: Request to accept new Forensic Pathologist's request to buy into Champaign County's health insurance plan

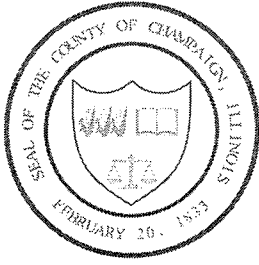
Dear Ms. Petrie & Mr. Kibler,

I have received a request from Dr. Shiping Bao, Coroner's Forensic Pathologist to purchase health insurance for himself and his family through Champaign County's health insurance plan. Dr. Bao is an independent, board certified pathologist (contractor) who provides autopsy services for Champaign County and several neighboring counties through arrangement with the Champaign County Coroner's Office. Dr. Bao's primary source of income comes from autopsies performed at request of the coroner's office however; he is not an employee of Champaign County and therefore provides his own health insurance at this time. Dr. Bao's insurance premiums would be greatly reduced if he were able to join a larger group plan such as Champaign County. Dr. Bao is aware he would be responsible for the entire premium associated with joining Champaign County's health plan and any additional expenses associated with adding Dr. Bao to the Champaign County health insurance. Allowing Dr. Bao to purchase health insurance through the Champaign County health plan requires approval by the County Board and I respectfully request the Policy Committee review this request and make a recommendation to the full Board for approval of this request.

Respectfully submitted,

A handwritten signature in black ink that reads "Duane E. Northrup". The signature is written in a cursive style.

Duane E. Northrup
Champaign County Coroner



CHAMPAIGN COUNTY ADMINISTRATIVE SERVICES

1776 East Washington Street, Urbana, Illinois 61802-4581

ADMINISTRATIVE, BUDGETING, PURCHASING, & HUMAN RESOURCE
MANAGEMENT SERVICES

Deb Busey, County Administrator

ADMINISTRATIVE SERVICES – MONTHLY HR REPORT FEBRUARY 2015

VACANT POSITIONS LISTING

FUND	DEPT	POSITION TITLE	HOURLY RATE	REG HRS	REGULAR SALARY	FY 2015 HRS	FY 2015 SALARY
80	22	Deputy County Clerk	\$12.04	1950	\$23,478.00	1957.5	\$23,568.30
80	28	PC App Programmer	\$24.82	1950	\$48,399.00	1957.5	\$48,585.15
80	31	Court Clerk	\$15.19	1950	\$29,620.50	1957.5	\$29,734.43
80	36	Assist Public Defender	\$24.81	1950	\$48,379.50	1957.5	\$48,565.58
80	40	Deputy Sheriff	\$22.20	2080	\$46,176.00	2088	\$46,353.60
80	40	Deputy Sheriff	\$22.20	2080	\$46,176.00	2088	\$46,353.60
80	41	Assist State's Attorney	\$24.81	1950	\$48,379.50	1957.5	\$48,565.58
80	71	Maintenance Worker	\$14.17	2080	\$29,473.60	2088	\$29,586.96
80	71	PT Custodian	\$10.63	1040	\$11,055.20	1044	\$11,097.72
80	140	Correctional Officer	\$18.85	2080	\$39,208.00	2088	\$39,358.80
80	140	Correctional Officer	\$18.85	2080	\$39,208.00	2088	\$39,358.80
80	140	Lieutenant	\$38.57	2080	\$80,225.60	2088	\$80,534.16
80	140	PT Master Control Officer	\$12.04	1040	\$12,521.60	1044	\$12,569.76
80	140	PT Master Control Officer	\$12.04	1040	\$12,521.60	1044	\$12,569.76
83	60	Senior Engineer	\$24.82	2080	\$51,625.60	2088	\$51,824.16
-- TOTAL --			\$296.04		\$566,447.70		\$568,626.35

UNEMPLOYMENT REPORT

Notice of Claims received – 2 total
Circuit Court – 1
RPC – 1

Employer Protests Filed – 2 total
RPC - 1
Nursing Home - 1

Benefit Determinations - 3
Sheriff – 1 (approved)
Head Start – 1 (denied)
Nursing Home – 1 (denied)

PAYROLL REPORT

FEBRUARY PAYROLL INFORMATION

Pay Group	2/6/2015		2/20/2015	
	EE's Paid	Total Payroll \$\$	EE's Paid	Total Payroll \$\$
General Corp	503	\$931,196.76	521	\$935,891.68
Nursing Home	211	\$265,882.46	218	\$239,850.80
RPC/Head Start	222	\$280,881.93	219	\$269,882.61
Total	936	\$1,477,961.15	958	\$1,445,625.09

HEALTH INSURANCE/BENEFITS REPORT

February, 2015

Total Number of Employees Enrolled: 728

General County Union:

Single 209; EE+spouse 28; EE+child(ren) 68; Family 31; waived 43

Nursing Home Union:

Single 72; EE+spouse 8; EE+child(ren) 5; Family 1; waived 9

Non-bargaining employees:

Single 119; EE+spouse 36; EE+child(ren) 38; Family 16; waived 45

Life Insurance Premium paid by County: \$2,154.15

Health Insurance Premium paid by County: \$370,961.50

Health Reimbursement Account contribution paid by County: \$23,500.00

TURNOVER REPORT

Turnover is the rate at which an employer gains and loses employees. To get the best picture for turnover the calculations are based on rolling year averages.

General County

February 2015 : 9.60% average over the last 12 months

February 2015: 5 out of 600 Employees left Champaign County- one was a voluntary resignation and four were retirements

WORKERS' COMPENSATION REPORT

Entire County Report	February 2015	February 2014
New Claims 2/1 – 2/28	4	1
Closed Claims 2/1 – 2/28	7	12
Open Claims	29	12
(Ongoing #, total number of open claims as of 2/28)		

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

February 2015	9
February 2014	12

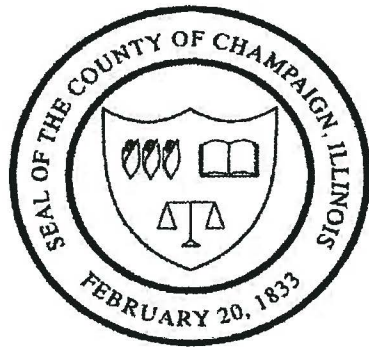
EEO REPORT

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

February 2015 Monthly EEO Report General County Only	Master Control Officer (Part-time)	Kennel Worker (Part-time)	Kenne Worker (Full-time)	Legal Secretary (State's Attorney)	TOTALS
Total Applicants	48	53	67	68	236
Male	22	14	22	4	62
Female	26	36	44	63	169
Undisclosed	0	3	1	1	5
Caucasian	30	40	53	50	173
African-American	11	4	8	7	30
Asian or Pacific Islander	1	1	0	4	6
Hispanic	3	3	2	2	10
Native American or Alaskan Native	0	1	0	0	1
Two or more races	2	1	2	3	8
Undisclosed	1	3	2	2	8
Veteran Status	6	1	3	0	10
Disability	0	1	0	1	2

ADMINISTRATIVE SUPPORT to COUNTY BOARD REPORT

Agendas Posted	15	Meetings Staffed	9	Minutes Posted	9
Appointments Posted	8	Notification of Appointment	3	Contracts Posted	3
Calendars Posted	6	Resolutions Prepared	27	Ordinances Prepared	1



**ORDINANCE NO. 779
AN ORDINANCE ESTABLISHING THE
CHAMPAIGN COUNTY PERSONNEL POLICY**

Adopted May 18, 2006

Date of Last Revision: December 20, 2011

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EXHIBIT A – RECOMMENDED DISCIPLINARY PROCEDURE.....Error! Bookmark not defined.Error! Bookmark not defined.57****

Statement of Applicability

This policy shall not apply to employees covered by a collective bargaining agreement between the Champaign County Board or a Champaign County Elected Official and a labor union. Nor shall this Policy apply if doing so would violate a collective bargaining agreement.

This Policy shall not apply to employees of the Champaign County Regional Planning Commission, Champaign County Mental Health Board, or Champaign County Nursing Home, or to any employee subject to the Administrative Procedures and Rules and Regulations of the Champaign County Sheriff's Merit Commission.

This Policy shall not apply to the appointed Members of the Board of Review.

This policy shall not apply to the office of any Champaign County Elected Official absent a written notice from the same indicating he or she is adopting the policy, and specifying any portions of the policy he or she is not adopting. Elected Officials are requested to serve written notice upon the Chair of the Champaign County Board if this policy or any portion(s) thereof shall not apply to employees of the Official's department. Such notice is requested to be served within the first three months of the Elected Official's first term of office. Current copies of Elected Officials' written notices shall be maintained on file with the County Administrator's Office. A Champaign County Elected Official who adopts this policy shall be treated as a Department Head for purposes of this policy, except as otherwise stated.

Pursuant to 730 ILCS 110/0.01et seq., the following Sections of the Policy shall not apply to the positions of Court Services Officer, Senior Court Services Officer, Chief Administrative Officer, Intake Officer, Court Services Supervisor, Assistant Director of Probation and Court Services, and Director of Probation and Court Services, within the Champaign County Court Services Department.

- a. Section 2-1.3 – Recruitment Procedure
- b. Section 2-1.5 – Application Process
- c. Section 2-1.6 – Interviewing & Hiring Procedure
- d. Section 2-1.7 – Employee Promotion
- e. Section 2-1.8 – Department Head Hiring Procedure
- f. Section 2-1.9 – Orientation & Terms of Employment
- g. Section 2-2 – Probationary Period
- h. Section 4-2 – Appointed Department Head Appraisals
- i. Section 5-2.4 – Involuntary Termination Appeal
- j. Section 5-3 – Name Clearing Hearing
- k. Section 6-1 – Grievances
- l. Section 6-3 – Disciplinary Action
- m. Section 6-4 – Involuntary Termination
- n. Section 7-5 – Compensatory Time/Overtime

DISCLAIMER

This Policy provides a guide for employees, the County Board, Administrative Staff, and Department Heads, including those Champaign County Elected Officials who elect to adopt it. It is also intended to acquaint new employees with County procedures. However, the employer reserves the right to take whatever action it deems appropriate given the circumstances. Failure to follow the Policy shall not invalidate any action taken. Employees should not read this Policy as creating an employment contract, express or implied, or a promise that it will be followed in all cases. Except as otherwise stated in its collective bargaining and employment agreements, employees of Champaign County are employed at-will. Nothing in this Policy is intended to alter this employment-at-will relationship. The County Board, its designated representative, and, as applicable, Champaign County Elected Officials, may unilaterally revise, revoke, suspend, or amend this Policy at any time. Interpretation of this Policy is vested solely in the County Board, or its designated representative, or, in the case of Champaign County Elected Officials, in those Officials. However, the employer may not unilaterally revise, revoke, suspend, or amend Chapter 7-4 or 7-5, and said compensatory time shall be consideration for this disclaimer and all other changes in this Policy as of (date of adoption).

CHAPTER 1 - DEFINITIONS

1-1 FULL-TIME EMPLOYEE - An employee who works in a position which is approved by the County Board, and which is generally budgeted based on a 37.5 or 40.0 hour work week, but must be budgeted for at least 30 hours per week. Full-time employees are eligible for County paid-time-off benefits, health/life insurance benefits, and retirement benefits. Full-time appointed and elected department heads are also eligible for these benefits.

1-2 PART-TIME EMPLOYEE - An employee who works in an approved position, which is budgeted at less than 6.0 hours per day or 30 hours per week. Part-time employees are not eligible for health/life insurance benefits, but generally receive proportionate paid-time-off benefits, and do participate in the retirement plan.

1-3 TEMPORARY EMPLOYEE - A person who is hired for a specific period of time or to complete a specific task. Temporary employees fill no specific position. Hours worked and hourly rate are set by the department head within the constraints of a temporary salary budget approved by the County Board. Temporary employees are not eligible for health/life insurance benefits or for paid-time-off benefits. Temporary employees participate in the retirement plan if they work, or are expected to work, 1,000 hours annually.

1-4 PER DIEM EMPLOYEE - An individual, including Department Heads, who receives a standard sum of remuneration for each day worked is considered a per diem employee and is not eligible for County benefits, unless otherwise stated.

1-5 BOARD - The County Board of the County of Champaign, Illinois.

~~**1-6 PARENT COMMITTEE** - A standing committee of the Champaign County Board assigned liaison relationship with a department of County government. For purposes of this policy, County Board standing committees shall be parent committees to corresponding departments as follows:~~

- ~~a. Policy, Personnel, & Appointments Committee - Administrative Services~~
- ~~b. Justice & Social Services Committee - Animal Control, EMA, Nursing Home~~
- ~~c. Finance Committee - Board of Review, Supervisor of Assessments~~
- ~~d. Highway Committee - Highway Department~~
- ~~e. Environment & Land Use Committee - Zoning, Planning & Enforcement~~

Comment [DB1]: Current Board Policies and Rules do not document or require reference to Parent Committee

1-7-6 POLICY, PERSONNEL, & APPOINTMENTS COMMITTEE - The Policy, Personnel, & Appointments Committee of the Champaign County Board.

1-8-7 COUNTY ADMINISTRATOR - The County Administrator is responsible for human resource management. Employees in the Administrative Services Department who report to the County Administrator are responsible for county-wide human resource functions including, but not limited to, payroll services and administration of employee benefits.

Comment [DB2]: Correction required due to position changes in Administrative Services

~~**1-8-A HUMAN RESOURCES GENERALIST** - Employee of the County Administrator's Office responsible for administering certain human resources functions as outlined in this Policy.~~

~~**1-8-B INSURANCE SPECIALIST** - Employee of the County Administrator's Office responsible for administering insurance benefits for the employees of Champaign County.~~

1-9-8 UNDERUTILIZATION OF MINORITIES - The employment of fewer minority workers in a particular job classification than would reasonably be expected by the minority workers' availability in the workforce.

1-10-9 JOB SHARING - The sharing of one full-time Champaign County non-supervisory position by two individuals.

1-11-10 DAYS - All references to number of days in this policy shall be understood to be working days, and shall not include weekends or legal state/federal holidays or when the County Offices are closed by order of the Sheriff of Champaign County.

1-12-11 DOMESTIC PARTNER - Domestic Partners are persons who:

- a. Are at least 18 years of age.
- b. Are competent to contract at the time the domestic partnership statement is completed.
- c. Are not legally married to any person and not related in any way that would prohibit marriage in our state of operation.
- d. Are each other's sole domestic partner.
- e. Share permanent residence.

Domestic partners must have at least three of the following:

- a. Joint lease, mortgage, or deed on which both the employee and his/her partner are identified as owners or tenants.
- b. Joint ownership of vehicle.
- c. Joint ownership of a checking account or credit account.
- d. Designation of the domestic partner as beneficiary for the employee's life insurance or retirement benefits.
- e. Shared household expenses.

CHAPTER 2 - EMPLOYMENT, HIRING, AND PROBATION

Section 2-1 Amended 12/20/2011, Ordinance No. 900

2-1 RECRUITMENT AND HIRING

2-1.1 Equal Employment Opportunity (EEO) Statement - Employees and applicants for employment at Champaign County can be assured fair and equitable treatment with the provisions of EEO. Under the laws enforced by EEOC, it is illegal to discriminate against someone (applicant or employee) because of that person's race, color, religion, sex (including pregnancy), national origin, age, disability or genetic information. It is also illegal to retaliate against a person because he or she complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit.

Additionally, in accordance with the Illinois Human Rights Act, it is illegal to discriminate against someone because of sexual orientation, ancestry, citizenship status, marital status, military service, unfavorable military discharge, order of protection status, or arrest record.

These laws apply to all aspects of employment including benefits, discharge, discipline, firing, harassment, hiring, promotion, recruitment, renewal of employment, selection for training or apprenticeship, tenure, terms and conditions of employment, training, transfer, and wages.

2-1.2 Affirmative Action Program (AAP)

- a. Administration and Scope - The Champaign County Affirmative Action Program shall be administered by the County Administrator, under the

direction of the Policy, Personnel, & Appointments Committee. The Department of Labor's regulations prohibit discrimination in such employment practices as recruitment, rates of pay, upgrading, layoff, promotion, and selection for training. Employers may not make distinctions based on race, color, religion, sex, or national origin in recruitment or advertising efforts, employment opportunities, wages, hours, job classifications, seniority, retirement ages, or job fringe benefits such as employer contributions to company pension or insurance plans. The Affirmative Action Program shall be implemented in all cases, including, but not limited to employment, promotion, demotion, discipline, grievances, transfers, testing, advertising, lay off, termination, rates of pay or other forms of compensation, and selection for training.

- b. Program Development - In order to develop and carry out the Affirmative Action Program, the ~~Human Resources Generalist~~ County Administrator through the Administrative Services Department shall be responsible for the following functions:

Comment [DB3]: Staffing Update/Correction

- (i) Preparing a brief analysis of sex and race of current personnel by job classification;
- (ii) Preparing a brief statement for internal or external dissemination of the Personnel Policy and commitment to affirmative action;
- (iii) Identifying problems, e.g., the underutilization of minorities by job classification and by salary range;
- (iv) Suggesting the execution of programs or procedures designed to address underutilization of minorities;
- (v) Reviewing promotion practices within each department or agency to determine whether employees are being promoted in accordance with established, reasonable goals and timetables;
- (vi) Comparing job duties and rates of compensation to ensure that the rates of compensation for jobs which require equal skill, effort, and responsibility, and which are performed under similar working conditions, are equal;
- (vii) Disseminating this Policy and reminding all Department Heads of the purpose of this Policy;
- (viii) Suggesting the execution of policy and procedures designed to eliminate discrimination against the protected classes specified in the Equal Employment Opportunities Statement (2-1.1); and
- (ix) Other procedures deemed necessary by the Policy, Personnel, & Appointments Committee.

The Affirmative Action Program ~~developed by the Human Resources Generalist~~ shall comply with all applicable state and federal laws and be developed in consultation with legal counsel.

- c. Reporting and Enforcement

- (i) All county departments and agencies shall provide the affirmative action information requested by the County Administrator in order to enable the County Administrator to carry out the functions listed in Section 2-1.2(b).
- (ii) All applicants for employment will be encouraged to complete a voluntary EEO/AAP self identification form upon applying for employment with the County. The race, gender, age and disability information gathered as pre-employment information will be treated as confidential and secured in the EEO files of the County Administrator's Office. The EEO/AAP self identification form will be used to track

applicant flow and utilized as a reference with the County's Affirmative Action Plan initiative. The EEO/AAP self identification form will include a statement of the County's EEO/AAP policy.

2-1.3 **Recruitment Procedure** - Recruitment efforts for position vacancies shall be conducted in the following manner:

- a. Recruitment efforts and publicity for available positions will be directed to all appropriate sources of applicants in a geographic area wide enough to attract qualified candidates and to assure equal opportunity for the public to apply. Professional positions should be listed in appropriate professional journals. Referral agencies, such as the University of Illinois, Parkland Community College, City of Champaign Community Relations Department, City of Urbana Human Relations Commission staff, Illinois Department of Employment Security, Office of Equal Opportunity and Access, PACE, Champaign Schools, News-Gazette, etc., should be utilized where appropriate. The County Administrator's Office shall be notified of position openings.
- b. All position openings shall be listed with the Illinois State Employment Service and shall be advertised in local newspapers, except:
 - (i) Openings filled by the promotion of a County employee;
 - (ii) Temporary vacancies of fewer than twenty (20) working days; or
 - (iii) Positions filled by a Department Head who has advertised for a vacancy in the same job description within the previous four (4) months.
- c. A position shall not be considered vacant if an employee appointed for a specified term is reappointed to continue to fulfill those job responsibilities for a new term.

2-1.4 **Advertisement**

- a. All solicitations or advertisements for employment will state that the County is an Equal Opportunity Employer and no advertisement for employment shall make reference to gender, except when gender is a bona fide occupational qualification.
- b. Position advertisement shall include the following:
 - (i) Position title and classification;
 - (ii) A brief description of the job duties;
 - (iii) A brief summary of training, experience, knowledge and skills required for the position; and
 - (iv) Statement that the County is an Equal Opportunity Employer.
- c. Advertisements about new or vacant positions shall be posted for the benefit of current employees who wish to apply for the position.
- d. Each advertisement will include a date after which no applications or resumes will be accepted. If there are usually continual openings for that job classification, a deadline date does not need to be included in the advertisement.
- e. Each advertisement announcing a vacant position shall be filed with the Office of the County Administrator.

2-1.5 **Application Process** - Each applicant shall complete an application which shall be signed to certify the truth of all statements contained therein. Deliberately false or misleading statements shall be grounds for rejection of an application or immediate termination if discovered after employment begins. References shall be checked.

2-1.6 **Interviewing and Hiring Procedure** - Qualified applicants shall be notified of the time and place of the interview. Interviews shall be conducted by the Department Head. The Department Head may request the assistance of the County Administrator's Office in conducting the interview. Job applicants shall not be asked about the existence, nature, or severity of a disability. However, job applicants may be asked about their ability to perform specific job functions. Medical examinations or inquiries may be made but only after a conditional offer of employment has been made and only if required of all applicants for the position. In making employment decisions, the Department Head shall individually assess whether a qualified person with a disability meets the selection criteria. The selection criteria used to disqualify any individual must be job-related and consistent with business necessity.

Comment [DB4]: Additional Language required for compliance with ADA.

All applicants who have either submitted an application or undergone an interview shall be notified when they are no longer being considered for a position. The Office of the County Administrator shall be notified as to the person hired, job title and salary, and the effective date of employment.

2-1.7 **Employee Promotion** - Department Heads may, without open advertising, promote an employee from one position to another position in County government, as defined in Section 9-1.5 Transfer.

2-1.8 **Department Head Hiring Procedure** - Unless otherwise provided by statute, when a Department Head position becomes vacant, the County Administrator may recommend to the County Board the promotion of another County employee to the vacant position. The need for recruitment and advertisement would thereby be eliminated. Alternatively, the County Administrator may recommend the establishment of a selection committee to include: the County Administrator, the County Board Chair; one Republican Board member and one Democratic Board member appointed by the Board Chair; and three other members to be appointed by the County Administrator. The selection committee shall be responsible for recruitment, and interviewing qualified applicants and recommending to the County Administrator a person to fill the vacant position. The County Administrator shall make a recommendation to the Board for final approval.

2-1.9 **Orientation and Terms of Employment** - Following the final selection of a candidate, the Department head or designee shall meet with the new employee to discuss the compensation for the position and criteria for job performance during the probation period. Upon hire of a new employee, the Department head or designee shall schedule the new employee for an orientation meeting at the Office of the County Administrator during which the new employee shall register for payroll, IMRF, parking and County-issued identification badge. During orientation, the employee shall receive an overview of County benefits and programs and a copy of the Personnel Policy, or the Policy will be made available by computer access.

The new employee will be asked to sign a receipt for the material presented during orientation. The employee will also be asked to sign an acknowledgement of receipt of an agreement to abide by the Champaign County Drug and Alcohol Policy.

Approximately 30 days prior to the employee's effective date for health and life insurance coverage, the employee will receive information outlining available benefits. A mandatory benefit orientation meeting for the employee will be

scheduled by the Office of the County Administrator, with notice of the meeting date and time provided to both the employee and Department Head.

- 2-1.10 **Anti-Nepotism Policy** - A Department Head, or person with authority to hire or promote or effectively recommend hiring or promoting employees within a department, shall not hire or reclassify or effectively recommend hiring or reclassifying within the department the following persons, whether related by blood, adoption or marriage: parent, grandparent, child, grandchild, sibling, spouse, or domestic partner. Persons hired in violation of this Policy shall be terminated, and persons reclassified in violation of this Policy shall be returned to their previous position, if vacant, otherwise they shall be terminated.

2-2 PROBATIONARY PERIOD

2-2.1 Duration

- a. **New Hire** - Each employee hired to fill an authorized full or regular part-time position must successfully complete a probationary period of six (6) months. Immediate supervisors shall conduct several informal meetings to orient the new employee to the position. At the close of the probationary period, the employee's employment will be changed to non-probationary status if the work is satisfactory as determined by the Department Head; however, employment may be terminated at this time, or earlier, if the employee's performance has not been satisfactory. A Department Head or, in the case of employment of an Appointed Department Head, the County Administrator, may extend the probation period up to an additional six months, if the employee's performance is not satisfactory at the end of the initial probationary period.
- b. **Promotions** - Each employee who has been promoted to fill an authorized full or regular part-time position must successfully complete a probationary period in the position to which they have been promoted of three (3) months. At the close of the probationary period, the employee's status in the promotional position will change to non-probationary if the work is satisfactory, as determined by the Department Head. However if the employee's work is not deemed satisfactory, every effort will be made to return the promoted employee to the position previously held, or a position of similar classification within the department. In addition, the Department Head may also consider termination of employment at the unsuccessful completion of the probationary period. A Department Head or, in the case of an employee promoted to an Appointed Department Head position - the County Administrator, may extend the probation period up to an additional three months, if the employee's performance is not satisfactory at the end of the initial probationary period.
- 2-2.2 **Evaluation** - Employees serving a probationary period shall receive a written evaluation once during the six-month (6-month) period. The evaluation should be completed no later than the end of the fifth month. The supervisor shall discuss the evaluation and progress toward satisfactory performance with the employee.

CHAPTER 3 – PERSONNEL RECORDS

3-1 MAINTENANCE

Employee personnel records shall be maintained for all employees at the Office of the County Administrator and/or at the department. The County Administrator or designee, Department Head or designee, and employee shall have the right to examine the employee's record. Personnel records shall be retained for a period of five (5) years after termination of employment.

3-2 CONTENTS OF EMPLOYEE RECORDS

3-2.1 Personnel records should contain the following information:

- a. A receipt for information received during orientation;
- b. All evaluations;
- c. Letters of reference, commendation or complaint;
- d. Applications;
- e. Memos of oral warnings and written employee warning records;
- f. Training records;
- g. Requests for leaves of absence;
- h. Attendance, sick leave, vacation leave, compensatory time, and overtime (if applicable) records;
- i. A record of persons seeking to examine documents in the employee's file and dates these documents were examined;
- j. Resignation letters; and
- k. All other job-related information used to determine the employee's qualification for employment, promotion, transfer, additional compensation, discharge, or other disciplinary action.

3-2.2 Any information obtained relating to an individual's physical or mental condition, medical history or medical treatment shall be collected and maintained on a separate form, in a separate medical file and will be treated as a confidential medical record, except that:

- a. Supervisor and managers may be informed regarding necessary restrictions on the work or duties of the employee and necessary accommodations;
- b. First aid and safety personnel may be informed, when appropriate, if the disability might require emergency treatment; and
- c. Government officials investigating compliance with federal or state regulations may review an employee's confidential medical record.

3-2.3 The Department Head shall not gather or keep a record of an employee's associations, political activities, publications, communications or non-employment activities, unless the employee submits the information in writing or authorizes the Department Head to keep or gather the information. This prohibition shall not apply to the activities that occur on County premises or during the employee's working hours with the County which interfere with the performance of the employee's duties or the duties of other employees or activities, regardless of when and where occurring, which constitute criminal conduct or may reasonably be expected to harm the County's property, operations or business, or could by the employee's action cause the County financial liability. A record which is kept by the Department Head as permitted under this Subsection shall be part of the personnel record.

3-3 RECORDS OF UNSUCCESSFUL APPLICANTS

A record of each unsuccessful applicant will be retained by the County Administrator ~~of~~ and/or the Department ~~Head for a period of eighteen (18) months following rejection of the applicant in accordance with the requirements of the Local Records Act.~~ The record shall contain the following information:

Comment [DB5]: To clarify compliance with Local Records Act and remove time frames that may change with the Act

- a. Sources of recruitment;
- b. Advertisements for the position;
- c. Letters of non-acceptance sent to candidates; and,
- d. Copies of any rating sheets used in selection and rejection of candidates.

3-4 EMPLOYEE ACCESS TO RECORDS

3-4.1 Employee Access - All current employees, and all employees who have left the employ of Champaign County within one year of the date of their request, shall have access to their personnel file, as required by the Personnel Records Review Act. The request to inspect records shall be in writing and the inspection shall be during regular business hours. The employee may request access to records a reasonable number of times per year but in any case shall have access, if requested, at least twice per year. The employer shall grant access within seven (7) business days of receiving the written request. The employee may designate in writing a representative to inspect the personnel record. The employee may obtain copies of any open documents in the file upon payment of the County's cost of duplication.

If the employee disagrees with any information in the file, and the employer does not remove or amend it, the employee may submit a written statement explaining his/her position which shall be attached to the disputed portion of the record.

3-4.2 Designated Representative Access – Notwithstanding Section 3-4.1, the right of the employee's designated representative to inspect his or her personnel records does not apply to the following, except as otherwise required by law:

- a. Letters of reference for that employee;
- b. Any portion of a test document, except that the employee may see a cumulative total test score for either a section of or the entire test document;
- c. Materials relating to the County or Department Head's staff planning, where the materials relate to or affect more than one employee, provided, however, that this exception does not apply if such materials are, have been, or are intended to be used by the employer in determining an individual employee's qualifications for employment, promotion, transfer, or additional compensation, or in determining an individual employee's discharge or discipline;
- d. Information of a personal nature about a person other than the employee if disclosure of the information would constitute a clearly unwarranted invasion of the other person's privacy;
- e. Records relevant to any other pending claim between the County or Department Head and the employee which may be discovered in a judicial proceeding;
- f. Investigatory or security records maintained by the County to investigate criminal conduct by an employee or other activity by the employee which could reasonably be expected to harm the County's property, operations, or business or could by the employee's activity cause the County financial liability, unless and until the County takes adverse personnel action based on information in such records.

3-4.3 Disclosure of Disciplinary Information – Except when disclosure is ordered to a party in a legal action or arbitration, or is otherwise required by law, the County shall not disclose any disciplinary information which is more than four years old to a third party. The County shall not disclose any disciplinary information without written notice except if disclosure is ordered to a party in a legal action or arbitration; information is requested by a government agency as a result of a criminal investigation by such agency; or disclosure is otherwise required by law. Notice shall be delivered by first class mail to the employee's last known address and shall be

postmarked on or before the day the information is disclosed. Disciplinary information less than four years old may be disclosed without written notice if the employee has specifically waived written notice as part of a signed employment application with another employer.

CHAPTER 4 - PERFORMANCE APPRAISAL

4-1 EMPLOYEE APPRAISALS

Department Heads will be responsible for the completion of one appraisal during the probation period and an annual evaluation thereafter for each employee. Annual evaluation forms and instructions on their use will be provided by the Office of the County Administrator. Each completed appraisal will be maintained in the employee's departmental personnel file. Appraisals will be based upon performance of job duties and other criteria. It is the responsibility of each department head to maintain a file of individual employee appraisals.

4-2 APPOINTED DEPARTMENT HEAD APPRAISALS

The County Administrator will be responsible for the completion of the annual performance appraisal for each of the appointed department heads serving under appointment by the County Board. The results of each department head appraisal will be reported by the County Administrator to the County Board in closed session.

CHAPTER 5 - RESIGNATION, REDUCTION IN FORCE AND TERMINATION BENEFITS

5-1 RESIGNATION

- 5-1.1 A letter of resignation shall be given to the Department Head at least two (2) weeks before the employee's last working day. The letter should state the reason for resignation and the last working day.
- 5-1.2 The Department Head shall notify the County Administrator's Office of all resignations.
- 5-1.3 Prior to the last working day, the employee may schedule an exit interview with the Human Resources Generalist, may complete an IMRF separation form or application for retirement at the County Administrator's Office and may contact the Insurance Specialist to continue health insurance through Federal COBRA provisions.

5-2 REDUCTION IN FORCE

- 5-2.1 **Partial Reduction** - Whenever it becomes necessary to reduce the number of employees in a department, the Department Head shall terminate employees in accordance with guidelines adopted by the County Board.
- 5-2.2 **Full Reduction** - Total elimination of a department would take place upon the recommendations of the Parent Committee and Finance Committee, with approval of the County Board.
- 5-2.3 **Re-employment** - Efforts will be made to transfer employees to vacancies in another department rather than terminate the employees due to a reduction in force.

Employees should complete an application if they wish to be employed in another County position.

- 5-2.4 An employee may appeal the termination pursuant to the provisions of Section 6-4 (Involuntary Termination).

5-3 NAME-CLEARING HEARING

- 5-3.1 **Purpose** - The purpose of the name-clearing hearing is to enable an employee to publicly rebut any public charges made against him or her in the course of that employee's termination or resignation. A name-clearing hearing is available to any such terminated or resigned County employee, whether or not the Department is subject to these policies. It is not intended that any adjudication will be made as to the truth or falsity of the charges.
- 5-3.2 **Appeal** - A name-clearing hearing must be requested in writing directed to the County Administrator within ten (10) days of termination or after the employee learns of the public statement. The letter must contain the statement or statements at issue, who made them, and where and when they were publicly made.
- 5-3.3 **Scheduling/Composition of Committee** - A hearing shall be scheduled within fifteen (15) days of the request unless it is continued with the consent of the interested persons or by the Hearing Committee for good cause. The Hearing Committee shall consist of the County Board Chair, three (3) members of the Policy, Personnel & Appointments Committee, Committee members shall be appointed by the County Board Chair.

CHAPTER 6 - GRIEVANCES, DISMISSAL AND DISCIPLINE

6-1 GRIEVANCES

- 6-1.1 **Definition** - Any claim by a non-probationary employee, unless the probationary employee has been employed by the department for a period of at least twelve months and is in probationary status only because of a recent promotion, that there has been a violation, misinterpretation, or misapplication of the terms of these policies shall be termed a grievance. Grievances may involve issues of wages, hours, or working conditions and are initiated by an employee following an administrative action with which the employee disagrees.
- 6-1.2 **Purpose** - The purpose of the grievance procedure shall be to settle employee grievances on as low an administrative level as possible so as to ensure efficiency and employee morale. No employee making good-faith use of this procedure shall be subjected to any reprisals.
- 6-1.3 **Procedure** - Grievances will be processed in the following manner and within the stated time limits. Time extensions beyond those outlined below may be arranged by written mutual agreement of the parties concerned. Grievances involving termination shall be processed as described in Section 6-4 (Involuntary Termination).
- Step 1 - The aggrieved employee or group of employees will present the grievance in writing to the immediate supervisor. The grievance must be so presented within ten (10) working days of occurrence, not including the date of occurrence. The grievance shall be prepared in detail, including identification by section number of the policy alleged to have been violated, a brief statement of the conduct or act which is alleged to have violated the policy,

and the remedy the grievant is seeking and dated. The supervisor will give a written answer within three (3) working days of the date of presentation of the grievance, not including the date of presentation. If the supervisor is a Department Head, appeal from Step 1 would be directly to Step 3.

Step 2 - If the grievance is not settled in Step 1, it shall be signed by the aggrieved employee or group of employees, and the immediate supervisor, and be presented to the Department Head within five (5) working days after the supervisor's written answer is given, or should have been given, not including the day the answer is given. The Department Head will reply to the grievance in writing within five (5) working days of the presentation of the written grievance, not including the day of presentation.

Step 3 - If the grievance is not settled in Step 2, it shall be signed by the aggrieved employee or group of employees, and the Department Head, and be presented to the County Administrator within five (5) working days after the Department Head's answer is given, or should have been given, not including the day the answer is given. The grievance shall be presented along with the pertinent correspondence to date. The County Administrator shall reply within five (5) working days of the date of presentation of the written grievance, not including the day of presentation.

Step 4 - If the grievance is not settled in Step 3, it shall be signed by the aggrieved employee or group of employees, and the County Administrator and be submitted to the Policy, Personnel & Appointments Committee within five (5) working days after the County Administrator's written answer is given, or should have been given, not including the day the answer is given. The grievance shall be heard by the Policy, Personnel, & Appointments Committee at the next regularly scheduled meeting. The Policy, Personnel, & Appointments Committee shall make such recommendations as it may deem advisable.

6-2 DISMISSAL OF AN APPOINTED DEPARTMENT HEAD

6-2.1 An appointed Department Head may be given oral or written warnings by the County Administrator. Such warnings are a preferred, but not required, step prior to action under Section 6-2.2.

6-2.2 Unless otherwise provided by statute, contract or the Reduction in Force Policy (Section 5-2), the following procedure will be used to dismiss an appointed Department Head:

- a. One or more Board members shall present a written request to the County Administrator recommending to the Board whether or not the Department Head should be dismissed. The request shall specify reasons for dismissal of the Department Head. A copy of the request shall be forwarded to the Department Head.
- b. After consultation with the Department Head, the County Administrator shall report his/her recommendation to the Board.
- c. The Board may take such action as they deem appropriate on the County Administrator's recommendation.

6-3 DISCIPLINARY ACTION

6-3.1 **Policy** - No employee shall be disciplined wholly or partially based on, or the perception of, an individual's sexual orientation; age; sex; race; color; religious belief or practice; national origin; ancestry; marital status; citizenship status; a physical or mental disability unrelated to an individual's ability to perform the essential functions of his or her job with or without reasonable accommodation; or an unfavorable discharge from the military as defined in the Illinois Human Rights Act. The County Board Chair shall take necessary action against a County Department or Agency Head, or staff member who is found not following the intent of this policy.

6-3.2 **Recommended Disciplinary Procedures** - Sections 6-3.2(a) through 6-3.2(d) (~~listed as Exhibit A in Appendix to this Policy~~) are a recommended procedure for employee discipline consistent with legal guidelines and good personnel management. These may be utilized in the absence of a procedure provided by statute (e.g., Court Services Department).

Comment [DB6]: Appendix removed - it was duplicative

- a. **Oral Warning** - The immediate supervisor will give an oral reprimand and point out the area(s) in which an employee is having difficulties and assist in making the necessary corrections. A short memo will be made of the conversation. The supervisor and the employee will initial the record. The employee's initial shall document receipt of the warning, and shall not constitute agreement with the oral warning. An employee's refusal to initial an oral warning shall not preclude it from having effect. The original copy will be maintained in the employee's personnel file and a copy will be furnished to the employee.
- b. **Written Warning** - If the employee continues to have difficulties in the same area(s), or if the violation or infraction is more serious, the immediate supervisor will prepare an Employee Warning Record which contains the 1) employee's name, 2) statement as to the date and the nature of the infraction, 3) employee's statements as to the alleged violations, 4) disciplinary action to be taken, and 5) signature of the employee and immediate supervisor or signature of the employee and immediate supervisor or Department Head. The original copy shall be placed in the employee's personnel file and a copy will be furnished to the immediate supervisor and employee.
- c. **Suspension** - The Department Head or designee may use suspension as an optional disciplinary action. Upon evidence or reasonable suspicion of a serious offense against the County or another employee and after consultation with the employee, the Department Head or designee may order an employee absent from duties without pay for a period not to exceed five (5) working days. The Department Head or designee shall, within twenty-four (24) hours of such action, prepare a written memorandum stating the grounds for such action and submit it to the County Administrator and to the suspended employee. Such a memorandum shall be held confidential.
- d. **Dismissal** - For severe violation or repeated violations, the Department Head or designee may dismiss the employee. Before a Department Head concludes discharge is appropriate, the employee must be given adequate notice of the reasons for dismissal and a fair opportunity to present his or her version of events. The employee and County Administrator will be given a written report stating the reasons for dismissal.

6-3.3 Department Heads may consider the following factors in deciding whether discipline is appropriate in any particular case, and, if so, what level of discipline is appropriate. Regardless of whether an employee is covered by contract, bargaining

agreement, or statute, or is an at-will employee, the following are offered as guidance to decision-makers who may apply them with fair consideration of the specifics of the particular case:

- a. **Notice:** Did the employer give to the employee forewarning or foreknowledge of the possible or probable disciplinary consequences of the employee's conduct?
- b. **Reasonable Rule:** Was the employer's rule or managerial order reasonably related to the orderly, efficient, and safe operation of the business?
- c. **Investigation:** Did the employer make an effort to discover, fairly and objectively, whether the employee did in fact violate a rule or order?
- d. **Fairness:** Was the investigation conducted fairly and objectively?
- e. **Proof:** Did the investigator obtain substantial evidence or proof that the employee was guilty of violating the rule or order?
- f. **Equal Treatment:** Has the employer applied its rules, orders and penalties even-handedly and without discrimination to all similarly-situated employees?
- g. **Penalty:** Was the degree of discipline administered by the employer reasonably related to the seriousness of the offense and the employee's record of service?

6-3.4 **Appointed Department Heads** – Recommended disciplinary procedures as outlined in Chapter 6-3.2 of this Policy shall apply to appointed department heads, with recommendation for said discipline to be determined by the County Administrator.

6-4 INVOLUNTARY TERMINATION

6-4.1 **Purpose** - A non-probationary individual who believes their employment was terminated (including dismissal or reduction in force) in violation of these policies has ten (10) days from the date of the written notice of termination to request a termination hearing. A dismissal or termination in violation of these policies by a department of the County who's Department Head is governed by the Champaign County Personnel Policy as an appointed official of the Champaign County Board or as an elected official who has agreed in writing to this section of the Champaign County Personnel Policy, is improper.

6-4.2 **Department Head Action** - Prior to every involuntary termination by a department of the County whose Department Head is governed by the Champaign County Personnel Policy as an appointed official of the Champaign County Board or as an elected official who has agreed in writing to this section of the Champaign County Personnel Policy, there shall be an investigation by the Department Head or person assigned by the Department Head. Prior to the conclusion of the investigation, the employee shall be informed, orally or in writing, of the reason for termination. The employee shall have an explanation of the evidence supporting the charges and the employee shall be allowed to respond orally or, upon consent of the Department Head, in writing.

An employee may be suspended with pay until a final decision is made by the Department Head. The investigation shall be concluded within a reasonable length of time after the basis for the charges comes to the attention of the Department Head.

6-4.3 **Hearing Procedures**

- a. All Termination Hearings shall be heard and decided by a Hearing Officer. The Policy, Personnel, & Appointments Committee shall designate three (3) individuals biannually, in January after County Board district representation elections, as potential Hearing Officers. When a hearing is requested, the County Administrator shall choose one of that group to hear the evidence and decide the issues relating to each case in which a hearing is requested.
- b. All requests for hearings shall be in writing and directed to the County Administrator. All requests must be received by the County Administrator within ten (10) days from the date of written notice of termination in accordance with Sections 6-4.1 and 6-4.4 of this Policy. The request shall specify the specific violation as stated in 6-4.1, the remedy sought, and give an address where correspondence regarding the hearing may be mailed. A Termination Hearing must be held within fifteen (15) days of the request, unless the same is continued by agreement of the employee and Department Head or by the Hearing Officer for good cause shown. Availability of the Hearing Officer may be considered good cause.

Should such continuance be granted by the Hearing Officer, the aggrieved employee shall make himself, or herself, available for a Termination Hearing within an additional fifteen (15) days' time period by offering three (3) times that he or she can be available for said hearing. If this is not done, the right to a termination hearing is waived by the aggrieved employee.

- c. The County Administrator shall inform the employee and the concerned Department Head of the date, time and place of the Termination Hearing by mailing notice to the parties at least seven (7) days before the hearing is scheduled. The personal attendance of the Department Head or immediate supervisor, and the employee is required.
- d. The employee may be accompanied by counsel or other personal representative, but the County will not pay for, or provide, counsel. The Department Head shall be accompanied by counsel provided by the County (usually the State's Attorney as legal counsel of the County). If the State's Attorney is unavailable, counsel may be employed by the Department Head with the approval of the County Administrator and the State's Attorney.
- e. All Termination Hearings shall be informal and rules of evidence shall NOT apply. Both the employee and the Department Head may present relevant testimony, documentary and physical evidence. All testimony shall be given under oath. Both the employee and the Department Head, personally or through their representative, shall have the right to cross-examine the other party and all witnesses who testify on behalf of the other party.
- f. A tape recording, or other verbatim record, of hearing shall be made. A transcript shall be prepared upon request and provided to any party requesting the same and paying the costs of producing a transcript to the County Administrator.
- g. The employee has the burden of proving, by a preponderance of evidence, that his/her termination was in violation of these policies.
- h. All appeal proceedings and evidence taken therein shall be confidential, and the public shall not be permitted to attend hearings, unless both the employee and Department Head shall otherwise agree.

- i. The Hearing Officer must decide an appeal within ten (10) days of the hearing. If, after hearing the facts of the termination, the Hearing Officer believes the individual has not been improperly terminated, the Department Head action will be upheld. If, however, the Hearing Officer determines the employment of the individual has been improperly terminated, according to the guidelines in Section 6-4.1, the employee will be reinstated and compensated any back pay resulting from the termination. The Hearing Officer shall not have the authority to reduce the discipline imposed, but may recommend to the Department Head appropriate discipline to be imposed, short of termination. A written decision containing findings of fact shall be made by the Hearing Officer and mailed to the employee, Department Head, County Administrator, and Chair of the Policy, Personnel, & Appointments Committee within ten (10) days of the hearing.
- j. If an employee does not request a termination hearing within ten (10) days of the written notice of the termination, the termination will be deemed proper.

CHAPTER 7 – WORKING HOURS AND COMPENSATION

7-1 WORKING HOURS

- 7-1.1 Official Champaign County office hours shall be from 8:00 A.M. to 4:30 P.M., Monday through Friday, except for those departments which require twenty-four (24) hour staffing. Work hours which deviate from official County office hours may be arranged within individual departments.
- 7-1.2 Employees who work for at least 7.5 consecutive hours will be permitted at least 20 minutes for a meal period no longer than 5 hours after the start of the work period.
- 7-1.3 Work breaks may be scheduled by the Department Head or Supervisor.

7-2 HAZARDOUS WEATHER DAYS

- 7-2.1 If a hazardous weather situation arises before the start of an employee's working hours the following procedures will be used:
 - a. An employee will not be required to forfeit a day's pay during times of natural disaster when, by order of the Sheriff or the County Board Chair, the County office building in which he/she works is closed.
 - b. If the County Office Building in which an employee works is not declared to be closed and the employee is unable to arrive at work, the employee may utilize personal, vacation or compensatory time, or make arrangement with his/her Department Head to work additional hours, to compensate for those hours missed.
- 7-2.2 If a hazardous weather situation arises after the start of an employee's working hours, the employee's Department Head may allow the employee to leave work early if consistent with office staffing requirements, and the employee may utilize personal, vacation or compensatory time, or make arrangement with his/her Department Head to work additional hours, to compensate for those hours missed.

7-2.3 The provisions of Section 7-2 should be considered to be advisory only as to elected Department Heads.

7-3 PAYCHECKS, PAYCHECK ERRORS AND DEDUCTIONS

- 7-3.1 Paychecks - Payroll periods end every other Saturday night at 12:00 P.M. and pay periods begin at 12:01 A.M. on Sunday morning. Payroll checks are issued the first Friday following the end of a pay period. Departments are notified when paychecks are available to be distributed by the Department Head. Paychecks which have not been picked up by the employee will be mailed four days after distribution. All deductions from an employee's gross pay are printed on the stub of each paycheck.
- 7-3.2 Paycheck Errors - Any paycheck errors should be referred to the employee within the department who regularly prepares the payroll. Corrections will be made no later than the following pay period with the approval of the Department Head.
- 7-3.3 Deductions - The following deductions may be made from an employee's pay in accordance with established benefits, legal requirements and/or employee option:
- a. Federal and State Income Tax;
 - b. FICA (Social Security);
 - c. IMRF (Illinois Municipal Retirement Fund);
 - d. Benefit deductions as requested, including but not limited to health insurance, life insurance, and dental insurance;
 - e. Deferred Compensation;
 - f. Voluntary Charitable Contribution;
 - g. Credit Union;
 - h. Others as requested and/or approved.

7-4 COMPENSATORY TIME (EXEMPT EMPLOYEES)

- 7-4.1 Compensatory time ("hour for hour") is available to employees who are exempt under the provisions of the Fair Labor Standards Act as time off for work performed in the regular line of duty beyond normal working hours. Compensatory time may not be accrued beyond seventy-five (75) hours. Each Department Head shall establish the rate at which compensatory time is accrued and shall determine the staff positions subject to the compensatory time policy.
- 7-4.2 Exempt employees shall keep a record of all compensatory time earned and expended to submit to the Department Head for verification.
- 7-4.3 Compensatory time may be taken at any time with prior approval of the Department Head or employee's supervisor. A maximum of one workweek of compensatory time may be taken off consecutively.
- 7-4.4 The provisions of Section 7-4 should be considered to be advisory only as to elected Department Heads.

7-5 COMPENSATORY TIME/OVERTIME (NON-EXEMPT EMPLOYEES)

- 7-5.1 Statement of Intent - It is the intent of this provision to compensate each Champaign County employee who is not exempt from the provisions of the Fair Labor Standards Act on an hour for hour basis for all hours worked up to forty (40) hours per week and at the rate of 1-1/2 times the hours worked over forty (40) hours per week. This compensation will be in the form of regular pay, compensatory time or overtime pay.

- 7-5.2 Non-exempt employees normally scheduled to work 37.5 hours per week shall earn compensatory time on an hour for hour basis up to forty (40) hours worked per week. All non-exempt employees shall earn compensatory time at the rate of 1-1/2 times the extra hours worked over forty (40) hours per week.
- 7-5.3 At the end of each pay period, the number of hours worked beyond the normal scheduled hours will be converted to compensatory time/overtime hours according to the formula shown above. These hours will be added to the compensatory time hours previously earned less any compensatory time hours used during that pay period.

Compensatory time hours may be accrued up to a maximum of seventy-five (75) hours as determined at the end of each pay period. Hours of compensatory time earned over seventy-five (75) hours will be paid with that paycheck as overtime on an hour for hour basis.
- 7-5.4 Compensatory time earned and expended by non-exempt employees shall be documented in the County's timekeeping system as submitted and approved by the Supervisor/Department Head.
- 7-5.5 Compensatory time off shall be allowed to be taken with prior approval of the Department Head, if the use of such time does not unduly disrupt the department's operations. A maximum of one work week of compensatory time may be taken off consecutively.

7-8 FINAL PAYCHECK

Terminating employees will receive payment for accrued vacation and personal leave, and in the case of non-exempt employees for any unused compensatory time, in a lump sum with the regular biweekly paycheck for the final pay period worked. The rate of payment for unused compensatory time shall be based upon the average regular rate received by the employee during the last three years of the employee's employment, or the final regular rate received by the employee, whichever is higher.

CHAPTER 8 - BENEFITS

8-1 HOLIDAYS

8-1.1 Official Holidays - Except as otherwise provided by statute, the annual holiday schedule for Champaign County will be as follows:

New Year's Day	January 1st
Martin Luther King's Birthday	Third Monday in January
President's Day	Third Monday in February
Spring Holiday	Friday before Easter
Memorial Day	Last Monday in May
Independence Day	July 4th
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Veteran's Day	November 11th
Thanksgiving	Fourth Thursday of November and the Friday after
Christmas Eve Day	December 24th
Christmas Day	December 25th

When a holiday falls on a Saturday, the previous Friday shall be given as a holiday.

When a holiday falls on Sunday, the following Monday shall be given as a holiday.

- 8-1.2 Holiday Observance - Where an employee is scheduled and required to work on a holiday, equivalent time off will be granted within a reasonable period at a time convenient to the employee and consistent with the department's operating needs.
- 8-1.3 Holiday During Vacation - A holiday falling during an employee's regularly scheduled vacation period shall be counted as a holiday and not as a vacation day.
- 8-1.4 Eligibility for Holiday Pay - To be eligible for a paid holiday, the employee shall work the last scheduled work day before the holiday and the first scheduled work day after the holiday, unless absence on either or both of these work days is for good cause and approved by the Department Head. Part-time employees are eligible for holiday pay on a pro-rated basis equitable to the number of hours of regular service.

8-2 VACATION LEAVE

- 8-2.1 Employees with less than five years of continuous employment shall earn ten (10) working days vacation annually with full pay at a proportionate rate per pay period, and shall be limited to a maximum accrual of twenty (20) working days.
- 8-2.2 Employees with more than five years and less than ten years of continuous employment shall earn fifteen (15) working days vacation annually with full pay at a proportionate rate per pay period; and shall be limited to a maximum accrual of thirty (30) working days.
- 8-2.3 Employees with more than ten years and less than 15 years of continuous employment shall earn twenty (20) working days vacation annually with full pay at a proportionate rate per pay period; and shall be limited to a maximum accrual of forty (40) working days.
- 8-2.4 Employees with more than 15 years and less than 20 years of continuous employment shall earn twenty-one (21) working days of vacation annually with full pay at a proportionate rate per pay period; and shall be limited to a maximum accrual of forty-two (42) working days.
- 8-2.5 Employees with more than 20 years and less than 25 years of continuous service shall earn twenty-two (22) working days of vacation annually with full pay at a proportionate rate per pay period; and shall be limited to a maximum accrual of forty-four (44) working days.
- 8-2.6 Employees with more than 25 years of continuous employment shall earn twenty-five (25) working days of vacation annually with full pay at a proportionate rate per pay period; and shall be limited to a maximum accrual of fifty (50) working days.

No employee shall accumulate more than the maximum accrual as stated above. Hours gained above the maximum will not be credited to the employee's vacation balance, but will be forfeited. This Section shall apply to all current and future employees effective on December 1, 2003. For all current employees, any unused vacation time accrued prior to December 1, 2003 shall be frozen for future use or to be paid upon termination of employment with Champaign County, and shall not be counted toward the maximum accrual rates as stated above.

- 8-2.7 Vacation leave with full pay shall be taken on a scheduled basis and, subject to exigent circumstances, may be taken at any time with the approval of the Department Head, except that no vacation shall be taken prior to the successful completion of six (6) months continuous employment with the County.

- 8-2.8 Part-time employees shall earn vacation leave in proportion to the number of hours worked, i.e., employees working twenty (20) hours a week, based on a forty-hour-a-week schedule, will be entitled to fifty percent (50%) of the vacation benefits.

8-3 SICK LEAVE

- 8-3.1 Employees with less than ten (10) years continuous employment shall be granted ten (10) working days sick leave annually, and employees with more than ten (10) years continuous employment shall be granted twelve (12) working days sick leave annually, with full pay at a proportionate rate per pay period, which may be accrued not to exceed one hundred thirty-five (135) working days except that a part-time employee shall be granted sick leave proportionately. An employee with less than six (6) months service shall be entitled to two (2) days sick leave.
- 8-3.2 Sick leave is defined as the absence of an employee due to illness, disability, or injury of the employee; or illness, disability, or injury of an employee's spouse, mother, father, children, domestic partner, or sibling if the sibling resides in the employee's household.
- 8-3.3 Payment for unused sick leave shall not be made at termination.
- 8-3.4 Employees shall notify their supervisor of their illness as soon as practicable and the approximate length of absence required. The employee's supervisor, within his or her discretion, may require a certificate by the appropriate physician.
- 8-3.5 Sick leave is a privilege granted by the County for the benefit of all County employees. Any abuse by an employee could result in this privilege being denied that individual.

8-4 PERSONAL LEAVE

- 8-4.1 Employees with not more than twelve (12) months continuous employment shall earn one (1) day personal leave annually, except that no personal leave shall be taken prior to the successful completion of six (6) months probation period.
- 8-4.2 Employees with less than six (6) years but more than twelve (12) months of continuous employment shall earn two (2) days personal leave annually.
- 8-4.3 Employees with more than six (6) years and less than fifteen (15) years of continuous employment shall earn three (3) days of personal leave annually.
- 8-4.4 Employees with more than fifteen (15) years of continuous employment shall earn four (4) days of personal leave annually.
- 8-4.5 A part-time employee shall be granted personal leave proportionately.
- 8-4.6 Personal Leave is granted to every employee in the amounts specified above at the beginning of each year of employment. Effective upon each employee's anniversary date after December 1, 2003, unused personal days shall not be carried over from one year of employment to the next. This Section shall apply to all current and future employees effective on December 1, 2003. For all current employees, any unused personal time granted prior to December 1, 2003 shall be carried until the employee's next anniversary date, and on the anniversary date between December 1, 2003 and November 30, 2004, any unused personal leave shall be placed in the vacation reserve and frozen for future use or to be paid upon termination of employment with Champaign County.

8-4.7 Subject to prior approval by the Department Head or supervisor and exigent circumstances, this leave may be taken at any time.

8-5 BEREAVEMENT

Full-time and part-time employees shall be granted paid bereavement leave for the scheduled working hours on five (5) consecutive workdays following the death of a spouse, child, parent, or domestic partner; and for the scheduled working hours on three (3) consecutive workdays following the death of a brother, sister, grandparent, mother-in-law, father-in-law, daughter-in-law, son-in-law or grandchild.

8-6 JURY/WITNESS DUTY

- 8-6.1 Any employee who is called for jury duty shall be excused from work for the days served. The employee shall receive his/her normal rate of pay for each day of jury duty for which he or she would have worked. The employee shall give the supervisor reasonable notice of the needed leave for jury service, which requires the employee to deliver to the supervisor a copy of the summons within ten (10) days of the date of issuance of the summons to the employee. During this time, if the employee is not actually performing jury duty, the employee shall return to work for the remainder of the work day. The payment received for jury duty shall be returned to the County; however, the mileage reimbursement shall be retained by the employee.
- 8-6.2 If an employee is served a subpoena to appear for witness duty in a job-related capacity, or if requested to testify at a termination hearing, the individual will be paid his/her normal salary during the time the employee is required to be away from his/her place of work. If the testifying employee is not scheduled for a work shift during the time of a termination hearing, the employee will still be paid his/her normal wage for the time the employee has been requested to attend the hearing.
- 8-6.3 If an employee is served a subpoena to appear in court for a matter that is not related to his/her employment, the employee shall be granted unpaid time off in order to comply with the subpoena. The employee may choose to utilize accrued paid leave time instead.
- 8-6.4 Department Heads shall maintain records of the days on which jury and witness duty is served by employee.

8-7 FAMILY AND MEDICAL LEAVE OF ABSENCE

~~Under the~~ in accordance with the The Family and Medical Leave Act of 1993, as amended, (²⁹FMLA, 29 CFR Part 825), eligible employees are allowed to take unpaid leaves of absence for certain specified purposes.

Comment [DB7]: All changes to Section 8-7 are to document required changes in the FMLA based on legislative updates since the Policy was last revised

- 8-7.1 **Eligible Employees** – An employee is eligible for FMLA leave if the employee has worked for Champaign County at least twelve ~~(12)~~ months and has performed 1,250 hours of service for the County during the ~~previous twelve (12)~~ month period immediately preceding the commencement of the leave.
- 8-7.2 **Leave Requirements** – The County will extend up to twelve (12) weeks of FMLA leave during any twelve-month period to eligible employees (the ~~twelve-twelve-~~ month period shall be a “rolling” 12-month period measured backward from the date an Employee uses any FMLA leave):

- a. For the birth of a son or daughter and to care for a the newborn child during the first twelve months after birth;
- b. Because ofFor the placement with the employee of a child for adoption or foster care within twelve months after the placement;
- c. To care for the employee's spouse, son, daughter, or parent (or certain other persons in a "parent" capacity) with a serious health condition;
- d. To attend to the employee's own serious health condition that makes the employee unable to perform the functions of his/her jobinvolving inpatient care or continuing treatment which causes inability to perform his/her job.;
- e. For any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a military member on active duty or call to covered active duty status (or has been notified of an impending call or order to covered active duty status).

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The County will extend up to twenty-six workweeks of FMLA leave during any twelve-month period to eligible employees (the twelve-month period shall be a "rolling" 12-month period measured backward from the date an Employee uses any FMLA leave) to care for a covered servicemember with a serious injury or illness if the eligible employee is the servicemember's spouse, son, daughter, parent, or next of kin (military caregiver leave).

8-7.3 Substitution of Paid Leave - Paid leave will run concurrent with FMLA leave under certain circumstances:

- a. The County will require an employee to substitute any accrued paid vacation and personal leave for unpaid FMLA leave taken because of the birth or adoption of a son or daughter of the employee in order to care for the son or daughter, because of the placement of a son or daughter with the employee for adoption or foster care, or in order to care for the spouse, son, daughter, or parent of the employee if the spouse, son, daughter or parent has a serious health condition.
- b. The County will require an employee to substitute any accrued paid vacation, personal and sick leave for unpaid FMLA leave taken in order to care for the spouse, son, daughter, or parent of the employee if the spouse, son, daughter or parent has a serious health condition or because of the employee's own serious health condition that makes the employee unable to perform the functions of the employee's position.
- c. The County will require an employee to substitute any accrued paid vacation and personal leave for unpaid FMLA leave taken for any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a military member on active duty or call to covered active duty status (or has been notified of an impending call or order to covered active duty status).
- d. The County will require an employee to substitute any accrued paid vacation, personal and sick leave for unpaid FMLA leave taken in order to care for a covered servicemember with a serious injury or illness if the employee is the spouse, son, daughter, parent, or next of kin of the covered servicemember.
- e. Employees may choose to use compensatory time for FMLA leave but are not required to do so.

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8-7.4 Length of Leave - If medically necessary, a leave relating to a serious health condition may be taken intermittently or by reducing the usual number of hours worked per week or per day. However, an eligible employee may use intermittent or reduced schedule leave after the birth to be with a healthy newborn child only if approved by who requests leave due to birth or adoption may not take leave intermittently, exceptions to be made by the the County Administrator.

An eligible employee is entitled to no more than a total of twelve work-weeks of FMLA leave, during any twelve month period except that an eligible employee is entitled to 26 workweeks of leave to care for a covered servicemember with a serious injury or illness during a single 12-month period. The eligible employee is entitled to a combined total of 26 workweeks of leave for any FMLA-qualifying reason during the single 12-month period described in Leave Requirements (a-e) above, provided that the employee is entitled to no more than 12 workweeks of leave for one or more of the following: because of the birth of a son or daughter of the employee and in order to care for such son or daughter; because of the placement of a son or daughter with the employee for adoption or foster care; in order to care for the spouse, son, daughter, or parent with a serious health condition; because of the employee's own serious health condition; or because of a qualifying exigency. If an eligible employee does not take all of his or her 26 workweeks of leave entitlement to care for a covered servicemember during this single 12-month period, the remaining part of his or her 26 workweeks of leave entitlement to care for the covered servicemember is forfeited.

-When both spouses are employed by the County, the total number of workweeks of leave utilized by both spouses will be limited to ~~12~~ twelve workweeks if the leave is taken because of the birth of a son or daughter and in order to care for the son or daughter, the placement of a son or daughter with the employee for adoption or foster care, or to care for a sick parent of one of the employees if the parent has a serious health condition.

- 8-7.5 **Notice and Certification** - When leave is reasonably foreseeable, the employee must provide 30 days' advance notice of the leave to his/her department head.

When substituting paid sick, vacation, or personal leave for unpaid FMLA leave, the Employer may require a certificate from the appropriate physician. For unpaid leave, a medical certification of illness and its seriousness, both as to the employee and/or a family member, will be required. It must also state the expected duration of the leave. Forms for such certification are available from the County Administrator.

If there is reason to doubt the validity of the certification, the County may, at its own expense, require the employee or family member to obtain a second opinion from a doctor of the County's choice. If a conflict arises, the County may require a third opinion. The third opinion shall be final and binding.

The County may also require that an employee obtain subsequent re-certifications on a monthly basis.

- 8-7.6 **Compensation/Benefits During Unpaid Leave** - During unpaid leave time, employees' wages and other benefits are not paid or accrued except for health and County paid life insurance, which will be continued on the same basis as if the employee continued in active status. The employee's portion of health insurance must be paid either through payroll deduction, or by direct payment by the employee to the County. The employee will receive a bill from the County for payment of health, life and/or dental premiums. If the premium is not paid by the stated due date, coverage will be canceled.

- 8-7.7 **Return to Work** - At the conclusion of leave, an employee will be restored to the position he/she held at the time the leave began or to an equivalent position with equivalent benefits, pay and other terms and conditions of employment, unless the employee's position would have been otherwise eliminated during the leave. Fringe benefits accrued prior to the leave will not be lost as a result of the leave. However,

employees do not accrue additional seniority or employee benefits during the period of leave.

The County may deny reinstatement after leave to a salaried employee who is among the highest paid ten percent of its employees when denial is necessary to prevent substantial and grievous economic injury to the County. The County will provide prompt notification to the employee that reinstatement will be denied for that reason.

An employee who fails to return to work after the leave expires (other than due to the continuation, recurrence, or onset of a serious health condition or other circumstances beyond the employee's control) will be liable to the County for its share of health plan premiums paid by the County during the period of leave. The County will recover the initial sums through deductions from any sums due to the employee (e.g. unpaid wages, vacation pay, etc.) Any balance will be recovered through legal action.

8-8 EXTENDED LEAVE OF ABSENCE WITHOUT PAY (LOA)

- 8-8.1 A Leave of Absence Without Pay (LOA) may be granted for short term disability, or reasons other than those covered by Family Medical Leave of Absence, Section 8-7 as approved by the Department Head or the Policy, Personnel, & Appointments Committee.
- 8-8.2 A non-probationary employee must use all of his/her accrued benefit time, including sick time if it's available under the circumstances, before beginning a leave of absence without pay. The employee may choose to reserve the equivalent of three days of sick time. Benefit time is exhausted when less than one (1) hour is available to be taken.
- 8-8.3 A LOA of less than one (1) calendar month may be arranged between an employee and the Department Head without approval of the Policy, Personnel, & Appointments Committee. If possible an employee requesting a LOA for a period of one month or less shall notify his/her Department Head of the request, in writing, at least three (3) days prior to the exhaustion of all applicable accrued benefit time.
- 8-8.4 If the employee will be absent from work longer than the accrued benefit time available to be taken plus one month, if granted under Section 8-8.3, a request for a LOA not to exceed four (4) months shall be submitted to the ~~Policy, Personnel, & Appointments Committee~~ County Administrator. The employee shall notify his/her Department Head in writing of this request as soon as he/she becomes aware of the need for an extended LOA and at least three (3) days prior to the end of benefit time or leave time already granted if possible. The written request shall contain the reason and expected length of the absence. ~~The Department Head will submit the written request to the Policy, Personnel, & Appointments Committee.~~ If approved by the Department Head, ~~a completed LOA request form~~ the written request will be forwarded to the ~~Policy, Personnel, & Appointments Committee~~ County Administrator. The ~~Policy, Personnel, & Appointments Committee~~ County Administrator shall approve or deny the LOA Request and will provide written documentation of that decision to the requesting Department Head and affected employee within five (5) working days of the date he/she receives the request for leave. ~~forward the recommendation to the County Board for final approval.~~
- 8-8.5 All LOAs under Section 8-8.3 and 8-8.4 shall be without payment of salary from Champaign County. Employees on an approved Leave of Absence will not earn or accrue benefit time (vacation, sick, holiday or personal leave). The County will continue to pay the employer's contribution for health and life insurance coverage.

Comment [DB8]: Changes in Article 8-8.4 are to make the Policy consistent with current labor contract language.

Time spent on an approved Leave of Absence will count toward determination of length of service with the County in computing benefits when the employee returns to work. The employee remains responsible for payment of any additional individual or dependent health, life and/or dental insurance coverage premiums while on an approved Leave of Absence. The employee will receive a bill from the County for payment of outstanding premiums. If the premium payment is not received by the due date stated, coverage will be canceled.

- 8-8.6 The Department Head shall provide copies of an approved LOA which include the various terms and conditions of the leave to the following:
- a. Employee
 - b. County Administrator's Office
- 8-8.7 Before an employee may return to work from a Leave of Absence granted due to a short term disability (either Department Head approved one month leave or additional four months approved by the County ~~Board Administrator~~), the employee must have a doctor's statement approving the return to work in the employee's position.
- 8-8.8 An employee who is granted a LOA under Section 8-8.3 or Section 8-8.4 will be returned to his/her prior position at the end of such leave, unless the position has been abolished, in which case the Reduction in Force Policy (Section 5-2) shall be applied. On return from a LOA, an employee's salary shall be as determined in Chapter 9, Salary Administration.
- 8-8.9 An employee who does not report for work at the end of an approved Leave of Absence shall be deemed to have resigned as of the date of the employee's next scheduled work day after the expiration of the LOA. If final action on a request for leave cannot be taken until accrued benefit time has been exhausted or approved leave has expired, an employee who has not returned to work within seven (7) days after notification by the Department Head of negative ~~Board~~ County Administrator action shall be deemed to have resigned.
- 8-8.10 Department Heads may fill a position that is vacant due to an employee being on an approved Leave of Absence, with a temporary employee and without Policy, Personnel, & Appointments Committee or Board approval if sufficient funds are budgeted in the appropriate temporary line item.
- 8-8.11 Although the Leave of Absence policy is designed to be flexible enough to accommodate most specific situations, there will be occasions that require techniques or solutions outside the established guidelines. Requests beyond the Leave of Absence benefits granted by this policy may be referred by the Department Head to the Policy, Personnel, & Appointments Committee for recommendation to the County Board for final approval. The approval of an extended Leave of Absence maintains length of service credits. However, employer paid health insurance benefits will not be provided, if a Leave of Absence is approved or extended to an employee for a period longer than the four months stipulated by this policy. The Department Head may permanently fill a vacancy created by approval of an extended leave. The employee will be placed in his/her previous position only if it is vacant on the date the extended leave expires. If the position has been abolished, the Reduction in Force Policy (Section 5-2) shall be applied.
- 8-8.12 A leave of absence necessitated by a work-related injury will be granted as of right under Sections 8-8.3 and 8-8.4. The employee shall not be required to exhaust benefit time under Section 8-8.2. When the request for leave is due to a work-related injury, accrued benefit time may be used to supplement Worker's

Compensation benefits, not to exceed his or her normal compensation at the option of the employee.

8-9 MILITARY LEAVE

Employees performing military duties are entitled to numerous protections under federal and Illinois law. When addressing issues of military leave and its impact on County employment, supervisors are advised to consult with the Civil Division of the State's Attorney's Office or the ~~Human Resources Generalist in the~~ County Administrator's Office.

- 8-9.1 **Leave** will be granted from County employment for any period actively spent in military service, whether voluntary or involuntary, including –
- a. A period for which the employee is absent from employment for the purpose of an examination to determine the fitness of the employee to perform military duty;
 - b. Active duty, active duty for training, initial active duty for training, inactive duty training, full-time National Guard duty;
 - c. Basic training, special or advanced training, and annual training;
 - d. Training or education under the supervision of the United States preliminary to induction or enlistment into military service;
 - e. Active military duty as a result of an order of the President of the United States or the Governor of Illinois;
 - f. The performance of funeral honors duty pursuant to military orders in preparation for or to perform funeral honors functions at the funeral of a veteran.
- 8-9.2 **Pay**
- a. For periods of annual training, the employee shall continue to receive his or her regular compensation as a County employee.
 - b. For periods of basic training, up to sixty (60) days of special or advanced training, or mobilization as a result of an order of the President of the United States, the employee shall receive his or her regular compensation as a County employee minus the amount of his or her base pay for military service.
- 8-9.3 **Insurance** – Insurance coverage and its automatic continuation upon the employee's return to County employment shall be made available to the employee.
- 8-9.4 **Other Benefits**
- a. Seniority shall continue to accrue during periods of military leave.
 - b. Pay raises, promotions or other benefits dependent on the passage of time accrue to the employee's benefit as if the employee were present for work during the entire period of military duty.

- c. Pay raises, promotions or other benefits based on merit or otherwise related to demonstrated skill or efficiency shall not accrue during the employee's absence due to military duty.
- d. Pension rights and benefits shall be protected and preserved for the duration of the employee's military service as if the employee were a County employee for the entire period of military duty.

8-9.5 Reinstatement

- a. **Notice** – Any County employee seeking to return to County employment following the completion of military duty must notify the County within ninety (90) days of completion of that military duty, or from any hospitalization continuing after discharge for a period of not more than one (1) year in order to be eligible for reinstatement under this Section. If the employee does not notify the County of his or her request for reinstatement within that time frame, the employee shall be considered absent from work and subject to discipline or discharge.
- b. **Reinstatement**
 - (i) If the employee seeking reinstatement is still qualified to perform the duties of the position which he or she left, the employee shall be promptly restored to the position which he or she left for military duty, with the same increase in status, seniority and wages that were earned during the period of military service by employees who were in similar positions during the employee's military duty, or to a position of similar seniority, status and pay, unless the County's circumstances have so changed as to make it impossible or unreasonable to do so.
 - (ii) If the employee seeking reinstatement is not qualified to perform the duties of the position which he or she left due to reasons other than disability, such as a lapse in necessary licensure or similar documentary or training requirement, the County shall make reasonable efforts to qualify the employee in an attempt to restore the employee to the position which he or she left for military duty, with the same increases in status, seniority and wages that were earned during the period of military service by employees who were in similar positions during the employee's military duty, or to a position of similar seniority, status or pay, unless the County's circumstances have so changed as to make it impossible or unreasonable to do so. If the employee cannot become qualified with reasonable efforts by the County, the employee shall be reemployed in a position which is the nearest approximation of position which the employee left to perform military duty.
 - (iii) If the employee seeking reinstatement is not qualified to perform the duties of the position which he or she left by reason of disability suffered during military duty but qualified to perform the duties of any other position within the County, the employee shall be promptly reemployed to another position the duties of which he or she is qualified to perform and as will provide the employee with like seniority, status and pay, or the nearest approximation, consistent with the circumstances of the employee's particular case.
- c. Any employee restored to County employment following military duty shall not be discharged from County employment without cause within one (1) year of restoration to employment.

8-10 FAMILY MILITARY LEAVE

Comment [DB9]: This section no longer required as a result to the legislative changes in the FMLA Act - Article 8-7.

An employee who is the spouse or parent of a person called to military service lasting longer than thirty (30) days with the State or United States pursuant to the orders of the Governor or the President of the United States may take up to thirty (30) days of unpaid leave under the Family Military Leave Act.

8-10.1 Eligible Employees — An employee is eligible for Family Military Leave if the employee has been employed by the County for at least twelve (12) months, and has been employed for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave. Furthermore, no leave may be taken by an employee under this Section unless the employee has exhausted all accrued vacation leave, personal leave, compensatory leave, and any other leave that may be granted to the employee, except sick leave and disability leave.

8-10.2 Leave Requirements — The County shall provide up to thirty (30) days of unpaid family military leave to an employee during the time federal or state deployment orders are in effect, subject to the conditions set forth in this Section.

8-10.3 Notice and Certification — The employee shall give at least fourteen (14) days notice of the intended date upon which the family military leave will commence if leave will consist of five (5) or more consecutive work days. Where able, the employee shall consult with the employer to schedule the leave so as to not unduly disrupt the operations of the employer. Employees taking military family leave for less than 5 consecutive days shall give the employer advanced notice as is practicable. The employer may require certification from the proper military authority to verify the employee's eligibility for the family military leave requested.

8-10.4 Continuation of Benefits — During any family military leave, the County will make it possible for employees to continue their benefits at the employee's expense. The County and employee may negotiate for the employer to maintain benefits at the employer's expense for the duration of the leave. Furthermore, taking family military leave shall not result in the loss of any employee benefit accrued before the date on which the leave commenced.

8-10.5 Reinstatement — Upon expiration of the leave, the employee shall be entitled to be restored to the position held by the employee when the leave commenced or to a position with equivalent seniority status, employee benefits, pay and other terms and conditions of employment.

8-11 SCHOOL VISITATION LEAVE

Under the School Visitation Leave Act, eligible employees are allowed to take unpaid leave for certain school-related functions concerning their children.

8-11.1 Eligible Employees — An employee is eligible for School Visitation Leave if the employee has worked for the County for at least six (6) months preceding the request and worked an average number of hours per week which is at least half of the full-time hours for that job classification during those six (6) months. Furthermore, no leave may be taken by an employee under this Section unless the employee has exhausted all accrued vacation leave, personal leave, compensatory leave and any other leave that may be granted to the employee except sick leave and disability leave.

8-11.2 Leave Requirements — The County will grant an employee unpaid leave of up to a total of eight (8) hours during any school year, and no more than four (4) hours of which may be taken on any given day, to attend school conferences or classroom activities related to the employee's biological, adopted, foster, or stepchild, or legal

ward of the employee, who is enrolled in a public or private primary or secondary school, if the conference or classroom activities cannot be scheduled during non-work hours.

8-11.3 Notice and Certification – Before arranging attendance at the conference or activity, the employee shall provide the supervisor with a written request for leave at least seven (7) days in advance of the time the employee is required to utilize the visitation right. In emergency situations, no more than 24 hours notice shall be required. The employee must consult with the employer to schedule the leave so as not to disrupt unduly the operations of the employer. Upon completion of the school visitation, the employee shall submit verification of the exact time and date the visitation occurred.

8-11.4 Alternate Work – An employee who utilizes or seeks to utilize the rights afforded by this Section may choose the opportunity to make up the time so taken on a different day or shift as directed by the supervisor. An employee may not be required to make up the time taken, but if the employee does not make up the time taken, the employee shall not be compensated for the time taken. An employee who does make up the time taken shall be paid at the same rate as paid for normal working time. The County shall make a good faith effort to permit an employee to make up the time taken for the purposes of this Section. If no reasonable opportunity exists for the employee to make up the time taken, the employee shall not be paid for the time. A reasonable opportunity to make up the time taken does not include the scheduling of make-up time in a manner that would require the payment of wages on an overtime basis. If unpaid leave under this Section conflicts with the unreduced compensation requirement for exempt employees under the federal Fair Labor Standards Act, the County may require the employee to make up the leave hours within the same pay period.

8-12 BLOOD DONATION LEAVE

8-12.1 Employees who are employed full-time by the County and who have worked for the County for at least six (6) months may be granted one (1) paid hour every fifty-six (56) days in order to donate blood.

8-12.2 Employees may take leave pursuant to this Section only after obtaining approval from their respective Department Heads.

8-13 VOTING LEAVE

8-13.1 Any employee entitled to vote at a general or special election or at any election at which propositions are submitted to a popular vote shall be entitled to take paid leave from work for a period of two (2) hours between the time of opening and closing the polls on the day of the election for the purpose of voting.

8-13.2 The employee must request leave prior to the day of election.

8-13.3 The employer may specify the hours during which the employee may leave to vote, except that the employer must permit a 2-hour absence during working hours if the employee's working hours begin less than 2 hours after the opening of the polls and end less than 2 hours before the closing of the polls.

8-14 HEALTH AND TERM LIFE INSURANCE

8-14.1 An employee (including per diem employees) must work at least thirty (30) hours per week and have completed ~~three (3)~~ two (2) months of employment to be eligible for the County insurance benefit program. The County provides group health

Comment [DB10]: Affordable Care Act required change

and life insurance coverage. The County Board shall offer such group health and life insurance programs as it determines. The County Board shall determine annually the amount which it will contribute toward group health and life insurance coverage on behalf of each employee. Employee choice of group health insurance program shall not interfere with the employee's group life benefits. If the cost of a particular group health insurance program is more than the County contribution, the employee shall pay the additional amount through payroll deduction. If the employee wishes to have dependent coverage, the employee must assume the responsibility for dependent premiums through payroll deduction.

An employee in a full-time, temporary employment status with the County may be eligible for Health Insurance benefits upon employment as a regular full-time employee under the following condition: That the employee has had ~~three~~ two months continuous unbroken employment with the County for a ~~three~~ two-month period immediately prior to the employment by the County as a regular full-time employee.

8-14.2 If an employee retires from the County on an IMRF pension or qualifies for IMRF permanent disability, they may retain their health insurance coverage and reimburse the County for their premiums. Arrangements may be made through the County Administrator's Office.

8-15 ILLINOIS MUNICIPAL RETIREMENT FUND (IMRF)

The benefits of the Illinois Municipal Retirement Fund and eligibility for IMRF are determined by the state law and not by the County. The benefits are subject to change without notice from the County. Included are temporary and permanent disability payments, pension and death benefits. See the most recent edition of the pamphlet distributed by IMRF or visit www.imrf.org for a detailed description of your benefits.

8-16 WORKER'S COMPENSATION AND RETURN TO WORK FOLLOWING INJURY POLICY

It is the policy of Champaign County to promote a safe work place for its employees. When an employee is off work due to a work-related illness or injury, the County will monitor the status of such an employee, and when available will assist the employee in obtaining rehabilitation services in order for the employee to return to work. An employee who is off work due to a work-related illness or injury is expected to cooperate with any county programs or policies designed to help the employee return to work and to assume their full job responsibilities. The County shall oversee the management of its workers compensation program, and shall investigate all workers compensation claims as necessary to ensure uniform reporting procedures. It is the policy of the County to make every reasonable effort to accommodate an injured employee, unless such accommodation poses undue hardship on the County.

8-16.1 **Procedure** – Any employee injured on the job or who acquired a job-related illness is required to report the incident to their supervisor as soon as practicable after it is known that such injury or illness is job-related. The report shall contain the approximate date and place of the accident, if known, and may be given to the supervisor either orally or in writing.

- a. When an employee sustains what he/she believes to be a work-related injury or illness, and has reported the said work-related injury or illness to his/her supervisor, the employee shall then report to his/her immediate supervisor for the coordination of his/her initial care and treatment. The employee is encouraged to seek treatment from Carle Clinic Occupational Medicine. The employee also has the option of seeking treatment through the medical care provider from whom they have insurance coverage. If the employee needs

urgent medical attention, the employee's immediate supervisor shall call 9-1-1 to have the employee transported to the closest hospital for treatment.

- b. After coordinating the employee's initial care and treatment as described in 8-16.1(a), the employee's immediate supervisor shall complete the State of Illinois Employer's First Report of Injury or Illness (known as Form 45) within twenty-four hours of the employee's report, and obtain the signature of the Department Head or Department Head's designee on the said report. If the Department Head or designee is not available to sign the report within the twenty-four hour period, the immediate supervisor shall ~~fax~~ e-mail the said report to the Insurance Specialist in Administrative Services. The Supervisor's Incident Investigation Report should also be prepared within twenty-four hours of the incident, unless the said forms cannot be completed during the immediate supervisor's regular working hours, in which case the immediate supervisor shall advise the Department Head or Department Head's designee which forms are incomplete, and what further information is necessary to complete the said forms.
- c. The immediate supervisor is responsible for the initial investigation of the employee's reported work-related injury or illness. Supplemental and/or conflicting information, including any written statements by the injured employee, should be noted by the immediate supervisor on the appropriate form, or in a separate memo to the Department Head or the Department Head's designee. The immediate supervisor shall also include within the initial investigation report a list of any witnesses to the injury or illness claimed by the employee.
- d. In order to determine whether the injury or illness reported by the employee is a compensable injury and to determine the nature, extent, and probable duration of the injury, the employer may require the employee to undergo a medical evaluation by a duly qualified medical practitioner or surgeon of the employer's choice, with the said evaluation to be paid for by the employer, for the purpose of determining the nature, extent and probable duration of the injury received by the employee, and for the purpose of ascertaining the amount of compensation which may be due the employee from time to time for disability according to the provisions of the Workers Compensation Act.
- e. An employee must provide whatever medical releases of information are necessary to his/her immediate supervisor, and the Insurance Specialist, for all physicians, surgeons, therapists, or other medical providers as to any evaluation, treatment, testing, prescribed medications or other medical information relevant to the evaluation and treatment of the employee's work-related illness or injury, as well as any recommendations made by any medical providers as to the employee's ability to return to the employee's job, or transitional work. It shall be the responsibility of the immediate supervisor to work with the employee to obtain the said releases. The employee shall not be allowed to return to work or transitional return to work duty assignments unless and until the said medical releases have been executed, and the return to work has been authorized by the employee's medical providers in conjunction with the employer.
- f. All employee injury reports will be logged by the Insurance Specialist. If the employee misses work time or is required to undergo medical evaluation and/or treatment for the employee's work-related injury or illness, the Insurance Specialist shall forward all reports for that employee to the designated Third Party Administrator (TPA). All employees and their

Comment [DB11]: Reflects current operations

supervisors are required to cooperate fully with the County's Insurance Specialist and the TPA in the investigation of all reported injuries.

- g. If the employee receives any medical bills for the treatment of his/her work-related injury or illness, the employee shall send such bills to the Insurance Specialist.
- h. The Insurance Specialist shall serve as the administrator of the County's Workers Compensation Program, and shall be responsible for working with employees, their supervisors, and Department Heads to answer any questions about benefits, rights, or obligations pursuant to the County's Workers Compensation Program.

8-16.2 External Case Management - Any employee claims for work-related injuries or illnesses which are expected to cause the employee to miss work for more than thirty days, or which require specialized services for the employee not available within the County, will be referred by the Insurance Specialist to a TPA for professional case management, and/or for medical and/or vocational services. The Insurance Specialist shall require the TPA to provide written reports on the employee's progress on a monthly basis.

- a. The employee who has suffered a work-related injury or illness shall be required to participate in the development and implementation of his/her return to work, which shall include:
 - (i) Cooperating with and implementing any recommended treatment, evaluations or therapies from physicians, therapists, and surgeons;
 - (ii) Sharing all information pertinent to the employee's work-related injury or illness with all physicians, therapists, and surgeons;
 - (iii) Signing any and all releases of information necessary for the employer to monitor the employee's progress in returning to work;
 - (iv) Abiding by all recommended medical restrictions while at work, or off work;
 - (v) Requesting assistance for medical or vocational services designed to return the employee to work;
 - (vi) Scheduling and attending medical appointments which will cause the least work disruption, and communicate information about medical appointments to the immediate supervisor as soon as such medical appointments are scheduled;
 - (vii) Maintaining regular contact with the immediate supervisor;
 - (viii) Contacting the immediate supervisor about any accommodations the employee feels are necessary to assist the employee to return to work;
 - (ix) Participating in a functional capacity evaluation as directed by the employer;
 - (x) Complying with all safety rules and regulations of the employer.
- b. The immediate supervisor shall work with the employee in developing and implementing the employee's return to work after a job-related illness or injury. The immediate supervisor shall:
 - (i) Contact the Insurance Specialist and the Department Head about any accommodations requested by the employee in the return of the employee to work.
 - (ii) Contact the Insurance Specialist and the Department Head about any changes in the employee's medical condition.

- (iii) Contact the Insurance Specialist and the Department Head if the employee does not cooperate with the requirements of 8-16.2.
- c. The TPA, together with the employee's immediate supervisor and the Insurance Specialist, will investigate all workers compensation claims and make compensability determinations in accordance with the Illinois Workers Compensation Act. The TPA will determine what benefits are due to the employee and pay such benefits as are required by statute. The Insurance Specialist or the TPA may contact employees to obtain information necessary to process the employee's claim. The TPA shall answer any employee questions concerning the claims process.
- d. If after a comprehensive investigation of a workers compensation claim, it is determined by the TPA, Insurance Specialist, and Department Head that an employee has knowingly submitted a fraudulent claim, said employee will be subject to discipline, up to and including discharge.
- e. The Insurance Specialist shall serve as the Administrator of the County's Workers Compensation program. The Insurance Specialist shall provide advice and information to all immediate supervisors and Department Heads concerning the program, and shall assist immediate supervisors and Department Heads in meeting their responsibilities pursuant to the program.
- f. The Department Head or the Department Head's designee shall identify and select a management representative to serve as the coordinator of any and all claims pursuant to the County's Workers Compensation program within that Department.

8-16.3 County Work Transition Policy – The County shall, when appropriate and available, provide the opportunity for transitional work to any employees suffering from a job-related injury or illness in order to allow the employee to return to work safely by accommodating the employee's inability to meet all of the demands of the employee's regular work position. Work transition may include the following:

- a. Modification of the current job prioritized as follows:
 - (i) Current job—same work location
 - (ii) Modified job—same work location; modifications of work tasks or job demands which meet the employee's functional capacity; modification of work tasks to be completed by the employee which meets the employee's functional capacity
 - (iii) Current job—different work location
 - (iv) Modified job—different work location; modifications of work tasks or job demands which meet the employee's functional capacity; modifications of work tasks to be completed by the employee which meet the employee's functional capacity
 - (v) Limited special assignments
 - (vi) Participate in rehabilitation programs to allow the employee to work and also participate in services to reduce the impairment, facilitate the employee's medical progress, and prevent long term disability.
- b. The length of the work transition period should not exceed thirty work days unless an extension is approved by the employee's Department Head. An extension may be granted based on the employee's medical needs or inability of the employee to fully perform former job demands, but if extended shall not exceed ninety work days in length. Any extension of the work transition

period beyond ninety work days must be approved in advance by the County Administrator.

8-17 TRAINING LEAVE

8-17.1 The Department Head may approve a leave for employee training on subject matter directly related to the employee's job. The training may consist of a training seminar or conference of two (2) weeks duration or less or a course for college credit of up to three (3) semester hours. The employee attending the training will receive his/her normal salary and reimbursement for expenses incurred and the County will pay the registration fee.

8-17.2 Upon Department Head recommendation, an absence to attend any training seminar or conference lasting more than two (2) weeks or a course for college credit of more than three (3) semester hours, or the equivalent, may be approved by the Policy, Personnel, & Appointments Committee. The Policy, Personnel, & Appointments Committee shall specify remuneration and terms of reimbursement, if any.

8-18 CHAMPAIGN COUNTY EMPLOYEE'S CREDIT UNION

Employees are eligible to join the Champaign County Employee's Credit Union. For more information or the names of the current officers of the Credit Union, please call the County Administrator's Office.

Comment [DB12]: County Credit Union no longer exists

8-19-18 JOB SHARING

8-19.1 **Time Period and Approval** - Job-sharing will be allowed for a specific period of time, and will be established and renewed annually upon written request by a department head for approval by the Policy, Personnel, & Appointments Committee County Administrator. All requests shall be made in writing to the department head by the employee requesting his/her position be shared and shall include the amount of time the employee proposes to share the position and the time period requested. After department head approval of the requests, the department head shall forward the request to the Policy, Personnel, & Appointments Committee County Administrator.

Comment [DB13]: Makes Policy consistent with labor contracts

8-19.2 **Compensation** - The shared position will be budgeted as one position in the Champaign County staffing plan, and both employees sharing the position will be paid at the same hourly rate of pay, based on the number of hours worked within the pay period. Combined hours worked and paid for job-sharing positions will not exceed hours for full-time positions.

8-19.3 **Health Insurance** - Eligibility for health insurance benefits will be determined by the number of hours worked; therefore, if neither of the employees work thirty (30) hours per week, health insurance benefits will not be provided to either employee.

8-19.4 **Accrual of Seniority during Job-Sharing** - A former full-time employee who is approved for job-sharing will accrue seniority with Champaign County during the period of time for job-sharing approved by the Champaign County Board County Administrator.

8-19.5 **Accrual of Leave during Job-Sharing** - Both employees in a job-sharing position will accrue vacation, sick and personal leave at rates proportionate to hours worked.

8-19.6 **Employment at Conclusion of Job-Sharing** - The position which has been shared will be returned to full-time employment at the end of the time period granted for job-sharing and the position will be filled by the employee who originally held the

position. If that employee does not want the full-time position, then the other employee will be offered the position. If neither employee wants to hold the full-time position, then the position will be filled according to "Champaign County Personnel Policies."

8-20 VESSA (VICTIM'S ECONOMIC SECURITY AND SAFETY ACT, P.A. 93-0591)

8-20.1 In order to ensure the economic security and safety of Champaign County employees, an eligible employee will be granted unpaid leave for situations when the employee has been subject to domestic or sexual violence, or in order to help a family or household member who is a victim of domestic or sexual violence, not caused by the employee. In addition, victims of domestic or sexual violence will be eligible for insurance and protection from employment and insurance discrimination. Eligibility for such protections is dependent upon the employee's ability to perform the essential functions of their position but for being a victim of domestic or sexual violence, and any requested accommodation must not pose an undue hardship on the County's operations.

8-20.2 Eligible employees will be granted job-protected unpaid leave to conduct the following activities related to the domestic or sexual violence during work hours:

- a. To seek medical attention for, or recovering from, physical or psychological injuries caused by domestic or sexual violence;
- b. To obtain services from a victim services organization;
- c. To obtain psychological or other counseling;
- d. To participate in safety planning, to temporarily or permanently relocate, or to take other actions to increase the safety of the employee from future domestic or sexual violence or to ensure economic security;
- e. To seek legal assistance or remedies to ensure the health and safety of the employee, including preparing for or participating in any civil or criminal legal proceeding related to or derived from domestic or sexual violence.

8-20.3 Employees are entitled to 12 workweeks of VESSA leave during any 12-month period and are entitled to take leave upon at least 48 hours notice (where practicable). VESSA does not create a right for an employee to take unpaid leave that exceeds the unpaid leave allowed under, or in addition to, the Family and Medical Leave Act. Sick, vacation, personal, FMLA leave or compensatory time may be substituted for the unpaid leave provided under this Act.

8-20.4 The Department Head shall require certification from the employee that VESSA leave is for a qualifying reason. Certification consists of:

- a. A sworn statement of the employee, and
- b. One of the following:
 - (i) Documentation from an employee, agent or volunteer of a victim services organization, an attorney, a member of the clergy, or other professional from whom the employee or the employee's family or household member has sought assistance in addressing domestic or sexual violence and the effects of violence;
 - (ii) A police or court record; or
 - (iii) Other corroborating evidence. The Department Head shall keep such

documentation in the strictest of confidence.

8-20.5 An employee who takes such leave is entitled to be restored to the same or an equivalent position with equivalent benefits, pay and other terms and conditions of employment. The employee shall retain all benefits accrued prior to the date leave commences (including life and health insurance, sick and vacation leave, educational benefits and pensions) but the employee is not entitled to accrue seniority or additional employment benefits during the leave. The employee is also entitled to continued health insurance during any period of leave on the same terms and conditions as if the employee remained continuously employed. If an employee fails to return from leave, the County can recover the premium the employer paid for health insurance, provided the reasons the employee has not returned do not include the continuation, recurrence, or onset of domestic or sexual violence of other circumstances beyond the employee's control. The County may also require certification of such reasons.

8-20.6 It is unlawful to interfere with an employee's exercise of right under the Act or to discriminate in employment against an individual because:

a. The individual:

- (i) Is, or is perceived to be, a victim of domestic or sexual violence;
- (ii) Has attended, participated in, prepared for, or requested leave to attend, participated in, or prepare for a criminal or civil court proceeding relating to an incident of domestic or sexual violence of which the individual or a family or household member was a victim; or
- (iii) Requested an adjustment to a job, structure, workplace facility, or work requirement, including a transfer, reassignment, or modified schedule, leave, a changed telephone number or seating assignment, installation of a lock, or implementation of a safety procedure in response to actual or threatened domestic or sexual violence; or

b. The workplace is disrupted or threatened by the action of a person whom the individual states has committed or threatened to commit domestic or sexual violence against the individual or the individual's family or household member.

CHAPTER 9 – SALARY ADMINISTRATION GUIDELINES

9-1 DEFINITIONS

9-1.1 **Position Description** - A written set of criteria regarding the essential duties and responsibilities performed in a position and the minimum knowledge, skills, abilities, education, training and experience required to perform the job. Position descriptions will be written and maintained by the Salary Administrator, in consultation with the appropriate Department Heads.

9-1.2 **Authorized Position** - A single job slot allocated to a County department authorized by the Board as full time or part time. Part-time positions are stated as a percentage of full-time, or average hours worked. All authorized positions shall be identified by a specified County position description.

9-1.3 **New Position Description** - Creation of a new job and, therefore, a new position description.

- 9-1.4 **New Position** - Creation of a new authorized position in a County department or increase in an existing position based upon an existing or a new position description, which has been documented by a position questionnaire and has been evaluated by the Job Evaluation Committee.
- 9-1.5 **Transfer** - The process of hiring or moving a current County employee from one authorized position and position description to a new authorized position and/or position description within the County personnel system.
- 9-1.6 **Reclassification/Position Re-Evaluation** - The process of deleting an existing authorized position in a County department and creating a new authorized position based upon an existing or new position description.
- 9-1.7 **Midpoint** - The midpoint as a control point, represents the dollar value that the County is willing to pay an experienced employee for performing consistently competent work that fully meets all position requirements in a job of a given level of difficulty and responsibility. It also reflects favorable competitive rates paid in the employment market for experienced employees in similar jobs.
- 9-1.8 **Maximum** - The maximum salary is the highest salary paid for a particular position. The maximum is expressed as 120% of the midpoint.
- 9-1.9 **Minimum** - The minimum salary is beginning salary for a particular position. The minimum is expressed as 80% of the midpoint.
- 9-1.10 **Salary Administrator** - A Department Head or employee who has been appointed by the Champaign County Board and whose responsibilities include the implementation of and compliance with the Salary Administration Guidelines.
- 9-1.11 **Salary Range** - A salary range is established based on the midpoint, which represents the dollar value the County is willing to pay an experienced employee for performing consistently competent work that fully meets all position requirements. The salary range represents the normally expected variation in individual performance. The salary minimum is 80% of the midpoint, and the maximum is 120% of the midpoint. The range, from minimum to maximum is 150%. The established salary range for the Attorney grade varies in that the range from minimum to maximum is 172%, with the minimum established at 77.3% of the midpoint; and the maximum established at 133% of the mid-point for this grade.
- 9-1.12 **Experienced** - A candidate whose Knowledge, Skills, Abilities; and Education and Experience substantially exceed the minimum requirements as stated in the appropriate position description.
- 9-1.13 **Inexperienced** - A candidate whose Knowledge, Skills, Abilities; and Education and Experience meet the minimum requirements as stated in the appropriate position description.
- 9-1.14 **Exempt/Non-Exempt Pay Practice Status** - Determination made by the State's Attorney's Office, according to Fair Labor Standards Act (FLSA) Guidelines, of the salary grid applicable to a position.
- 9-1.15 **Job Content Evaluation Committee** - A selected group of County employees who have been trained in the Champaign County Salary Administration System. The Committee, as convened by the Salary Administrator, meets to review existing or proposed County position documentation and establish a job point evaluation to the position. The Job Content Evaluation Committee will be comprised of 8 members,

one of whom is the Salary Administrator. The usual criteria for committee selection are that its members should:

- a. Be from diverse line and staff organizations;
- b. Be of roughly equivalent level within the organization;
- c. Hold positions somewhat higher than those to be evaluated (i.e., high enough to have perspective but not so high as to be out of touch); and
- d. Be sufficiently familiar with the total organization to understand not only its purposes and structure but also its values. As a vacancy occurs on the Committee, a new member will be appointed and trained. Recommendation for appointment will be made by the Salary Administrator to the County Board Chair.

9-1.16 **Job Content Evaluation Points** - The expression of a position's relative importance to the County as it compares to the contribution made by all other positions. Job points are established by utilizing the Employers' Association of Illinois Plan. The four areas of basic criteria used to determine the "total point value" are: Working Conditions, Effort, Knowledge/Skill and Responsibility.

9-2 SCHEDULE OF AUTHORIZED POSITIONS & SALARY GRID

9-2.1 The Schedule of Authorized Positions reflects the quantity and position title of all permanent positions in every County Department as approved by the Champaign County Board. Temporary positions are controlled solely by a Department's line item in their appropriated budget. The County Board's appropriations for salaries to Department's budgets will only be made to positions approved for the Schedule of Authorized Positions. No full-time, part-time, or per diem employee may be paid except through service in a position which is authorized to the Schedule of Authorized Positions. Recommendation for additions or deletions to the Schedule of Authorized Positions will be made by committee approval initiated by the Finance Committee for recommendation to the County Board. The Salary Administrator will be responsible for maintaining the Schedule of Authorized Positions.

9-2.2 The Salary Grids reflect every position title in the County personnel system, with the exception of positions represented by bargaining units, with a minimum, midpoint, and maximum salary for each position. Per Diem employees are reflected in the salary grids with a single daily per diem figure.

An employee's salary may be between the minimum and maximum, but may not exceed the maximum.

9-3 HIRING

9-3.1 **Beginning Salary** - Unless otherwise authorized under these guidelines or recommended by the Policy, Personnel, & Appointments Committee, a new or promoted employee's beginning salary shall be paid at the minimum salary for an approved authorized position.

9-3.2 **Salary Administration** - In order to assure consistent and uniform salary ~~administrative administration~~ program application and maintenance, the hiring Department Head shall advise the Salary Administrator of all planned salary actions for new hires, promotions, transfers, etc. At the time of hire, an employee should be informed of the salary range of the position.

9-3.3 **Prior to Offer of Employment at Salary Above Minimum** - Prior to offering a salary above the minimum to a candidate the Department Head shall verify that the proposed starting salary meets the Salary Administration Guidelines and that

adequate appropriations exist in the Department's appropriate current or proposed budget line item. The hiring Department Head may confer with the Salary Administrator regarding these issues.

9-3.4 Beginning Salary Above Minimum For Inexperienced Candidate - Normally, an inexperienced candidate (a candidate who meets the minimum Knowledge, Skills, Abilities; and Education and Experience requirements as stated in the position description) should be hired at the minimum salary for the position.

However, in order to meet market conditions or to offer a competitive salary appropriately exceeding the current salary of a qualified candidate, the hiring Department Head may offer a salary up to 90% of the position's salary range midpoint, after following the provisions of 9-3.3.

9-3.5 Beginning Salary Above Minimum For Experienced Candidates - A candidate with previous directly applicable work experience should be carefully evaluated. Candidates with previous experience acquired elsewhere should not normally be considered of any greater value than comparable experience at Champaign County. Starting salaries should reflect experience as it relates to the specific job and staffing requirements for which the candidate is being considered.

- a. In the case of an experienced candidate (a candidate who substantially exceeds the minimum Knowledge, Skills, Abilities; and Education and Experience requirements as stated in the position description) a hiring Department Head may offer a starting salary up to the position's salary range midpoint, after following the provisions of 9-3.3.
- b. Any request by a Department Head to hire an experienced candidate at a salary exceeding the position's midpoint will be referred by the Salary Administrator to the Policy, Personnel, & Appointments Finance Committee for approval.
- c. The Attorney grade positions are not subject to the requirements of 9-3.5 (a) and (b), but shall be managed as follows: a candidate who has been licensed to practice law for less than ten years may be hired at a salary between the minimum and mid-point based on the affected department head's determination and current fiscal year budget limitations; and a candidate who has been licensed to practice law for more than ten years may be hired at a salary above the mid-point based on the affected department head's determination and current fiscal year budget limitations.

Comment [DB14]: This action results in financial impact, thus should be determined by Finance Committee.

9-3.6 Promotion - A promotion exists when an employee is proposed to be hired to an open position or a re-evaluation of a current position has been accepted by the Policy, Personnel, & Appointments Finance Committee where the job content has increased, resulting in placement at a higher grade range in the salary grade scale.

Comment [DB15]: Policy requires final approval of position re-evaluation be done by Finance

- a. The hiring Department Head shall confirm compliance with the Salary Administration Guidelines, and budget requirements before promoting an employee to a new position. Promotions include movement between positions in all County departments.
- b. An employee receiving a promotion shall receive up to a 10% increase in salary at the Department Head discretion or increase to the new salary range minimum, whichever is greater and which normally shall not exceed the new position's salary range midpoint. If such adjustment places the employee's salary above the midpoint, the Salary Administrator will refer the request to the Policy, Personnel, & Appointments Finance Committee for approval.

Comment [DB16]: This action results in financial impact, thus should be determined by Finance Committee

- 9-3.7 **Transfer To a Lower Salary Range** - Transfer to a lower salary range is defined as a permanent change from a position in one salary range to a position where the job is placed in a lower salary range, as expressed by job content evaluation points. An employee will also be considered to have been reassigned when, as a result of reevaluation, total job size results in placement in a lower salary range.
- a. In such instances, the Department Head must follow the provisions of 9-3.3 and 9-3.4 or 9-3.5, as applicable; however, the current salary may not be exceeded.
- 9-3.8 **Lateral Transfer** - A lateral transfer occurs when an employee moves to a new position, which is assigned to the same grade range as the employee's previous position.
- a. An employee who makes a lateral transfer to a position in the same grade range will not receive a salary increase or decrease, and shall be credited with years of experience in that grade/range.
- 9-3.9 **Exceptional Situations** - Although the Salary Administration Program is designed to be flexible enough to accommodate most specific situations, there will be occasions that require techniques or solutions outside the established guidelines. In order to ensure internal consistency, however, some control must be maintained over exceptional situations. Therefore, proposed salary administration actions deviating from established guidelines will be referred by the Salary Administrator to the Policy, Personnel, and Appointments Committee for recommendation to the [Finance Committee and County Board](#) for final approval.
- 9-3.10 **New Employee Training Period** - For purposes of training and subject to budgetary restraints, an authorized position may be filled by two County employees for a period of no longer than two weeks prior to the last day worked by the employee who is terminating employment or taking a Leave of Absence Without Pay (LOA).

9-4 PROCEDURE

The effective planning and control of salary costs requires a systematic procedure which includes:

- a. Review and adjustment of the midpoint salary policy consistent with competitive and economic conditions;
- b. Determination of funds required for policy implementation;
- c. Distribution of allocated funds among departments;
- d. Efficient control of fund utilization throughout the budget period.

No change or addition to the Schedule of Authorized Positions of a department or Salary Grid will be made except in accordance with the following procedures or the Reduction in Force procedure (Section 5-2).

- 9-4.1 **Market Adjustments** – Each year in March-April, Salary Administration will conduct a salary survey to review the mid-point valuation of jobs in Champaign County. In May, Salary Administration will provide a recommendation to the Finance Committee of any recommended mid-point changes pursuant to market to be implemented on the following ~~December~~ **January** 1st for the ensuing fiscal year.

Comment [DB17]: Documents change in County fiscal year.

9-4.2 **Movement Through Salary Ranges** – In June of each year, Salary Administration will present to the Finance Committee the anticipated cost of implementation of the following compa-ratio schedule for non-bargaining employees (with the exception of the Attorney Grade) to be implemented the following ~~December~~ January 1st.

<u>Years Completed as of December 1st</u>	<u>Compa-Ratio</u>
0	80%
1	83%
2	86%
3	89%
4	92%
5	95%
6	98%
7	100%

The compa-ratio schedule insures that each employee moves toward compensation at the full market value of their position upon completion of seven years worked in that position or grade.

The Compa-ratio schedule for the Attorney Grade is established as follows:

<u>Years Completed as of December <u>January</u> 1st</u>	<u>Compa-Ratio</u>
1	77.31%
2	79.56%
3	81.86%
4	84.24%
5	86.68%
6	89.19%
7	91.78%
8	94.44%
9	97.18%
10	100%

9-4.3 **Merit Adjustments** - In June of each year, Salary Administration will present to the Finance Committee a recommendation for a percentage allowance for merit increases to be awarded non-bargaining employees the following ~~December~~ January 1st. Determination of individual merit increases will be made by Department Heads based on employee performance.

9-4.4 New Positions, Position Descriptions and Salary Ranges will be proposed by a Department Head in most instances.

- a. The Department Head, after presenting the new proposed concept to the Policy, Personnel, and Appointments Committee and receiving a recommendation to proceed, should consult the Salary Administrator and complete a Position Description Questionnaire for the proposed new position.
- b. After receipt of the completed questionnaire, the Salary Administrator will convene the Job Content Evaluation Committee and a job point evaluation will be made to determine the job size.
- c. The Salary Administrator will consult the State's Attorney's Office in order to receive a determination of the exempt/non-exempt status of the proposed position.
- d. If necessary, the Salary Administrator will prepare a new position description.

- e. The Salary Administrator will forward the Job Content Evaluation Committee Report documenting the job point evaluation, proposed salary range and position description to the Policy, Personnel & Appointments Committee and to the Department Head.
- f. The Department Head Salary Administrator is responsible for presenting the report of the Job Content Evaluation Committee information to the Policy, Personnel, and Appointments Committee, which shall determine whether the new position, position classification and recommended salary range should be approved and make a recommendation to the Finance Committee.
- g. The Finance Committee shall review the new position, position classification, and recommended salary range and recommend to the County Board final approval of any New Position to be added to the Schedule of Authorized Positions.
- h. Unless otherwise specified, the new position, will take effect immediately upon approval by the Board.

Comment [DB18]: Provides procedural clarification

9-4.5 Reclassifications/Job Re-Evaluations - Reclassifications/Job Re-Evaluations may be requested of the Policy, Personnel, & Appointments Committee by a Department Head.

- a. The Department Head, after presenting the justification for position re-evaluation review to the Policy, Personnel, & Appointments Committee and receiving a recommendation to proceed, should contact the Salary Administrator and receive a Position Description Questionnaire.
- b. The questionnaire should be completed by the employee working in the position to be reclassified/re-evaluated.
- c. After the receipt of completed questionnaires for all positions to be re-evaluated for reclassification purposes, the Salary Administrator will convene the Job Content Evaluation Committee. The Job Evaluation Committee will evaluate all positions for which documentation has been received.
- d. The results will be presented to the Policy, Personnel, & Appointments Committee for approval.
- e. After approval, the re-evaluations will be forwarded to the Finance Committee for approval of the resulting change to the Schedule of Authorized Positions, and then to the County Board for final approval.
- f. Unless otherwise specified, a Reclassification or Job Re-Evaluation shall take effect on the first day of the fiscal year immediately following approval by the Board.

9-4.6 Department Head Salary Adjustments - Except as provided by statute or contract, are made as per the guidelines and rules of implementation in compliance with the annual salary administration recommendation for non-bargaining employees adopted pursuant to Sections 9-4.1, 9-4.2 and 9-4.3 of this policy.

CHAPTER 10 – DRUG- AND ALCOHOL-FREE WORKPLACE

10-1 DRUG- AND ALCOHOL-FREE WORKPLACE

Champaign County is committed to programs that promote safety in the workplace, employee health and well-being and citizens' confidence. Employee involvement with drugs and alcohol can adversely affect job performance and employee morale, jeopardize employee safety, and undermine citizens' confidence. The County's goal, therefore, and the purpose of this policy, is to establish and maintain a healthy and efficient workforce free from the effects of drug and alcohol abuse. Consistent with this goal and commitment, and in response to the requirements of the Drug-Free Workplace Act (30 ILCS 580/1-11), the Champaign County Board has developed this policy statement regarding the use, sale, possession, and distribution of controlled substances, including cannabis and alcohol, by its employees, or on its premises.

- 10-1.1 **Use, Possession, Transportation, Sale, Distribution** – The use, possession, sale, transportation, or distribution of controlled substances, including cannabis and alcohol by anyone while on County property or on County business may be cause for discharge. Controlled substances or alcohol shall be taken into custody, and the appropriate law enforcement agencies will be notified.
- 10-1.2 **Over-The-Counter or Prescribed Medications** – Employees who take over-the-counter or prescribed medications are responsible for being aware of any effect the medication may have on the performance of their duties and must promptly report to their supervisors the use of medication likely to impair their ability to do their jobs. An employee who fails to do so shall be subject to disciplinary action, up to and including discharge. Moreover, employees who take over-the-counter or prescribed medication contrary to doctor's instructions may be subject to disciplinary action, up to and including discharge.
- 10-1.3 **County Property Defined** – For purpose of this policy, the term "County property" shall include all land, buildings, structures, parking lots, and means of transportation owned by or leased to the County.
- 10-1.4 **Employee Assistance Program** – The County encourages any employee who feels they may have a drug or alcohol problem to contact his or her immediate supervisor or the Insurance Specialist for assistance. The County will, at the employee's request, refer him or her to the employee's designated healthcare provider for information or professional assistance, which will be at the employee's expense over and above any covered benefit amount. All communications will be strictly confidential. Employees will not be subject to discipline for seeking such assistance prior to detection. However, this will not thereafter excuse violations of this drug and alcohol policy for which the employee is subject to discipline.
- 10-1.5 **Discipline** – Any employee who violates this policy will be required to enroll in a drug or alcohol counseling rehabilitation or assistance program at the employee's expense. Any employee who violates this policy for a second time will be discharged.
- 10-1.6 **Progressive Discipline Not Applicable** – Any other disciplinary methods previously used by the County do not apply to violations of this drug and alcohol policy. Discipline for violations of this drug and alcohol policy shall be governed solely by the policy itself.
- 10-1.7 **Satisfactory Completion of Program** – Any employee who is required by this policy to satisfactorily participate in a drug or alcohol assistance or rehabilitation program shall furnish his or her Department Head written proof of the satisfactory completion of the program.

10-1.8 Condition of Employment – As a condition of employment,

- a. The County requires that all employees acknowledge that they will:
 - (i) Abide by the terms of this policy;
 - (ii) Notify the Department Head of his/her department of any conviction for a violation of a criminal drug statute no later than five days after conviction; and
 - (iii) If convicted of a violation of a criminal drug statute, satisfactorily participate in a drug or alcohol abuse assistance or rehabilitation program.
- b. If Champaign County receives notice from an employee of a conviction of a violation of a criminal drug statute, Champaign County will:
 - (i) Take appropriate action against such employee up to and including termination of employment; and/or
 - (ii) Provide employee assistance as stated in subsection 10-1.5 above.

CHAPTER 11 – WORKPLACE VIOLENCE POLICY

11-1 WORKPLACE VIOLENCE POLICY

The County of Champaign values its employees and citizens and the County Board affirms its commitment to providing workplaces and facilities that minimize the potential for violence. It is the intent of this policy to ensure that everyone associated with Champaign County, including employees and the public, never feel threatened by any form of violence. Champaign County has a zero tolerance policy for violence, whether by or toward employees. "Violence" shall include physically harming another, shoving, pushing, harassing, intimidating, coercing, brandishing weapons, and threatening or talking of engaging in those activities. It shall also include acts, threats, intentions of harm, destruction towards self, others or property, and may be psychological as well as physical, and the perception thereof.

11-1.1 Disciplinary Action – If it has been determined that an employee is engaging in any form of violence in the workplace or threatening violence in the workplace, the employee shall be terminated immediately. No talk of or joking about violence will be tolerated. In cases of acts or threats of violence by employees, the County endorses immediate and definitive use of the disciplinary process outlined in this document, resulting in termination of said employees. Criminal prosecution will be pursued as appropriate, as well.

11-1.2 Responsibility

- a. The County Administrator's Office has overall responsibility for maintaining this policy, administering workplace violence prevention measures, and coordinating post-incident activities. The County Administrator's Office will also identify resources that departments may use in developing their training plans and workplace violence measures.
- b. If elected Department Heads or departments operated under the authority of separate governing boards choose to adopt a different policy, they are expected to provide a copy of it to the County Administrator's Office.
- c. Managers and supervisors shall make safety one of their highest concerns.

When made aware of a real or perceived threat of violence, management shall conduct a thorough investigation, provide support for employees, and take specific actions to help prevent all acts of violence. Management is also responsible for documenting and reporting such incidences to the respective Department Heads.

- d. Employees shall report all acts and/or threats of violence to their supervisors or Department Heads. Employees should learn to recognize and respond to behaviors by potential perpetrators that may indicate a risk of violence.

11-1.3 **Continual Review** – The County Administrator’s Office shall develop a method for receiving and reviewing reports of violence and threats of violence. Information and data from such reports shall be utilized to establish a continual improvement process for reducing the potential for adverse outcomes associated with acts or threats of workplace violence.

CHAPTER 12 – ANTI-HARASSMENT POLICY

12-1 ANTI- HARASSMENT

12-1.1 It is the policy of Champaign County Government to provide to all officials and employees a work environment free of harassment based upon gender, ethnicity, race, sexual orientation, religious affiliation, age, physical and mental disability, and marital status, as well as sexual harassment. It is the right of all employees to work in an environment free from harassment and the responsibility of all employees to refrain from harassment. Champaign County prohibits sexual harassment and harassment based upon gender, ethnicity, race, sexual orientation, religious affiliation, age, and physical and mental disability of and by its employees. Harassment is inappropriate, offensive, and, in specific cases, may be illegal and will not be tolerated by Champaign County.

Harassment refers to physical or verbal actions that have the purpose or effect of unreasonably interfering with a person’s work performance, which create a hostile, intimidating, or offensive environment and which is based on the sexual orientation, race, color, religious belief or practice, national origin, ancestry, gender, age, citizenship status, marital status, or disability of the person that feels harassed or discriminated against. Such actions, intentional or not, can annoy or disturb members of one sex, ethnicity, race, sexual orientation, religion, age, marital status and disability. Examples include but are not limited to:

- a. Unwelcome sexual advances, requests for sexual favors, or physical conduct of a sexual nature;
- b. Any sexual, ethnic, racial, gender or religious-related jokes, comments, insults, cartoons, innuendoes, or personal conduct or mannerisms that could be construed as offensive, intimidating, or hostile as measured from the point of view of a reasonable person of the same protected group;
- c. Demeaning comments or ridicule of an employee based on the employee’s status as a member of a protected group;
- d. Repeated unwanted, unwarranted, or unsolicited off-duty telephone calls, contact, or conduct that violates this policy;
- e. Submission to or rejection of such conduct is used as the basis for employment decisions;
- f. Displaying or permitting the display of pictures, drawings, or graffiti that could be considered a violation of this policy.

Champaign County directs all employees and supervisory personnel within Champaign County to ensure that their workplaces are free of harassment. Department Heads and supervisory personnel shall be responsible for supporting training on sexual, ethnic, racial, sexual orientation, religious, age, and disability-related harassment prevention and this harassment policy. Department Heads and supervisory personnel shall post and distribute this policy, encourage employees to report harassment incidents, and assure employees they do not have to endure a hostile or negative work environment. Behavior or acts that employees find offensive or harassing, if not based on protected class as set forth in this Policy, while rude or offensive, are not a violation of this Policy. Employees are advised to present their complaints to their supervisors or personnel identified in the "Complaint Procedure" as set forth in this Chapter.

12-2 COMPLAINT PROCEDURE

12-2.1 Employees who wish to register a complaint of sexual harassment (or any form of harassment based on their race, national origin, gender, age, sexual orientation, marital status, religion or disability) may do so through their Department Head, or the County Administrator, or the Human Resources Generalist.

12-2.2 All allegations of harassment will be investigated thoroughly. The facts will determine the response of the County to each allegation. Substantiated acts of harassment will be met with appropriate disciplinary action by the County up to and including termination. All information regarding any specific incident will be kept confidential within the necessary boundaries of the fact-finding process. No reprisal or retaliation against the employee reporting the allegation of harassment will be tolerated.

12-2.3 Employees are also informed that complaints of harassment or discrimination may also be reported to the Civil Rights Division of the Department Of Justice, the Equal Employment Opportunity Commission (EEOC)/Illinois Department of Human Rights (IDHR), or the Office of General Counsel, Illinois Criminal Justice Information Authority.

Comment [DB19]: Additional language provided for compliance with federal grant requirements.

CHAPTER 13 – PROHIBITED POLITICAL ACTIVITIES AND GIFT BAN

13-1 PROHIBITED POLITICAL ACTIVITIES

13-1.1 No officer or employee shall intentionally perform any prohibited political activity during any compensated time, as defined herein. No officer or employee shall intentionally use any property or resources of the employer in connection with any prohibited political activity.

13-1.2 At no time shall any officer or employee intentionally require any other officer or employee to perform any prohibited political activity:

- a. As part of that officer or employee's duties;
- b. As a condition of employment; or
- c. During any compensated time off (such as holidays, vacation or personal time off.)

13-1.3 No officer or employee shall be required at any time to participate in any prohibited political activity in consideration for that officer or employee being awarded

additional compensation or any benefit, whether in the form of a salary adjustment, bonus, compensatory time off, continued employment or otherwise, nor shall any officer or employee be awarded additional compensation or any benefit in consideration for his or her participation in any prohibited political activity.

13-1.4 Nothing in this Section prohibits activities that are permissible for an officer or employee to engage in as part of his or her official duties, or activities that are undertaken by an officer or employee on a voluntary basis which are not prohibited by this policy.

13-1.5 No person either:

- a. In a position that is subject to recognized merit principles of public employment; or
- b. In a position the salary for which is paid in whole or in part by federal funds and that is subject to the Federal Standards for a Merit System of Personnel Administration applicable to grant-in-aid programs,

shall be denied or deprived of employment or tenure solely because he or she is a member or an officer of a political committee, of a political party, or of a political organization or club.

13-2 GIFT BAN

13-2.1 Except as permitted by this policy, no officer or employee, and no spouse of or immediate family member living with any officer or employee (collectively referred to herein as "recipients"), shall intentionally solicit or accept any gift from any prohibited source, as defined herein, or which is otherwise prohibited by law or ordinance. No prohibited source shall intentionally offer or make a gift that violates this policy.

13-2.2 **Exceptions** - Section 13-2.1 is not applicable to the following:

- a. Opportunities, benefits, and services that are available on the same conditions as for the general public;
- b. Anything for which the officer or employee, or his or her spouse or immediate family member, pays the fair market value;
- c. Any:
 - (i) Contribution that is lawfully made under the Election Code; or
 - (ii) Activities associated with a fundraising event in support of a political organization or candidate;
- d. Educational materials and missions;
- e. Travel expenses for a meeting to discuss business;
- f. A gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, half sister, and including the father, mother, grandfather, or grandmother of the individual's spouse and the individual's fiancé or fiancée;

- g. Anything provided by an individual on the basis of a personal friendship unless the recipient has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of the recipient or his or her spouse or immediate family member and not because of the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the recipient shall consider the circumstances under which the gift was offered, such as:
 - (i) The history of the relationship between the individual giving the gift and the recipient of the gift, including any previous exchange of gifts between those individuals;
 - (ii) Whether to the actual knowledge of the recipient the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift; and
 - (iii) Whether to the actual knowledge of the recipient the individual who gave the gift also at the same time gave the same or similar gifts to other Department Heads or employees, or their spouses or immediate family members.
- h. Food or refreshments not exceeding \$75 per person in value on a single calendar day; provided that the food or refreshments are (i) consumed on the premises from which they were purchased or prepared or (ii) catered. For the purposes of this Section "catered" means food or refreshments that are purchased ready to consume which are delivered by any means.
- i. Food, refreshments, lodging, transportation, and other benefits resulting from outside business or employment activities (or outside activities that are not connected to the official duties of an officer or employee), if the benefits have not been offered or enhanced because of the official position or employment of the officer or employee, and are customarily provided to others in similar circumstances.
- j. Intra-governmental and inter-governmental gifts. For the purpose of this policy, "intra-governmental gift" means any gift given to an officer or employee from another officer or employee, and "inter-governmental gift" means any gift given to an officer or employee by an officer, or employee of another governmental entity.
- k. Bequests, inheritances, and other transfers at death.
- l. Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than \$100.
- m. Each of the exceptions listed in this section is mutually exclusive and independent of every other.

13-2.3 **Disposition of gifts** - An officer or employee, his or her spouse, or an immediate family member living with the officer or employee, does not violate this Policy if the recipient promptly takes reasonable action to return a gift from a prohibited source to its source or gives the gift or an amount equal to its value to an appropriate charity that is exempt from income taxation under Section 501(c)(3) of the Internal Revenue Code of 1986, as now or hereafter amended, renumbered, or succeeded.

13-3 DEFINITIONS

For purposes of this Section, the following terms shall be given these definitions:

- 13-3.1 **"Campaign for elective office"** means any activity in furtherance of an effort to influence the selection, nomination, election, or appointment of any individual to any federal, State, or local public office or office in a political organization, or the selection, nomination, or election of Presidential or Vice-presidential electors, but does not include activities:
- a. Relating to the support or opposition of any executive, legislative, or administrative action;
 - b. Relating to collective bargaining; or
 - c. That are otherwise in furtherance of the person's official duties.
- 13-3.2 **"Candidate"** means a person who has filed nominating papers or petitions for nomination or election to an elected office, or who has been appointed to fill a vacancy in nomination, and who remains eligible for placement on the ballot at a regular election.
- 13-3.3 **"Collective bargaining"** has the same meaning as that term is defined in Section 3 of the Illinois Public Labor Relations Act (5 ILCS 31513).
- 13-3.4 **"Compensated time"** means, with respect to an employee, any time worked by or credited to the employee that counts toward any minimum work time requirement imposed as a condition of his or her employment, but for purposes of this Ordinance, does not include any designated holidays, vacation periods, personal time, compensatory time off or any period when the employee is on a leave of absence.
- 13-3.5 **"Compensatory time off"** means authorized time off earned by or awarded to an employee to compensate in whole or in part for time worked in excess of the minimum work time required of that employee as a condition of his or her employment.
- 13-3.6 **"Contribution"** has the same meaning as that term is defined in Section 9-1.4 of the Election Code (10 ILCS 5/9-1.4).
- 13-3.7 **"Employee"** means a person employed by the Employer, whether on a full-time or part-time basis or pursuant to a contract, whose duties are subject to the direction and control of an employer with regard to the material details of how the work is to be performed, but does not include an independent contractor.
- 13-3.8 **"Employer"** means the following elected officials of Champaign County: the Auditor, Coroner, County Clerk, Recorder, Sheriff, and Treasurer, with respect to the officers and employees of their respective offices. Employer also means the Champaign County Board with respect to the officers and employees not under the authority of any elected official. This Policy does not apply to the following elected officials or their officers and employees: Judges of the Sixth Judicial Circuit, the Clerk of the Circuit Court, and the State's Attorney.
- 13-3.9 **"Gift"** means any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including, but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to government employment or the official position of an officer or employee.
- 13-3.10 **"Leave of absence"** means any period during which an employee does not receive:
- a. Compensation for employment,

- b. Service credit towards pension benefits, and
- c. Health insurance benefits paid for by the employer.

13-3.11 **"Officer"** means a person who holds, by election or appointment, an office created by the Illinois Constitution, Illinois statute or County ordinance, regardless of whether the officer is compensated for service in his or her official capacity.

13-3.12 **"Political activity"** means any activity in support of or in connection with any campaign for elective office or any political organization, but does not include activities:

- a. Relating to the support or opposition of any executive, legislative, or administrative action;
- b. Relating to collective bargaining; or
- c. That are otherwise in furtherance of the person's official duties.

13-3.13 **"Political organization"** means a party, committee, association, fund, or other organization (whether or not incorporated) that is required to file a statement of organization with the State Board of Elections or a county clerk under Section 9-3 of the Election Code (10 ILCS 5/9-3), but only with regard to those activities that require filing with the State Board of Elections or a county clerk.

13-3.14 **"Prohibited political activity"** means:

- a. Preparing for, organizing, or participating in any political meeting, political rally, political demonstration, or other political event;
- b. Soliciting contributions, including but not limited to the purchase of, selling, distributing, or receiving payment for tickets for any political fundraiser, political meeting, or other political event;
- c. Soliciting, planning the solicitation of, or preparing any document or report regarding anything of value intended as a campaign contribution;
- d. Planning, conducting, or participating in a public opinion poll in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question;
- e. Surveying or gathering information from potential or actual voters in an election to determine probable vote outcome in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question;
- f. Assisting at the polls on election day on behalf of any political organization or candidate for elective office or for or against any referendum question;
- g. Soliciting votes on behalf of a candidate for elective office or a political organization or for or against any referendum question or helping in an effort to get voters to the polls;
- h. Initiating for circulation, preparing, circulating, reviewing, or filing any petition on behalf of a candidate for elective office or for or against any referendum question;
- i. Making contributions on behalf of any candidate for elective office in that capacity or in connection with a campaign for elective office;
- j. Preparing or reviewing responses to candidate questionnaires;
- k. Distributing, preparing for distribution, or mailing campaign literature, campaign signs, or other campaign material on behalf of any candidate for elective office or for or against any referendum question;
- l. Campaigning for any elective office or for or against any referendum question.
- m. Managing or working on a campaign for elective office or for against any referendum question;
- n. Serving as a delegate, alternate, or proxy to a political party convention.
- o. Participating in any recount or challenge to the outcome of any election; or

- p. All other political activity on behalf of a candidate for public office, a referendum question, a political campaign, or a political organization.

13-3.15 **"Prohibited source"** means any person or entity who:

- a. Is seeking official action:
 - (i) By an officer or
 - (ii) By an employee, or by the officer or another employee directing that employee;
- b. Does business or seeks to do business:
 - (i) With the officer or
 - (ii) With an employee, or with the officer or another employee directing that employee;
- c. Conducts activities regulated:
 - (i) By the officer or
 - (ii) By an employee, or by the officer or another employee directing that employee; or
- d. Has interests that may be substantially affected by the performance or non-performance of the official duties of the officer or employee.

13-4 ENFORCEMENT

No County employee may use his or her official position of employment to coerce or inhibit others (whether County employees or members of the public) in the free exercise of their political rights, including, without limitation, the right to petition, make public speeches, campaign for or against political candidates, speak out on questions of public policy, distribute political literature, make contributions, or seek public office.

13-4.1 Except as specifically stated herein, no Department Head may make or enforce any rule that in any way inhibits or prohibits any of its employees from exercising any political rights, including, but not limited to, those described in Section 13-5.1.

13-4.2 Nothing in this Section 13-5 shall apply to:

- a. Efforts to enforce Chapter 13 of this Policy, the Champaign County Ethics Ordinance, State law, or any comparable provision of a Collective Bargaining Agreement.
- b. Efforts to limit non-work-related activity on County time, even if such efforts have the incidental effect of limiting political activity on the same basis as other non-work-related activity.

CHAPTER 14 – GENERAL RULES AND PROCEDURES

14-1 LEAVE BENEFITS FOR PERSONS RETURNING TO THE EMPLOY OF THE COUNTY

Persons returning to the employ of the County shall be credited continuous employment for the purposes of determining eligibility for leave benefits as follows:

- a. Persons returning as County employees within one (1) year of termination shall be credited with eighty percent (80%) of their prior service.
- b. Persons returning as County employees within fifty (50) months after termination shall be credited with fifty percent (50%) of their prior service.
- c. Persons returning as County employees more than fifty (50) months after termination shall receive no credit for prior service.

14-2 REPORTING UNSAFE WORKING CONDITIONS

Employees who become aware of unsafe working conditions must report those conditions to the Department Head, County Administrator or the Director of the Physical Plant.

14-3 REGISTRATION OF A DOMESTIC PARTNERSHIP

Registration of a domestic partnership will be required for coverage under the group health, dental, vision and dependent life insurance.

- 14-3.1 An employee who wishes to register a domestic partnership needs to contact the Insurance Specialist for information and the registration form. Upon receipt of a properly completed form, the county will consider the Partnership registered as of the date of the signature on the form.
- 14-3.2 Children of domestic partners are eligible for benefits under the same conditions as are the children of employees' legal spouses.
- 14-3.3 Enrollment of domestic partners and eligible dependent children is subject to the same rules as enrollment of other dependents.
- 14-3.4 Domestic partners and their enrolled dependents receive the same or equivalent benefits as spouses and their enrolled dependents receive for group continuation health coverage through COBRA and/or individual conversion.
- 14-3.5 An employee may terminate a domestic partnership by notifying the Insurance Specialist in writing of the termination of the domestic partnership within thirty days of its termination. (The same guideline exists for married couples that divorce.) The employee must then wait six months from the date of the notice before registering another domestic partnership, except in either of the following cases:
 - a. The employee is registering the same domestic partnership within thirty days notification of the termination of that domestic partnership, or
 - b. The employee's former domestic partnership was dissolved through the death of the employee's domestic partner.
- 14-3.6 The tax consequences of a domestic partnership are the responsibility of the employee, not the County. Under the Internal Revenue Code, an employee is not taxed on the value of benefits provided by an employer to an employee's spouse or dependent. However, the IRS has ruled that a domestic partner does not qualify as a spouse.

The value of benefits provided to an employee's domestic partner (and the domestic partner's eligible children, if any) is considered part of the employee's taxable income, unless the employee's domestic partner qualifies as a dependent under Section 152 of the Internal Revenue Code. This company (the County) will treat the

value of the benefits provided to the employee's domestic partner (and the domestic partner's eligible children, if any) as part of the employee's income and will withhold the taxes on the value of those benefits from employee's paychecks. If the employee's domestic partner qualifies as a dependent under Section 125 of the Internal Revenue Code, the employee may file the proper documentation with the IRS and seek a refund for taxes withheld.

Some courts have recognized non-marriage relationships as the equivalent of marriage for the purpose of establishing and dividing community property. A declaration of common welfare, such as the registration of a domestic partnership, may therefore have legal implications.

Questions regarding this policy should be directed to the Insurance Specialist.

14-4 SUGGESTIONS

Employees who have suggestions for the improvement of County services, reduction of costs, improvement of safety, training, or other related plans or programs are encouraged to submit new and original ideas to their Department Head. In all cases, the Department Head should notify the employee in writing of the disposition of the suggestions; and a copy shall be sent to the County Administrator for retention in the individual's personnel file.

Comment [DB20]: County Administrator does not maintain individual personnel files, but should receive any employee suggestions.

CHAPTER 15 – ADMINISTRATION

15-1 ADMINISTRATION

15-1.1 The County Administrator, the Policy, Personnel, & Appointments Committee, and the Department Heads shall be responsible for the enforcement of the Personnel Policies.

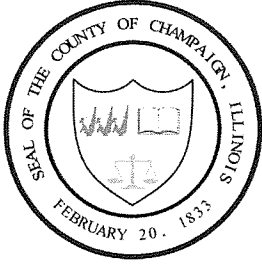
15-1.2 ~~A department's policies may supersede any portion of these personnel policies after presentation to Parent Committee and Policy, Personnel, & Appointments Committee and with Board approval.~~

Comment [DB21]: The departments which are subject to this Policy do not have the option to opt out of the requirements of the County Board's Personnel Policy.

15-1.32 — When the County Administrator is the Department Head involved, all actions required of the County Administrator by this policy shall be taken by the Chair of the Policy, Personnel, & Appointments Committee.

15-1.4 The Policy, Personnel, & Appointments Committee may issue opinions construing the provisions of these Policies. A written opinion shall be prepared detailing the facts and circumstances surrounding the question, the issue presented to the Committee, the decision of the Committee and the reasoning upon which the decision is based. These opinions shall be numbered and/or dated and a copy of each opinion shall be maintained by the County Administrator for future reference.

15-2 THIS POLICY MAY BE REVISED AT ANY TIME WITH THE APPROVAL OF THE COUNTY BOARD



CHAMPAIGN COUNTY ADMINISTRATIVE SERVICES

1776 East Washington Street, Urbana, Illinois 61802-4581

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

Deb Busey, County Administrator

MEMORANDUM

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

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

DATE: March 5, 2015

RE: REVIEW and RECOMMENDATION for POSITIONS in HIGHWAY DEPARTMENT

Pursuant to direction from the Policy, Personnel & Appointments Committee of the Whole on February 19, 2015, the Job Content Evaluation Committee has met to review recommendations for changes regarding the Highway Accountant and Highway Projects Accountant positions.

REPORT:

Highway Accountant

The Job Content Evaluation Committee reviewed the submitted position analysis questionnaire that had been completed by the incumbent and approved by the County Engineer. The Committee met with Jeff Blue, County Engineer, who described the position as it currently operates, and provided the amended position description. The Committee reviewed the proposed changes in parameter and scope for this position, and determined that while there is some additional responsibility assigned to the position under the current operation, the change does not require a change to the current classification of the position. The Committee recommends that the Highway Accountant remain in Grade Range H, which requires no additional action by the County Board. The updated position description is attached for the County Board's information.

Highway Projects Accountant

The Job Content Evaluation Committee reviewed the submitted position analysis questionnaire completed by the incumbent and reviewed by the County Engineer, and proposed job description that had been completed by the County Engineer, documenting changes to the Highway Projects Accounting Assistant position. The Committee met with Jeff Blue and reviewed the proposed changes, parameters and scope for this

position, as well as the amended position description. In its review, the Committee became aware that the previous evaluation of this position (which was done in 2002) was overstated in terms of the complexity of duties and responsibility as to the true requirements of the position. As a result, the Committee recommends moving this position from Grade Range G to Grade Range F in the salary grade assignment for the position. The Committee also concurred with the position title change to Highway Projects/Motor Fuel Tax Accountant and relevant position description update as attached to this Memorandum.

This is an AFSCME General Unit bargaining position. The current incumbent's salary is well within the range of the updated salary range which will result in no change to the incumbent's salary as a result of this re-evaluation.

REQUESTED ACTION for POLICY, PERSONNEL & APPOINTMENTS:

The Policy, Personnel & Appointments Committee recommends to the Finance Committee approval of the re-classification of the Highway Projects Accountant position from Grade Range G to Grade Range F, and the corresponding title change to Highway Projects/Motor Fuel Tax Accountant.

REQUESTED ACTION for FINANCE:

The Finance Committee recommends to the County Board approval of the re-classification of the Highway Projects Accountant position from Grade Range G to Grade Range F, and the corresponding title change to Highway Projects/Motor Fuel Tax Accountant.

Thank you for your consideration of these recommendations.

attachments

xc: Jeff Blue, County Engineer

CHAMPAIGN COUNTY SALARY ADMINISTRATION PROGRAM
JOB CONTENT EVALUATION COMMITTEE REPORT

Date of Request:

February 19, 2015

RE-EVALUATION OF EXISTING POSITION

Department Requesting:	Highway	
Position Title:	Accountant	
Current Job Points:	605	
FLSA Status:	Non-Exempt	
Current Salary Range:	Grade Range H	
FY2015 Salary Range	Minimum:	\$18.65
	Mid-Point:	\$23.31
	Maximum:	\$27.98

Job Evaluation Committee Recommendation: No Change

Re-Evaluated Job Points:	648	
Recommended Title:	Accountant	
FLSA Status:	Non-Exempt	
Recommended Salary Range:	Grade Range H	
FY2015 Salary Range	Minimum:	\$18.65
	Mid-Point:	\$23.31
	Maximum:	\$27.98

Date of Job Evaluation Committee Recommendation:

March 3, 2015

Champaign County Job Description

Job Title: Accountant
Department: Highway
Reports To: County Engineer
FLSA Status: Exempt
Grade Range: H
Prepared Date: March, 2015

SUMMARY Prepares and performs a variety of personnel, budgetary and routine administrative functions pertaining to the operation of the County Highway Department. Manages the department in the absence of the County Engineer and Assistant County Engineer.

PRIMARY DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Prepares, approves and maintains payroll records, in accordance with 2 AFSCME Contracts. Computes attendance for department employees and calculates wages; submits records for payment.

Maintains confidential personnel records for department. Prepares employee evaluations as directed. Maintains confidential records of department drug and alcohol tests, as mandated.

Manages the office in the absence of the County Engineer and Assistant County Engineer.

Monitors department budget and requests amendments and transfers as needed.

Supervises the bookkeeping for various department funds and accounts including County Highway, County Bridge, Township Bridge and County Federal Aid Matching Tax.

Maintains contact with Treasurer's Office on the distribution of investment funds.

Assists County Engineer with compiling figures for future budgets and projects.

Signs requisitions and budget transfers, in the absence of the County Engineer and Assistant County Engineer.

Performs department bookkeeping and compiles accurate financial records including receipt of funds, disbursements, operational costs, trial balances, and costs charged to proper projects. Ensures that accurate and prompt billings are established and payments are received.

Ensures that County bill payments are made to Highway Department suppliers in accordance with county and IDOT policies. Contacts IDOT and contractors as needed to resolve bill payments or reports. Maintains contacts with Township Road Commissioners as needed.

Prepares monthly statements to other County Departments for vehicle maintenance work performed by highway mechanics.

Orders and/or picks up department supplies and materials and maintains a current inventory.

Prepares advertisements for contract project lettings and assists with said lettings. Prepares paperwork prior to and following project lettings. Confirms bid prices.

May attend County Board meetings as a Highway Department representative.

Prepares monthly Highway & Transportation Meeting Agenda, resolutions and other documents, as directed by the County Engineer.

Prioritizes workload and changes said priorities as the work schedule in the office demands.

Maintains schedule of conference room.

SUPERVISORY RESPONSIBILITIES May provide work direction to other employees in the department.

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

EDUCATION and/or EXPERIENCE Associates Degree (AA) or equivalent from a 2 Year College with courses in Business and Accounting. Three to five years experience in responsible clerical activities; knowledge of modern accountant and bookkeeping principles and procedures; or equivalent combination of education and experience. Two years computer experience, including all aspects of performing Microsoft Word and Excel functions and operations.

LANGUAGE SKILLS Ability to read and interpret documents such as IDOT regulations, construction contract instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively to employees and representatives of companies. Ability to speak respectfully and diplomatically to the public.

MATHEMATICAL SKILLS Ability to calculate figures and amounts such as discounts, interest, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS Valid Driver's License, Notary Public and any others that are required.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee is frequently required to walk; climb stairs; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk; and hear. The employee is occasionally required to stand. The employee must occasionally lift and/or move up to 35 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus.

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

CHAMPAIGN COUNTY SALARY ADMINISTRATION PROGRAM
JOB CONTENT EVALUATION COMMITTEE REPORT

Date of Request:

February 19, 2015

RE-EVALUATION OF POSITION

Department Requesting: Highway
Position Title: Highway Projects Accounting Assistant
Current Job Points: 412
Current Classification Range: G
FY2015 Current Range Minimum Salary: \$16.73
FY2015 Current Range Maximum Salary: \$25.09
FY2015 Current Range - Incumbent Salary: \$18.73
Bargaining Unit: AFSCME - General Unit
FLSA Status: Non-Exempt

Job Evaluation Committee Recommendation: ReClassification

Recommended Title: Highway Projects/Motor Fuel Tax Accountant
Re-Evaluated Job Points: 380
Recommended Classification Range: F
Recommended Range Minimum Salary: \$15.19
Recommended Range Maximum Salary: \$22.80
Contractual Salary for Incumbent: \$18.73
Bargaining Unit: AFSCME - General Unit
FLSA Status: Non-Exempt

Date of Job Evaluation Committee Recommendation:

March 3, 2015

Champaign County Job Description

Job Title: Highway Projects/Motor Fuel Tax Accountant
Department: Highway
Reports To: County Engineer
FLSA Status: Non-exempt
Employment Status: Bargaining Unit - AFSCME General Unit
Prepared Date: March, 2015

SUMMARY Under direction of the County Engineer, estimates and establishes the annual Motor Fuel Tax program for the County and the Township Road Districts. Maintains and operates the computerized accounting and record keeping system with a Budget amount of \$2,500,000 annually for the County and \$2,500,000 for the Township Road Districts.

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

Responsible for the preparation of proposals and estimates in accordance with the Illinois Department of Transportation (IDOT) policies and procedures; prepares notice to bidders, acceptance of proposals, reviews billings and report preparation; computes road district billings for materials, supplies and services.

Estimates the amount of Motor Fuel Tax (MFT) monies available for each of the 28 Road Districts and meets with the District Road Commissioners to determine the amount and type of materials necessary for their MFT program.

After approval by the Illinois Department of Transportation, sets up lettings for MFT materials, striping, seal coat oil and any MFT projects bid by the County or any of the Township Road Districts. Obtains estimates and prepares acceptance awards for all materials let and approved by IDOT; assembles and maintains files for all 28 Road Districts, including materials used, under the MFT program; computes and checks all tickets for materials used by the road districts and the county and adjusts for overage, billing the road districts as necessary. Prepares billing for engineering fees for each of the 28 Road Districts.

Prepares forms requesting funds from IDOT for MFT road and bridge projects and prepares final reports for MFT road and bridge projects for IDOT and County Board.

Verifies pay estimates from the engineers for county MFT construction; prepares payment bills to road districts for their portion. Maintains the records on the hours in use of county township equipment rentals and the dates of use; submits equipment rental bills through IDOT.

Prepares monthly payments for materials ordered by the road districts, and deposits payments with the County Treasurer.

Provides IDOT with all relevant information pertaining to the MFT program; maintains information and prepares the annual engineering report on MFT taxes paid to the County Highway Department for the County Board.

Based on MFT funds allowed, obtains the most material and supplies possible and obtains inspection reports on these materials.

Interprets how MFT monies can be allotted, the manner to be spent and explains these guidelines to all concerned parties. Record keeping of Illinois Department of Transportation (IDOT) funds must meet with approval of the State Auditor.

Maintains contacts with State and County Auditor's Office, County Treasurer's Office, Road District Commissioners and IDOT.

Accurately maintains a variety of logs and files, including but not limited to; accident reports, Road District monthly reports, vehicle maintenance, resolutions, permits and jurisdictional transfers.

Communicates with permit applicants, prepares permits for the County Engineer's final approval and ensures proper permits are obtained when possible.

Processes JULIE dig requests for various jobs of the maintenance workers.

Communicates necessary press releases with the media.

Receives and screens office calls and correspondence, responds to routine telephone inquiries; forwards calls to appropriate party.

Receives, date stamps and distributes incoming mail.

SUPERVISORY RESPONSIBILITIES This job has no supervisory responsibilities.

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

EDUCATION and/or EXPERIENCE Associate's degree (A.A.) or equivalent from a two-year college or technical school with courses in business and accounting; knowledge of MFT policies and procedures established by the Illinois Department of Transportation; two (2) years of computer experience, including all aspects performing Microsoft Word and Excel functions and operations, or an acceptable equivalent combination of education and experience.

LANGUAGE SKILLS Ability to read and interpret documents such as spread and balance sheets, invoices, correspondence. Ability to write routine reports and correspondence. Ability to communicate with governmental officials and employees of the organization.

MATHEMATICAL SKILLS Ability to calculate figures and amounts such as discounts, interest, commissions, proportions and percentages. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to sit and use hands to finger, handle, or feel. The employee is occasionally required to stand; walk; reach with hands and arms; and talk; or hear. The employee must occasionally lift and/or move up to 35 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Usually, normal office working conditions. The noise level

in the work environment is usually quiet.

Note: This document contains wording of a description of a general class of positions with the Champaign County salary administration program. The description contains examples of duties and responsibilities which may or may not be considered to be "essential functions" to a particular job or position with this job class. "Essential functions" are to be determined at the position or job level within each department.

RESOLUTION NO.

**A RESOLUTION THAT SUPERSEDES RESOLUTION NO. ~~8306 and 8418~~ 8857
ON ESTABLISHMENT OF ORGANIZATION, DUTIES, RULES, POLICIES, AND
PROCEDURES OF THE CHAMPAIGN COUNTY BOARD**

WHEREAS, The Champaign County Board by Resolution No. ~~83068857~~, which ~~superseded Resolution Number 7143, and Resolution No. 8418 which amended Resolution 8306~~, established the organization, duties, rules, policies, and procedures of the Champaign County Board; and

WHEREAS, The Champaign County Board has determined that Resolution ~~83068857 and as amended by Resolution No. 8418~~ requires revision;

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

All open and closed meetings or sessions held by the Board, including Committee of the Whole, standing committees, special committees, subcommittees, and informal or incidental meetings of these bodies (including those which may occur during party caucuses) shall be held in accordance with the provisions of the Illinois Open Meetings Act (5 ILCS 120). All meetings of the Board shall be preserved by an audio recording. County Board, Committee of the Whole and standing committee meeting minutes and proceedings will be posted on the County's website in accordance with the requirements of the Open Meetings Act.

Organization and Duties of the County Board

1. County Board

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

2. Biennial Organizational Meeting

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

- A. The meeting chair (the sitting Board Chair, sitting Board Vice-Chair, or if neither is still a member of the County Board, a temporary Board Chair selected by the majority of board members present), shall accept nominations from the floor for the position of Board Chair. Any member may nominate any member who is not currently a nominee, including himself or herself. The meeting chair may offer a nomination after all other members have had an opportunity to do so. A member may decline nomination. When all members who wish to do so, including the meeting chair, have offered nominations, the meeting chair shall declare nominations closed.
- B. The meeting chair shall give each nominee an opportunity to speak, once, in order of their nomination. A nominee may choose to withdraw from consideration at any time prior to the start of the Roll Call vote.
- C. After all nominees have one opportunity to speak, the meeting chair shall call for a Roll Call vote. Each member present shall vote by stating the name of their preferred nominee. A member may not abstain. A member may vote for any nominee.
- D. If a nominee receives the votes of a majority of the members present during the Roll Call vote, the nominee is elected. In the case of the election for Board Chair, a successfully elected nominee immediately becomes the meeting chair. If no nominee receives the votes of a majority of the members present, the meeting chair shall call for a ten minute recess for individual or caucus discussion (subject to the provisions of the Illinois Open Meetings Act). Upon return from the recess, the process shall start over with Step 1, except that all current nominees remain nominated, and members who previously declined nomination or withdrew from consideration may be nominated again. The process continues until a nominee has been successfully elected.
- E. The Board shall next select from among its members a Vice Chair, by majority vote of the members present.
- F. The Board Chair shall then appoint, subject to the advice and consent of majority of the members present, Deputy and Assistant Chairs for each Area of Responsibility assigned to the Committee of the Whole, and Chairs, Assistant Chairs and members of each standing committee. These appointments made under Article 2-F can be made at the Biennial Organizational Meeting or at the regularly scheduled December County Board Meeting immediately following the Biennial Organizational Meeting.
- G. In the month of December in even-numbered years where a biennial organizational meeting is held, the County Board will not conduct Standing Committee or Committee of the Whole Meetings, but will bring all business for that month directly to the County Board Meeting.

3. **Board Chair**

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

4. Vice-Chair

A Vice Chair, who shall be selected by the Board from its membership at the Organizational Meeting, for a term of two years, shall assume the duties of the Board Chair in the event of the absence of the Chair. In the event of the death, resignation, or extended disability of the Chair, the Vice Chair shall serve as Board Chair until the election of a new Board Chair by the Board. In the event of the death, resignation, or extended disability of the Vice Chair, the Board shall elect a successor as soon as practicable at a lawfully noticed and constituted meeting by a majority vote of the members present.

5. Duties of County Board Chair

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

~~J. The Board Chair shall first appoint the respective party's Central Committee nominee as a successor to that office who shall be of the same political party as that to which the holder of that office belonged when elected. Such appointments shall be subject to the approval of the Board. To the extent practical, such appointments shall be made within sixty (60) calendar days, unless otherwise required by law.~~

~~K.J. The County Board Chair shall direct that a weekly calendar be prepared indicating the date and place of all meetings of the Board and special committees. This calendar shall be distributed weekly, in advance, to all Board members, all news media which have filed an annual request under the Illinois Open Meetings Act, and to any citizen of the County who provides a written request. This calendar shall also be posted, in advance, in the lobbies of the Champaign County Courthouse and the Brookens Administrative Center.~~

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

6. Rules

- A. The business of the Board, Committee of the Whole, standing committees, and special committees or subcommittees shall be conducted in conformity with these Rules.
- B. Except otherwise required by these Rules or by statute, the conduct of all meetings of the Board, Committee of the Whole, and special committees or subcommittees shall be governed by *Roberts Rules of Order Newly Revised*.
- C. For the purpose of these Rules, a Session of the Board shall be for the two year period commencing with the biennial organizational meeting.
- D. Every item listed on a County Board, Committee of the Whole, standing committee, or special or subcommittee agenda is considered to be an item subject to action unless it is listed as DISCUSSION or INFORMATION ONLY on the agenda.
- E. Whenever there is a tie vote on a main motion in standing committee, special committee, subcommittee or Committee of the Whole, the matter is reported to the County Board for action as "without recommendation" out of special committee, subcommittee or Committee of the Whole. The Chair, Deputy Chair, or upon a motion approved by the body, may request a straw poll (conducted by a show of hands) on an issue, without a binding vote, which will also be reported to the County Board for action "without recommendation" from the special committee or Committee of the Whole.
- ~~F. All meetings of the Board and the Committee of the Whole, standing committees, special committees, and subcommittees shall be held in compliance with the terms of the Illinois Open Meetings Act.~~

7. Parliamentarian

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

8. Rule Changes

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

9. Suspension of Rules

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

10. Quorum

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

1. Appointive Position – Procedures

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

public notices under the Illinois Open Meetings Act. That list shall be made available for public inspection and copying.

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

12. County Board Meetings

- A. As required by statute, the Board shall meet during the months of June and September of each year as well as ~~the Biennial Organizational Meeting shall take place on the first Monday of~~ in December of each even numbered year. ~~Unless otherwise scheduled in accordance with these Rules, the Board shall hold regular meetings on the Thursday following the third Monday of each month, (which shall include the required June and September meetings).~~
- B. Regular meetings of the Board shall be held-scheduled in compliance with the Annual Calendar of Meetings approved by the County Board each year pursuant to the Illinois Open Meetings Act.
- C. A special meeting of the Board may be called, in accordance with 55 ILCS 5/2-1002, by written request of 1/3 of the membership of the Board, addressed to the Clerk of the Board (County Clerk) and specifying the time and place of the meeting. Upon receipt of such request, the Clerk shall immediately transmit written notice to each member of the Board and publish notice as required by law.
- D. Emergency meetings of the Board may be held only in accordance with Section 2.02 of the Illinois Open Meetings Act.
- E. Time for public participation shall be provided on the agenda for members of the public to be heard, on both the regular meeting of the County Board and Committee of the Whole meetings of the Board, and meetings of standing committees, as follows:
 - 1. Any person wishing to address the Board shall be allotted not more than five (5) minutes to do so.
 - 2. The total time allotted for public participation shall not exceed sixty (60) minutes.
 - 3. Members of the public wishing to speak at other times on the agenda may do so only if recognized by the Chair or by majority vote of the Board or committee members present.

4. No Board member shall be permitted to address the Board during the time reserved for public participation.
 5. Board members shall not engage in dialogue with members of the public during public participation.
- F. The following requirements shall apply to items to be considered for placement on the Agenda:
1. Items proposed for consideration by the Board shall be submitted to Administrative Services on or before Noon on the Tuesday preceding the Board meeting.
 2. Any resolution or ordinance submitted shall be accompanied by a summary of its contents, unless it is so brief in nature that a summary is unnecessary.
 3. Only items first presented to Committee of the Whole or a standing committee or a special committee of the Board shall be placed on the agenda of the Board for action with the exception of:
 - a) Matters relating to pending litigation;
 - b) Correction of the form of matters previously presented to the Board;
 - c) Matters which the Board has, as a body, directed to be returned directly to the Board at a previous meeting;
 - d) Matters presented to the Board at its Biennial Organizational Meeting;
 - e) Collective bargaining and employment matters;
 - f) Purely procedural matters, such as scheduling meetings;
 - g) Announcements, and matters for consideration and not formal action; and
 - h) Emergency budget amendments, and
 - i) Items that must be acted on to meet an external deadline;
 - h)j) All items as listed above in 3a-3i shall be listed on the agenda as "New Business".

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

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

13. Order of Business – County Board, Committee of the Whole, Standing & 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
- Public Participation
- 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
- New Business
- Other Business
- New Business
- Adjournment

Comment [DB1]: Having public participation before Consent allows public to speak on Consent agenda items (which could alert Board to remove from Consent).

- 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
- ~~Approval of Minutes of Previous Meeting(s)~~
- 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
~~Approval of Minutes of Previous Meeting(s)~~
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.

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

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

limitations regarding public participation and shall be recognized at the discretion of the Chair.

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

- A. Motions shall be stated by the mover. No motion shall be debated before it has received a second, ~~except motions placed before the Board by vote or consensus of a committee.~~
- B. Except as herein specified or as required by Statute, all motions may be adopted by majority vote of the members present.
- C. Every member of the Board present, including the Chair, shall be given the opportunity to vote on all questions. There shall be no “absentee” or “proxy” voting on any question.
- ~~D.~~ In a case where a member, ~~except the County Board Chair~~, abstains, the member shall state the reason and the facts shall be noted in the minutes of the Board. ~~If the County Board Chair abstains in a voice vote or to break a tie, the County Board Chair must state the reason for the abstention.~~
- ~~E.~~D. The vote on all propositions to appropriate money, approve the annual budget and tax levy, issue bonds and fix salaries, shall be by roll call ~~vote which shall be recorded in the minutes of the meeting.~~
- ~~F.~~E. Transfers from one appropriation of any one fund to another of the same fund not affecting the total amount appropriated, and appropriations in excess of those authorized by the budget in order to meet an immediate emergency may be made at any meeting of the Board by a two-thirds (2/3) vote of ~~all~~ALL the members constituting such Board; the vote ~~shall be by roll call to be taken by ayes and nays and entered on the record of the meeting, as required by 55 ILCS 5/6-1003.~~
- ~~G.~~F. A roll call vote shall be called on any question upon the demand of any two members. The Roll Call shall be in alphabetical order and shall be advanced one name each meeting, with the County Board Chair always voting last. This shall be recorded in the minutes.
- ~~H.~~G. A motion before the Board may be withdrawn by the proposer with the consent of the second at any time prior to the adoption of an amendment to the motion or vote of the Board on the motion.
- ~~I.~~H. Any Board member may request assistance in drafting resolutions and may receive assistance in preparation through the County Administrator or Administrative Services Department.
- ~~J.~~I. Prior to approval of the Consent Agenda and upon the request of any County Board member, any item(s) in the Consent Agenda shall be removed and returned to the appropriate Area of Responsibility. Such a request does not require a reason, a second, or a vote. Items may not be added to the Consent Agenda during the meeting.
- J. The Consent Agenda shall be approved by roll call vote without debate or discussion.
- K. ~~The motion to “table” and its corollary, “to take from the table”, are not allowed.~~

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

A. STRUCTURE OF AREAS OF RESPONSIBILITY

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

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

B. MEETINGS OF COMMITTEE OF THE WHOLE

1. Regular Meetings of the Committee of the Whole shall be held in compliance with the Annual Calendar of Meetings approved by the County Board each year. ~~pursuant to the Illinois Open Meetings Act. Notices of all meetings shall be placed on the calendar of the Champaign County Board. Any changes of meeting dates and times must be submitted to the County Administrator in time to be placed on the weekly County Calendar, in strict compliance with the notice requirements of the Illinois Open Meetings Act.~~
2. All members present at a Committee of the Whole Meeting shall vote on all action items presented on that agenda.
3. ~~The Committee of the Whole shall be scheduled as follows:~~

~~The Committee of the Whole Meeting of each month shall be held on the Tuesday following the second Monday of the month and shall take up matters pertaining to Finance; Policy, Personnel, & Appointments; and Justice & Social Services. The chair of this meeting the Committee of the Whole Meeting shall be determined by the County Board Chair, but shall be one of the Deputy Chairs with business before the Committee of the Whole that evening. The other Deputy Chairs for each Area of Responsibility shall chair the Committee of the Whole Meeting for their respective portion of the Agenda will report out the business of their Area of Responsibility.~~

D. DUTIES OF DEPUTY CHAIR

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

E. AREAS OF RESPONSIBILITY: DUTIES AND ROLES

1. Finance

- a) Establishes process with County Administrator for annual budget preparation.
- b) Plans overall county long-range needs, including consideration of the County's information technology systems and infrastructure.
- c) Plans overall budget, in view of department proposal and County needs.
- d) Convenes a public hearing on the preliminary budget in compliance with legal requirements.
- e) Reviews departments' budgets and reports to the Board any recommendations necessary for the reasonable adherence to the budget.
- f) Prepares and submits final budget to the Board.
- g) Confers with the County Treasurer to determine the proper and legal investment and deposit of County funds.
- h) Approves transfer of funds on line item accounts as necessary.
- i) Evaluates distribution of funds and appropriation of expenditures within the County with the goal to achieve maximum efficiency and economy within the government structure.
- ~~j) Receives and considers for recommendation to the County Board all grant applications and/or awards for Champaign County offices and agencies;~~
- k) Approval for release of bids, RFP's, RFQ's or other competitive purchasing documents for all county projects with exception of those projects falling under the jurisdiction of the Highway Committee, County Facilities Committee, Nursing Home Board of Directors, Regional Planning Commission, County Board of Health or Mental Health Board;
- ~~j) Received periodic reports on status of employees' bargaining units: reviews collective bargaining contracts prior to expiration and recommends approval of negotiated tentative agreements to full County Board.~~
- k) Receives, reviews, and considers recommendation to the County Board from the Champaign County Salary Administrator regarding position classification, evaluation, salary administration, and County staffing.
- l) Reviews and recommends Champaign County Financial Policies annually.

Comment [DB2]: Pursuant to Ordinance No. 635 Establishing Procedures for Grant Application, Consideration, Acceptance and Renewal/Extension

Comment [DB3]: This responsibility is now managed by the Labor Committee.

2. Justice & Social Services

- a) Considers issues and receives reports from the Champaign County Mental Health Board, Developmental Disabilities Board, Cooperative Extension Services Board, RPC Head Start, RPC Senior Services, Regional Office of Education, Children's Advocacy Center, Veterans' Assistance Commission, and Community Services Board.
- b) Works with the County Sheriff on all matters pertaining to adult correctional programs and policies.
- c) Confers with Circuit Judges on operation of courts and court related offices and agencies.
- d) Considers programs and receives reports involving Courts, Circuit Clerk, State's Attorney, Public Defender, Court Services, Coroner, Animal Control, and Emergency Management Agency departments.

3. Policy, Personnel, & Appointments
 - a) Reviews and acts upon all appointments recommended by the County Board Chair.
 - b) Develops, maintains, and recommends County policies, in compliance with federal and state regulation.
 - c) Accepts and reviews reports for County Administrator, County Board Chair, and County Clerk.
 - d) Receives, reviews, and makes recommendations from subcommittees.
 - e) Serves as final step for hearing process in grievance procedures as provided in Champaign County Personnel Policy.
 - f) Responsible for reviewing and recommending positions on state and federal legislation impacting the County.
 - g) Receives, reviews, and considers requests from department heads and recommendations from Champaign County Salary Administrator regarding position classification and evaluation, and forwards recommendations to Finance Committee of the Whole, and/or County Board, pursuant to the terms of the Champaign County Personnel Policy.

17. Standing Committees

A. Names and Sizes of Standing Committees

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

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

B. Rules for Standing Committees

1. Except as specifically provided for in this section, all rules and procedures set forth elsewhere in this Resolution (including but not limited to those related to notice of meetings, conduct of meetings, establishment of quorum, provision for public participation and compliance with the Illinois Open Meetings Act) shall apply to standing committees.
2. ~~All standing committees shall hold a regular meeting once each month, prior to the second Monday of the month. Standing committees shall set a regular meeting day and time. Notices of standing committee meetings shall be the County Calendar. Regular Meetings of standing committees shall be held in compliance with the Annual Calendar of Meetings approved by the County Board each year. Any changes of meeting dates and times must be submitted to the County Administrator in time to be placed on the weekly County Calendar.~~
3. Standing committee meetings shall be presided over by the Chair of the standing committee or in the absence of the Chair, the Assistant Chair of the standing

committee, or in the absence of the Assistant Chair, by a member of the committee elected by a majority of the committee members present.

C. Duties of Standing Committees

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

18. Per Diem

- A. Per Diem payments shall be established by the County Board for each term of office and shall prevail throughout that term of office including any replacement Board members.
- B. Per Diem shall be determined by the County Board biennially in advance of the election of new Board members.
- C. No more than one per Diem shall apply on any given calendar day.

D. Board members shall be reimbursed for mileage for attendance at meetings and events approved based on the rate established by the County Board. Mileage for a second meeting on any one day shall be chargeable.
In the absence of a quorum at a duly called meeting, those members attending the called meeting shall be entitled to per diem and mileage.

19. **Effective Date**

This Resolution shall become effective June 1, 2014 _____.

PRESENTED, ADOPTED, APPROVED, AND RECORDED This ____ day of _____ A.D. ~~2014~~2015.

Patti Petrie, Chair
Champaign County Board

ATTEST:

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

RESOLUTION



WHEREAS, pursuant to the authority of 35 ILCS 516/35 the County of Champaign, as Trustee for the Taxing Districts, has undertaken a program to collect delinquent mobile home taxes;

WHEREAS, Pursuant to this program, the County of Champaign, as Trustee for the Taxing Districts, has acquired an interest in the following described mobile home:

PERMANENT PARCEL NUMBER: 30-055-2166

As described in certificate(s): 134 sold on October 28, 2011

Commonly known as: 1918 PATRICK HENRY CIR

and it appearing to the Budget & Finance Committee that it would be to the best interest of the County to accept full payment of the delinquent taxes, penalties, interest, and costs from the owner of an interest in said property.

WHEREAS, Regina Pruitt, has paid \$1,313.16 for the full amount of taxes involved and a request for surrender of the tax sale certificate has been presented to the Budget & Finance Committee and at the same time it having been determined that the County shall receive \$669.25 as a return for its Certificate(s) of Purchase. The County Clerk shall receive \$51.00 for cancellation of Certificate(s) and to reimburse the revolving account the charges advanced from this account. The remainder is the amount due the agent for his services.

THEREFORE, your Budget & Finance Committee recommends the adoption of the following resolution:

BE IT RESOLVED BY THE COUNTY BOARD OF CHAMPAIGN COUNTY, ILLINOIS, that the Chairman of the Board of Champaign County, Illinois, authorizes the cancellation of the appropriate Certificate(s) of Purchase on the above described mobile home for the sum of \$669.25 to be paid to the Treasurer of Champaign County, Illinois, to be disbursed according to law. This resolution to be effective for sixty (60) days from this date and any transaction between the above parties not occurring within this period shall be null and void.

ADOPTED by roll call vote this _____ day of _____, _____

ATTEST:

CLERK

COUNTY BOARD CHAIRMAN

RESOLUTION NO.

RESOLUTION DESIGNATING DEPOSITORIES FOR FUNDS

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

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

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

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

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

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

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

Patti Petrie, Chair
Champaign County Board

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

To: Board of Directors
Champaign County Nursing Home

From: Scott Gima
Manager

Date: March 4, 2015

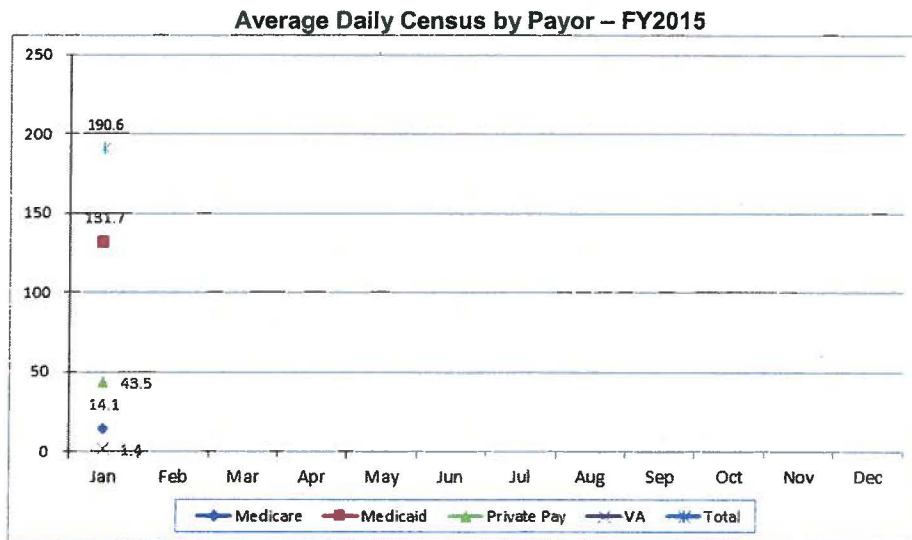
Re: January 2015 Financial Management Report

The average daily census in January was 190.6 with 14.1 Medicare. There were 773 Medicaid conversion days in January. December had 1,980 conversion days. The February census is 193.8 with 15.1 Medicare. The current census is 191.

January 2015 closed with a net loss of -\$18,747. Cash flow from operations for the month is \$40,992.

Statistics

The census remained unchanged between December (109.7) and January (190.6). The census did show improvement in late January through the third week of February with the census climbing near 200 and remained above 195 until falling in the last week of the month to just below 190. The census remains at 189 so far in early March.

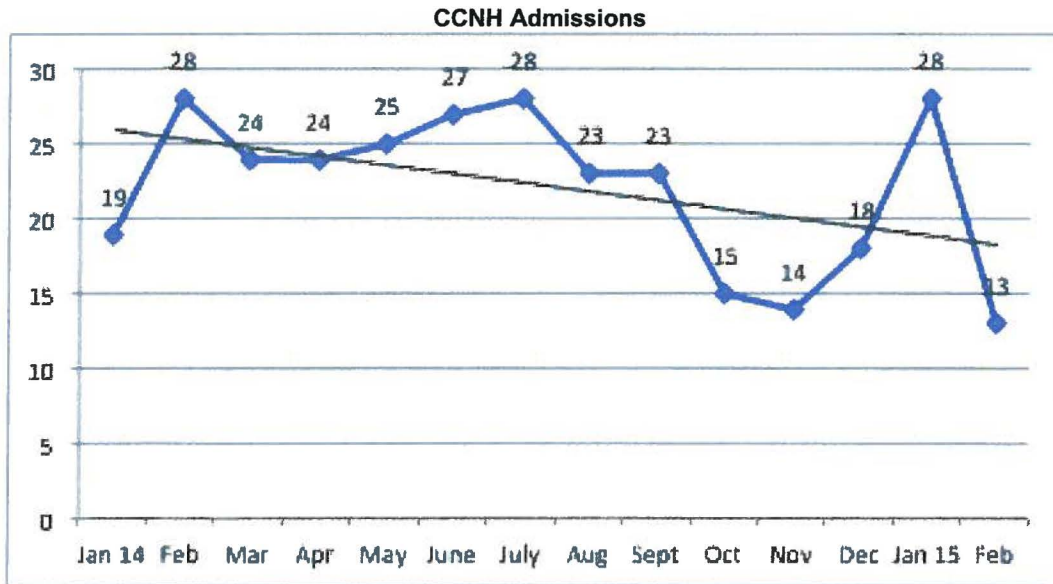


The table below shows a sharp drop in admissions in February. Referrals were down slightly in February, totaling 40, but February is a short month. March is starting off strong with 2 admissions and three tentative admissions and no planned home discharges.

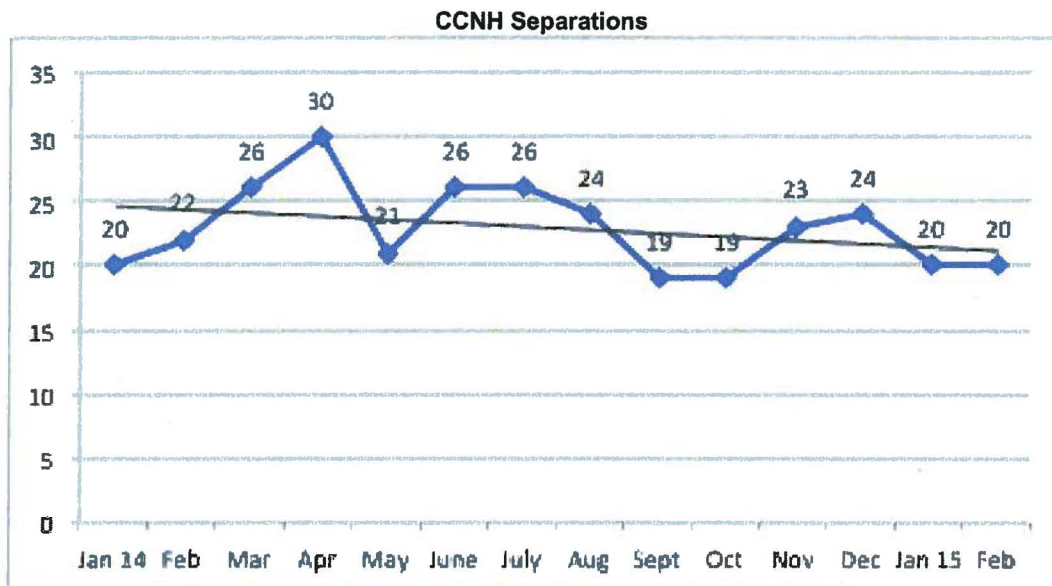
**Admissions and Discharges
January 2014 to February 2015**

	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
Feb	7	6	13	14	6	20

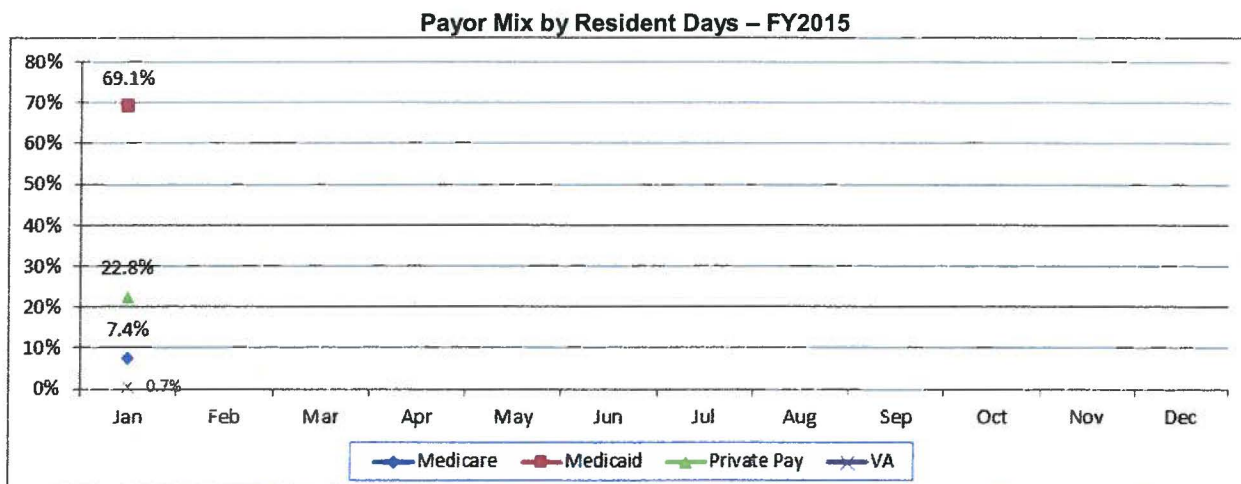
The chart below summarizes the monthly admissions. In FY2012, monthly admissions averaged 22.2 per month. FY2013 admissions averaged 25.5 per month, a 15 percent increase. The monthly average number of admissions for 2014 was 22.9.



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 was Medicare – 7.5%, Medicaid – 58.3%, Private pay – 32.8%, and VA – 1.3%. The payor mix for January reflects the 773 Medicaid conversion days resulting in a high Medicaid mix and low private pay mix.



Net Income/(Loss)/Cash from Operations

A net loss of \$18,747 was seen in January. Cash flow from operations for the month is \$40,992.

Revenues

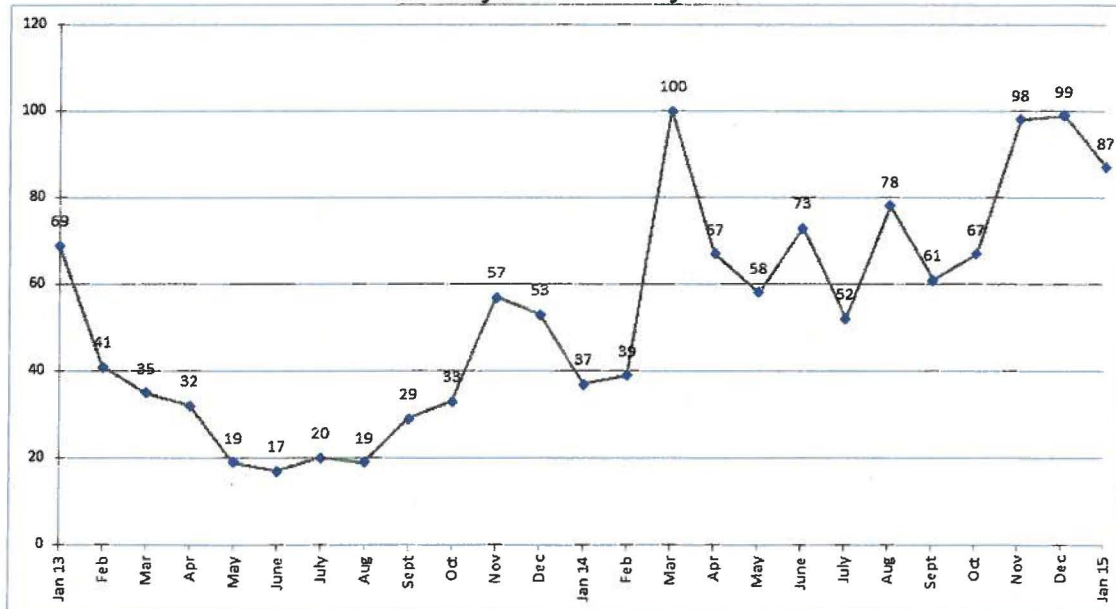
- The conversion of 773 private pay days to Medicaid days reduced revenue by \$31,000 due to a \$40 per day difference between the private pay rate and Medicaid rate.
- Operating revenue increased between December and January. Revenues totaled \$1.120 million in December and \$1.248 million in January. The gain was due to Medicare revenues increasing from \$145,535 in December to \$230,673 in January.

Expenses

- Expenses increased slightly from \$1.316 million in December to \$1.359 million in January. Expenses per day increased from \$220.56 to \$230.02 in January.
- Wages increased from \$558,214 to \$562,927. Wages per day increased from \$94.42 to \$95.25. Wages in December and January are typically higher due to two holidays in both months.
- Non-labor expenses increased slightly from \$584,214 in December to \$597,789 in January. Expenses per day were \$98.94 in December and \$101.15 in January.

Agency expenses totaled \$98,588 in December and fell to \$86,674 in January., close to the \$98,025 expensed in November. February agency expenses based on invoices received total \$47,077.

**Agency Nursing Costs
January 2014 to January 2015**



Cash Position

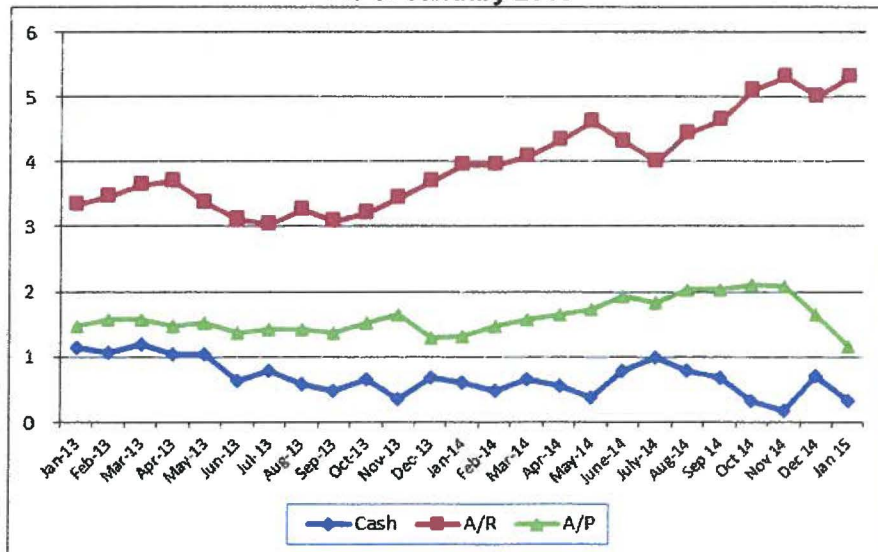
The cash balance at the end of January was \$330,041, down from \$704,310 in December. Receivables increased from \$5.014 million in December to \$5.297 million in January. Accounts payable increased from \$1.741 million to \$1.818 million during the same period.

Some of the Medicaid applications have been cleared up as shown by the 1,980 conversion days in December and 773 days in January. At the beginning of the year, open applications were down to 40 from a high of 59 at the end of November. Open applications have since increased to 52 due to the admission of 12 residents that have community Medicaid. These are individuals who have been previously approved for Medicaid but have never required long term care services. Individuals who have been approved for community Medicaid must apply for long term care Medicaid coverage, but the process requires the submission of a short form without the need for financial documentation. The risk of denial for long term care coverage is minimal. Under normal circumstances, these applications are approved quickly.

We continue to keep up the pressure to expedite our applications. February is expected to show approximately 500 conversion days. LeadingAge was able to speak to an administrator with the Macon County hub. He promised to look into our applications. As a follow-up, I am trying to get a meeting scheduled.

Regarding the delay in MMAI payments, MPA and CCNH administration met with a Health Alliance provider contracting representative. We recently receive a payment for more than \$70,000, which is a start. A remaining \$280k remains outstanding.

**Cash, Accounts Receivable & Accounts Payable
As of January 2015**



REQUEST FOR BUDGET AMENDMENT

BA NO. 15-00015

FUND 091 ANIMAL CONTROL
091 ANIMAL CONTROL

DEPARTMENT 248 ANIMAL IMPOUND SERVICES
047 ANIMAL CONTROL ADMIN

INCREASED APPROPRIATIONS:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
091-248-522.11 MEDICAL SUPPLIES	10,000	10,000	20,000	10,000
TOTALS	10,000	10,000	20,000	10,000

INCREASED REVENUE BUDGET:

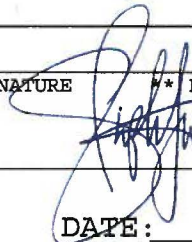
ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
091-047-363.10 GIFTS AND DONATIONS	500	500	10,500	10,000
TOTALS	500	500	10,500	10,000

EXPLANATION: TRANSFER OF PETCO GRANT MONEY TO PURCHASE SPAY/NEUTER SUPPLIES

DATE SUBMITTED:

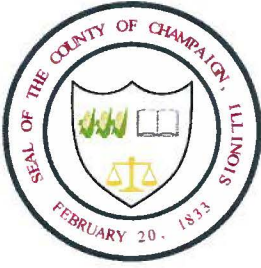
AUTHORIZED SIGNATURE

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



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: March 4, 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 Broadlands	349	\$307.12	\$50.00	349	\$471.15	\$198.80
City of Champaign	83,424	\$73,413.12	\$57,266.00	83,424	\$112,622.40	\$132,483.02
Unincorporated County	31,079	\$27,349.52		29,886	\$40,346.10	
Village of Fisher	1,881	\$1,655.28	\$240.00	1,881	\$2,539.35	\$119.28
Village of Fooseland	101	\$88.88	\$10.00	101	\$136.35	\$198.80
Village of Gifford	975	\$858.00	\$150.00	975	\$1,316.25	\$79.52
Village of Ivesdale	267	\$234.96	\$80.00	267	\$360.45	\$198.80
Village of Longview	153	\$134.64	\$100.00	153	\$206.55	\$238.56
Village of Ludlow	371	\$326.48	\$200.00	371	\$500.85	\$357.84
Village of Mahomet	7,258	\$6,387.04	\$830.00	7,258	\$9,798.30	\$785.20
Village of Ogden	810	\$712.80	\$200.00	810	\$1,093.50	\$477.12
Village of Pesotum	551	\$484.88	\$40.00	551	\$743.85	\$159.04
Village of Philo	1,466	\$1,290.08	\$250.00	1,466	\$1,979.10	\$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	\$395.55	\$159.04
Village Sadorus	416	\$366.08	\$50.00	416	\$561.60	\$159.04
Village of Savoy	7,280	\$6,406.40	\$590.00	7,280	\$9,828.00	\$1,312.08
Village of Sidney	1,233	\$1,085.04	\$0.00	1,233	\$1,664.55	\$159.04
Village of St. Joseph	3,967	\$3,490.96	\$630.00	3,967	\$5,355.45	\$397.60
Village of Thomasboro	1,126	\$990.88	\$630.00	1,126	\$1,520.10	\$636.16
Village of Tolono	3,447	\$3,033.36	\$1,110.00	3,447	\$4,653.45	\$596.40
City of Urbana	41,250	\$36,300.00	\$35,660.04	0	\$0.00	
Year Total:	200,638	\$176,561.44		145,254	\$196,092.90	
		\$0.88 - Cost per Capita			\$1.35 - Cost per Capita	

Because of the impact on the villages with this transition to a system of charging for these services based on per capita population, we are further recommending the Board adopt an

allowance for phasing the increase in over a 3-year contract term. The resulting impact on each of the villages with this per capita approach, if a three-year phase-in approach is adopted by the Board is as follows:

Total Entity Increase - Impound + Control - Per Capita Approach

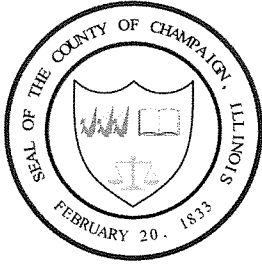
Village	Total Annual Increase	Annual Increase under 3-Year Phase In Plan
Broadlands	\$530	\$176.67
Fisher	\$3,841	\$1,280.33
Foosland	\$16	\$5.33
Gifford	\$1,947	\$649.00
Ivesdale	\$317	\$105.67
Longview	\$2	\$0.67
Ludlow	\$270	\$90.00
Mahomet	\$14,592	\$4,864.00
Ogden	\$1,132	\$377.33
Pesotum	\$1,031	\$343.67
Philo	\$2,746	\$915.33
Rantoul	\$4,050	\$1,350.00
Royal	\$355	\$118.33
Sadorus	\$720	\$240.00
Savoy	\$14,354	\$4,784.67
Sidney	\$2,594	\$864.67
St. Joseph	\$7,830	\$2,610.00
Thomasboro	\$1,248	\$416.00
Tolono	\$5,991	\$1,997.00

*The annual increase in years 2 and 3 would be adjusted by the current year CPI.

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 \$1.35. 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. The Finance Committee further recommends that the increase be phased in over a 3-year period for the Villages.

Thank you for your consideration of this request. We will be present at your meeting on March 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*

Debra Busey, County Administrator

MEMORANDUM

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

**FROM: Deb Busey, County Administrator &
Van Anderson, Deputy County Administrator of Finance**

DATE: March 5, 2015

RE: Grant Applications

Following is an overview of the request for approval of three different grant applications on your agenda for March 10, 2015.

Bureau of Justice Assistance Second Chance Act Prisoner Re-Entry Initiative

This grant is currently being worked on collaboratively with Community Elements and Administrative Services on behalf of the County. This is the 2nd year in which the County will apply for this grant for re-entry programming. If awarded, the grant is for a 24-month period with an award of up to \$600,000. Application due date is March 31, 2015.

MacArthur Foundation Grant for Criminal Justice System Planning

The County Board, Sheriff, Presiding Judge and State's Attorney with the assistance of Lynn Branham, Law Professor and previous member of the Community Justice Task Force, are collaboratively working on an application for funding through this program for a planning grant with a focus on development of programmatic options to reduce incarceration at the County Jail. The application deadline is March 31, 2015, and the award announcement will be by early May to award a grant of \$150,000 to support an intensive six-month planning process. Up to twenty jurisdictions will be awarded this grant. Subsequently, in a second round, up to ten of the previously awarded jurisdictions will be selected to receive funding to support implementation of the plans developed in Round 1. These Round 2 awards will range from \$500,000 to \$2 million annually over two years, with an option to extend if substantial progress is made.

Justice and Mental Health Collaboration Program FY2015 Competitive Grant

This grant will be developed collaboratively with Community Elements, the Mental Health Board, Sheriff's Office and Administrative Services on behalf of the County. The grant application will focus on collaborative county approaches to reducing the prevalence of individuals with mental disorders in jail with a focus on the development of a Community Resource Center/Adult Assessment Center for Champaign County. The grant amount will be up to \$150,000 with a project period of 24 months. There is a 20% match requirement which, if

awarded, the Mental Health Board has committed to provide the funding. The application deadline is April 14, 2015.

February 26, 2015

To: All members of the Clinton Landfill litigation cost share coalition

From: Assistant City Attorney Joseph Hooker

Re: Proposal to Amend Intergovernmental Agreement to Authorize Cost Share for Coalition Participation in Local Siting Hearing

Retired City Manager Steve Carter and myself completed our last regional meeting with our coalition members in Decatur yesterday regarding the City's proposal to amend our intergovernmental agreement to authorize the Coalition's participation at a local siting hearing to consider a possible application by Clinton Landfill, Inc. (CLI) for approval of its chemical waste facility. The amendment, a copy of which accompanies this memo, would expand the scope of the Agreement to include sharing the costs for hiring legal and technical consultants to represent the coalition at such a local siting hearing before the DeWitt County Board.

To date, CLI has not submitted such an application, and they may chose not to do so until the pending appeals before the Illinois Pollution Control Board and the Appellate Court for the Fourth District are resolved. However, CLI is not prohibited from making such an application while those appeals are still pending. Once DeWitt County receives such an application, a public hearing would need to be conducted by the DeWitt County Board not sooner than ninety days, but not more than 120 days from the date the application is submitted, according to Section 39.2 of the Illinois Environmental Protection Act (415 ILCS 5/39.2). Accordingly, the City of Champaign believes it would be prudent for the coalition to commence preparation for such a hearing.

All of the representatives we have met with have expressed support for and a willingness to recommend to their respective corporate bodies approval of the proposed amendment to the intergovernmental agreement. Once we have determined which of the members have formally approved this amendment, we will be presenting to all of the participating members administrative representatives a proposed agreement to hire the law firm of Swanson, Martin & Bell, LLP and the environmental consulting firm, KPRG and Associates, Inc. to represent the coalition at that hearing. Recall that those firms have been representing the interests of one of our coalition members, the Mahomet Valley Water Authority, regarding issues concerning the Chemical Waste facility at the Landfill for a number of years now. We previously provided you with the joint proposal of those two firms, and a spreadsheet indentifying each of the member's potential financial liability for their services, based upon their low and high estimates of their fees.

Please note also that the City is continuing to seek the financial support of the University of Illinois and Illinois American Water Company for participation at the local siting hearing. Representatives of each of those entities have expressed support for our efforts, and we hope to

hear back from them soon regarding whether their governing bodies have approved such participation. If those entities were to join our effort, the rest of the member's financial shares would be reduced proportionately. The proposal is for the University to contribute as if it had the same population as the City of Urbana, and for the Water Company to contribute as if it had the same population as the City of Champaign. This is the formula each of those entities agreed to for sharing the costs for the Sole Source Aquifer petition effort.

Please schedule consideration of the intergovernmental agreement amendment by your respective corporate bodies as soon as is practical if you have not done so already so. City of Champaign representatives will be happy to answer any additional questions you may have about the status of this matter. It would be helpful if you could provide me with your proposed schedule for governmental body's consideration of this matter, and keep me informed about the results of any such consideration. I can be reached at the e-mail address originating this note. I have copied Dennis Schmidt, our Project Manager with our Public Works Department and Steve Carter, retired City of Champaign City Manager at their respective e-mails. I can also be reached at 217-403-8765.

**AMENDMENT TO INTERGOVERNMENTAL AGREEMENT
REGARDING THE CLINTON LANDFILL PERMIT APPLICATION TO ACCEPT
POLYCHLORINATED BIPHENYLS**

WHEREAS, several units of local government in Illinois, including the Cities of Champaign and Urbana, the Town of Normal, the Village of Savoy and Champaign County, entered into an intergovernmental agreement in 2012, entitled “Intergovernmental Agreement Regarding the Clinton Landfill Permit Application to Accept Polychlorinated Biphenyls” (hereinafter the “Intergovernmental Agreement”) to share the costs of prosecuting legal challenges to the operation of a chemical waste unit (hereinafter the “Chemical Waste Unit”) by Clinton Landfill, Inc. (hereinafter “CLI”) at its landfill facility in DeWitt County, Illinois (hereafter “Clinton Landfill”); and

WHEREAS, additional units of local government in Illinois subsequently agreed to become additional parties to said Intergovernmental Agreement, including the cities of Bloomington, Decatur, Monticello and Tuscola, the Village of Forsyth, the Counties of McLean, Macon and Piatt, and the Mahomet Valley Water Authority, and hereinafter all of the current parties to said Intergovernmental Agreement will collectively be referred to as the “Parties” or the “Coalition;” and

WHEREAS, the Clinton Landfill is located directly over the Mahomet Aquifer, a crucial and irreplaceable source of drinking water for over half a million citizens in central Illinois; and

WHEREAS, said Chemical Waste Unit is located within a portion of the Clinton Landfill designated and hereinafter referred to as “Landfill #3”; and

WHEREAS the Illinois Environmental Protection Agency (hereinafter the “IEPA” or “Agency”) granted the original permit (hereinafter the “Original Permit”) authorizing the operation of Landfill #3 as a municipal solid waste facility in 2007; and

WHEREAS, the Agency subsequently granted CLI a modification of the Original Permit, designated and hereinafter referred to as “Permit Modification #9”, which authorized the acceptance in the Chemical Waste Unit of wastes that were not authorized by the Original Permit, namely wastes contaminated with polychlorinated biphenyls, (hereinafter “PCBs”) in concentrations regulated by the federal Toxic Substances Control Act, and manufactured gas plant wastes (hereinafter “MPG Wastes”) with levels of toxicity exceeding the regulatory limits set forth in 35 Ill. Adm. Code 721.124(b) of the Illinois Administrative Code; and

WHEREAS, based upon concerns raised by groundwater professionals, including but not limited to, staff members of the Illinois State Water Survey and persons working for KPRG and Associates, Inc., an environmental consulting firm retained by the Mahomet Valley Water Authority, the Coalition deems the operation of the Chemical Waste Unit over the Mahomet Aquifer to pose an unreasonable threat of contamination to the Mahomet Aquifer; and

WHEREAS, the Parties joined together to file a complaint, (hereinafter the “Citizens Complaint”) with the Illinois Pollution Control Board (hereinafter the “IPCB”) in case No. PCB 2013 – 022, pursuant to authority granted in Section 31(d)(1) of the Act (415 ILCS 5/31(d)(1)), in accordance with the terms and conditions of the Intergovernmental Agreement, alleging that the Chemical Waste Unit constituted a “new pollution control facility” as defined by the Act, and that CLI was violating the Act by accepting for disposal in said facility the toxic PCB contaminated waste and MPG waste referenced above without having been granted local siting approval by the DeWitt County Board as required by Section 39.2 of the Act; and

WHEREAS, the IPCB granted a motion by CLI dismissing said Citizens Complaint, and the Coalition filed an appeal with the Illinois Appellate Court for the Fourth Judicial District challenging said dismissal, which appeal is currently pending in said Court; and

WHEREAS, the IEPA has now agreed with the allegations of the Citizen's Complaint, and has issued a new modification of CLI's Original Permit for Landfill #3, designated and hereinafter referred to as "Permit Modification #47", requiring CLI to apply for local siting approval by the DeWitt County Board pursuant to Section 39.2 before continuing operation of the Chemical Waste Unit; and

WHEREAS, CLI has now filed an appeal to the IPCB challenging the validity of Permit Modification #47, and said appeal is currently pending; and

WHEREAS, the Coalition deems it to be prudent to anticipate that CLI will ultimately be required to make an application to the DeWitt County Board for Section 39.2 local siting approval of the Chemical Waste Unit, and to prepare for the Coalition's participation in such a local siting hearing process in order to oppose approval of such an application by CLI.

NOW, THEREFORE, in consideration of the mutual understandings and agreements set forth herein, the parties agree as follows:

Section 1. Incorporation of Recitals. That the recitals set forth above are hereby incorporated fully into this Amendment.

Section 2. Expansion of Scope of Professional Services Acquired by Lead Agency. That the Intergovernmental Agreement is hereby amended in order to revise Section 4 of said Agreement to expand the scope of contractual services that the Lead Agency is authorized to acquire on behalf of the Coalition Parties to include hiring one or more attorneys and one or more environmental engineers, scientists or other technical professionals to represent the Coalition at any hearings or meetings conducted by the DeWitt County Board that concern an application by CLI for local siting approval, in accordance with Section 39.2 of the Act, for the operation of the Chemical Waste Unit at Landfill #3 and to represent the Coalition before the

Illinois Pollution Control Board (IPCB) during any IPCB administrative review of the DeWitt County Board's decision regarding such an application, whether such review is initiated by the Coalition, CLI or some other interested party

Section 3. Remaining Terms and Conditions of Intergovernmental Agreement to Remain in Full Force and Effect. That except as amended herein, the terms and conditions of the Intergovernmental Agreement shall remain in full force and effect.

<p>CITY OF CHAMPAIGN, ILLINOIS</p> <p>By: _____ City Manager</p> <p>ATTEST:</p> <p>_____</p> <p>City Clerk</p> <p>APPROVED AS TO FORM:</p> <p>_____</p> <p>Attorney for City of Champaign</p> <p>DATE: _____</p>	<p>CITY OF URBANA, ILLINOIS</p> <p>By: _____ Mayor</p> <p>ATTEST:</p> <p>_____</p> <p>City Clerk</p> <p>APPROVED AS TO FORM:</p> <p>_____</p> <p>Attorney for City of Urbana</p> <p>DATE: _____</p>
<p>TOWN OF NORMAL, ILLINOIS</p> <p>By: _____ Town Manager</p> <p>ATTEST:</p> <p>_____</p> <p>Town Clerk</p> <p>APPROVED AS TO FORM:</p> <p>_____</p> <p>Attorney for Town of Normal</p>	<p>VILLAGE OF SAVOY, ILLINOIS</p> <p>By: _____ Village Manager</p> <p>ATTEST:</p> <p>_____</p> <p>Village Clerk</p> <p>APPROVED AS TO FORM:</p> <p>_____</p> <p>Attorney for Village of Savoy</p>

DATE: _____	DATE: _____
CHAMPAIGN COUNTY, ILLINOIS	CITY OF DECATUR, ILLINOIS
By: _____ County Board Administrator	By: _____ Mayor
ATTEST:	ATTEST:
By: _____ County Clerk	By: _____ City Clerk
APPROVED AS TO FORM:	APPROVED AS TO FORM
_____ Assistant State's Attorney	_____ Attorney for City of Decatur
DATE: _____	DATE: _____
CITY OF BLOOMINGTON, ILLINOIS	CITY OF MONTICELLO, ILLINOIS
By: _____ Mayor	By: _____ Mayor
ATTEST:	ATTEST:
_____ City Clerk	By: _____ City Clerk
APPROVED AS TO FORM	APPROVED AS TO FORM
_____ Attorney for City of Bloomington	_____ Attorney for City of Monticello
DATE: _____	DATE: _____

CITY OF TUSCOLA, ILLINOIS

By: _____
Mayor

ATTEST:

By: _____
City Clerk

APPROVED AS TO FORM

Attorney for City of Tuscola

DATE: _____

MCLEAN COUNTY, ILLINOIS

By: _____
County Board Chairman

ATTEST:

By: _____
County Clerk

APPROVED AS TO FORM

Attorney for McLean County

DATE: _____

VILLAGE OF FORSYTH, ILLINOIS

By: _____
Mayor

ATTEST:

By: _____
Village Clerk

APPROVED AS TO FORM

Attorney for Village of Forsyth

DATE: _____

MACON COUNTY, ILLINOIS

By: _____
County Board Chairman

ATTEST:

By: _____
County Clerk

APPROVED AS TO FORM

Attorney for Macon County

DATE: _____

PIATT COUNTY BOARD, ILLINOIS

By: _____
County Board Chairman

ATTEST:

By: _____
County Clerk

APPROVED AS TO FORM

Attorney for Piatt County Board

DATE: _____

**MAHOMET VALLEY WATER
AUTHORITY**

By: _____
Chairman

ATTEST:

By: _____
Secretary

APPROVED AS TO FORM

Attorney for Mahomet Valley Water
Authority

DATE: _____

J:\LEG\WORD\Public Works\Mahomet Aquifer\Agreements - Intergovernmental And Consultant\Amendment To Intergovernmental Agreement To Authorize Cost Share For Local Siting Hearing Consultant Costs.Docx

Local Siting Hearing for Clinton Landfill Chemical Waste Unit

Outside Counsel Projected Fees	\$78,000	-	\$126,000
Technical Experts Fees & Expenses	\$56,600	-	\$74,900
Administrative Fee	\$13,460	-	\$20,090
Total Range	\$148,060	-	\$220,990

Municipality	Population	% of Total Population- Share of Outside Counsel & Technical Experts Costs	Share of 10% Administrative Fee to Lead Agency (Champaign)	Low Value				High Value				
				Share of Low Value Outside Counsel Fees \$78,000	Share of Low Value Technical Experts Fees \$56,600	Share of Low Value Admin Fee to Champaign \$13,460	Total Share of Low Value Outside Counsel Fees, Technical Experts Fees & Admin Fee	Share of High Value Outside Counsel Fees \$126,000	Share of High Value Technical Experts Fees \$74,900	Share of High Value Admin Fee to Champaign \$20,090	Total Share of High Value Outside Counsel Fees, Technical Experts Fees & Admin Fee	
Lead Agency												
Champaign	81,055	12.3284%	\$ -	\$ 9,616.13	\$ 6,977.86	\$ -	\$ 16,593.99	\$ 15,533.75	\$ 9,233.95	\$ -	\$ 24,767.71	
Non-Lead Agencies												
Illinois American Water	81,055	12.3284%	14.0620%	\$ 9,616.13	\$ 6,977.86	\$ 1,892.74	\$ 18,486.74	\$ 15,533.75	\$ 9,233.95	\$ 2,825.05	\$ 27,592.76	
Bloomington	76,610	11.6523%	13.2908%	\$ 9,088.79	\$ 6,595.20	\$ 1,788.95	\$ 17,472.94	\$ 14,681.89	\$ 8,727.57	\$ 2,670.13	\$ 26,079.59	
Decatur	76,122	11.5781%	13.2062%	\$ 9,030.90	\$ 6,553.19	\$ 1,777.55	\$ 17,361.64	\$ 14,588.37	\$ 8,671.98	\$ 2,653.12	\$ 25,913.47	
Champaign County ¹	64,238	9.7705%	11.1445%	\$ 7,621.01	\$ 5,530.12	\$ 1,500.04	\$ 14,651.18	\$ 12,310.87	\$ 7,318.13	\$ 2,238.92	\$ 21,867.91	
Normal	52,497	7.9847%	9.1075%	\$ 6,228.09	\$ 4,519.36	\$ 1,225.88	\$ 11,973.33	\$ 10,060.77	\$ 5,980.57	\$ 1,829.71	\$ 17,871.04	
Urbana	41,250	6.2741%	7.1563%	\$ 4,893.78	\$ 3,551.13	\$ 963.24	\$ 9,408.15	\$ 7,905.34	\$ 4,699.29	\$ 1,437.71	\$ 14,042.33	
University of Illinois	41,250	6.2741%	7.1563%	\$ 4,893.78	\$ 3,551.13	\$ 963.24	\$ 9,408.15	\$ 7,905.34	\$ 4,699.29	\$ 1,437.71	\$ 14,042.33	
McLean County ²	40,465	6.1547%	7.0202%	\$ 4,800.65	\$ 3,483.55	\$ 944.91	\$ 9,229.11	\$ 7,754.90	\$ 4,609.86	\$ 1,410.35	\$ 13,775.10	
Macon County ³	31,639	4.8123%	5.4890%	\$ 3,753.56	\$ 2,723.74	\$ 738.81	\$ 7,216.11	\$ 6,063.44	\$ 3,604.38	\$ 1,102.73	\$ 10,770.56	
Mahomet Valley Water Authority ⁴	21,700.5	3.3006%	3.7648%	\$ 2,574.49	\$ 1,868.15	\$ 506.74	\$ 4,949.37	\$ 4,158.78	\$ 2,472.17	\$ 756.34	\$ 7,387.29	
Piatt County ⁵	5,139.5	0.7817%	0.8916%	\$ 609.74	\$ 442.45	\$ 120.01	\$ 1,172.20	\$ 984.96	\$ 585.50	\$ 179.13	\$ 1,749.59	
Savoy	7,280	1.1073%	1.2630%	\$ 863.68	\$ 626.72	\$ 170.00	\$ 1,660.40	\$ 1,395.17	\$ 829.35	\$ 253.73	\$ 2,478.26	
Mahomet	7,258	1.1039%	1.2592%	\$ 861.07	\$ 624.83	\$ 169.48	\$ 1,655.38	\$ 1,390.96	\$ 826.85	\$ 252.97	\$ 2,470.77	
Clinton	7,225	1.0989%	1.2534%	\$ 857.15	\$ 621.99	\$ 168.71	\$ 1,647.85	\$ 1,384.63	\$ 823.09	\$ 251.82	\$ 2,459.54	
Monticello	5,374	0.8174%	0.9323%	\$ 637.56	\$ 462.64	\$ 125.49	\$ 1,225.68	\$ 1,029.90	\$ 612.22	\$ 187.30	\$ 1,829.42	
Watseka	5,255	0.7993%	0.9117%	\$ 623.44	\$ 452.39	\$ 122.71	\$ 1,198.54	\$ 1,007.09	\$ 598.66	\$ 183.16	\$ 1,788.91	
Tuscola	4,480	0.6814%	0.7772%	\$ 531.49	\$ 385.67	\$ 104.61	\$ 1,021.78	\$ 858.57	\$ 510.37	\$ 156.14	\$ 1,525.08	
Forsyth	3,007	0.4574%	0.5217%	\$ 356.74	\$ 258.87	\$ 70.22	\$ 685.83	\$ 576.28	\$ 342.56	\$ 104.80	\$ 1,023.64	
Gilman	1,814	0.2759%	0.3147%	\$ 215.21	\$ 156.16	\$ 42.36	\$ 413.73	\$ 347.64	\$ 206.65	\$ 63.22	\$ 617.52	
Delavan	1,677	0.2551%	0.2909%	\$ 198.95	\$ 144.37	\$ 39.16	\$ 382.48	\$ 321.39	\$ 191.05	\$ 58.45	\$ 570.88	
Mansfield	1,076	0.1637%	0.1867%	\$ 127.65	\$ 92.63	\$ 25.13	\$ 245.41	\$ 206.21	\$ 122.58	\$ 37.50	\$ 366.29	
Total Non-Lead Agencies' Pop.	576,412											
GRAND TOTALS*	657,467	100%	100%	\$ 78,000.00	\$ 56,600.00	\$ 13,460.00	\$ 148,060.00	\$ 126,000.00	\$ 74,900.00	\$ 20,090.00	\$ 220,990.00	

*Lead & Non-Lead

Population Notes:

1. Champaign County's total population is 201,081. The figure shown above excludes the populations of Champaign (81,055), Urbana (41,250), Savoy (7,280) and Mahomet (7,258). $201,081 - 81,055 - 41,250 - 7,280 - 7,258 = 64,238$
2. McLean County's total population is 169,572. The figure shown above excludes the populations of Bloomington (76,610) and Normal (52,497). $169,572 - 76,610 - 52,497 = 40,465$
3. Macon County's total population is 110,768. The figure shown above excludes the populations of Decatur (76,122) and Forsyth (3,007). $110,768 - 76,122 - 3,007 = 31,639$
4. Mahomet Valley Water Authority is calculated using 1/2 of Piatt County population (5139.5) + Dewitt County population (16,561). $5,139.5 + 16,561 = 21,700.5$
5. Piatt County's total population is 16,729. The figure shown above excludes the populations of Monticello and Mansfield then divides the difference by 2 - the Mahomet Valley Water Authority is assigned the other half. $16,729 - 5,374 - 1,076 = 10,279/2 = 5139.5$

Local Siting Hearing for Clinton Landfill Chemical Waste Unit with IPCB Appeal

Outside Counsel Projected Fees	\$99,000	-	\$163,500
Technical Experts Fees & Expenses	\$56,600	-	\$74,900
Administrative Fee	\$15,560	-	\$23,840
Total Range	\$171,160	-	\$262,240

Municipality	Population	% of Total Population- Share of Outside Counsel & Technical Experts Costs	Share of 10% Administrative Fee to Lead Agency (Champaign)	Low Value				High Value				
				Share of Low Value Outside Counsel Fees \$99,000	Share of Low Value Technical Experts Fees \$56,600	Share of Low Value Admin Fee to Champaign \$15,560	Total Share of Low Value Outside Counsel Fees, Technical Experts Fees & Admin Fee	Share of High Value Outside Counsel Fees \$163,500	Share of High Value Technical Experts Fees \$74,900	Share of High Value Admin Fee to Champaign \$23,840	Total Share of High Value Outside Counsel Fees, Technical Experts Fees & Admin Fee	
Lead Agency												
Champaign	81,055	12.3284%	\$ -	\$ 12,205.09	\$ 6,977.86	\$ -	\$ 19,182.95	\$ 20,156.89	\$ 9,233.95	\$ -	\$ 29,390.85	
Non-Lead Agencies												
Illinois American Water	81,055	12.3284%	14.0620%	\$ 12,205.09	\$ 6,977.86	\$ 2,188.05	\$ 21,371.00	\$ 20,156.89	\$ 9,233.95	\$ 3,352.38	\$ 32,743.23	
Bloomington	76,610	11.6523%	13.2908%	\$ 11,535.77	\$ 6,595.20	\$ 2,068.05	\$ 20,199.03	\$ 19,051.50	\$ 8,727.57	\$ 3,168.54	\$ 30,947.61	
Decatur	76,122	11.5781%	13.2062%	\$ 11,462.29	\$ 6,553.19	\$ 2,054.88	\$ 20,070.36	\$ 18,930.15	\$ 8,671.98	\$ 3,148.35	\$ 30,750.48	
Champaign County ¹	64,238	9.7705%	11.1445%	\$ 9,672.82	\$ 5,530.12	\$ 1,734.08	\$ 16,937.02	\$ 15,974.81	\$ 7,318.13	\$ 2,656.84	\$ 25,949.78	
Normal	52,497	7.9847%	9.1075%	\$ 7,904.89	\$ 4,519.36	\$ 1,417.13	\$ 13,841.38	\$ 13,055.04	\$ 5,980.57	\$ 2,171.24	\$ 21,206.85	
Urbana	41,250	6.2741%	7.1563%	\$ 6,211.34	\$ 3,551.13	\$ 1,113.53	\$ 10,875.99	\$ 10,258.12	\$ 4,699.29	\$ 1,706.07	\$ 16,663.48	
University of Illinois	41,250	6.2741%	7.1563%	\$ 6,211.34	\$ 3,551.13	\$ 1,113.53	\$ 10,875.99	\$ 10,258.12	\$ 4,699.29	\$ 1,706.07	\$ 16,663.48	
McLean County ²	40,465	6.1547%	7.0202%	\$ 6,093.13	\$ 3,483.55	\$ 1,092.34	\$ 10,669.02	\$ 10,062.90	\$ 4,609.86	\$ 1,673.60	\$ 16,346.37	
Macon County ³	31,639	4.8123%	5.4890%	\$ 4,764.13	\$ 2,723.74	\$ 854.08	\$ 8,341.95	\$ 7,868.04	\$ 3,604.38	\$ 1,308.57	\$ 12,780.99	
Mahomet Valley Water Authority ⁴	21,700.5	3.3006%	3.7648%	\$ 3,267.62	\$ 1,868.15	\$ 585.80	\$ 5,721.56	\$ 5,396.52	\$ 2,472.17	\$ 897.52	\$ 8,766.20	
Piatt County ⁵	5,139.5	0.7817%	0.8916%	\$ 773.90	\$ 442.45	\$ 138.74	\$ 1,355.08	\$ 1,278.10	\$ 585.50	\$ 212.57	\$ 2,076.17	
Savoy	7,280	1.1073%	1.2630%	\$ 1,096.21	\$ 626.72	\$ 196.52	\$ 1,919.45	\$ 1,810.40	\$ 829.35	\$ 301.10	\$ 2,940.85	
Mahomet	7,258	1.1039%	1.2592%	\$ 1,092.89	\$ 624.83	\$ 195.93	\$ 1,913.65	\$ 1,804.93	\$ 826.85	\$ 300.19	\$ 2,931.96	
Clinton	7,225	1.0989%	1.2534%	\$ 1,087.93	\$ 621.99	\$ 195.04	\$ 1,904.95	\$ 1,796.73	\$ 823.09	\$ 298.82	\$ 2,918.63	
Monticello	5,374	0.8174%	0.9323%	\$ 809.21	\$ 462.64	\$ 145.07	\$ 1,416.91	\$ 1,336.42	\$ 612.22	\$ 222.26	\$ 2,170.90	
Watseka	5,255	0.7993%	0.9117%	\$ 791.29	\$ 452.39	\$ 141.86	\$ 1,385.54	\$ 1,306.82	\$ 598.66	\$ 217.34	\$ 2,122.83	
Tuscola	4,480	0.6814%	0.7772%	\$ 674.59	\$ 385.67	\$ 120.94	\$ 1,181.20	\$ 1,114.09	\$ 510.37	\$ 185.29	\$ 1,809.75	
Forsyth	3,007	0.4574%	0.5217%	\$ 452.79	\$ 258.87	\$ 81.17	\$ 792.83	\$ 747.79	\$ 342.56	\$ 124.37	\$ 1,214.72	
Gilman	1,814	0.2759%	0.3147%	\$ 273.15	\$ 156.16	\$ 48.97	\$ 478.28	\$ 451.11	\$ 206.65	\$ 75.03	\$ 732.79	
Delavan	1,677	0.2551%	0.2909%	\$ 252.52	\$ 144.37	\$ 45.27	\$ 442.16	\$ 417.04	\$ 191.05	\$ 69.36	\$ 677.45	
Mansfield	1,076	0.1637%	0.1867%	\$ 162.02	\$ 92.63	\$ 29.05	\$ 283.70	\$ 267.58	\$ 122.58	\$ 44.50	\$ 434.66	
Total Non-Lead Agencies' Pop.	576,412											
GRAND TOTALS*	657,467	100%	100%	\$ 99,000.00	\$ 56,600.00	\$ 15,560.00	\$ 171,160.00	\$ 163,500.00	\$ 74,900.00	\$ 23,840.00	\$ 262,240.00	

*Lead & Non-Lead

Population Notes:

1. Champaign County's total population is 201,081. The figure shown above excludes the populations of Champaign (81,055), Urbana (41,250), Savoy (7,280) and Mahomet (7,258). $201,081 - 81,055 - 41,250 - 7,280 - 7,258 = 64,238$
2. McLean County's total population is 169,572. The figure shown above excludes the populations of Bloomington (76,610) and Normal (52,497). $169,572 - 76,610 - 52,497 = 40,465$
3. Macon County's total population is 110,768. The figure shown above excludes the populations of Decatur (76,122) and Forsyth (3,007). $110,768 - 76,122 - 3,007 = 31,639$
4. Mahomet Valley Water Authority is calculated using 1/2 of Piatt County population (5139.5) + Dewitt County population (16,561). $5,139.5 + 16,561 = 21,700.5$
5. Piatt County's total population is 16,729. The figure shown above excludes the populations of Monticello and Mansfield then divides the difference by 2 - the Mahomet Valley Water Authority is assigned the other half. $16,729 - 5,374 - 1,076 = 10,279 / 2 = 5,139.5$

Local Siting Hearing for Clinton Landfill Chemical Waste Unit with IPCB Appeal (Less Sole Source Partners Only)

Outside Counsel Projected Fees	\$99,000	-	\$163,500
Technical Experts Fees & Expenses	\$56,600	-	\$74,900
Administrative Fee	\$15,560	-	\$23,840
Total Range	\$171,160	-	\$262,240

Municipality	Population	% of Total Population- Share of Outside Counsel & Technical Experts Costs	Share of 10% Administrative Fee to Lead Agency (Champaign)	Low Value				High Value				
				Share of Low Value Outside Counsel Fees \$99,000	Share of Low Value Technical Experts Fees \$56,600	Share of Low Value Admin Fee to Champaign \$15,560	Total Share of Low Value Outside Counsel Fees, Technical Experts Fees & Admin Fee	Share of High Value Outside Counsel Fees \$163,500	Share of High Value Technical Experts Fees \$74,900	Share of High Value Admin Fee to Champaign \$23,840	Total Share of High Value Outside Counsel Fees, Technical Experts Fees & Admin Fee	
Lead Agency												
Champaign	81,055	15.6118%	\$ -	\$ 15,455.67	\$ 8,836.27	\$ -	\$ 24,291.94	\$ 25,525.27	\$ 11,693.23	\$ -	\$ 37,218.50	
Non-Lead Agencies												
Bloomington	76,610	14.7556%	17.4854%	\$ 14,608.09	\$ 8,351.70	\$ 2,720.73	\$ 25,680.52	\$ 24,125.49	\$ 11,051.98	\$ 4,168.53	\$ 39,345.99	
Decatur	76,122	14.6617%	17.3741%	\$ 14,515.04	\$ 8,298.50	\$ 2,703.40	\$ 25,516.94	\$ 23,971.81	\$ 10,981.58	\$ 4,141.98	\$ 39,095.36	
Champaign County ¹	71,496	13.7707%	16.3182%	\$ 13,632.95	\$ 7,794.19	\$ 2,539.12	\$ 23,966.25	\$ 22,515.02	\$ 10,314.22	\$ 3,890.26	\$ 36,719.50	
Normal	52,497	10.1113%	11.9819%	\$ 10,010.19	\$ 5,723.00	\$ 1,864.38	\$ 17,597.58	\$ 16,531.99	\$ 7,573.37	\$ 2,856.48	\$ 26,961.84	
Urbana	41,250	7.9451%	9.4149%	\$ 7,865.60	\$ 4,496.90	\$ 1,464.96	\$ 13,827.46	\$ 12,990.16	\$ 5,950.84	\$ 2,244.51	\$ 21,185.51	
McLean County ²	40,465	7.7939%	9.2357%	\$ 7,715.92	\$ 4,411.32	\$ 1,437.08	\$ 13,564.32	\$ 12,742.95	\$ 5,837.60	\$ 2,201.79	\$ 20,782.35	
Macon County ³	31,639	6.0939%	7.2213%	\$ 6,032.96	\$ 3,449.15	\$ 1,123.63	\$ 10,605.74	\$ 9,963.53	\$ 4,564.33	\$ 1,721.55	\$ 16,249.42	
Mahomet Valley Water Authority ⁴	22,238.5	4.2833%	5.0757%	\$ 4,240.47	\$ 2,424.35	\$ 789.78	\$ 7,454.59	\$ 7,003.19	\$ 3,208.19	\$ 1,210.05	\$ 11,421.43	
Savoy	7,280	1.4022%	1.6616%	\$ 1,388.16	\$ 793.63	\$ 258.54	\$ 2,440.34	\$ 2,292.57	\$ 1,050.23	\$ 396.12	\$ 3,738.92	
Piatt County ⁵	5,677.5	1.0935%	1.2958%	\$ 1,082.59	\$ 618.94	\$ 201.63	\$ 1,903.16	\$ 1,787.92	\$ 819.05	\$ 308.93	\$ 2,915.90	
Monticello	5,374	1.0351%	1.2266%	\$ 1,024.72	\$ 585.85	\$ 190.85	\$ 1,801.42	\$ 1,692.34	\$ 775.27	\$ 292.41	\$ 2,760.02	
Tuscola	4,480	0.8629%	1.0225%	\$ 854.25	\$ 488.39	\$ 159.10	\$ 1,501.75	\$ 1,410.81	\$ 646.30	\$ 243.77	\$ 2,300.88	
Forsyth	3,007	0.5792%	0.6863%	\$ 573.38	\$ 327.81	\$ 106.79	\$ 1,007.98	\$ 946.94	\$ 433.80	\$ 163.62	\$ 1,544.36	
Total Non-Lead Agencies' Pop.	438,136											
GRAND TOTALS*	519,191	100%	100%	\$ 99,000.00	\$ 56,600.00	\$ 15,560.00	\$ 171,160.00	\$ 163,500.00	\$ 74,900.00	\$ 23,840.00	\$ 262,240.00	

*Lead & Non-Lead

Population Notes:

1. Champaign County's total population is 201,081. The figure shown above excludes the populations of Champaign (81,055), Urbana (41,250) and Savoy (7,280). $201,081 - 81,055 - 41,250 - 7,280 = 71,496$
2. McLean County's total population is 169,572. The figure shown above excludes the populations of Bloomington (76,610) and Normal (52,497). $169,572 - 76,610 - 52,497 = 40,465$
3. Macon County's total population is 110,768. The figure shown above excludes the populations of Decatur (76,122) and Forsyth (3,007). $110,768 - 76,122 - 3,007 = 31,639$
4. Mahomet Valley Water Authority is calculated using 1/2 of Piatt County population (5677.5) + Dewitt County population (16,561). $5,677.5 + 16,561 = 22,238.5$
5. Piatt County's total population is 16,729. The figure shown above excludes the population of Monticello then divides the difference by 2 - the Mahomet Valley Water Authority is assigned the other half. $16,729 - 5,374 = 11,355/2 = 5,677.5$

As of 01/29/2015

FUND 080 GENERAL CORPORATE

DEPARTMENT 010 COUNTY BOARD

INCREASED APPROPRIATIONS:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
080-010-533.03 ATTORNEY/LEGAL SERVICES	0	0	25,600	25,600
TOTALS	0	0	25,600	25,600

INCREASED REVENUE BUDGET:

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

EXPLANATION: TO APPROPRIATE FUNDS REQUIRED FOR THE AMENDMENT TO INTERGOVERNMENTAL AGREEMENT RE:THE CLINTON LANDFILL PERMIT APPLICATION TO ACCEPT POLYCHLORINATED BIPHENYLS. \$10,969 IS RE-ENCUMBERED FROM PREVIOUSLY APPROPRIATED & UNSPENT APPROPRIATIONS FOR THIS ACTIVITY \$14,631 IS NEW APPROPRIATION. \$25,600 IS MID-RANGE OF THE ANTICIPATED TOTAL EXPENSE FOR AGREEMENT

DATE SUBMITTED:

3-5-2015

AUTHORIZED SIGNATURE

** PLEASE SIGN IN BLUE INK **

Debra L. Bury

APPROVED BY BUDGET & FINANCE COMMITTEE:

DATE: