

**CHAMPAIGN COUNTY BOARD
COMMITTEE OF THE WHOLE**

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

County of Champaign, Urbana, Illinois

Tuesday, August 11, 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 Agenda/Addenda

IV. Approval of Minutes

A. May 12, 2015

B. June 9, 2015

1-7

8-14

V. Public Participation

VI. Communications

VII. Justice & Social Services

A. 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 – June 2015
2. Emergency Management Agency – July 2015
3. Head Start – June 2015 (*to be distributed*)
4. Probation & Court Services – June 2015
5. Public Defender – June 2015
6. Veterans’ Assistance Commission – June 2015

B. Other Business

C. Chair’s Report

VIII. Policy, Personnel, & Appointments

A. Drainage District Commissioner Appointments/Reappointments

15-48

#1-33: Terms 9/1/2015-8/31/2018 (*Italicized Name Denotes Incumbent*)

1. Beaver Lake – *Lyle Brock*
2. Blackford Slough – *John Murray*
3. Conrad & Fisher – *Delmar Banner*
4. Fountain Head – *Charles Breen Jr.*
5. Lower Big Slough – *Myron Isaac*
6. South Fork – *Glen Lafenhagen*
7. #10 Town of Ogden – *Tim Huls*
8. Okaw – *Gerald Henry*
9. Owl Creek – *Leonard Stocks*
10. Pesotum Slough Special – *Jeff Little*
11. Prairie Creek – *Keith Harms*

12. Raup – *Kevin Wolken*
13. Salt Fork – *Reggie Peters*
14. Sangamon & Drummer – *Steven Hawthorne*
15. Silver Creek - *Mervyn Olson*
16. St. Joseph #3 – *Lloyde Esry*
17. Somer #1 – *William Shumate*
18. Two Mile Slough – *Doug Stierwalt*
19. Stanton & Ogden – *Lynn Huls*
20. St. Joseph #4 – *Dale Busboom*
21. Philo & Crittenden – *Max Franks*
22. #2 of St. Joseph & Ogden – *Dan Mills*
23. #3 of South Homer & Sidney – *Greg Allen*
24. Upper Embarrass River Basin – *Donald Maxwell*
25. #1 of Philo & Urbana – *Ed Decker*
26. West Branch – *Richard Peavler*
27. Wrisk – *Francis Lafenhagen*
28. #2 Town of Scott – *Paul Berbaum*
29. Pesotum Consolidated – *Douglas Reinhart*
30. Longbranch Mutual– *Rick Wolken*
31. St. Joseph #6 – *Barry Fisher*
32. Kankakee – *Ed Feeney*
33. Nelson-Moore-Fairfield – *Mark Birkey*
34. Owl Creek – *Leonard Delaney* **Unexpired Term Ending 8/31/2017*

B. County Clerk

1. June 2015 Report 49
2. July 2015 Report 50
3. Semi-Annual Report 51

C. County Administrator

1. Administrative Services June and July 2015 Reports 52-57
2. Amendment to 2015 County Board Calendar of Meetings 58
3. IT Recommendation for Amendment to Ordinance 652 – An Ordinance Establishing Information Technology Resources Policies and Procedures 59-76

D. Other Business

E. Chair’s Report

1. Strategic Plan

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

IX. Finance

A. Treasurer

1. Monthly Report – June & July 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 #04-006-0154

- B. Auditor
1. Monthly Report – June & July 2015 – Reports are available on the Auditor’s Webpage at: <http://www.co.champaign.il.us/Auditor/monthlyreports.htm>
 2. Quarterly Financial Report (*to be distributed*)
- C. Nursing Home
1. Monthly Report 78-82
- D. Animal Control
1. Approval of An Intergovernmental Agreement with the Village of St. Joseph to Provide Animal Impoundment Services 83-88
 2. Approval of An Intergovernmental Agreement Between the Board of Trustees of the University of Illinois on Behalf of the College of Veterinary Medicine and the Champaign County Board on Behalf of Champaign County Animal Control for Transfer of Animal Cadavers 89-91
- E. Coroner
1. Monthly Report on Outstanding Death Certificates 92
- F. Circuit Court
1. Court Appointed Special Advocates (CASA) Program Fee 93
 2. Budget Amendment #15-00035 94-96
Fund/Dept. 080 General Corporate-031 Circuit Court
Increased Appropriations: \$87,514
Increased Revenue: None – From Fund Balance
Reason: The Circuit Court is Requesting a Budget Amendment to Cover Additional Juror Costs for FY2015 Due to Amendments to Juror Fee Statute 55 ILCS 5/4-11001
- G. Circuit Clerk
1. Resolution to Set Alternate Juror Fee 97-98
- H. Children’s Advocacy Center
1. Establishment of CAC Fee 99-104
- I. Emergency Management Agency
1. Request Approval of Application for, & If Awarded, Acceptance of the Illinois Emergency Management Assistance Grant – Period 10/1/15-9/30/2016 105-137
- J. Information Technology
1. Approval of Web Design Consulting Agreement 138-145
 2. GFOA ERP Needs Assessment 146-165
 3. Budget Transfer #15-00003 166
Fund/Dept. 080 General Corporate-028 Information Technology
Total Transfer Amount: \$48,570
Reason: To Cover Cost of Website Redesign Consulting Agreement with PIXO, Related Website coding and ERP Advisory Services from GFOA

K. State's Attorney

1. Request Approval of Violent Crime Victims Assistance Program Grant Agreement Between the Illinois Attorney General and the Champaign County State's Attorney for FY2016 167-184

L. Budget Amendments/Transfers

1. Budget Amendment 15-00028 185
Fund/Dept. 106 Public Safety Sales Tax-013 Debt Service
Increased Appropriations: \$42,600
Increased Revenue: None: From Fund Balance
Reason: The Estimate for the Interest Payments in the FY2015 Budget Was Prepared Before the FY2014 Bond Refunding Was Complete. This Correction is to Reflect the Actual Interest to be Paid in FY2015 After the FY2014 Bond Refunding
2. Budget Amendment #15-00034 186
Fund/Dept. 628 Election Assistance/Accessibility-022 County Clerk
Increased Appropriations: \$539
Increased Revenue: \$539
Reason: To Accept Additional Grant Funds for Maintaining VSRG System
3. Budget Amendment #15-00036 187
Funds: 617 Child Support Services, 630 Circuit Clerk Operation & Administration, 671 Court Document Storage, 613 Court's Automation
Dept: 030 Circuit Clerk
Increased Appropriations: \$61,202
Increased Revenue: \$61,202
Reason: For Transfer of Salary Reimbursement to Court to Various Funds. Original Budget Amounts Were Inadvertently Omitted From FY15 Documents

M. County Administrator

1. FY 2015 General Corporate Fund Budget Projection Report *(to be distributed)*
2. FY 2015 General Corporate Fund Budget Change Report *(to be distributed)*

N. Other Business

O. Chair's Report

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

X. Other Business

- A. Approval of Closed Session Minutes – May 12, 2015
B. Resolution Placing the Question of Elimination of the Elected Office of Recorder in Champaign County on the March 2016 Election Ballot 188-191

XI. Adjournment

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

4
5 **Finance; Policy, Personnel, & Appointments; Justice & Social Services**
6 **Tuesday, May 12, 2015**
7 **Lyle Shields Meeting Room**
8

9 **MEMBERS PRESENT:** Christopher Alix, Jack Anderson, Astrid Berkson, Lloyd Carter,
10 Lorraine Cowart, Aaron Esry, Stan Harper, Shana Harrison, Josh
11 Hartke, John Jay, Jeff Kibler, Gary Maxwell, Jim McGuire, Diane
12 Michaels, Pattsy Petrie, James Quisenberry, Giraldo Rosales, Sam
13 Shore, Jon Schroeder, C. Pius Weibel
14

15 **MEMBERS ABSENT:** Max Mitchell, Rachael Schwartz
16

17 **OTHERS PRESENT:** Jeff Blue (Highway Engineer), Deb Busey (County Administrator),
18 John Farney (Auditor), Gordy Hulten (County Clerk), Duane
19 Northrup (Coroner), Kay Rhodes (Administrative Assistant)
20

21 **CALL TO ORDER**

22 Petrie called the meeting to order at 6:31 p.m.
23

24 **ROLL CALL**
25

26 Rhodes called the roll. Alix, Anderson, Berkson, Carter, Cowart, Esry, Harper, Hartke,
27 Harrison, Jay, Kibler, Maxwell, McGuire, Michaels, Petrie, Quisenberry, Rosales, Shore, and
28 Weibel were present at the time of roll call, establishing the presence of a quorum.
29

30 **APPROVAL OF AGENDA/ADDENDA**
31

32 **MOTION** by Esry to approve the Agenda/Addenda; seconded by Rosales. Alix asked to
33 move the Policy, Personnel, and Appointments portion of the agenda to take place before Finance,
34 except the Closed Session would remain the last item on the agenda. Also under Policy, Item E1
35 was moved to the first item. The Auditor's items under Finance would be moved before Public
36 Participation, per personal emergency. **Motion carried with unanimous support.**
37

38 **APPROVAL OF MINUTES**
39

40 **MOTION** by Shore to approve the minutes of March 10, 2015; seconded by Kibler. **Mo-**
41 **tion carried with unanimous support.**
42

43 **PUBLIC PARTICIPATION**
44

45 Will Kyles, Matt Langendorf, David Crow, Lukas Allison, Kevin Sage, Alonzo Munoz,
46 Victor Munoz, Chase Meislahn, Whit Heintz, Aaron Ammons, and Monica Terando spoke re-

47 garding concerning the adoption of a local economic growth initiative tripartite agreement. Marc
48 Changnon spoke stated that the Unit 4 School district had benefited from collaborating with local
49 building trades.

50

51 **COMMUNICATIONS**

52

53 There were no communications.

54

55 **JUSTICE & SOCIAL SERVICES**

56 Monthly Reports

57

58 **OMNIBUS MOTION** by Shore to receive the Animal Control-March 2015; EMA-April
59 2015; Head Start-April 2015; Probation & Court Services-1st Quarter Statistical Report and
60 March 2015; Public Defender-March 2015; and the Veterans' Assistance Commission-April 2015
61 reports and place them on file; seconded by Harrison. **Motion carried with unanimous support.**

62

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

64

65 **FINANCE**

66 Treasurer

67

68 The Treasurer's April 2015 report was received and placed on file.

69

70 Auditor

71

72 The Auditor's April 2015 report and Quarterly Financial report were received and placed
73 on file. **MOTION** by Alix to recommend County Board approval of a resolution authorizing in-
74 ter-fund loans from fund reserves to other funds; seconded by Berkson. **Motion carried with**
75 **unanimous support.**

76

77 Nursing Home

78

79 The Nursing Home Monthly Report was received and placed on file.

80

81 Budget Amendments/Transfers

82

83 **MOTION** by Esry to recommend County Board approval of a resolution authorizing
84 **Budget Amendment #15-00021** for Fund/Dept. 080 General Corporate-043 Emergency Man-
85 agement Agency increased appropriations of \$3,747 and matching revenue obtained through grant
86 funding to maintain tracking system for volunteers/professionals during large scale disasters; se-
87 conded by Kibler. **Motion carried with unanimous support.**

88

89 **MOTION** by Shore to recommend County Board approval of a resolution authorizing
90 **Budget Amendment #15-00022** for Fund/Dept. 106 Public Safety Sales Tax-237 Delinquency
91 Prevention Grants increased appropriations of \$1,615 and no increased revenue reflecting actual
92 award of grant for Delinquency Prevention to be awarded on July 1, 2015 in the amount of

93 \$234,105 – based on 5% of actual Public Safety Sales Tax Revenue collected in 2014; seconded
94 by Cowart. **Motion carried with unanimous support.**

95
96 Harrison reentered meeting at 9:20 p.m.

97
98 **MOTION** by Harper to recommend County Board approval of a resolution authorizing
99 **Budget Amendment #15-00023** for Fund/Dept. 075 Regional Planning Commission-782 IDOT
100 State Capital Grant with increased appropriations of \$16,000 and matching revenue for receipt of
101 IDOT contract for purchase of 5 computers, desks, and chairs for Champaign-Urbana mass Trans-
102 it District to operate the Champaign County Rural Transit System; seconded by Esry. **Motion**
103 **carried with unanimous support.**

104
105 **MOTION** by Cowart to recommend County Board approval of a resolution authorizing
106 **Budget Amendment #15-00024** for Fund/Dept. 075 Regional Planning Commission-788 HUD
107 Rapid Rehousing with increased appropriations of \$18,500 and matching revenue from New
108 Housing and Urban Development (HUD) Rapid Rehousing Grant; seconded by Berkson. **Motion**
109 **carried with unanimous support.**

110
111 **MOTION** by Anderson to recommend County Board approval of a resolution authorizing
112 **Budget Amendment #15-00025** for Fund/Dept. 075 Regional Planning Commission-825 Shelter
113 Plus Care V-Even Years with increased appropriations of \$50,000 and matching revenue for re-
114 ceipt of Shelter Plus Care V Grant; seconded by Kibler. **Motion carried with unanimous sup-**
115 **port.**

116
117 **MOTION** by Cowart to recommend County Board approval of a resolution authorizing
118 **Budget Amendment #15-00026** for Fund/Dept. 075 Regional Planning Commission-783 Urbana
119 Summer Youth Employment Program with increased appropriations of \$40,000 and matching
120 revenue funded by the ACCESS Initiative Grant through the Mental Health Board to provide hu-
121 man resource and payroll processing for 35 Urbana Summer Youth Program enrollees in coordi-
122 nation with Urbana School District 116; seconded by Shore. **Motion carried with unanimous**
123 **support.**

124
125 Coroner

126
127 Monthly report received and placed on file. Pending death certificates are filed within sev-
128 en days of the date of death. The difference between a pending certificate and the final one is that
129 the final one shows the cause of death. The final death certificate showing the cause of death is
130 not necessary for most legal transactions that family members of the deceased need to execute.

131
132 County Clerk

133
134 **MOTION** by Quisenberry to recommend County Board approval of a resolution authoriz-
135 ing acceptance agreement between Champaign County and the Illinois State Board of Elections
136 for 2015 Voter Registration State Grant; seconded by Kibler. **Motion carried with unanimous**
137 **support.**

138

139 Sheriff

140

141 **MOTION** by Anderson to recommend County Board approval of a resolution authorizing
142 the County Board Chair to into an Area-Wide Records Management System Intergovernmental
143 Agreement on behalf of Champaign county with the cities of Champaign and Urbana, the Univer-
144 sity of Illinois Board of Trustees, and the Village of Rantoul; seconded by Esry. **Motion carried**
145 **with unanimous support.**

146

147 States Attorney

148

149 **MOTION** by Weibel to recommend County Board approval of a resolution authorizing
150 renewal of Intergovernmental Agreement Between the Department of Healthcare and Family Ser-
151 vices and the Champaign State's Attorney; seconded by Anderson. **Motion carried with unani-**
152 **mous support.**

153

154 County Administrator

155

156 The General Corporate Fund FY 2015 Budget Projection and the General Corporate Fund
157 Budget Change reports were received and placed on file.

158

159 **MOTION** by Shore to recommend County Board approval of a resolution adopting the
160 Champaign County Financial Policies; seconded by Kibler. **Motion carried with unanimous**
161 **support.**

162

163 **MOTION** by Michaels to recommend County Board approval of a resolution establishing
164 the budget process for FY2016; seconded by Rosales.

165

166 Alix pointed out that department heads will be asked to identify at least a 4% reduction in
167 their FY2016 budgets due to declining fees revenue and flat receipt of taxes. Alix stated this could
168 result in cuts to County services and staff reductions.

169

170 Busey added that department heads will also be asked to provide an outline of the cost for
171 optimal department operations to make the County Board aware of what services will not be in
172 place due to lack of funding. Busey said the resolution also calls for the presentation of a fully
173 funded Capital Asset Replacement Fund as well as a presentation of funding for only FY2016,
174 once again, to provide the County Board with more information during the budget process. **Mo-**
175 **tion carried with unanimous support.**

176

177 **MOTION** by Weibel to authorize release of RFP 2015-005 for Vending Services; se-
178 conded by Esry. **Motion carried with unanimous support.**

179

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

181

182 Designation of Items for the Consent Agenda

183

184 Items B3; D1-6; F1; G1; H1; I3-4 were designated for the County Board Consent Agenda.

185 **POLICY, PERSONNEL, & APPOINTMENTS**

186 Appointments/Reappointments

187

188 **MOTION** by Petrie to recommend County Board approval of a resolution authorizing the
189 appointment of Dianne Hays to the Board of Review, term 6/1/2015-5/31/2017; seconded by Kib-
190 ler. **Motion carried with unanimous support.**

191

192 **MOTION** by Petrie to recommend County Board approval of a resolution authorizing the
193 appointment of Steve Moser to the Farmland Assessment Review Committee, term 6/1/2015-
194 5/31/2019; seconded by Esry. **Motion carried with unanimous support.**

195

196 **OMNIBUS MOTION** by Petrie to recommend County Board approval of resolutions au-
197 thorizing the appointments of the following to their respective Water Districts, terms 6/1/2015-
198 5/31/2020: Frank Howard-Sangamon Valley Public Water District, Michael Trione-Penfield Wa-
199 ter District, Edwin and Elaine Holzhauser-Dewey Community Public Water District, David Hud-
200 son-6/1/2015-5/31/2019 and Thomas Zindars-6/1/2015-5/31/2017-Dewey Community Public
201 Water District; seconded by Michaels. Petrie pointed out that the terms for the Dewey Communi-
202 ty Public Water District received a one-time adjustment in order to comply with the statute. **Mo-**
203 **tion carried with unanimous support.**

204

205 **MOTION** by Petrie to recommend County Board approval of a resolution authorizing the
206 appointment of Jerry Lyke to the Urbana-Champaign Sanitary District, term 6/1/2015-5/31/2018;
207 seconded by Jay. **Motion carried with unanimous support.**

208

209 County Clerk

210

211 The April 2015 report was received and placed on file.

212

213 **MOTION** by Kibler to approve request for evaluation of position of Senior Vital Records
214 Clerk by the Job Content Evaluation Committee; seconded by Shore. **Motion carried with**
215 **unanimous support.**

216

217 County Administrator

218

219 The Administrative Services April 2015 report was received and placed on file.

220

221 **MOTION** by Esry to recommend County Board approval of adoption of the Notice Under
222 the Americans With Disabilities Act, approval of adoption of the ADA Grievance Procedure and
223 approval of the designation of ADA Coordinators; seconded by Maxwell. **Motion carried with**
224 **unanimous support.**

225

226 **MOTION** by Shore to recommend County Board approval of an ordinance amending the
227 Personnel Policy; seconded by Hartke. **Motion carried with unanimous support.**

228

229 Other Business

230 Local Economic Growth Initiative Tripartite

Committee of the Whole

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

Tuesday, May 12, 2015

Page 6

231 Quisenberry noted that Barb Mann, Chief of the State's Attorney Civil Division had re-
232 quested more time to research the implications of this agreement.
233

234 **MOTION** by Weibel to defer action on the Local Economic Growth Initiative Tripartite
235 and allow discussion at current meeting; seconded by Berkson.
236

237 **MOTION** by Maxwell to *Call the Question* without discussion; seconded by Jay. **Motion**
238 **failed by roll call vote of 7-12.** Anderson, Harper, Jay, Kibler, Maxwell, Michaels, and Rosales
239 voted in favor of calling the question. Alix, Berkson, Carter, Cowart, Esry, Harrison, Hartke,
240 McGuire, Quisenberry, Shore, and Weibel voted against it.
241

242 Alix supported the deferral and pointed out that the County had adopted Ordinance No.
243 666, which defined a responsible bidder and adhered to the Illinois Prevailing Wage Act. There
244 appeared to be some advantages with a PLA and if the County found it to be a beneficial tool, he
245 would support it. Historically the County construction projects have used union labor. Any build-
246 ing deficiencies with respect to these projects seem to have stemmed from poor design. Consider-
247 ation must also be given on whether this agreement would affect the Highway department's State
248 and Federal contracts. The proposed PLA has very specific language regarding work hours and
249 the PLA would need to have some flexibility concerning work for the County. Finally, considera-
250 tion must be given to minority participation.
251

252 Michaels appreciated the discussion and agreed that if the County were to enter into a
253 PLA it should include all minorities of race, gender, and small businesses. Kibler needed further
254 explanation of the catalyst that brought this item to the Board for consideration in the first place.
255

256 Harrison said that the County has had construction project issues in past, such as design
257 flaws and site selection, resulting in greater costs and the goal of the Tripartite is to ensure that
258 issues are caught earlier and resolved more cost effectively through partnerships with contractors
259 and trades.
260

261 Schroeder entered the meeting at 8:12 p.m.
262

263 Maxwell stated the agreement did not create any new jobs in the private sector, would
264 place greater burden on staff, and it conflicted with County Ordinance No. 666.
265

266 Jay pointed out that 60% of the labor force was not union and needed jobs too. It had been
267 eluded to earlier that a union work force promotes a safer work environment and this is not factu-
268 al. OSHA statistics indicate that the average non-union worker experience fewer work site fatali-
269 ties compared to union workers. PLA's increase the project costs and work stoppages have oc-
270 curred under PLA's in Illinois. Champaign County completed over nine major construction pro-
271 jects over the last twenty years using union labor and no work stoppages ever occurred.
272

273 Weibel supported the agreement, although Alix, Maxwell, and Jay had raised good points,
274 which should be explored further. The State's Attorney had opined that there was limited ability
275 to bind the next Board to the terms of this agreement. Weibel favored a basic PLA that would not
276 apply to smaller projects, only large ones over a certain amount. Discussion followed.

Committee of the Whole

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

Tuesday, May 12, 2015

Page 7

277
278 Quisenberry pointed out that there were no scheduled projects in the near future and now
279 is a good time to explore the use of a PLA. Hartke favored deferral of this item to allow concerns
280 to be addressed and brought back for action next month. **Motion to defer carried by voice vote.**
281

282 Petrie called for a five-minute recess at 8:50 p.m. Meeting resumed at 8:55 p.m. Rhodes
283 called the roll. Alix, Anderson, Berkson, Cowart, Esry, Harper, Hartke, Jay, Kibler, Maxwell,
284 McGuire, Michaels, Petrie, Quisenberry, Rosales, Schroeder, Shore, and Weibel were present at
285 the time of roll call, establishing the presence of a quorum.
286

287 The Committee of the Whole continued on to the Finance portion of the agenda.
288

289 Chair's Report
290 Strategic Plan
291

292 Quisenberry reviewed the County Board Strategic Plan Worksheet for the group and asked
293 that members turn them in to the County Administrator by Tuesday, May 19, 2015.
294

295 Closed Session
296

297 **MOTION** by Quisenberry to enter into Closed Session pursuant to 5 ILCS 120/2 (c) 1 to
298 consider the employment, compensation, discipline, performance, or dismissal of an employee;
299 seconded by Hartke. **Motion carried with a unanimous roll call vote of 19-0.** Alix, Anderson,
300 Berkson, Cowart, Esry, Harper, Harrison, Hartke, Jay, Kibler, Maxwell, McGuire, Michaels, Pe-
301 trie, Quisenberry. Rosales, Schroeder, Shore and Weibel voted in favor of the motion. The
302 Committee of the Whole entered into Closed Session at 9:22 p.m.
303

304 Designation of Items to be Placed on the Consent Agenda
305

306 Items A1-8; C2-3 were designated for the Consent Agenda.
307

308 **Other Business**
309

310 There was no other business.
311

312 **Adjourn**
313

314 The Committee of the Whole adjourned from Closed Session at 9:40 p.m.
315

316 Respectfully submitted,
317

318 Kay Rhodes,
319 Administrative Assistant
320

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, June 9, 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, Sam Shore, Jon
13 Schroeder, C. Pius Weibel
14

15 **MEMBERS ABSENT:** Jack Anderson, Lloyd Carter, Rachael Schwartz
16

17 **OTHERS PRESENT:** Deb Busey (County Administrator), Kay Rhodes (Administrative
18 Assistant) Peter Tracy (Executive Director MHB/DDB), Tracy Par-
19 sons (ACCESS Initiative)
20

21 **CALL TO ORDER**

22 Petrie called the meeting to order at 6:31 p.m.
23

24 **ROLL CALL**
25

26 Rhodes called the roll. Alix, Berkson, Cowart, Esry, Harper, Hartke, Harrison, Jay, Kibler,
27 Maxwell, McGuire, Michaels, Mitchell, Petrie, Rosales, Schroeder, Shore, and Weibel were pre-
28 sent at the time of roll call, establishing the presence of a quorum.
29

30 Quisenberry entered the meeting at 6:32 p.m.
31

32 **APPROVAL OF AGENDA/ADDENDA**
33

34 **MOTION** by Rosales to approve the Agenda/Addenda; seconded by Esry. **Motion car-**
35 **ried with unanimous support.**
36

37 **APPROVAL OF MINUTES**
38

39 **MOTION** by Kibler to approve the minutes of April 14, 2015; seconded by Berkson. **Mo-**
40 **tion carried with unanimous support.**
41

42 **PUBLIC PARTICIPATION**
43

44 David Crow spoke about the resolution for a Tripartite Agreement. Philip Krein and Sue
45 Suter spoke about the applicants for the Developmental Disabilities Board. Will Kyles spoke
46 about the Mental Health Board and the Tripartite Agreement resolution. Andrew Kerins spoke

47 about his reappointment to the Champaign County Forest Preserve District Board of Commis-
48 sioners.

49
50 **COMMUNICATIONS**

51
52 Harrison announced that a meeting would be held on Tuesday, June 16, 2015 at the Illini
53 Union, Room 210, 11:00 a.m. – 1:30 p.m. on the topic of Diversity in Apprenticeship.

54
55 **JUSTICE & SOCIAL SERVICES**

56 MOU with RPC for Administration of Quarter-Cent for Public Safety Funding

57
58 **MOTION** by to recommend County Board approval of a resolution authorizing the Mem-
59 orandum of Understanding with the Regional Planning Commission for Administration of Quar-
60 ter-Cent for Public Safety Funding to Support Juvenile Justice Programs for Delinquency Preven-
61 tion, Intervention, and Diversion Programming; seconded by Kibler. **Motion carried.**

62
63 **MOTION** by Hartke to recommend County Board approval of a resolution calling for ac-
64 tion to reduce the number of people with mental illness in the Champaign County Jail; seconded
65 by Harrison. **Motion carried with unanimous support.**

66
67 Monthly Reports

68
69 **OMNIBUS MOTION** by Esry to receive the Re-Entry Program Quarterly Report; Ani-
70 mal Control-April 2015; EMA-May 2015; Head Start-May 2015; Probation & Court Services-
71 April 2015; Public Defender-April 2015; and the Veterans' Assistance Commission-May 2015
72 reports and place them on file; seconded by Quisenberry. **Motion carried with unanimous sup-
73 port.**

74
75 There was no other business.

76
77 Chair's Report

78
79 Deputy Chair Berkson announced the dissolution of the Justice & Social Services Sub-
80 committee pursuant to the completion of the assigned tasks of evaluating the current MOU with
81 Mental Health Board for 1/4 Cent Delinquency Prevention Funding, the Re-Entry Program fund-
82 ed by County Board, and options for an Adult Assessment Center.

83
84 **MOTION** by McGuire to cancel the July meeting of the Committee of the Whole; se-
85 conded by Harrison. **Motion carried.**

86
87 Designation of Items to be Placed on the Consent Agenda

88
89 Item VII-B was designated for the County Board Consent Agenda.

90
91 **POLICY, PERSONNEL, & APPOINTMENTS**

92 Appointments/Reappointments

Committee of the Whole

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

Tuesday, June 9, 2015

Page 3

93

94

MOTION by Petrie to recommend County Board approval of a resolution authorizing the appointment of James Wilson to the Bailey Memorial Cemetery Association, Term 7/1/2015-6/30/2021; seconded by Kibler. **Motion carried with unanimous support.**

96

97

98

OMNIBUS MOTION by Petrie to recommend County Board approval of resolutions authorizing the appointments of the following to their respective Cemetery Associations: Craw Cemetery-Debbie Bialeschki, unexpired term ending 6/30/2018; Craw Cemetery-Kevin Reifsteck, term 7/1/2015-6/30/2021; East Lawn Memorial Burial Park Association-Connie Roberts, Mary Kay Phillips, Lee A. Mannin, Douglas Short, and David Short, terms 7/1/2015-6/30/2021; Locust Grove Cemetery-Dirk Rice, term 7/1/2015-6/30/2021; Prairie View Cemetery-Phillip R. Van Ness, Craig Wise, Edward Fiscus, terms 7/1/2015-6/30/2021; seconded by Shore. **Motion carried with unanimous support.**

99

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107

MOTION by Petrie to recommend County Board approval of a resolution authorizing the appointment of Andrew Kerins to the Champaign County Forest Preserve District Board of Commissioners, term 7/1/2015-6/30/2020; seconded by Hartke. **Motion carried with unanimous support.**

108

109

110

111

112

OMNIBUS MOTION by Petrie to recommend County Board approval of resolutions authorizing the appointments of Krista Jones and Dorothy Vura-Weis to the County Board of Health, terms 7/1/2015-6/30/2018; seconded by Alix. **Motion carried with unanimous support.**

113

114

115

116

OMNIBUS MOTION by Petrie to recommend County Board approval of resolutions authorizing the appointments of Joyce Dill and Michael Smith to the Developmental Disabilities Board, terms 7/1/2015-6/30/2018; seconded by Esry. Maxwell voiced his support of the appointees as he had witnessed their commitment and participation at every meeting. Shore asked for Petrie's rationale in the selection of the appointees. Petrie interviewed each applicant and felt that the appointees demonstrated a strong grasp of the Developmental Disabilities Board budget and Mr. Smith is a C.P.A. **Motion carried with unanimous support.**

117

118

119

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122

123

MOTION by Petrie to recommend County Board approval of a resolution authorizing the appointment of Richard Weinzierl, unexpired term ending 2/28/2016; seconded by Kibler. **Motion carried with unanimous support.**

124

125

126

127

128

County Clerk

129

The May 2015 report was received and placed on file.

130

131

132

County Administrator

133

The Administrative Services May 2015 report was received and placed on file.

134

135

136

MOTION by Berkson to recommend to Finance Committee approval of title change and re-classification of the County Clerk Senior Vital Records Clerk assigned to Grade Range E to

137

Committee of the Whole

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

Tuesday, June 9, 2015

Page 4

138 County Clerk Senior Vital Records Specialist assigned to Grade Range G; seconded by Shore.
139 **Motion carried with unanimous support.**

140
141 **MOTION** by Kibler to recommend County Board approval of a resolution authorizing a
142 Settlement Agreement Between the United States of America and Champaign County, Illinois
143 Under the Americans with Disabilities Act; seconded by McGuire. **Motion carried with unani-**
144 **mous support.**

145
146 Other Business

147
148 Resolution adopting Local Economic Growth Initiative Tripartite Agreement was removed
149 from the agenda.

150
151 Chair's Report
152 Strategic Plan

153
154 Quisenberry directed the committee's attention to the updated Champaign County Board
155 Strategic Plan. The content was a compilation of the results from the survey given to board mem-
156 bers last month. He pointed out that some items from the survey results were not included because
157 they did not fit in with the outline of the Strategic Plan or they did not receive as much support.
158 However, some were still worth pursuing, such as a *County Board Day of Service* brought forth
159 by Shore.

160
161 Quisenberry invited feedback and announced that it would be brought back to the Com-
162 mittee of the Whole in August.

163
164 **MOTION** by Cowart to cancel the July meeting of the Policy, Personnel, and Appoint-
165 ments Committee; seconded by Berkson. **Motion carried.**

166
167 Designation of Items to be Placed on the Consent Agenda

168
169 Items A1-9; C3 were designated for the Consent Agenda.

170
171 **FINANCE**

172 Treasurer

173
174 The Treasurer's May 2015 report was received and placed on file.

175
176 **MOTION** by Maxwell to recommend County Board approval of a resolution authorizing
177 the County Board Chair to execute a Deed of Conveyance and/or cancel Certificate of Purchase
178 for real estate, permanent parcel 23-19-17-276-001; seconded by Rosales. **Motion carried with**
179 **unanimous support.**

180
181 **OMNIBUS MOTION** by Weibel to recommend County Board approval of resolutions
182 authorizing the County Board Chair to assign Mobile Home Tax Sale Certificates of Purchase on

183 the following permanent parcels: 20-032-0273, 20-032-0135, and 20-032-0257; seconded by
184 Michaels. **Motion carried with unanimous support.**

185
186 Auditor

187
188 The Auditor's May 2015 report was received and placed on file.

189
190 Nursing Home

191
192 The Nursing Home Monthly Report was received and placed on file.

193
194 Coroner

195
196 The monthly report was received and placed on file.

197
198 Mental Health Board

199
200 **MOTION** by Shore to award \$234,105 in Quarter Cent for Public Safety Funding to sup-
201 port juvenile justices post-detention programs through the Champaign County Regional Planning
202 Commission Youth Assessment Center; seconded by Hartke. Busey explained that this award
203 comes under the current contract with the Mental Health Board, which has been in place since
204 2005 and the contract requires 180-day cancellation notice. **Motion carried with unanimous**
205 **support.**

206
207 **MOTION** by Quisenberry to recommend County Board approval of a resolution authoriz-
208 ing **Budget Transfer 15-00001** for Fund/Dept. 090 Mental Health-053 Mental Health Board for a
209 total amount of \$56,490 to support the transition of grant-funded staff to permanent employee sta-
210 tus October 1, 2015-December 31, 2015; seconded by Cowart.

211
212 Weibel asked if this type of transfer was typical of other transfers the County Board had
213 approved in the past. Busey explained that department transfers from non-personnel line items to
214 personnel line items had occurred in the past to cover a shortfall or a change in operations that
215 had not been anticipated during the adoption of the original budget. She clarified that the Mental
216 Health Board had approved these permanent staffing positions, but it was after the adoption of the
217 FY2015 budget by the County Board.

218
219 Maxwell favored the creation of a 501 3-C Board because there were many advantages
220 and opportunities for funding that may not be available through the Mental Health Board. Max-
221 well stated that McHenry County had already setup such as board.

222
223 Alix would support the transfer because any issues could be discussed during the budget
224 process. **Motion failed with a roll call vote of 9-10.** Harrison, Hartke, Quisenberry, Rosales,
225 Shore, Weibel, Alix, Berkson, and Cowart voted in favor of the motion. Harper, Jay, Kibler,
226 Maxwell, McGuire, Michaels, Mitchell, Petrie, Schroeder, and Esry voted against it.

227
228

229 Animal Control

230

231 **OMNIBUS MOTION** by Michaels to recommend County Board approval of resolutions
232 authorizing Animal Control Services and Animal Impound Services Agreements for the follow-
233 ing: Village of Royal, Village of Broadlands, Village of Foosland, Village of Ivesdale, Village of
234 Ogden, and the City of Champaign; seconded by Quisenberry. **Motion carried with unanimous**
235 **support.**

236

237 Sheriff

238

239 **MOTION** by Esry to recommend County Board approval of a resolution authorizing the
240 Justice Assistance Grant (JAG) Program Agreement Between the City of Champaign, the City of
241 Urbana, and Champaign County and the Department of Justice; seconded by Berkson. **Motion**
242 **carried with unanimous support.**

243

244 County Administrator

245

246 The General Corporate Fund FY 2015 Budget Projection and the General Corporate Fund
247 Budget Change reports were received and placed on file.

248

249 **MOTION** by Kibler to recommend County Board approval of a resolution amending the
250 Schedule of Authorized Positions for the County Clerk department by title change and re-
251 classification of Senior Vital Records Clerk assigned to Grade Range E to County Clerk Senior
252 Vital Records Specialist assigned to Grade Range G; seconded by Berkson. **Motion carried with**
253 **unanimous support.**

254

255 There was no other business.

256

257 Chair's Report

258

259 **MOTION** by Esry to cancel the July Finance Committee of the Whole meeting; seconded
260 by Berkson. **Motion carried.**

261

262 Designation of Items for the Consent Agenda

263

264 Items A2-5; E1; F1-12; G1; and H3 were designated for the Consent Agenda.

265

266 **Other Business**

267

268 There was no other business.

269

270 **Adjourn**

271

272 **MOTION** by Esry to adjourn the meeting; seconded by Berkson. **Motion carried.**

273

274

Committee of the Whole

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

Tuesday, June 9, 2015

Page 7

275 The meeting adjourned at 7:44 p.m.

276

277 Respectfully submitted,

278

279 Kay Rhodes,

280 Administrative Assistant

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

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

PLEASE TYPE OR PRINT IN BLACK INK

NAME: LYLE E. BROCK

ADDRESS: 5111 N. Duncan Rd Champaign IL 61822
Street City State Zip Code

EMAIL: lyle.brock@me.com **PHONE:** 217-3569712

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: BEAVER LAKE DRAINAGE DISTRICT

BEGINNING DATE OF TERM: 8/31/2015 9/1/15 **ENDING DATE:** 8/31/2018

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

1. What experience and background do you have which you believe qualifies you for this appointment?
I have been farming for forty seven years, and I live in this District. I also own property in this District.

2. What is your knowledge of the appointed body's operations, property holdings, staff, taxes, and fees?
I have been serving as a Drainage Commissioner since 2009 and are aware of my obligations.

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

Lyle E Brock
Signature
5/30/2015
Date

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

PLEASE TYPE OR PRINT IN BLACK INK

NAME: John Murray

ADDRESS: 2607 county Road 1000 E Champaign IL 61822
Street City State Zip Code

EMAIL: Snowmurray@aol.com PHONE: 217-202-8408

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: Blackford slough drainage district board

BEGINNING DATE OF TERM: Sept 1,2015 ENDING DATE: Aug 31 2018

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

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

Served on two drainage district

Farmed near 40 years

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

Served on board 20 years

no all tenants on ditch

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

John Murray

Signature

7 22,2015

Date

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM
Fire, Drainage, Cemetery, Water, & Farmland Assessment
PLEASE TYPE OR PRINT IN BLACK INK

NAME: Delmar K. Banner

ADDRESS: 2840 County Road 600 E Fisher IL 61843
Street City State Zip

EMAIL: _____ **PHONE:** (217) 353-4900

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: Conrad & Fisher Mutual Drainage District

TITLE OF APPOINTMENT REQUESTED: Drainage Commissioner

BEGINNING DATE OF TERM: September 1, 2015 **ENDING DATE:** August 31, 2018

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

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

I have acquaintance with the land in the district since childhood and have farmed land within the district since 1986. On the faculty of the University of Illinois for almost 20 years, I taught Agricultural Law (including drainage law) and Environmental Law & Policy. For 44 years I have been a practicing attorney, with heavy emphasis in agricultural law.

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

In addition to my personal experience as a farm owner and operator for nearly 30 years – dealing with issues of drainage, I have the acquaintance with the district operations, holdings, taxes and fees that comes from service for several terms as a Drainage Commissioner on Conrad & Fisher Drainage District

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


Signature

6/18/2015
Date

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

PLEASE TYPE OR PRINT IN BLACK INK

NAME: Charles J. Breen Jr

ADDRESS: 3610 S Barker Champaign Ill
Street City State Zip Code 61822

EMAIL: None PHONE: 217-863-2290

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: Fountainhead drainage Commissioner

BEGINNING DATE OF TERM: Sept 1 ENDING DATE: Sept 1 2018

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

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

Land owner and farmer throughout "district"
Long time resident with knowledge of
tile and open ditch systems.

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

As above answer plus decision making
on taxes and fees and getting repairs made.

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

Ch
Signature

June 10 2015
Date

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

PLEASE TYPE OR PRINT IN BLACK INK

NAME: Myron Isaac

ADDRESS: 2621 CR 700E Dewey ILL 61840
Street City State Zip Code

EMAIL: malinda.isaac@mehsil.com PHONE: 217-369-3271

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: Lower Big Slough Drainage District

BEGINNING DATE OF TERM: _____ ENDING DATE: _____

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

1. What experience and background do you have which you believe qualifies you for this appointment?
I have spent last 40 yrs. in Const
Excavation - Farm Drainage - Storm Sewer
and sewer. And land owner -

2. What is your knowledge of the appointed body's operations, property holdings, staff, taxes, and fees?
Meet with Drainage District Attorney
Once a year. Discuss Budget and address
Problems and Questions People might have
in the District -

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

Myron Isaac
Signature
7/20/2015
Date

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

PLEASE TYPE OR PRINT IN BLACK INK

NAME: Glen Lafenhagen

ADDRESS: 516 Stonecrest Dr. Savoy IL
Street City State Zip Code

EMAIL: g.lafenhagen@comcast.net PHONE: 217-355-2572

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: South Fork Drainage District Board

BEGINNING DATE OF TERM: August 31, 2015 9/1/15 ENDING DATE: August 31, 2018

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

1. What experience and background do you have which you believe qualifies you for this appointment?
I have served on this Drainage Board a number of years and understand the problems that occur

and have knowledge of the solutions.

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

I have studied the Illinois Drainage Law and know the South Fork confines and what can be done to
remedy the problems.

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

Glen Lafenhagen
Signature

17 July 2015
Date

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

PLEASE TYPE OR PRINT IN BLACK INK

NAME: Tim Heuls

ADDRESS: 2124 co rd 2500E St Joseph IL 61873
Street City State Zip Code

EMAIL: sodbusterth@wigi.us PHONE: 217 202 8487
 Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: Ogden #10 Drainage

BEGINNING DATE OF TERM: 9/1/15 ENDING DATE: 8/31/18

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

1. What experience and background do you have which you believe qualifies you for this appointment?
Farm & been around Ditches 35 years

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

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

Tim Heuls
Signature
5-31-15
Date

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

PLEASE TYPE OR PRINT IN BLACK INK

NAME: Gerald E. Henry

ADDRESS: 477 CR 300 N. Sadorus Ill 61872
Street City State Zip Code

EMAIL: No Computer PHONE: 217-598-2586

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: Okaw Drainage District

BEGINNING DATE OF TERM: Sept 1, 2015 ENDING DATE: Aug 31, 2018

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

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

I have served as a commissioner on this drainage district
for the past 20 years. I am experienced in supervising the spending
of tax revenue for the maintenance of subdistrict tile and the
main ditch.

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

I am aware of the taxes we have available to our district,
and how those monies are held and how they are to be used.

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

Gerald E Henry
Signature

June 8, 2015
Date

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

PLEASE TYPE OR PRINT IN BLACK INK

NAME: LEONARD STOKES

ADDRESS: 72 Glenbrook Lane. Fisher Ill. 61843
Street City State Zip Code

EMAIL: _____ PHONE: 217-377-1572

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: Commissioner Owl Creek Drainage Bd.

BEGINNING DATE OF TERM: 9/1/15 ENDING DATE: 8/31/18

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

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

I have been farming this ground for over forty years and have help maintain the tile on my farm as well as the district.

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

I have experience with all of the above named.

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

Leonard Stokes
Signature
5-30-15
Date

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

PLEASE TYPE OR PRINT IN BLACK INK

NAME: JEFFREY D. LITTLE

ADDRESS: P.O. Box 105 301 E MARSHALL TOLONO IL 61880
Street City State Zip Code

EMAIL: JLFARM@aol.com PHONE: 217-485-5868 Home
217-369-5895 Cell

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: Desotoem Slough Special Drainage District

BEGINNING DATE OF TERM: 9/1/15 ENDING DATE: 8/31/15

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

1. What experience and background do you have which you believe qualifies you for this appointment?
I farm and own ground within the district. I have been a commissioner for this district for many years.

2. What is your knowledge of the appointed body's operations, property holdings, staff, taxes, and fees?
I have been involved in the operation of this district for many years, working with the other commissioners on the problems of the landowners along the ditch.

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

Signature Jeffrey D. Little
Date July 20 2015

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

PLEASE TYPE OR PRINT IN BLACK INK

NAME: Keith Harms

ADDRESS: 3172 CR 2200 E Gifford IL 61847
Street City State Zip Code

EMAIL: keithgene1957@aol.com PHONE: 217-202-6252

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: Pratic Creek Drainage Dist Board

BEGINNING DATE OF TERM: 9/1/15 ENDING DATE: 8/31/18

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

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

post commissioner

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

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

[Signature]
Signature

7-12-15
Date

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

PLEASE TYPE OR PRINT IN BLACK INK

NAME: Kevin Wolkew

ADDRESS: 2516 CR 1600E Thomasboro IL 61878
Street City State Zip Code

EMAIL: kevin.wolkew11059@gmail.com PHONE: 217-841-1416

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: Ramp P.D.

BEGINNING DATE OF TERM: 9-1-2015 ENDING DATE: 8-31-2018

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

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

Living & Farming in the district for many years, along with working with drainage issues.

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

Serving on the board for 11 years, I have gained ~~knowledge~~ knowledge & experience with these matters.

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

Kevin Wolkew
Signature

6-19-12
Date

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

PLEASE TYPE OR PRINT IN BLACK INK

NAME: Reggie Peters

ADDRESS: 1725E R 3375 W Ludlow IL. 60949
Street City State Zip Code

EMAIL: peters reggie 1 @g-mail.com PHONE: 217-841-2327

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: Salt Fork Drainage District

BEGINNING DATE OF TERM: Sept 1 2015 ENDING DATE: Aug 31 2018

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

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

I've been a drainage commissioner on Salt Fork
district ~ 20 yrs

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

I'm aware of all districts operations, holdings,
staff, taxes, & fees.

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

Reggie Peters
Signature

6/2/15
Date

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

PLEASE TYPE OR PRINT IN BLACK INK

NAME: Steven R. Hawthorne

ADDRESS: 443 E 80N Rd Foosland IL 61845
Street City State Zip Code

EMAIL: _____ PHONE: 217 7844 594

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: SANGAMON + DRUMMER DRAINAGE DISTRICT

BEGINNING DATE OF TERM: Sept 1, 2015 ENDING DATE: August 31, 2018

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

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

I live close to Drummer Creek, own and farm ground with Drummer
creek going through it and am interested in proper functioning
and well-being of the drainage system.

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

- 3 commissioners meet and decide spending on maintenance of creeks.
- no property holdings, no staff, attorney hired hourly.
taxes levied to be determined annually

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

Steven R. Hawthorne
Signature

June 1, 2015
Date

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

PLEASE TYPE OR PRINT IN BLACK INK

NAME: MERVYN L. OLSON

ADDRESS: 608 S. Lincoln Philo Il. 61864
Street City State Zip Code

EMAIL: _____ PHONE: 217-684-2275

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: Silver Creek, D.D

BEGINNING DATE OF TERM: 9/1/15 ENDING DATE: 8/31/18

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

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

30 + years experience

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

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

Mervyn L. Olson
Signature
6-4-15
Date

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

PLEASE TYPE OR PRINT IN BLACK INK

NAME: Wloyde H. Esry

ADDRESS: 1987 County Road 1400 N, St. Joseph, IL 61873
Street City State Zip Code

EMAIL: _____ PHONE: 217-621-6058

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: Drainage District #3 St. Joseph

BEGINNING DATE OF TERM: 9/1/15 ENDING DATE: 8/31/18

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

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

Presently serve as Drainage District Commissioner. Active farmer for 40+ years. Landowner with drainage ditch passing through my farm(s).

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

See #1 above.

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

Wloyde H. Esry
Signature

6/9/15
Date

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

PLEASE TYPE OR PRINT IN BLACK INK

NAME: WILLIAM SHUMATE

ADDRESS: 1824 CR 1950 N. URRANA IL 61802
Street City State Zip Code

EMAIL: _____ PHONE: 217 377 7233
 Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: SUMNER #1 DRAINAGE DIST.

BEGINNING DATE OF TERM: SEPT. 1, 2015 ENDING DATE: 8/31/2018

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

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

2. What is your knowledge of the appointed body's operations, property holdings, staff, taxes, and fees?
HAVE SERVED ON THIS BOARD FOR 1 YEAR.

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

William A. Shumate
Signature
June 3, 2015
Date

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

PLEASE TYPE OR PRINT IN BLACK INK

NAME: DEUG STIERWALT

ADDRESS: 738 COUNTY ROAD 90E TOLONO IL 61880
Street City State Zip Code

EMAIL: impalass409@pac.net.net PHONE: 217 621 5964

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: TWO MILE SLOUGH DRAINAGE DISTRICT BOARD

BEGINNING DATE OF TERM: SEP 1, 2015 ENDING DATE: 8/31/2018

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

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

I OWN LAND AND FARM IN THE DRAINAGE DISTRICT. I HAVE SERVED
TWO PRIOR TERMS ON THIS BOARD.

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

I HAVE BEEN ON THIS BOARD FOR 6 YRS.

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

Deug Stierwalt
Signature

6-29-15
Date

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

PLEASE TYPE OR PRINT IN BLACK INK

NAME: LYNN J. HULS

ADDRESS: 2273 CR 2400 N ST. JOSEPH IL 61873
Street City State Zip Code

EMAIL: Lynn.Huls@YAHOO.COM PHONE: 217 493-9234

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: UNION Drainage DISTRICT of
STANTON & Ogden

BEGINNING DATE OF TERM: 9/1/15 ENDING DATE: 8/31/18

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

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

I own farm ground in the Drainage District

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

I own farm ground in the drainage district

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

Signature

Date

Lynn J. Huls

6-1-15

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

PLEASE TYPE OR PRINT IN BLACK INK

NAME: Dale Busboom

ADDRESS: 1587 C.R. 2075E St. Joseph IL 61873
Street City State Zip Code

EMAIL: _____ PHONE: 469-7528

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: St. Joseph Drainage Dist #4

BEGINNING DATE OF TERM: Sept. 1, 2015 ENDING DATE: Aug 31, 2018

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

1. What experience and background do you have which you believe qualifies you for this appointment?
I have served on this board for probably 30 yrs.

2. What is your knowledge of the appointed body's operations, property holdings, staff, taxes, and fees?
I think I am pretty familiar with everything that goes on in our district

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

Dale Busboom
Signature
6/12/15
Date

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

PLEASE TYPE OR PRINT IN BLACK INK

NAME: Max Franks

ADDRESS: 769 Co. Rd 1600 E Philo IL 61864
Street City State Zip Code

EMAIL: JMFranks60@gmail.com PHONE: 217-684-2055

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: Union Drainage Dist #1 of Philo & Wirtenden

BEGINNING DATE OF TERM: Sept 1, 2015 ENDING DATE: 8/31/18

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

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

I have served as Com for this Dist for several years.

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

I have served on a School Board. And cows. on Drainage Dist.

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

Max Franks
Signature

7/24/15
Date

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

PLEASE TYPE OR PRINT IN BLACK INK

NAME: Daniel C. Mills

ADDRESS: 1401 E. Rd. 2300 E, Ogden IL 61859
Street City State Zip Code

EMAIL: millsviewfarm@gmail.com PHONE: 217 469 2353
 Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: (County Board) Union drainage Dist #2 St. Joseph/Ogden

BEGINNING DATE OF TERM: 1 Sept 2015 ENDING DATE: 8/31/18

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

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

I have been a drainage commissioner for many years and have knowledge of the district.

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

I know the district and what needs to be done for maintenance and the taxes needed to maintain the operation of the district.

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

Daniel C. Mills
Signature

26 June 2015
Date

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

PLEASE TYPE OR PRINT IN BLACK INK

NAME: Greg Allen

ADDRESS: 2647 South Homer Lake Rd. Homer Il. 61849
Street City State Zip Code

EMAIL: allertonpropane@hotmail.com PHONE: 217-649-0560

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: Union Drainage District #3 S. Homer/Sidney

BEGINNING DATE OF TERM: Sept 1st 2015 ENDING DATE: Aug 31, 2018

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

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

I have served on the board for 2 years.

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

I have a working knowledge of what is involved.

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

Greg K. Allen
Signature

7-15-15
Date

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

PLEASE TYPE OR PRINT IN BLACK INK

NAME: Donald Maxwell

ADDRESS: 4 Lake Park Rd, Champaign IL 61822
Street City State Zip Code

EMAIL: donmaxwell116@comcast.net PHONE: 357-4893 leave message
 Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: Upper Embury's River Basin Drainage District

BEGINNING DATE OF TERM: Sept 2015 ENDING DATE: 8/31/18

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

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

2. What is your knowledge of the appointed body's operations, property holdings, staff, taxes, and fees?
Lived + farmed the area for years

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

Donald Maxwell
Signature
May 30, 2015
Date

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

PLEASE TYPE OR PRINT IN BLACK INK

NAME: Edward M Decker

ADDRESS: 915 CRITCHEE PHILO IL 61864
Street City State Zip Code

EMAIL: _____ PHONE: 217-898-7300

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: Union drainage Dist No 1-Philo/Urbana

BEGINNING DATE OF TERM: 9/1/15 ENDING DATE: 8/31/18

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

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

Farmer in the area Familiar with drainage and tile

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

I have ~~been~~ served on the Board for approx 10 years

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

[Signature]
Signature

7/20/15
Date

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

PLEASE TYPE OR PRINT IN BLACK INK

NAME: Richard Peavler

ADDRESS: 2269 CR 3500 N Ludlow IL 60949
Street City State Zip Code

EMAIL: r121017@wigi.us PHONE: 217-841-9447

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: West Branch Drainage District

BEGINNING DATE OF TERM: Sept 1, 2015 ENDING DATE: Aug 31, 2018

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

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

24 years worth of experience

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

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

Richard Peavler
Signature

May 30, 2015
Date

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

PLEASE TYPE OR PRINT IN BLACK INK

NAME: Francis Lafenhagen

ADDRESS: 728 CR 1700E Philo IL 61864
Street City State Zip Code

EMAIL: _____ PHONE: 684-2820

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: WRISK Drainage District

BEGINNING DATE OF TERM: 9/1/15 ENDING DATE: 8/31/18

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

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

Farm for 43 years in the community

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

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

Francis Lafenhagen
Signature

6-2-15
Date

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

PLEASE TYPE OR PRINT IN BLACK INK

NAME: Paul D. Berbaum

ADDRESS: 476 County Rd 1700 N Champaign IL 61822
Street City State Zip Code

EMAIL: _____ PHONE: 217-863-2003

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: Drainage District #2 Town of Scott

BEGINNING DATE OF TERM: September 1, 2015 ENDING DATE: August 31, 2018

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

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

- 64 year old land owner and home owner who resides in the drainage district
- Farm operator since 1988
- Associates degree from Parkland College
- Trustee and treasurer on Scott Fire Protection District Board (have served since its formation in 1992)
- Champaign County Farm Bureau board member from January 2004-January 2010 and again from January 2013 to present, treasurer from January 2005-January 2009.

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

The district's 3-member drainage board oversees the maintenance and repair of the district owned drainage tile. Tax levies are the district's sole source of income. I have served as a drainage commissioner on Drainage District #2 of Scott since September 2000.

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

Paul D. Berbaum
Signature

June 22, 2015
Date

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

PLEASE TYPE OR PRINT IN BLACK INK

NAME: Douglas Reinhart

ADDRESS: 325 County Rd 1000E Pesotum IL 61863
Street City State Zip Code

EMAIL: dupchole.reinhart38@gmail.com PHONE: 217 814 0936

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: Pesotum Consolidated Drainage District

BEGINNING DATE OF TERM: 8/31/2015 ENDING DATE: as long as you will have me 8/31/2018

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

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

Been doing it for I don't know 25 years
maybe

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

pretty good I think

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

Douglas Reinhart
Signature
6/1/2014
Date

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

PLEASE TYPE OR PRINT IN BLACK INK

NAME: Rich Walker

ADDRESS: 2294 Co Rd 1600 E Urbana IL 61802
Street City State Zip Code

EMAIL: _____ PHONE: 217 202 6885

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: ~~Drainage Dist~~ Long Branch Drainage Dist

BEGINNING DATE OF TERM: Sept 1 2015 ENDING DATE: Aug 31 2018

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

1. What experience and background do you have which you believe qualifies you for this appointment?
I have been on this board for 20 years and I also put in
field file. And have farmed for 35 years

2. What is your knowledge of the appointed body's operations, property holdings, staff, taxes, and fees?
I have been involved with this Dist and its operations
for 20 years

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

Rich Walker
Signature

6-2-15
Date

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

PLEASE TYPE OR PRINT IN BLACK INK

NAME: BARRY FISHER

ADDRESS: 1540 CR 2200E ST JOSEPH IL 61873
Street City State Zip Code

EMAIL: _____ PHONE: (217) 469-7954

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: ST. JOSEPH DRAINAGE DISTRICT #6

BEGINNING DATE OF TERM: 9/1/15 ENDING DATE: 8/31/18

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

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

I have been a farmer and land owner for years in the drainage district that I am applying for, as was my father before me. DRAINAGE ISSUES are important to me and the community

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

I know that the commissioners meet on a regular basis to address drainage issues and make both current and long term plans for the maintenance and improvement of drainage in the district. Funds to do the work come from taxes and assessments

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

Barry Fisher
Signature

6-1-15
Date

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

PLEASE TYPE OR PRINT IN BLACK INK

NAME: Edward J Feeney

ADDRESS: 735 Co Rd 100 E, Ivesdale IL 61851
Street City State Zip Code

EMAIL: _____ PHONE: 217-564-2382

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: Kankakee Drainage District

BEGINNING DATE OF TERM: Sep 1 - 2015 ENDING DATE: Aug 31 - 2018

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

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

Currently Farming in this Area.

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

I have served multiple terms on this board

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

Edward J Feeney
Signature

July 27 - 2015
Date 46

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

PLEASE TYPE OR PRINT IN BLACK INK

NAME: Mark Birkey

ADDRESS: 722 CR 3450 N. Foosland IL 61845
Street City State Zip Code

EMAIL: _____ PHONE: 217-897-6613

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: Nelson, Moore, Fairfield Drainage Board

BEGINNING DATE OF TERM: 9/1/2015 ENDING DATE: 8/31/2018

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

1. What experience and background do you have which you believe qualifies you for this appointment?
I have farmed in northern Champaign County since 1979. Attended Illinois Association of Drainage Districts conference in January of 2015. Completing my first term on Nelson, Moore, Fairfield board.

2. What is your knowledge of the appointed body's operations, property holdings, staff, taxes, and fees?
Am aware of some of the issues currently facing the board. Have observed the performance of the drainage ditch during heavy rainfall events.

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

Mark Birkey
Signature

7/29/2015
Date

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

PLEASE TYPE OR PRINT IN BLACK INK

NAME: Leonard M. Delaney

ADDRESS: 135 CR 3000N Fisher IL 61843
Street City State Zip Code

EMAIL: PHONE: 217-417-1748

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: Owl Creek Drainage Commissioner

BEGINNING DATE OF TERM: 8/31/2015 ENDING DATE: 8/31/2017

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

1. What experience and background do you have which you believe qualifies you for this appointment?
I farm and own farmland which drains through the Owl Creek Drainage District & therefore have a vested interest in the continued maintenance of the tile within the district. I have been farming and repairing tile for 20+ years in the area and have an understanding of the importance of the drainage district to the landowners who's land drains into it.

2. What is your knowledge of the appointed body's operations, property holdings, staff, taxes, and fees?
Although I do not serve on any other drainage districts, I feel I have a basic understanding of the operations of the district. I know the other parties who reside on the drainage district as well the area and tile locations which the drainage district encompasses.

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

Signature Leonard M. Delaney

Date 8/31/15



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
JUNE
2015

Liquor Licenses & Permits	75.00
Civil Union Licenses	70.00
Marriage License	10,780.00
Interests	8.42
State Reimbursements	-
Vital Clerk Fees	24,493.00
Tax Clerk Fees	2,598.65
Refunds of Overpayments	-
TOTAL	38,025.07
Additional Clerk Fees	1,580.00



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COUNTY CLERK
MONTHLY REPORT
JULY
2015

Liquor Licenses & Permits	-
Civil Union Licenses	0.00
Marriage License	8,610.00
Interests	12.80
State Reimbursements	-
Vital Clerk Fees	28,542.01
Tax Clerk Fees	1,606.77
Refunds of Overpayments	-
TOTAL	38,771.58
Additional Clerk Fees	1,898.00



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

SEMI-ANNUAL REPORT

June 2015

Liquor Licenses & Permits	1,100.00
Civil Union License	140.00
Marriage License	39,830.00
Interests	75.15
State Reimbursements	-
Vital Clerk Fees	134,777.10
Tax Clerk Fees	34,999.03
Refunds of Overpayments	143.87

TOTAL

Additional Clerk Fees	8,832.00
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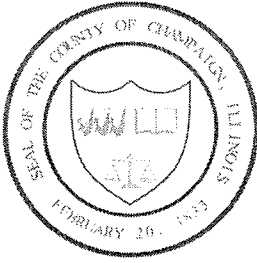
State of Illinois)
) SS
 Champaign County)

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

Signed this 1st day
 of July, A.D. 2015



 GORDY HULTEN
 Champaign County Clerk



CHAMPAIGN COUNTY ADMINISTRATIVE SERVICES

1776 East Washington Street, Urbana, Illinois 61802-4581

ADMINISTRATIVE, BUDGETING, PURCHASING, & HUMAN RESOURCE
MANAGEMENT SERVICES

Deb Busey, County Administrator

ADMINISTRATIVE SERVICES – MONTHLY HR REPORT

JUNE 2015

VACANT POSITIONS LISTING

FUND	DEPT	POSITION TITLE	HOURLY RATE	REG HRS	REGULAR SALARY	FY 2015 HRS	FY 2015 SALARY
80	22	Sr Vital Records Spec	\$16.73	1950	\$32,623.50	1957.5	\$32,748.98
80	28	PC App Programmer	\$24.82	1950	\$48,399.00	1957.5	\$48,585.15
80	30	Legal Clerk	\$12.04	1950	\$23,478.00	1957.5	\$23,568.30
80	30	Legal Clerk	\$12.04	1950	\$23,478.00	1957.5	\$23,568.30
80	40	Clerk	\$12.04	1950	\$23,478.00	1957.5	\$23,568.30
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	Assistant State's Atty	\$24.81	1950	\$48,379.50	1957.5	\$48,565.58
80	42	Deputy Coroner	\$16.73	2080	\$34,798.40	2088	\$34,932.24
80	51	Court Services Officer	\$19.67	1950	\$38,356.50	1957.5	\$38,504.03
80	52	Court Services Officer	\$17.60	1950	\$34,320.00	1957.5	\$34,452.00
80	71	Maintenance Worker	\$14.17	2080	\$29,473.60	2088	\$29,586.96
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	Correctional Officer	\$18.85	2080	\$39,208.00	2088	\$39,358.80
80	140	Court Security Officer	\$17.97	2080	\$37,377.60	2088	\$37,521.36
80	140	Lieutenant	\$38.57	2080	\$80,225.60	2088	\$80,534.16
80	140	Master Control Officer	\$12.04	2080	\$25,043.20	2088	\$25,139.52
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 --						\$766,075.70	\$769,022.16

UNEMPLOYMENT REPORT

Notice of Claims received – 35 total

Head Start – 28

County Clerk – 2

Juvenile Detention – 1

Nursing Home – 4

Employer Protests Filed – 2 total

County Clerk - 1

Head Start - 1

Benefit Determinations - 4

Head Start – 1 (denied)

County Clerk – 1 (denied)

Nursing Home – 1 (denied)
Physical Plant – 1 (denied)
Coroner – 1 (allowed)

PAYROLL REPORT

JUNE PAYROLL
INFORMATION

Pay Group	6/12/2015		6/26/2015	
	EE's Paid	Total Payroll \$\$	EE's Paid	Total Payroll \$\$
General Corp	516	\$963,683.07	511	\$907,105.45
Nursing Home	208	\$244,698.99	209	\$239,243.12
RPC/Head Start	209	\$261,000.86	339	\$257,876.70
Total	933	\$1,469,382.92	1059	\$1,404,225.27

HEALTH INSURANCE/BENEFITS REPORT

June, 2015

Total Number of Employees Enrolled: 712

General County Union:

Single 203; EE+spouse 27; EE+child(ren) 67; Family 31; waived 36

Nursing Home Union:

Single 63; EE+spouse 8; EE+child(ren) 4; Family 1; waived 17

Non-bargaining employees:

Single 121; EE+spouse 35; EE+child(ren) 39; Family 13; waived 47

Life Insurance Premium paid by County: \$1,832.35

Health Insurance Premium paid by County: \$360,450.70

Health Reimbursement Account contribution paid by County: \$22,759.00

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

June 2015 : 11.57% average over the last 12 months

June 2015: 5 out of 587 Employees left Champaign County- 5 were resignations, 1 was a retirement

WORKERS' COMPENSATION REPORT

Entire County Report	June 2015	June 2014

New Claims	13	4
Closed	8	7
Open Claims	36	21
 Year To Date Total	 44	 37
(On-going # of claims filed)		

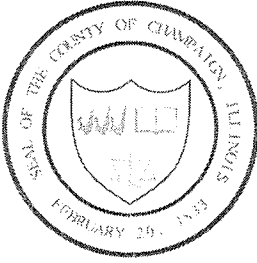
EEO REPORT

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

June 2015 Monthly EEO Report General County Only	Senior Vital Records Specialist (County Clerk)	Deputy Coroner	Master Control Officer (Sheriff)	
Total Applicants	115	76	60	251
Male	29	32	19	80
Female	85	44	41	170
Undisclosed	1			1
Caucasian	83	62	33	178
African-American	23	8	24	55
Asian or Pacific Islander	1		1	2
Hispanic	1	4		5
Native American or Alaskan Native	1			1
Two or more races	5	1	1	7
Undisclosed	1	1	1	3
Veteran Status	6	7	6	19

ADMINISTRATIVE SUPPORT to COUNTY BOARD REPORT

Agendas Posted	7	Meetings Staffed	7	Minutes Posted	7
Appointments Posted	1	Notification of Appointment	17	Contracts Posted	20
Calendars Posted	5	Resolutions Prepared	51	Ordinances Prepared	2



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 JULY 2015

VACANT POSITIONS LISTING

FUND	DEPT	POSITION TITLE	HOURLY RATE	REG HRS	REGULAR SALARY	FY 2015 HRS	FY 2015 SALARY
80	22	Sr Vital Records Spec	\$16.73	1950	\$32,623.50	1957.5	\$32,748.98
80	28	PC App Programmer	\$24.82	1950	\$48,399.00	1957.5	\$48,585.15
80	30	Legal Clerk	\$12.04	1950	\$23,478.00	1957.5	\$23,568.30
80	30	Legal Clerk	\$12.04	1950	\$23,478.00	1957.5	\$23,568.30
80	40	Clerk	\$12.04	1950	\$23,478.00	1957.5	\$23,568.30
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	42	Deputy Coroner	\$16.73	2080	\$34,798.40	2088	\$34,932.24
80	52	Court Services Officer	\$17.60	1950	\$34,320.00	1957.5	\$34,452.00
80	71	Maintenance Worker	\$14.17	2080	\$29,473.60	2088	\$29,586.96
80	140	Correctional Officer	\$18.85	2080	\$39,208.00	2088	\$39,358.80
80	140	Court Security Officer	\$17.97	2080	\$37,377.60	2088	\$37,521.36
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 --						\$483,133.30	\$484,991.51

UNEMPLOYMENT REPORT

Notice of Claims received – 26 total

Regional Planning – 16

Head Start – 4

Nursing Home – 3

County Clerk – 1

Coroner – 1

JDC - 1

Employer Protests Filed – 1 total

Nursing Home - 1

Benefit Determinations - 5

Head Start – 1 (allow)

Court Services – 1 (allow)

Coroner – 1 (denied)

Head Start – 1 (denied)

Nursing Home – 1 (allow)

Notice of Telephone Hearing – 1 total

Head Start - 1

PAYROLL REPORT

JULY PAYROLL
INFORMATION

Pay Group	7/10/2015		7/24/2015	
	EE's Paid	Total Payroll \$\$	EE's Paid	Total Payroll \$\$
General Corp	498	\$943,913.30	489	\$923,383.12
Nursing Home	204	\$233,034.16	210	\$234,128.12
RPC/Head Start	377	\$283,500.91	390	\$288,486.83
Total	1079	\$1,460,448.37	1089	\$1,445,998.07

HEALTH INSURANCE/BENEFITS REPORT

July, 2015

Total Number of Employees Enrolled: 700

General County Union:

Single 201; EE+spouse 27; EE+child(ren) 67; Family 31; waived 31

Nursing Home Union:

Single 61; EE+spouse 8; EE+child(ren) 4; Family 1; waived 16

Non-bargaining employees:

Single 118; EE+spouse 35; EE+child(ren) 40; Family 13; waived 47

Life Insurance Premium paid by County: \$1,800.24

Health Insurance Premium paid by County: \$356,920.82

Health Reimbursement Account contribution paid by County: \$22,590.00

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

June 2015 : 12.27% average over the last 12 months

June 2015: 6 out of 567 Employees left Champaign County- 4 were resignations, 2 were retirements

WORKERS' COMPENSATION REPORT

Entire County Report	July	July
	2015	2014
New Claims	4	2
Closed	7	6

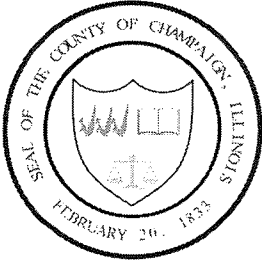
Open Claims	33		26
Year To Date Total	48		39
(On-going # of claims filed)			

EEO REPORT

No information to report for this period.

ADMINISTRATIVE SUPPORT to COUNTY BOARD REPORT

Agendas Posted	5	Meetings Staffed	1	Minutes Posted	0
Appointments Posted	0	Notification of Appointment	0	Contracts Posted	20
Calendars Posted	6	Resolutions Prepared	19	Ordinances Prepared	2



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

FROM: Deb Busey, County Administrator

DATE: August 5, 2015

RE: Amendment to the 2015 County Board Calendar of Meetings

The December 2015 calendar of meetings comes very close to conflicting with county holidays as it has currently been adopted, following the standard protocol of beginning each monthly cycle of meetings with the first Monday. To avoid the holiday conflicts, please consider the amended option listed below for the December schedule.

<u>MEETING</u>	<u>CURRENT SCHEDULE</u>	<u>AMENDED OPTION</u>
County Facilities	Tuesday, December 8 th	Tuesday, December 1 st
ELUC	Thursday, December 10 th	Thursday, December 3 rd
Highway	Friday, December 11 th	Friday, December 4 th
Committee of the Whole (Justice, Policy, Finance)	Tuesday, December 15 th	Tuesday, December 8 th
County Board	Tuesday, December 22 nd	Thursday, December 17 th

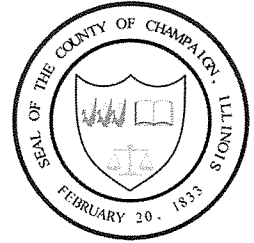
RECOMMENDED ACTION:

The Policy, Personnel and Appointments Committee of the Whole recommends to the County Board amendment to the 2015 County Board Calendar of Meetings by changing the December Schedule of Meetings to begin on Tuesday, December 1st as listed above.

Thank you for your consideration of this request.

CHAMPAIGN COUNTY INFORMATION TECHNOLOGY SERVICES

1776 East Washington Street, Urbana, Illinois 61802-4581



Andy Rhodes, Information Technology Director

MEMORANDUM

TO: James Quisenberry, Deputy Chair – PPA Committee of the Whole

FROM: Andy Rhodes, IT Director

RE: Amendment to Ordinance 652 – An Ordinance Establishing Information Technology Resources Policy and Procedures

DATE: July 30, 2015

Pursuant to the Settlement Agreement between the United States of America and Champaign County, Illinois under the Americans with Disabilities Act DJ 204-24-116 Champaign County must “adopt, implement, and post online a policy that its web pages will comply with WCAG 2.0 AA, published by the World Wide Web Consortium (W3C), Web Accessibility Initiative (WAI), available at www.w3.org/TR/WCAG.”

In order to implement this policy I am requesting an amendment and title change to Article III, Section P of Ordinance No. 652, An Ordinance Establishing Information Technology Resources Policy and Procedures.

The amendment will add Item 4 to Section P as follows:

4. Webpage, non-archival web-based content, and online services provided by Champaign County or third party contractors will comply with WCAG 2.0, Level A and AA accessibility standards published at <http://www.w3.org/TR/WCAG> by the World Wide Web Consortium (W3C – www.w3.org/) and the Web Accessibility Initiative (WAI – www.w3.org/WAI/).

To reflect this addition I would also recommend changing the title of Article III Section P from “Web Site Development and Authorization” to “Web Site Development, Authorization and Accessibility Policy.”

The full ITR Policy can be viewed on the County’s web site at:

<http://www.co.champaign.il.us/COUNTYBD/Ordinance%20Internet%20Policy%20May%202002.pdf>

REQUESTED ACTION:

The Policy, Procedures and Appointments Committee of the Whole approves an Amendment to Ordinance 652, Article III, Section P regarding web page accessibility.

Thank you for your consideration. If you have any questions or concerns, please feel free to contact me.

ORDINANCE NO. 652

**AN ORDINANCE ESTABLISHING INFORMATION TECHNOLOGY RESOURCES
POLICY AND PROCEDURES**

**Adopted by the Champaign County Board on May 21, 2002
Revised March 18, 2010
Revised February 20, 2014
Revised August 20, 2015**

WHEREAS, the Champaign County Board deems it advisable to maintain the Champaign County Information Network for use by Champaign County Offices and Departments; and

WHEREAS, the Champaign County Board deems it advisable to establish a policy and procedures governing the use and development of the Champaign County Information Network;

NOW, THEREFORE, BE IT ORDAINED by the Champaign County Board, that the policy and procedures for the Champaign County Information Network are as follows:

Article I. Scope

Every user of Information Technology Resources (ITR) and the Champaign County Information Network (CCIN) will read, understand, and sign a consent form holding them responsible to abide by the policies and procedures outlined in this document.

This policy governs, without limitation, the following forms of communications: e-mail; internet access; use of the World Wide Web; and use of the intranet.

Article II. Definitions

1. **Champaign County Information Network (CCIN):** An in-house intranet that serves the employees of Champaign County. An Intranet is not a site that is accessed by the general public.
2. **Copyright:** A form of legal protection that grants certain exclusive rights to the author of a program or the owner of the copyright.
3. **Data:** the words, numbers, and graphics that describe people, events, things and ideas.
4. **Downloading:** The process of transferring a copy of a file from a remote computer to another computer's disk drive.

5. **Elected official / Office:** Includes the Champaign County Auditor, Sheriff, State's Attorney, Coroner, Recorder, Treasurer, County Clerk, and Circuit Clerk. Unless context requires otherwise, it includes the Presiding Judge (with respect to his authority over the Courts and Court Services) and any other department or office given statutory control over its own operations.
6. **Electronic Mail (E-Mail):** A typed message or image sent electronically from one user to another.
7. **E-Mail Attachment:** A file such as a document, worksheet, or graphic that travels through the e-mail system along with e-mail messages.
8. **Encryption:** To put into code or cipher or to scramble access codes to computerized information so as to prevent unauthorized access.
9. **Information Technology Resources (ITR):** Includes, but is not limited to computers, databases, software, servers, and the Champaign County Information Network (CCIN); files, folders, and documents; Internet access and web pages; and electronic mail including both Intranet and Internet.
10. **Internet:** A collection of local, regional, national, and international computer networks that are linked together to exchange data and distribute processing tasks.
11. **Intranet:** An infrastructure using Web technology that businesses use for internal communication.
12. **Network:** A group of connected computers that allow users to share information.
13. **Patent:** A grant made by a government that confers upon the creator of an invention the sole right to make, use, and sell that invention for a set period of time.
14. **Server:** A computer and software that make data available to other computers.
15. **Software License:** A legal contract that defines the ways in which you may use a computer program.
16. **Trademark:** A name, symbol, or other device identifying a product, officially registered and legally restricted to the use of the owner or manufacturer.
17. **Virus:** A program designed to attach itself to a file, reproduce, and spread from one file to another, destroying data, displaying an irritating message, or otherwise disrupting or rendering a computer system useless.

18. **Use:** Includes, but is not limited to transmitting; uploading; downloading; cutting, pasting and copying; forwarding or retransmitting; attaching to e-mail messages; attaching to chat messages; posting in a public access area; printing; saving to disk or other storage medium; and sending by FAX.

Article III. General Conditions of Use

- A. Applicability: The conditions of this Article are applicable to all who use Information Technology Resources (ITR) and the Champaign County Information Network (CCIN)
- B. Administrative Services: Administrative Services shall perform functions including the following:
 1. Permitting Champaign County Employee's access to the mainframe computer menus, intranet, and Internet with passwords pursuant to Elected Official or Department Head approval.
 2. Programming for all Champaign County Departments and Elected Offices using Champaign County's mainframe computer, subject to criteria set forth by Elected Officials, the Presiding Judge, and in the case of County Departments within the jurisdiction of the County Board, Administrative Services.
 3. Establishing criteria for hardware and software vendors, subject to needs identified by Elected Officials, the Presiding Judge, and, in the case of County Departments within the jurisdiction of the County Board, Administrative Services. Administrative Services may not deny a request to install specific hardware or software to be paid for by the Office or Department requesting it, but may require that it not be hooked up to the CCIN if it determines that its use on the CCIN would compromise the CCIN.
 4. Consultation with Department Heads, the Presiding Judge, and Elected Officials on ITR.
 5. Installation and removal of software, upon demand of Elected Officials, the Presiding Judge, and, in the case of County Departments within the jurisdiction of the County Board, Administrative Services.
 6. Backing up all information stored on Servers and AS/400s on a regular basis.
 7. Ensuring data storage practices comply with the Local Records Act (50 ILCS 50/205).
- C. Autonomy of Elected Officials and Courts
 1. Nothing in this policy shall give Administrative Services the authority to determine the ITR needs of any Elected Office or the Courts.

- a. Elected Officials and the Presiding Judge shall determine the ITR needs of their own offices, given the budget and operations of their offices, and Administrative Services shall work with Elected Officials to implement the ITR resources which those Officers or the Presiding Judge determine are necessary;
 - b. If Administrative Services determines an installation request of an Elected Official or the Presiding Judge would compromise the CCIN, Administrative Services may require that the software or program be installed on a stand-alone computer, not hooked up to the CCIN.
2. Nothing in this policy shall subject any Elected Official or the Presiding Judge to any other policy referred to herein, unless that policy has already been specifically adopted by that Elected Official.
 3. No data on CCIN (other than public records) in the possession of any Elected Office or the Courts may be accessed through CCIN by Administrative Services, the Courts, or any other Department or Office without the express and specific approval of the relevant Elected Official.
 4. Nothing contained in this policy limits the power of Elected Officials to adopt their own policies regarding use of CCIN or ITR.

D. Privacy and Monitoring

1. Champaign County respects the privacy of its employees. However, employee privacy does not extend to work related conduct or to use of ITR.
2. Employees are advised that, subject to approval of the relevant Elected Official or Presiding Judge (if applicable), Champaign County reserves the right to access, monitor, and disclose all Intranet and Internet e-mail, Internet usage and web sites visited, and any information stored on Champaign County computer systems at any time with or without notice to employees. Employees should recognize that Web Sites visited and the amount of time the Web Site was visited, will be logged and monitored for appropriate use.
3. Employees should recognize that electronic information might be used in disciplinary proceedings, may be referred to the Sheriff's Office or other government agencies for criminal investigation, may be subpoenaed for legal proceedings, and may be subject to Freedom of Information Act requests. Any disciplinary or corrective action taken with respect to misuse of LEADS will be reported in writing to the relevant LEADS administrator.

4. Employees should assume that any e-mail or Internet communication, whether business-related or personal, created, sent, received, or stored on the CCIN might be read or heard by someone other than the intended recipient, including but not limited to the Department Head or Elected Official for the office in which the message was created.
5. Employees should recognize that e-mail messages deleted from the system might be retrieved from the computer's back-up system. Messages that were previously deleted can be recreated, printed out, or forwarded to someone else without the employee's knowledge.
6. Champaign County reserves the right to modify, delete, and disclose any information on their ITR with or without employees consent.

E. Discipline

1. Department Heads and Elected Officials are solely responsible for disciplinary actions, subject to any applicable collective bargaining agreements or policies.
2. Violations of the ITR Policy and Procedures may result in disciplinary action, up to, and including, dismissal from employment and, if applicable, possible criminal or civil penalties or other legal action.

F. Disclaimers of Liability

The Internet and Internet e-mail provide access to significant amounts of information, some of which contains offensive, sexually explicit materials or materials that are otherwise inappropriate or offensive. It is difficult to avoid contact with this material. Therefore, employees who access the Internet and Internet e-mail do so at their own risk. Champaign County will not be responsible for material viewed, downloaded, or received in e-mails by employees accessing the Internet.

Nothing in this policy is intended or should be construed as an agreement and or contract, express or implied.

G. Computer Access

1. Department Heads and Elected Officials will authorize which employees have access to the Champaign County computers, mainframe computer menus, CCIN, e-mail, and Internet access.
2. Department Heads and Elected Officials will determine the level of access to the CCIN, e-mail, internet, intranet, and mainframe menus to which employees will have access.

3. Administrative Services, Elected Officials, and Department Heads will determine which employees have Telnet access to Champaign County Computer systems.

H. Passwords

1. Department Heads and Elected Officials will forward new employee requests for passwords for mainframe computer menus, CCIN, Internet access, and level of access permissions to Administrative Services.
2. Screensavers shall not be password protected, unless the Department Head, Elected Official, or Presiding Judge has been given the password.
3. Employees may be required to give their password to Administrative Services or the Department Head or Elected Official in charge of their Department or Office. Otherwise, Employees should never share or reveal their password for access to CCIN, mainframe computer menus, e-mail, or Internet. Employees are advised that they are solely responsible for actions conducted under their password or with their user name. Do not let unauthorized individuals have access to or use Champaign County's e-mail, or access to the Internet through Champaign County's ITR.
4. Employees will sign off or log off the CCIN, the Internet, and county mainframe menu when not using them. Employees should sign off or log off when not in the physical presence of the computer to which they have access. Employees should recognize that signing off Champaign County mainframe menus (currently Selection 90) does not sign them off of the e-mail network or Internet Access.
5. Assignment or use of passwords for access does not create any right or expectation of privacy.
6. Whenever possible computer passwords should be a minimum of 8 characters long and should consist of at least one upper case letter, one lower case letter, and tow numbers. All user level passwords shall be changed a minimum of every six months or more frequently if required by internal departmental policy.

I. Law Enforcement Agency Data Systems (LEADS) Requirements

1. The Illinois State Police, LEADS requires users to follow established criteria in order to access the LEADS system. These criteria are incorporated herein by reference, and are applicable to those Departments and Offices which use the LEADS system, unless those Department Heads or Elected Officials state otherwise in their Departmental or Office policies.

2. Administrative Services shall ensure ITR is compliant with LEADS criteria. Specifically, and without limitation, Administrative Services shall provide any encryption or firewalls that are needed for LEADS access to computers that are part of CCIN. Elected Officials and Department Heads of offices and departments that use LEADS are responsible for apprising Administrative Services of their use of ITR so that Administrative Services may ensure the ITR is compliant with LEADS criteria for such use.

J. Software

1. Computer software applications used on Champaign County computers that are connected to the CCIN must be properly licensed in accordance with the vendor's specific requirements.
2. Administrative Services shall provide computer virus protection software on all ITR equipment on the CCIN. Nothing shall be done to disable this software.

K. Department Head or Elected Official Responsibility

Elected Officials and Department Heads are responsible for all stand-alone computers and their contents located in their departments and offices.

L. Prohibited usage:

1. Never intentionally use a Champaign County computer in any way that violates:
 - a. State, federal, or international law. This includes, but is not limited to:
 - i. laws governing copyrights, patents, trademarks, service marks, confidential and proprietary information or trade secrets;
 - ii. the Electronic Communications Privacy Act (18 U.S.C.A. §2701, et seq.);
 - iii. the Local Records Act, (50 ILCS 205/1, et seq.);
 - iv. the Vital Records Act (410 ILCS 535/1, et seq.);
 - v. the Illinois Freedom of Information Act (5 ILCS 140/1, et seq.);
 - vi. the Human Rights Act (775 ILCS 5/1-101, et seq.);
 - vii. Title VII of the Civil Rights Act of 1964 (42 U.S.C.A. §2000e, et seq.);
 - viii. Any regulations promulgated pursuant to the above statutes.
 - b. Any vendor agreement, software license agreements, or Internet Service Provider conditions.
2. Never initiate any activity that is damaging in any way to the computer mainframe, the CCIN, the e-mail, internet and intranet systems, or the World Wide Web. Never intentionally damage, destruct, deface or compromise any equipment or software belonging to Champaign County. Never intentionally damage, destruct, deface or compromise any data in CCIN without proper authorization.

M. Exceptions to Prohibited Usage

Notwithstanding any other part of this policy, any otherwise prohibited use of a computer, the ITR, or CCIN (including e-mail, internet and intranet usage) is allowed to the extent reasonably necessary to:

1. Perform any lawful task which, in the opinion of the relevant Department Head or Elected Official, is reasonably necessary to the functions of the Office or Department.
2. Comply with and enforce this and other policies of Champaign County, and all applicable state and federal laws;
3. Comply with or create a judicial subpoena, court file, official record, court order, or FOIA request; or
4. Preserve or assert any claim of privilege.

N. Virus Reporting

If an employee suspects a virus has been introduced to a computer they should notify Administrative Services immediately. Administrative Services may install software to scan incoming e-mails for viruses. If this is done, all e-mails shall be so scanned before they are opened.

O. Internet Mailing Lists, Usenet Groups, News List Subscriptions

Administrative Services reserves the right to unsubscribe employees from subscription lists if the amount of mail becomes too burdensome for the server. This action will not be taken without prior notice to the users, and prior notice and approval of affected Department Heads and Elected Officials.

P. Web Site Development and Authorization

Web Site Development, Authorization and Accessibility Policy

1. All Departmental or Official Web Sites and links thereto must be approved by the Department Head or Elected Official.
2. Links to Champaign County's World Wide Web Site must be approved by Administrative Services.
3. Links from Champaign County's World Wide Web Site must contain a link back to Champaign County's World Wide Web Site.

- 4. Webpage, non-archival web-based content, and online services provided by Champaign County or third party contractors will comply with WCAG 2.0, Level A and AA accessibility standards published at <http://www.w3.org/TR/WCAG> by the World Wide Web Consortium (W3C – www.w3.org/) and the Web Accessibility Initiative (WAI – www.w3.org/WAI/).

Q. Ownership

All computers connected to the CCIN, servers, encryption keys, files, equipment, software, information, and passwords for networks, e-mail, Internet, and mainframe menus whether personal or private, belong to Champaign County. All information created by Champaign County ITR belongs to and is controlled by Champaign County, in the case of those Departments under the jurisdiction of the County Board. In the case of Elected Offices and the Courts, the information belongs to and is controlled by the Elected Official or Presiding Judge with authority over the office at issue.

THE FOLLOWING CONDITIONS DO NOT APPLY TO OFFICES UNDER THE SUPERVISION OF ELECTED OFFICIALS OR THE PRESIDING JUDGE WITHOUT THE SPECIFIC, WRITTEN AUTHORIZATION OF THE RELEVANT ELECTED OFFICIAL OR PRESIDING JUDGE

Article IV. Conditions Applicable to Appointed Department Heads and Non-elected Offices

A. Applicability:

- 1. The conditions of this Article are applicable to all Departments or Offices which are not under the supervision of the Presiding Judge or Elected Officials.
- 2. These conditions apply in addition to, and not in substitution of, those conditions listed in Article III.
- 3. Any Department or Office under the supervision of the Presiding Judge or an Elected Official may agree, in writing, to have his or her Office bound by any or all of the terms of this Article. Those which do not choose to do so are encouraged to develop standards which reflect the needs and resources of their Office or Department.

B. Administrative Services: Administrative Services shall perform functions including the following:

- 1. Monitor Champaign County networks for appropriate use in e-mail, Internet, intranet, and mainframe usage, with the approval of, and subject to criteria set up by, relevant Department Heads and Elected Officials.

2. Establish usage criteria for e-mail, Internet, intranet, networks, web page, and web page development, subject to criteria set up by relevant Department Heads, the Presiding Judge, and Elected Officials.
3. Administrative Services will work with Department Heads and Elected Officials to conduct random checks of CCIN and ITR materials (including but not limited to internet and intranet use, e-mail messages, and use of the World Wide Web) for compliance. Department Heads and Elected Officials will be consulted before their office or department is included in such checks, but employees will be given no prior notice. Any Department Head or Elected Official shall have the right to prohibit or place constraints on such checks.
4. Champaign County reserves the right to keep an employee's e-mail address active for a reasonable time period upon their departure to ensure that important business communications are completed. Champaign County has no obligation to forward e-mail for persons who leave employment with Champaign County.

C. Response to Policy Violations

1. Employees observing violations of this policy should report the violations to the Department Head or Elected Official supervising their office or department.
2. Alleged violations of ITR policy will be investigated.
3. Employees shall cooperate with any investigations concerning violations of this policy.

D. Software

1. Computer software applications used on Champaign County computers that are connected to the CCIN must be authorized by Administrative Services.
2. Only Administrative Services will install software on Champaign County computers connected to the CCIN. Software vendors should communicate with Administrative Services.
3. Installation of encryption or authentication (digital signature) software, other than that contained within standard software applications is prohibited on computers. Department Heads or Elected Official who have need for encryption software will work with Administrative Services to set up encryption keys.

E. Release of Information

1. Unless specifically authorized by Departmental or Elected Official Policies, internet or e-mail Freedom of Information Act requests will not be accepted. If an e-mail or internet FOIA request is received, it will be forwarded to the Elected Official or Department Head which has authority over the information requested.
2. Unless specifically authorized by Departmental or Elected Official Policies, confidential information as defined by the Illinois Freedom of Information Act shall not be released or divulged without prior approval of the relevant Department Head or Elected Official.

F. Department Head or Elected Official Responsibility

Elected Officials and Department Heads are to ensure employees of their Offices or Departments read, understand, and sign a consent form holding them responsible for abiding by the policies and procedures outlined in this document.

G. Prohibited Computer Usage

1. Never use an e-mail account at work (or elsewhere for County business) other than the one assigned by Administrative Services. Never attempt to gain access to any files, folders, e-mail accounts, or documents without proper authorization. Employees may not intentionally intercept, eavesdrop, record, or alter another person's e-mail. Nor may employees use the internet to intentionally intercept, eavesdrop, record, or alter another person's information. Never attempt to use the Internet to gain unauthorized access to remote computers or other systems.
2. Employees will not use or attempt to use alternate methods of connecting to the Internet other than what is provided by Administrative Services. Exceptions to this are Departments Heads or Elected Officials who have a stand-alone computer system and have authorized the use of an alternate Internet Service Provider.
3. Never use your computer in violation of any Champaign County Ordinance or Policy applicable to your Department or Office. This may include, but is not limited to, the Champaign County Harassment Policy or the Champaign County Political Activity Policy.
4. Occasional and reasonable personal use of ITR is permitted. However, Champaign County ITR will not be used for non-work related activities excessively, or in a manner which disrupts or interferes with work performance or the operations of any Office or Department.

- a. If such use results in any costs to Champaign County, the employee responsible shall reimburse Champaign County. However, acceptance of such reimbursement does not constitute a waiver of any other disciplinary action.
- b. Champaign County's Web Site and Internet Access is for official or department use only. Employees may not create, maintain or post an unauthorized web site or similar web site using Champaign County's ITR. All information disseminated and received through Champaign County's Web Site must be related to the official duties and responsibilities of employees, Champaign County Departments, and/or Elected Offices.
- c. Any and all personal use must be consistent with professional conduct and the terms of this policy, and not for personal gain.

5. Computers may not be used to receive, transmit, create, or do any of the following intentionally:
 - a. obscenity, sexually explicit messages, pornography, or child pornography;
 - b. threats, fighting words, or intimidation;
 - c. libel, defamation, and slander;
 - d. harassment of any kind, including harassment on the basis of race, sex, religion, ethnic origin, or other protected status;
 - e. humor or jokes that are intended to offend, harass, or intimidate, or are likely to offend, harass or intimidate a reasonable person;
 - f. software piracy;
 - g. chain letters; unsolicited e-mail and “spamming”; anonymous e-mails or e-mails with altered or incorrect return addresses;
 - h. multilevel marketing opportunities, pyramid schemes, franchises, business opportunity ventures, investments;
 - i. violate the privacy of any individual;
6. Computers may not intentionally be used for the unauthorized copying or transmission of:
 - a. text;
 - b. other communications;
 - c. computer software;
 - d. photographs;
 - e. video images;
 - f. graphics;
 - g. music; or
 - h. sound recordings.
7. Never download, delete, or install any software or program onto a computer connected to CCIN; and never disable any firewall or virus protection.
8. Any communications, including e-mails, made in or from the CCIN may be attributable to Champaign County and the Elected Office or Department from which it is made. All such communications must be professional and comply with this policy.
9. All County employees and representatives are prohibited from accessing any streaming media programs, feeds, material and content unless the subject matter being streamed is directly required for fulfilling job responsibilities. No streaming media sites are to be accessed nor are any streaming media programs or applications to be downloaded, installed and/or operated by end users for entertainment purposes using organization-provided computers, servers, systems and/or networks.

Websites that provide streaming media services that are prohibited (unless used for expressly permitted activities) include, but are not limited to:

- Google Video
- iFilm
- YouTube
- Fancast
- Hulu
- Sirius/XM
- Dizzler
- Sports sites such as ESPN360.com and MLB-TV
- Any radio or television station that offer audio or video streaming

Streaming media programs and devices prohibited from operation within the organization or on any organization equipment or network (unless used for expressly permitted activities) include, but are not limited to:

- Apple Computer, Inc.'s QuickTime
- DivXNetworks, Inc.'s DivX Player
- Listen.com, Inc.'s Rhapsody
- Microsoft Corp.'s Windows Media Player
- Nullsoft, Inc.'s SHOUTcast and Winamp
- Orb Networks, Inc.'s Orb Audio or Orb TV
- RealNetworks, Inc.'s RealOne Player
- Sling Media's Slingbox
- Yahoo, Inc.'s LAUNCHcastBearShare

The organization's computer systems and network are to be used only for fulfilling business activities. Legitimate streaming media use, such as might be required for conducting research, investigation or training, constitutes acceptable use.

H. Attachments to E-Mails

Unless and until Administrative Services installs software to scan all e-mails for viruses, Employees who receive e-mails from unknown sources on the Internet that have attachments will delete those messages from their in-box folder without opening them, and then delete those messages from the deleted items folder.

I. Purchases, Conditions, and Fines

An Employee is responsible for understanding and complying with conditions specified in any public domain or shareware software that is downloaded, and for arranging approval and

payment through normal Department or Office procedures for any fines or fees associated with such use.

Employees may only make credit card purchases on the Internet from Champaign County ITR when authorized to do so by the relevant Department Head or Elected Official. Employees will verify the web site is a secure site before making such a purchase.

PRESENTED, ADOPTED, APPROVED and RECORDED this 21st day of May,
~~A.D. 2002.~~ 20th day of August A. D. 2015.

For this policy in its entirety:

Champaign County Board

By:

Pattsi Petrie, Chair
Champaign County Board

Attest:

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

Elected Officials and the Presiding Judge

For Articles I, II, and III:

For Article IV in its entirety:

Champaign County Auditor:

Champaign County Circuit Clerk:

Champaign County Clerk:

Champaign County Coroner:

Champaign County Presiding Judge:

Champaign County Recorder:

Elected Officials and the Presiding Judge

For Articles I, II, and III:

For Article IV in its entirety:

Champaign County Sheriff:

Champaign County State’s Attorney:

Champaign County Treasurer

The Presiding Judge or Elected Officials may adopt any or all of the provisions of Article IV for the offices under their supervision through a separate signed writing.

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:

MH PARK:
VIN:
YR/SQ FT: 1971 / 720

PERMANENT PARCEL NUMBER: 04-006-0154

As described in certificate(s): 28 sold on October 25, 2012

Commonly known as: Shadowwood Mobile Homes, 24 MAGNOLIA DR

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, Mateo Maleo, has paid \$1,147.00 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 \$600.12 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 \$600.12 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

To: Nursing Home Board of Directors
Champaign County Nursing Home

From: Scott Gima
Manager

Date: August 4, 2015

Re: June 2015 Financial Management Report

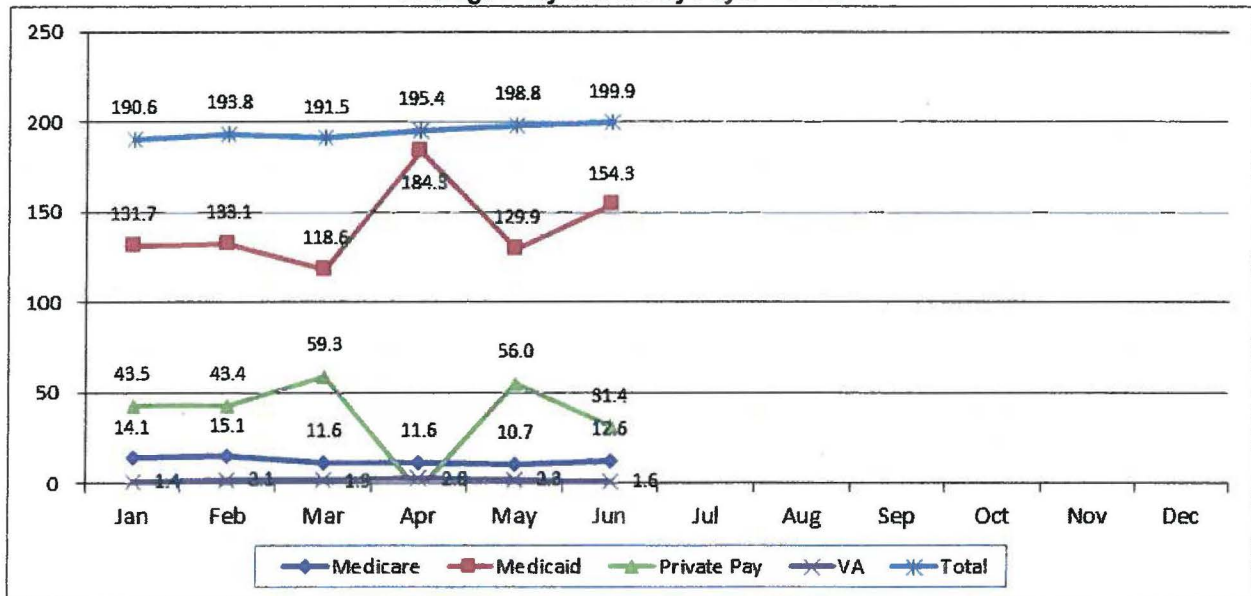
May's overall census was 199.9. Medicare census averaged 12.6 for the month. Net income was \$41,862. Cash flow from operations for the month was \$100,815.

Statistics

The census increased from 198.8 in May to 199.9 in July. Medicare improved slightly from 10.7 in May to 12.6 in July. A total of 1,004 Medicaid conversion days occurred in June.

July's preliminary census is 190.7 with 9.9 Medicare. July is expected to have 987 Medicaid conversion days. Census is down due to the ongoing changes to unit 4. All residents have been moved and the cosmetic renovations are ongoing and are expected to be completed by early next week. Once completed, Medicare admissions will commence.

Average Daily Census by Payor – FY2015

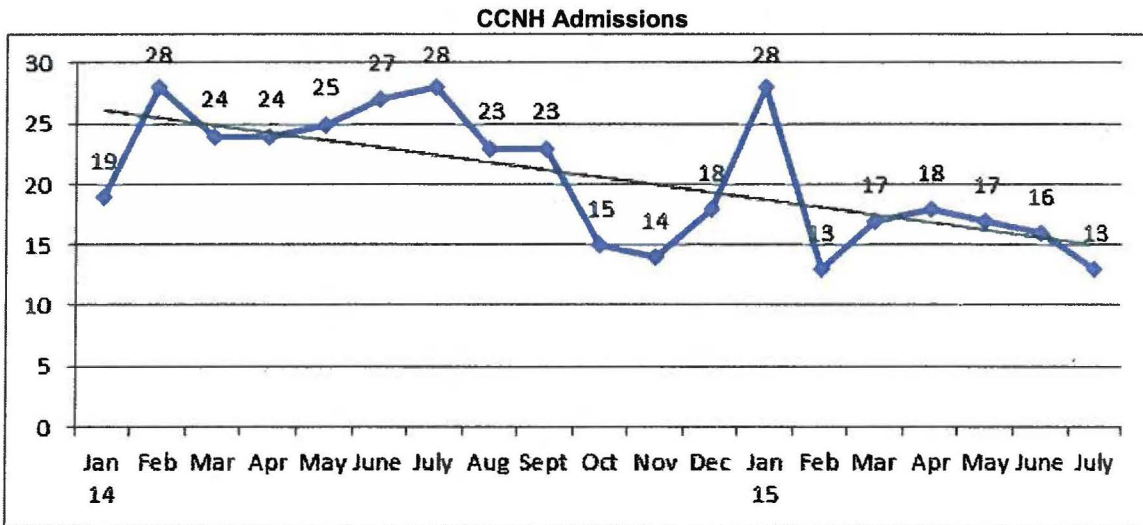


In July, there were 13 admissions, of which 9 were Medicare. There were 24 separations for the month.

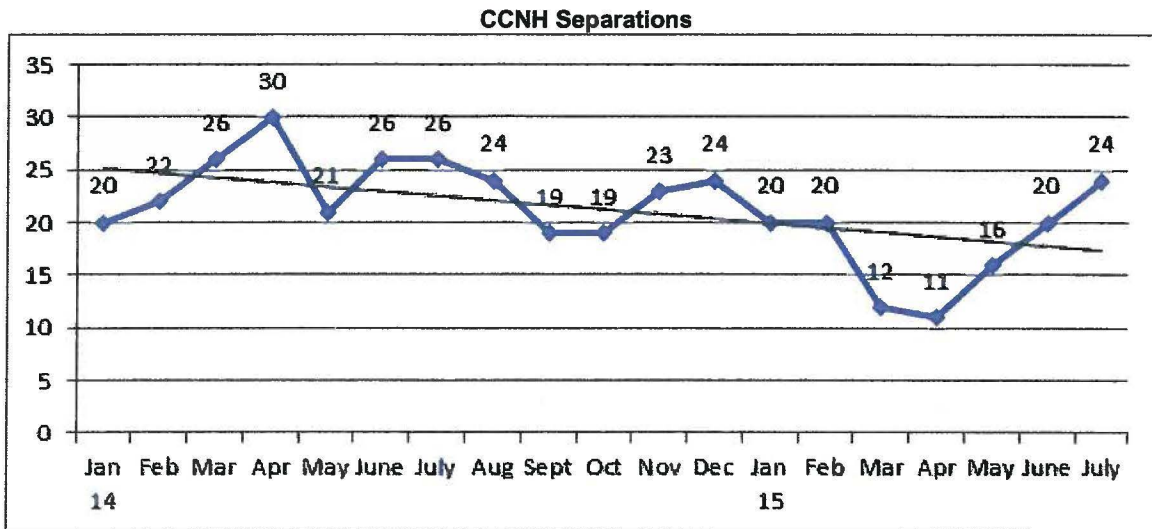
**Admissions and Discharges
March 2014 to May 2015**

	Medicare Admits	Non-Medicare Admits	Total Admits	Discharges	Expirations	Total Discharges/Expirations
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
Mar	10	7	17	8	4	12
Apr	8	10	18	9	2	11
May	8	9	17	10	6	16
June	7	9	16	13	7	20
July	9	4	13	14	10	24

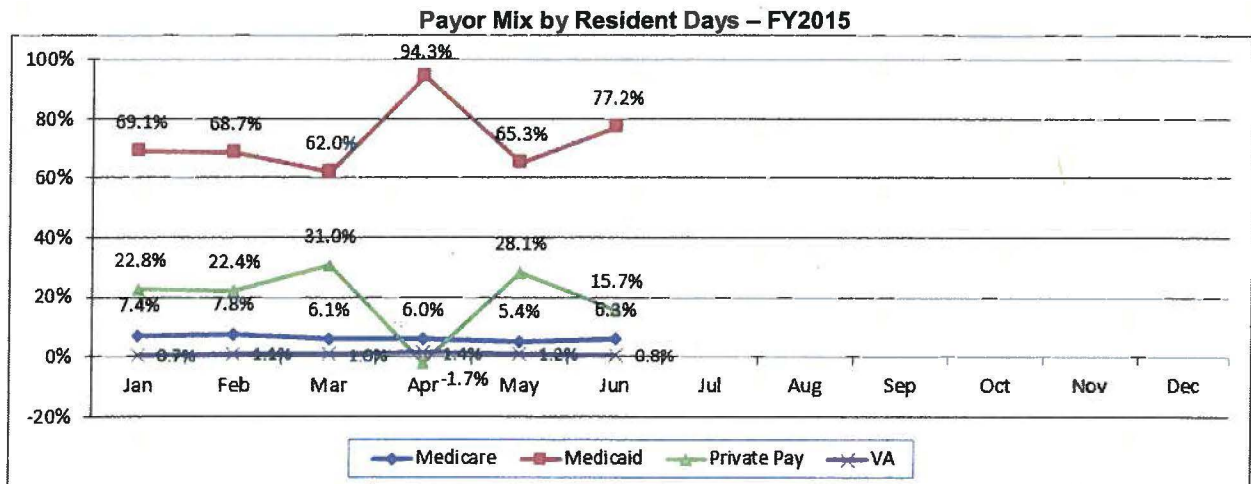
The chart below summarizes the monthly admissions. In FY2012, monthly admissions averaged 22.2 per month. FY2013 admissions averaged 25.5. The monthly average for 2014 was 22.9. The 2015 YTD average is 17.4.



The chart below summarizes separations. In FY2012, the average separations per month was 23.5. The monthly average for FY2013 was 28.1. For 2014, the monthly average was 23.4. The 2015 YTD average is 17.6.



The FY2013 payor mix was Medicare – 8.7%, Medicaid – 56.3% and Private pay 35.0%. FY2014 conversion days totaled as follows: December – 87, January – 970, February, 112, March – 437, April – 70, May – 160, June – 2,139, July – 578 and August – 367. The 2014 payor mix for the year was Medicare – 7.5%, Medicaid – 58.3%, Private pay – 32.8%, and VA – 1.3%. For 2015, the YTD payor mix is Medicare – 6.5%, Medicaid – 72.7%, Private pay – 19.8%, and VA – 1.0%.



Net Income/(Loss) & Cash from Operations

The net income in June was \$41,862. Cash flow from operations totaled \$100,815. Year-to-date net income was \$162,115 with YTD cash from operations totaling \$517,189.

Revenues

- For June, the operating revenue totaled \$1.240 million, down slightly from \$1.255 million in May. Revenue per day increased from \$203.64 to 4206.81. The YTD revenue per day is \$206.35.

Expenses

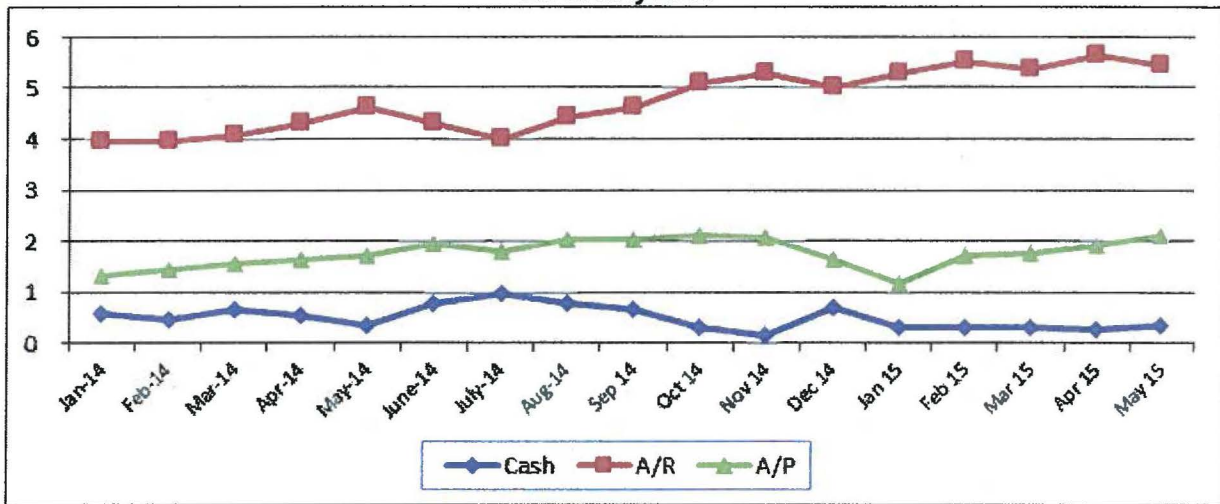
- Expenses fell slightly from \$1.302 million in May to \$1.292 million in June. Expenses per day increased from \$211.26 to \$215.41. The average cost per day in FY2014 was \$210.15 per day. YTD cost per day is \$217.47.
- Wages increased slightly from \$504,852 to \$510,265. Wages per day increased from \$81.90 to \$85.10. The average for 2014 was \$83.38 and the YTD average is currently \$86.65 per day.
- Non-labor expenses fell from \$640,167 to \$616,820. Non-labor expenses per day fell slightly from \$103.86 to \$102.87. The 2014 average was \$97.61. The 2015 YTD average is \$101.10 per day.

Cash Position

June's month ending cash balance was \$300,335. Accounts receivable fell from \$5.437 million in May to \$5.057 million in June. The \$380,192 decrease is a reflection of a tax anticipation note payment that was made in June, totaling \$375,803. Accounts payable fell from \$2.106 million in May to \$1.719 million in June.

The 515 conversion days in May, 1,004 days in June and 987 days in July are positive signs of improving Medicaid application processing. Open Medicaid applications are down to 48. Keep in mind that as applications are approved, there are new applications that are submitted. But the net reduction in open applications is a positive sign. The cash balance at the end of July totals \$545,921, which is the largest month ending cash balance so far this year. June Medicaid services were paid at the end of July.

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



Progress, albeit slow, continues to be seen with MMAI managed care payments from Molina Healthcare and Health Alliance Connect. About three months, receivables totaled \$600k from Health Alliance and \$200k from Molina. Health Alliance monthly billing totals about \$140k and \$50k from Molina. Health Alliance receivables are down to \$367k, which is equal to just over 60 days out. However, open claims do go back to December 2014 with isolated claims going back to July 2014. Molina has stepped up to the plate and are current (30 days out) with their claims.

On July 9th I participated in a conference call with Leading Age Illinois, two other provider representatives and the Executive Director at Illinois Association of Medicaid Health Plans. The Director represents all eight of the MMAI managed care plans in Illinois. The purpose of the conference call was to voice health plan issues that we are dealing with in the MMAI program. A follow-up meeting is scheduled for August 25th with representatives from HFS, the managed care plans and long term providers. The purpose of the meeting is to take steps toward resolving ongoing issues that long term providers are having with the program. Karen and Josh will also be attending. This meeting will provide the opportunity to discuss these lingering issues directly with the responsible parties.

**AN INTERGOVERNMENTAL AGREEMENT
FOR ANIMAL IMPOUNDMENT SERVICES**
(Village of St Joseph – County of Champaign)

THIS AGREEMENT is made and entered by and between the Village of St Joseph, an Illinois Municipal Corporation, (hereinafter referred to as “Village”) and the County of Champaign, (hereinafter referred to as “County”).

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

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

WHEREAS, this Agreement is in the best interests of the Village and the County.

Also, for the purposes of this agreement, veterinary services shall be defined as rabies inoculations, health evaluations, the treatment of minor curable diseases, spaying/neutering, and euthanasia. Also, for the purposes of this agreement the term animal(s) shall be defined as dogs, cats, rabbits, small rodents, ferrets, and small reptiles. The term animal(s) does not include livestock, exotic animals, or any animal considered to be a “dangerous animal” under the Illinois Dangerous Animals Act, 720 ILCS 585/0.1 et seq., or any other federal or state law or regulation.

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

1. **County to Provide Facilities and Services.** The County shall maintain and operate an animal services facility for the impoundment of animals that are seized by the Village pursuant to Village Ordinances. The County shall provide all services necessary for the impoundment, care, transfer, and euthanasia of all animals delivered by the Village or citizens residing within the Village limits of St Joseph. The County will be solely responsible for the hiring and payment of

facility personnel and veterinary services. The County is required to provide the services and other obligations in this agreement starting on the date its animal services facility opens or the date this agreement becomes effective, whichever date is later.

2. **Compliance With Laws; Inspections.** The County shall operate the facility in a humane and sanitary manner and in compliance with all applicable state and local laws, ordinances and regulations. Village President or his designee shall be entitled to inspect and examine the premises and to examine the records kept of impounded animals received from the Village to ensure compliance with this Agreement during normal business hours. Nothing contained herein shall make the Village responsible for the manner of operation or maintenance of the facilities.

3. **Hours of Operation; Access.** The facility shall be open to the public no less than 8 hours per day, Monday through Friday, excluding County holidays. The facility shall be open to the public no less than 3 hours per day on Saturday, excluding County holidays. The County shall set the exact hours of service. Village personnel shall have access to the facilities for the purpose of delivering impounded animals at all times. The County shall provide necessary keys, access cards and/or codes to the Village for such purposes. The Village shall be responsible for securing animals delivered and securing the facilities upon departure in the event no County staff is available.

4. **Equipment.** The County shall provide adequate facilities to house the animals delivered to it in a safe and sanitary manner. The County shall endeavor to maintain a minimum of one run or cage for the proper housing and exercise of animals. The County shall maintain separate cages for animals of different species. The County shall have sufficient space to house the normal and customary number of animals that the Village generally needs held for animal control purposes. The Village must give advance notice to the County's Animal Control Director of any extraordinary event that would result in a large influx of animals, such as the arrest of an animal hoarder. The County will attempt to provide housing in such an extraordinary event but is unable to guarantee

that housing will be provided to all animals in such a circumstance. If the County is unable to provide housing in such an extraordinary event, then the Village must find housing for any animals for which the County is unable to provide housing at the Village's expense. The County will notify the Village as soon as possible in the event it does not have the capacity to house and maintain animals pursuant to this Agreement.

5. **Notice of Delivery and Special Directions.** The Village shall notify the County as soon as practical of its intent to deliver animals to the facility for impound. The Village shall provide information concerning the nature of the impoundment and indicate any special directions it believes may be necessary for the proper handling, care and treatment of the animals. The County shall keep animals impounded for bite quarantine or that are infected with a contagious disease in isolation from all other animals as required by law or in the exercise of sound veterinary practices.

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

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

8. **Fees.** The County is authorized to collect such fees and fines as authorized by the Champaign County Board and is authorized to collect fees and fines as stated in the Village's Code. All fines and fees collected on behalf of the Village shall be remitted monthly, to be received no later than the 15th day of each month.

9. **Payment.** The Village shall pay an annual rate of \$0.88 per capita for animal impoundment services. The annual rate increase to go into effect on the anniversary date of the signing of this Agreement for each subsequent year of the Agreement will be an adjustment to the previous year's rate by the annual Property Tax Extension Limitation Law (hereinafter "PTELL") CPI rate as set by the State of Illinois in January. Should the PTELL CPI rate be under zero the rate increase shall be 0%; should the PTELL CPI rate be over 5% the rate of increase shall be capped at 5%. In January, the Department shall annually issue to the Village the PTELL CPI rate adjustment for the ensuing contract renewal year. The Village shall pay the County through the Champaign County Animal Control Department monthly on the 15th day of each month.

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

11. **Computer Records.** The parties shall endeavor to design/evaluate, procure, implement and maintain a computer records management program. Necessary data shall include: the number of animals housed and/or received on behalf of the Village of St Joseph, boarding dates, date of final

disposition, type of disposition and any fees associated therewith. Such pertinent data shall be made part of the basis in determining costs associated with the impoundment services provided by the County.

12. **Indemnification.** The Village and the County agree to hold the other party harmless and indemnify the other for any loss, liability or damages arising from any action, omission, or negligence of each party's employees, officers, or agents regarding the performance of this Agreement.

13. **Duration: Termination.** This agreement shall be effective on July 1, 2015 and shall be effective until, either party terminates this contract by notifying the other party in writing at least ninety (90) days before termination is to become effective. The written notice shall be sent first class mail, return receipt requested to:

Village President
Village of St Joseph
P.O. Box 716
St Joseph, Illinois 61873

Champaign County Administrator
1776 East Washington Street
Urbana, Illinois 61801

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

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

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

VILLAGE OF ST JOSEPH
An Illinois Municipal Corporation

CHAMPAIGN COUNTY

By: *Maryn B. Hatcher*

By: _____

Date: 7/28/15

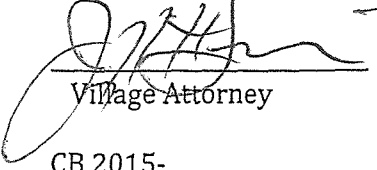
Date: _____

ATTEST: _____

ATTEST: _____

APPROVED AS TO FORM:

APPROVED AS TO FORM:



Village Attorney

State's Attorney's Office

CB 2015- _____



INTERGOVERNMENTAL AGREEMENT

This Intergovernmental Agreement (“Agreement”) is between The Board of Trustees of the University of Illinois, a body corporate and politic of the State of Illinois, on behalf of its College of Veterinary Medicine on the Urbana-Champaign campus (“UNIVERSITY”) and the Champaign County Board, with a primary address at 1776 E. Washington Street, Urbana, Illinois, on behalf of its Department of Animal Control (“ORGANIZATION”).

1.0 PURPOSE and AUTHORITY

1.1 PURPOSE

ORGANIZATION periodically euthanizes some animals that cannot be adopted in accordance with ORGANIZATION’s policies. UNIVERSITY needs animal cadavers and carcass tissues for educational and scholarly activities, including the development and testing of potential new techniques, which will increase the quality of veterinary care.

1.2 AUTHORITY

The Intergovernmental Cooperation Act, 5 ILCS 220, and the Constitution of the State of Illinois (Article 7, Paragraph 10) permit State agencies and governmental units to cooperate together in the performance of their responsibilities by contracts and agreements.

2.0 TERM and TERMINATION

2.1 TERM

This Agreement shall become effective on the date of the last of the parties to sign and will remain in effect for five years unless earlier terminated in accordance with the terms of this Agreement.

2.2 TERMINATION FOR CAUSE

In the case of material breach by either party, the non-defaulting party may terminate this Agreement at any time upon written notice if the breaching party fails to cure the breach within ten (10) days after receipt of written notice.

2.3 TERMINATION FOR CONVENIENCE

Either party may terminate this Agreement for convenience upon thirty (30) days’ prior written notice to the other party.

3.0 DUTIES OF UNIVERSITY

UNIVERSITY shall:

- When contacted by ORGANIZATION, pick up euthanized cats and dogs;

- Use the cadavers in practice procedures in preparation for live animal procedures;
- Use the cadavers or cadaver tissue in scholarly activities to further knowledge of disease and response to disease;
- Dispose of cadavers and tissues in accordance with UNIVERSITY's procedures; and
- Maintain records of number of cadavers received and dates received.

4.0 DUTIES OF ORGANIZATION

ORGANIZATION shall:

- Notify UNIVERSITY when euthanization will occur and cadavers or tissue can be transferred; and
- Euthanize animals in accordance with all applicable policies and regulations. In no event will any animals be euthanized or specially handled specifically for UNIVERSITY use.

5.0 LIABILITY

Neither party shall be liable for any negligent or wrongful acts, either commission or omission, chargeable to the other party, unless such liability is imposed by law. This Agreement shall not be construed as seeking to either enlarge or diminish any obligation or duty owed by one party against the other party or against third parties.

6.0 INSURANCE

During all times relevant to this Agreement, each party shall maintain general liability insurance, whether through a commercial policy or through a program of self-insurance, with minimum limits of \$1 million per claim and \$3 million aggregate, and shall furnish the other party with evidence of such insurance upon request.

7.0 GENERAL PROVISIONS

7.1 ASSIGNMENT

Neither party may assign this Agreement, in whole or in part, without the prior written approval of the other party.

7.2 WAIVER

The failure of either party at any time to enforce any provision of the Agreement shall not constitute a waiver of that party's right to later enforce the provision or all terms of the Agreement.

7.3 SEVERABILITY

If any provision of this Agreement is held unenforceable, the provision shall be severed and the remainder of this Agreement will continue in full force and effect.

7.4 NONEXCLUSIVITY

This Agreement is nonexclusive.

7.5 AMENDMENTS

No modification of this Agreement shall be effective unless made by a written amendment signed by each party's authorized signatory.

7.6 NOTICES

All notices and other correspondence contemplated or required by this Agreement shall be directed to the parties at the following addresses and shall be valid upon actual receipt:

ORGANIZATION: c/o Champaign County Animal Control
Attn: Stephanie Joos
210 S. Art Bartell Drive
Urbana, IL 61802

UNIVERSITY: College of Veterinary Medicine Administration
Attn: Cindy Dillman
2001 S. Lincoln Avenue
Urbana, IL 61802

7.7 COUNTERPARTS/FACSIMILE SIGNATURES

This Agreement may be signed in counterparts, all of which together constitute the Agreement. Facsimile signatures shall constitute original signatures for all purposes.

7.8 REPRESENTATION OF SIGNATORIES

The persons signing this Agreement as authorized signatories represent that they have the authority and intend to bind the party represented.

**THE BOARD OF TRUSTEES
OF THE UNIVERSITY OF ILLINOIS**

By: _____
Walter K. Knorr, Comptroller

Date: _____

CHAMPAIGN COUNTY BOARD

By: _____

Printed: _____

Title: _____

Date: _____

CORONER REPORT to COUNTY BOARD

Period Ending **March 31, 2015** **April 30, 2015** **May 31, 2015** **June 30, 2015** **July 31, 2015** **August 31, 2015**

Age	# of Outstanding Death Certificates	# of Outstanding Death Certificates	# of Outstanding Death Certificates	# of Outstanding Death Certificates	# of Outstanding Death Certificates	# of Outstanding Death Certificates
Over 6 months	*	3	2	3	1	
< 180 Days	*	1	4	1	0	
< 150 Days	*	5	2	0	2	
< 120 Days	*	3	0	4	0	
< 90 Days	*	2	8	1	3	
< 60 Days	*	17	11	9	9	
< 30 Days	*	19	21	20	32	
TOTAL	0	50	48	38	47	0

Pending Cases/Total Investigations
(Added each Month)

20/140
(April 2015)

19/140
(May 2015)

21/149
(June 2015)

30/162
(July 2015)

*Unavailable due to request for data received on 4-9-15.

Thomas J. Difanis
CIRCUIT JUDGE
COURTHOUSE
101 East Main Street
URBANA, ILLINOIS 61801-2772

SIXTH JUDICIAL CIRCUIT
CHAMPAIGN COUNTY

TELEPHONE 384-3704
AREA CODE 217

July 30, 2015

Ms. Patti Petrie, Chair
Champaign County Board
1776 E. Washington
Urbana, Illinois 61802

RE: Court Appointed Special Advocates Program Fee

Dear Ms. Petrie:

Several months ago Rush Record and I requested that the County Board authorize a fee to support the Court-Appointed Special Advocates program (CASA). Given the current request by the County to reduce general corporate fund expenditures and the valuable and cost-effective services provided by CASA, I renew my request.

CASA's contributions to the Courts and the community are indisputable. CASA has been providing services to abused and neglected children in Champaign County for more than twenty years. In Champaign County, CASA provides Guardian ad Litem (GAL) and legal representation services for children. The Courts have a long-standing \$72,000 contract with CASA for these services. This contract has been cost-effective for the County because the Court would otherwise have to appoint counsel at significantly higher costs. The General Assembly passed legislation allowing the County Board to "adopt a mandatory fee of between \$10 and \$30 to be paid by the defendant on a judgment of guilty or grant of supervision for a felony; for a Class A, Class B, or Class C misdemeanor; for a petty offense; and for a business offense; where a court appearance is required." 55 ILCS 5/5-1101 (f-10). It is estimated that the establishment of a \$20 fee will generate approximately \$16,000. These funds will be placed in a special account only for the use of CASA. The fee revenue will allow the Court to reduce the contract (and therefore general corporate fund expenditures) by \$16,000.

I know that the County Board recognizes the great benefits to the Courts and the County that CASA provides. I hope that the County Board will establish the fee. This fee will maintain the County's current funding level for CASA's contract and simultaneously reduce their burden on the general corporate fund.

Thank you for your time and attention to this request.

Very Truly Yours,



Thomas J. Difanis,
Presiding Judge

Thomas J. Difanis
CIRCUIT JUDGE
COURTHOUSE
101 East Main Street
URBANA, ILLINOIS 61801-2772

SIXTH JUDICIAL CIRCUIT
CHAMPAIGN COUNTY

TELEPHONE 384-3704
AREA CODE 217

July 30, 2015

Ms. Patti Petrie, Chair
Champaign County Board
1776 E. Washington
Urbana, Illinois 61802

RE: Juror Fees Budget Amendment – FY 2015

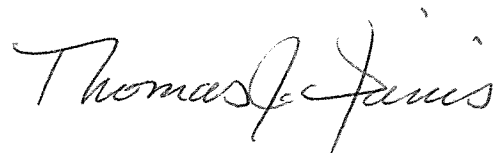
Dear Ms. Petrie:

On June 1, 2015, amendments to the Juror Fee statute (55 ILCS 5/4-11001) became effective. These changes require that the County pay jurors \$25.00 for the first day of service and \$50.00 for each consecutive day. Prior to the amendment, Champaign County paid jurors \$10.00 per day plus mileage. Obviously, this increase dramatically impacts the Circuit Court's 2015 budget.

These impacts have already begun to be felt. The original FY15 Juror Fee budget was \$139,500. The balance in this line-item as of July 31 is \$40,617.40 with the week of July 27 yet to be paid. The juror costs for the week of July 27 are estimated to be \$8,175.00 leaving an actual balance of \$32,442.40 in the juror fee line-item. In the months of June and July the Court will have expended \$56,450.00. The average weekly expenditure for this period is \$7,056.25. At this rate, the FY15 juror fee budget will be exhausted by then end of August 2015. As such, the Court is requesting the attached budget amendment in the amount of \$87,513.85 to cover these additional costs for the remainder of the fiscal year.

Thank you for your time and attention to this request.

Very Truly Yours,



Thomas J. Difanis,
Presiding Judge

Juror Fee Expenditures by Month	
January	\$ 8,629.60
February	\$ 10,249.60
March	\$ 11,997.60
April	\$ 10,796.80
May	\$ 5,737.60
June	\$ 31,700.00
July	\$ 24,750.00
TOTAL	\$ 103,861.20

June and July Jury Weeks	
June 1 - 5	\$ 8,275.00
June 8 - 12	\$ 4,600.00
June 15 - 19	\$ 9,925.00
June 22 - 26	\$ 8,900.00
July 6 - 10	\$ 2,225.00
July 13 - 17	\$ 6,575.00
July 20 - 24	\$ 7,775.00
July 27 - 31	\$ 8,175.00
TOTAL	\$ 56,450.00
AVERAGE	\$ 7,056.25

Estimated Costs for Remainder of FY15	
Number of Jury Weeks Remaining	17
Average Cost Per Week	\$ 7,056.25
Total Costs	\$ 119,956.25
Budget Remaining	\$ 32,442.40
Budget Amendment Request	\$ 87,513.85

Estimated Costs for FY16	
Number of Jury Weeks	45
Average Costs Per Week	\$ 7,056.25
Estimated Costs for FY16	\$ 317,531.25
Difference Between FY15 and FY16	\$ 178,531.25

FUND 080 GENERAL CORPORATE

DEPARTMENT 031 CIRCUIT COURT

INCREASED APPROPRIATIONS:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
080-031-533.63 JUROR EXPENSE	139,500	139,000	226,514	87,514
TOTALS	139,500	139,000	226,514	87,514

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: THE CIRCUIT COURT IS REQUESTING A BUDGET AMENDMENT TO COVER ADDITIONAL JUROR COSTS FOR FY2015. PLEASE SEE ATTACHED MEMO.

DATE SUBMITTED:

7/30/15

AUTHORIZED SIGNATURE

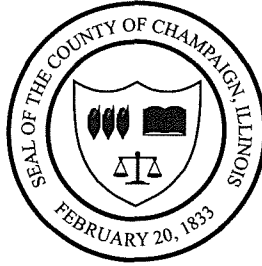
** PLEASE SIGN IN BLUE INK **

Thomas J. Jones

APPROVED BY BUDGET & FINANCE COMMITTEE:

DATE:

Katie M. Blakeman
Clerk of the Circuit Court



Champaign County Courthouse
101 East Main Street
Urbana, Illinois 61801
Phone (217) 384-3725
Fax (217) 384-3879

CHAMPAIGN COUNTY
OFFICE OF THE CIRCUIT CLERK

TO: PATTSI PETRIE, CHAIR, AND MEMBERS OF THE CHAMPAIGN COUNTY BOARD

FROM: HON. THOMAS DIFANIS, PRESIDING JUDGE OF CHAMPAIGN COUNTY, AND KATIE M. BLAKEMAN, CHAMPAIGN COUNTY CIRCUIT CLERK

DATE: JULY 23 2015

RE: RESOLUTION TO SET ALTERNATE JUROR FEE

Illinois Public Act 98-1132 became effective on June 1st, 2015. This Public Act amended the Illinois Code of Civil Procedure regarding the payment of jurors. Champaign County must now pay jurors \$25 for the first day of service, and \$50 for each subsequent day. Prior to this date in Champaign County, jurors were paid \$10 per day. Since the implementation of this law, the county has spent \$31,700 in juror pay. For reference, the average amount spent per month on juror pay under the old pay scale was \$7,925. With 21 jury weeks remaining this year, we anticipate that we will spend an additional \$166,425 this fiscal year. The total we anticipate spending in FY16 is \$372,475, which is a \$233,475 increase from FY15.

Though we do not have any recourse under the current law to change the rate of pay, the County Board does have the ability to set an alternate juror fee. Under the new legislation, all civil trials are now required to be heard by a six person juror. Should either party desire a larger jury, they may be required to pay an alternate juror fee for each additional juror requested. We would strongly urge you to consider adopting a \$150 fee for each alternate juror requested. Though civil trials are far more infrequent than criminal trials, this additional fee may at least begin to help offset our greatly increased expenditures in the Circuit Court budget.

Champaign County is already charging the statutory maximum \$212.50 for a standard jury demand, so that amount may not be increased at this time. However, an alternate juror fee may be added, and we respectfully request that you consider passing the attached resolution.

RESOLUTION NO.

RESOLUTION FIXING JURY TRIAL DEMAND FEE for ALTERNATE JURORS IN CIVIL PROCEEDINGS

WHEREAS, pursuant to authority of the Counties Code, 55 ILCS 5/4-11001 as amended by Public Act 98-1132, the Code of Civil Procedure, 735 ILCS 5/2-1105 as amended, and previous County Board Resolution, the Circuit Clerk presently assesses and collects from the requesting litigant a fee for civil jury trial demands, and provides that the County Board compensates grand and petit jurors for their services, as designed by the above-referenced Acts; and

WHEREAS, the Code of Civil Procedure has been amended (Public Act 98-1132), effective June 1, 2015, allowing that, if alternate jurors are requested, an additional fee established by the county shall be charged for each alternate juror requested and in attendance; and

NOW THEREFORE, BE IT RESOLVED by the County Board of the County of Champaign, that the Clerk of the Circuit Court of Champaign County is hereby authorized and directed to charge and collect a fee of \$212.50 for a civil jury trial demand and \$150 for each alternate juror requested, said fee to be collected from the first requesting party in each civil jury trial demand case as provided by 705 ILCS 105/27.1a(s).

PRESENTED, ADOPTED, APPROVED and RECORDED this 20th day of August, 2015 A.D.

Patti Petrie, Chair
Champaign County Board

ATTEST:

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



August 3, 2015

To County Board Chairperson Pattsy Petry, and the Committee of the Whole,

The Governing Board of the Children's Advocacy Center of Champaign County has directed me to request your consideration of implementing a fee on criminal convictions to benefit the Children's Advocacy Center (CAC). **The CAC is requesting the establishment of a CAC fee in the amount of \$30.00 on felonies, misdemeanors and traffic offenses—which based on collections history, is anticipated to generate revenue in the amount of \$24,800 annually.**

The Children's Advocacy Center is the first point of contact for children who have been sexually or seriously physically abused. We provide a child-friendly venue, coordination of the investigation, free follow-up and crisis counseling services for the child and non-offending family members, and a legally-sound, developmentally-appropriate child forensic interview.

We are requesting the fee at this time due to anticipated funding reductions, including the loss of all funding to support our Forensic Interviewer. This position, instituted in 2013 through a generous gift of the University of Illinois, provides a crucial component of the array of CAC services, and is a benefit to the investigators and prosecutors who seek justice for our young victims. The Champaign County State's Attorney, Julia Rietz, explains why:

The forensic interviewer is vital to the successful prosecution of child sexual assault cases. In the vast majority of cases we rely heavily on the child victim's report. If the interview is conducted with adherence to legal requirements and the most current training, the prosecutor can use that interview as evidence to support the in-court testimony of the child victim. Having a trained, experienced forensic interviewer conducting the interviews rather than a variety of detectives and investigators ensures that the interviews are conducted appropriately and are admissible in court. In addition to the one-on-one benefit the trained forensic interviewer provides to the children who come to the CAC at a most traumatic time in their young lives, the forensic interviewer supports the prosecutor with the successful prosecution of these difficult and important cases.



NATIONAL
CHILDREN'S
ALLIANCE®

ACCREDITED
MEMBER

Lt. Bryant Seraphin, Investigations Supervisor for the Urbana Police Department, adds this perspective:

The dedicated forensic interviewer position has reduced the work load on already over-burdened detectives. Not only do the detectives not have to conduct the actual interview, but they can focus on observing the interview and composing other questions or deciding on other issues to have the interviewer explore. Finally, the detectives don't have to worry about continuing their education in the very specific arena of juvenile forensic interviewing; those valuable training dollars can go elsewhere.

Because the current funding for our Forensic Interviewer runs out on December 31, 2015, we are in urgent need of additional funds to continue this vital service. At this point there are no other known new funding options for this position, and absent additional funding we will have to eliminate the position.

The statutory authority for the proposed fee is contained in Section 4 of the Children's Advocacy Center Act (55 ILCS 80/4) (from Ch. 23, par. 1804).

For your consideration we submit additional information about Forensic Interviewers, a listing of CAC fees in other downstate counties with populations similar to ours, the CAC budget at a glance, and a chart showing potential collections.

Feel free to contact me for any further information.

Respectfully Submitted,

Adelaide Aimé, MSW, LCSW
Executive Director
Children's Advocacy Center of Champaign County

Enclosures:

- Questions and Answers About Forensic Interviewers
- CAC Fees in Other Downstate Counties
- CAC Budget At-A-Glance
- CASA and CAC Fee Collection Chart

CASA and/or CAC Fines

	# Cases	\$10	\$15	\$20	\$25	\$30
Felonies	1,351	\$13,510	\$20,265	\$27,020	\$33,775	\$40,530
Misdemeanors	876	\$8,760	\$13,140	\$17,520	\$21,900	\$26,280
Petty Offenses	871	\$8,710	\$13,065	\$17,420	\$21,775	\$26,130
Business Offenses						
Total	3,098	\$30,980	\$46,470	\$61,960	\$77,450	\$92,940

Number of cases based upon actual dispositions in 2014

Collectability

	Ordered	Paid	Balance	%
Felonies	\$3,749,050.69	\$1,000,361.69	\$2,748,689.00	26.7%
Misdemeanors	\$789,789.18	\$356,800.15	\$432,989.03	45.2%
Petty Offenses	\$277,416.67	\$156,721.99	\$120,694.68	56.5%
Business Offenses				
Total	\$4,816,256.54	\$1,513,883.83	\$3,302,372.71	31.4%

Collectable Amounts	\$ 10.00	\$ 15.00	\$ 20.00	\$ 25.00	\$ 30.00
Felonies	\$ 3,604.88	\$ 5,407.32	\$ 7,209.76	\$ 9,012.21	\$ 10,814.65
Misdemeanors	\$ 2,337.44	\$ 3,506.15	\$ 4,674.87	\$ 5,843.59	\$ 7,012.31
Petty Offenses	\$ 2,324.10	\$ 3,486.14	\$ 4,648.19	\$ 5,810.24	\$ 6,972.29
Estimated Total	\$ 8,266.41	\$ 12,399.62	\$ 16,532.83	\$ 20,666.04	\$ 24,799.24
Current Contract	\$ 72,000.00	\$ 72,000.00	\$ 72,000.00	\$ 72,000.00	\$ 72,000.00
Net Gain	\$ (63,733.59)	\$ (59,600.38)	\$ (55,467.17)	\$ (51,333.96)	\$ (47,200.76)

Questions and Answers About Child Forensic Interviewers in a Children's Advocacy Center (CAC)

1. *What is a Child Forensic Interviewer?*

A Child Forensic Interviewer (CFI) is a specially-trained professional who is tasked with conducting legally-sound, developmentally-appropriate interviews of child victims or witnesses of crime, especially victims of child sexual abuse. The CFI also participates in investigative team meetings and testifies in court.

2. *What sort of background does a competent CFI come from?*

Although CFI's may come from many disciplines, it is imperative that they bring to the job some experience working with children and youth aged 3-18, and experience interviewing and assessing people. Experience with an investigative entity (law enforcement or child protective services) is a plus.

3. *What sort of training does the CFI receive?*

The CFI, no matter what their background, must complete a 40-hour initial training covering a nationally recognized Interviewing Protocol. Topics covered in the training include criminal justice requirements for legally sound interviews, child development, information about common crimes against children (with an emphasis on child sexual abuse and family violence), and interviewing and assessment techniques. The participants must conduct several mock interviews which are critiqued by experienced interviewers.

Advanced training includes information on working with children with disabilities, working through an interpreter, and multi-session interviews.

4. *What does the CFI's typical day look like?*

A typical day will involve 1-3 child interviews which also include meetings with investigators and parents both before and after the session. In addition, the CFI may be called to testify at trial and at evidentiary hearings. Other tasks include writing a summary of each interview for the investigators, attending continuing training classes and peer review, and researching interview techniques for any children with special needs who are scheduled for an interview.

5. *Before the CAC hired the current CFI, who conducted the child interviews?*

The CAC of Champaign County has employed at CFI at 30 hours per week since January 2014. She has 20 years of law enforcement experience and 10 years of experience as a classroom teacher. Before that interviews were conducted by the investigators themselves from law enforcement and child protective services (DCFS).

6. *What are the benefits of employing a CAC-based Child Forensic Interviewer?*

- Investigators who observe can focus more intently on the child's words rather than having to map out the interview in their heads while talking
- Law enforcement can confer and plan an arrest while the interview going on
- Specialist has more time for ongoing training and peer review
- Interviews don't get postponed because investigator had to respond to a new crime

Children's Advocacy Center Fees in Other Downstate Counties

Downstate counties with population sizes similar to Champaign County. Information compiled by McLean County CAC.

CAC Name	County Served	Population	Fee Imposed	2011 Revenue	2013 Revenue	Case Types Fee is Applied to	Notes
CAC of Champaign County	Champaign	201,081	None	-	-	-	-
Child Network	Kankakee	113,449	20	54,000	80,330	Misd/traffic	
Child Protect Network	McLean	169,572	15	24,397	72,143	All	
Dani-Brandon	LaSalle	113,924	10	No data	No data	No info provided	Began Sept 2014
Family Service	DeKalb	105,160	20	25,000	31,000	No info prov	
CAC Macon-Piatt	Macon	110,768	30	Error in collection	26,000	No info prov	
McHenry CAC	McHenry	308,760	13	200,000 (?)	200,000 (?)	Misd/felony/traffic	
Peoria CAC	Peoria	186,494	30	0	?	Misd/felony	Began April 2014
Rock Island CAC	Rock Island	147,546	0	-	-	-	-
Sangamon CAC	Sangamon	197,465	10	66,000	40,533	Felony/traffic	
St. Clair CAC	St. Clair	262,000	30	31,165	27,688	Felony/misd	
Tazewell CAC	Tazewell	135,394	10	18,332	18,000	Misd/felony/ord	

(rev. 7-23-15)

Budget at a Glance-Calendar Year 2016 Proposed
Children's Advocacy Center of Champaign County (CAC)

* Note: The expenditure amounts below represent *Spending Authority*. The CAC can only spend contracted dollars or money it has in hand.

Revenue	2016 Anticipated Revenue	Notes
Federal Revenue	\$59,338	
IL Attorney General	20,500	
IL DCFS	60,966	\$6,774 <i>REDUCTION</i> compared to last year.
Champaign County Mental Health Board	37,080	
Champaign County Local Law Enforcement Contributions	7,200	
Gifts & Donations (private) & investment income	4,011	
<i>Proposed Fee on convictions</i>	25,000	
<i>Additional Dollars Needed to fund Forensic Interviewer</i>	13,000	
Revenue TOTAL	\$227,095	
Expenditures	2016 Proposed County Spending Authority	Notes
Salary and Fringe: Three staff including Forensic Interviewer	\$149,584	No raises planned for 2016.
Commodities	2,580	
Services	74,537	Includes \$42,338 for contractual crisis counseling.
Expenditures TOTAL	\$226,701	
Anticipated Surplus (deficit)	\$394	

Annual Costs for Forensic Interviewer (30 hours/week):

\$30,152	Salary	
6,229	Fringe (is not on County health insurance)	
1,619	Forensic Interview ongoing training	
\$38,000	TOTAL	[The position is fully funded through the end of 2015.]



SHERIFF DAN WALSH CHAMPAIGN COUNTY SHERIFF'S OFFICE

Coordinator John Dwyer
Champaign County EMA
1905 E. Main Street
Urbana, Illinois 61802
(217) 384-3826

To: Justice Committee

From: John Dwyer, Coordinator

Subject: Emergency Management Assistance (EMA) Grant

Date: August 3, 2015

EMA is requesting the approval to apply for and accept when awarded our annual Emergency Management Assistance (EMA) grant as attached. This grant is to offset the administrative costs for the County EMA program. This grant has been applied for and award since the 1980's.

We are applying for up to 37% of our EMA budget as listed on the front page of the application. The amount of the award over the last few years has been around \$53,000.00 range however it is dependent on the allocation by Federal Government given to the Illinois Emergency Management Agency for administration of the grant. We will advise the committee when we know the exact grant amount.

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

Department: Champaign County Sheriff's Office (Champaign Co EMA)

Grant Funding Agency: Illinois Emergency Management Agency

Amount of Grant: est. \$53,000

Begin/End Dates for Grant Period: October 1, 2015/September 30, 2016

Additional Staffing to be Provided by Grant: none

Application Deadline: August 31

Parent Committee Approval of Application: Justice

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

If renewal of existing grant, date grant was first obtained: 1980's

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

If yes, please summarize the anticipated impact:

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

If yes, please summarize the anticipated space need:

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

- The activity or service provided can be terminated in the event the grant revenues are discontinued.
- The activity should, or could be, assumed by County (or specific fund) general and recurring operating funds.

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

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

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

DATE: 8/4/2015

SIGNED: Shari H. Don Walsh
Department Head

Application for & Acceptance of Grant Approval:

Approved by Finance Committee: _____

Approved by County Board: _____

Approved by Grant Executive Committee: _____

COUNTY OF CHAMPAIGN

FINANCIAL IMPACT STATEMENT

(To accompany Grant Applications or Appropriate Resolutions/Ordinances)

Current Year Annual Expenditure Estimate:

Number of Positions	<u>2</u>	Personnel \$	<u>124,882</u>
Commodities:	\$ <u>28,218</u>		
Contractual:	\$ <u>—</u>		
Capital:	\$ <u>1,000</u>		

Long Term Expenditure Estimate:

\$155,000

Current Year Annual Revenue Estimate:

\$64,026

Long Term Revenue Estimate:

\$56,000

Approved by Finance Committee:

Date: _____

Approved by County Board:

Date: _____

Emergency Management Assistance (EMA) Grant Program

FFY 2016 GRANT PROGRAM APPLICATION Revised: 06/30/2015

Date of Revision Date:
mm/dd/yyyy

07/30/2015

JURISDICTION:

FEDERAL EMPLOYER IDENTIFICATION NUMBER (FEIN):

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

ESDA/EMA COORDINATOR/DIRECTOR First: Last:

MAILING ADDRESS:

CITY: ZIP CODE + FOUR: -

OFFICE TELEPHONE:

E-MAIL:

MAIL CHECK TO THIS ADDRESS:

CITY AND ZIP CODE:

IEMA REGION #: JURISDICTION FISCAL YEAR START DATE:

POPULATION - Year 2010 CENSUS:

CHIEF ELECTED OFFICIALS NAME First: Last:

TITLE

BUDGET INFORMATION

Automatically filled from section pages	
TOTAL Personnel & Benefits (Totals from Section 2 & Section 3)	\$154,767.17
TOTAL Travel (Total from Section 4)	\$0.00
TOTAL Organizational Expenses (Total from Section 5)	\$0.00
TOTAL Equipment Expenses (Total from Section 6)	\$0.00
EMA BUDGET - EXCLUDING Additional Program Needs Costs	\$154,767.17
TOTAL Additional Program Needs (Total from Section 7)	\$0.00
TOTAL EMA BUDGET (Including Additional Program Needs)	\$154,767.17
FINAL ALLOCATION FOR GRANT AGREEMENT (IEMA USE ONLY)	

IEMA ATTACHMENT A: PERSONNEL

Enter the number of people on ESDA staff for which reimbursement is being requested:

2

Directions: Enter job title, name of employee, ESDA, % of time per week for ESDA Work, annual ESDA/EMA Salary to be submitted for reimbursement, Total Annual Salary from local government and ESDA % of Salary. *STANDARD WORK WEEK means a 35 to 40 hour work week. Please enter in this box the standard work week for your Jurisdiction.

37.5

 The percentage listed should reflect the number of ESDA hours worked per week, divided by the hours of the local government's standard full-time work week. The Annual Salary for ESDA ONLY is divided by the Total Annual Salary from local government to report the ESDA % of Salary in the last column. This ESDA % of Salary is also utilized in the Benefits section, to determine the eligible amount of benefits.

Title	Name	% ESDA TIME - (of a *Standard work week - See Expl. Above)	Annual Salary for ESDA ONLY	Total Annual Salary from local government	ESDA % of Salary
Coordinator	John Dwyer	100.000%	\$63,404.00	\$63,404.00	100.000%
Deputy Coordinator	Bill James	90.000%	\$55,330.20	\$61,478.00	90.000%
			\$0.00		
			\$0.00		
			\$0.00		
			\$0.00		
			\$0.00		
			\$0.00		
			\$0.00		
			\$0.00		

TOTAL SALARIES FOR ESDA WORK ONLY: **\$118,734.20**

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

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

YES	NO
✓	

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

Title	Name	Name of "Other Department"	% of Time Worked for "Other Department"	Annual Salary for work From "Other Department"
Deputy Coordinator	Bill James	LEPC/EMA	10.000%	\$6,144.80

TOTAL ESDA SALARIES: **\$118,734.20**

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

2-A

IEMA ATTACHMENT A: PERSONNEL

Enter the number of people on ESDA staff for which reimbursement is being requested: _____

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

Title	Name	% ESDA TIME - (of a *Standard work week - See Expl. Above)	Annual Salary for ESDA ONLY	Total Annual Salary from local government	ESDA % of Salary

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

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

YES	NO
-----	----

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

Title	Name	Name of "Other Department"	% of Time Worked for "Other Department"	Annual Salary for work From "Other Department"

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

2-B
IEMA ATTACHMENT A: PERSONNEL

Enter the number of people on ESDA staff for which reimbursement is being requested: _____

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

Title	Name	% ESDA TIME - (of a *Standard work week - See Expl. Above)	Annual Salary for ESDA ONLY	Total Annual Salary from local government	ESDA % of Salary

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

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

YES	NO
-----	----

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

Title	Name	Name of "Other Department"	% of Time Worked for "Other Department"	Annual Salary for work From "Other Department"

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

2-C

IEMA ATTACHMENT A: PERSONNEL

Enter the number of people on ESDA staff for which reimbursement is being requested: _____

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

Title	Name	% ESDA TIME - (of a *Standard work week - See Expl. Above)	Annual Salary for ESDA ONLY	Total Annual Salary from local government	ESDA % of Salary

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

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

YES	NO
-----	----

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

Title	Name	Name of "Other Department"	% of Time Worked for "Other Department"	Annual Salary for work From "Other Department"

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

2-D

IEMA ATTACHMENT A: PERSONNEL

Enter the number of people on ESDA staff for which reimbursement is being requested: _____

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

Title	Name	% ESDA TIME - (of a *Standard work week - See Expl. Above)	Annual Salary for ESDA ONLY	Total Annual Salary from local government	ESDA % of Salary

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

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

YES	NO
-----	----

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

Title	Name	Name of "Other Department"	% of Time Worked for "Other Department"	Annual Salary for work From "Other Department"

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

2-E

IEMA ATTACHMENT A: PERSONNEL

Enter the number of people on ESDA staff for which reimbursement is being requested: _____

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

Title	Name	% ESDA TIME - (of a *Standard work week - See Expl. Above)	Annual Salary for ESDA ONLY	Total Annual Salary from local government	ESDA % of Salary

TOTAL SALARIES FOR ESDA WORK ONLY:

(This amount also listed at bottom of page, and on first page.)

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

YES	NO
-----	----

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

Title	Name	Name of "Other Department"	% of Time Worked for "Other Department"	Annual Salary for work From "Other Department"

TOTAL ESDA SALARIES: _____

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

2-F

IEMA ATTACHMENT A: PERSONNEL

Enter the number of people on ESDA staff for which reimbursement is being requested: _____

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

Title	Name	% ESDA TIME - (of a *Standard work week - See Expl. Above)	Annual Salary for ESDA ONLY	Total Annual Salary from local government	ESDA % of Salary

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

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

YES	NO
-----	----

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

Title	Name	Name of "Other Department"	% of Time Worked for "Other Department"	Annual Salary for work From "Other Department"

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

2-G
IEMA ATTACHMENT A: PERSONNEL

Enter the number of people on ESDA staff for which reimbursement is being requested: _____

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

Title	Name	% ESDA TIME - (of a *Standard work week - See Expl. Above)	Annual Salary for ESDA ONLY	Total Annual Salary from local government	ESDA % of Salary

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

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

YES	NO
-----	----

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

Title	Name	Name of "Other Department"	% of Time Worked for "Other Department"	Annual Salary for work From "Other Department"

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

IEMA ATTACHMENT A: BENEFITS

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

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

Once the "Gross Benefit Annual Total" has been calculated, multiply by the ESDA % of Salary to get the ESDA Benefit Amount for the year, for each benefit. The "ESDA % of Salary" was calculated on page 2 "Personnel" of this IEMA Attachment A. Provide the grand total of all ESDA benefits for the entire year below.

NAME	BENEFIT - (LIST THE TYPE)	BENEFIT EXPENSE				A Gross Benefit Annual Total	B ESDA % of Salary	A X B ESDA Benefit AMOUNT
		Percentage % of Gross Paycheck	OR Total Annual Salary	Dollar Amount	Annual # of Pay Periods			
John Dwyer	S.S.	7.650%	\$63,404.00			\$4,850.41	100.000%	\$4,850.41
	IMRF	8.970%	\$63,404.00			\$5,687.34	100.000%	\$5,687.34
	Life Insurance			\$2.60	12	\$31.20	100.000%	\$31.20
	Health			\$640.00	12	\$7,680.00	100.000%	\$7,680.00
	Work Comp	1.000%	\$63,404.00			\$634.04	100.000%	\$634.04
	Unemployment	3.950%	\$12,960.00			\$511.92		\$0.00
						\$0.00		\$0.00
Bill James	S.S.	7.650%	\$61,478.00			\$4,703.07	90.000%	\$4,232.76
	IMRF	8.970%	\$61,478.00			\$5,514.58	90.000%	\$4,963.12
	Life Insurance			\$2.60	12	\$31.20	90.000%	\$28.08
	Health			\$640.00	12	\$7,680.00	90.000%	\$6,912.00
	Work Comp	1.000%	\$61,478.00			\$614.78	90.000%	\$553.30
	Unemployment	3.950%	\$12,960.00			\$511.92	90.000%	\$460.73
						\$0.00		\$0.00
						\$0.00		\$0.00
						\$0.00		\$0.00
						\$0.00		\$0.00
						\$0.00		\$0.00
						\$0.00		\$0.00
						\$0.00		\$0.00

TOTAL BENEFITS FOR ESDA WORK: \$36,032.97
 This amount will be added to total on page 1.

3-A

IEMA ATTACHMENT A: BENEFITS

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

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

Once the "Gross Benefit Annual Total" has been calculated, multiply by the ESDA % of Salary to get the ESDA Benefit Amount for the year, for each benefit. The "ESDA % of Salary" was calculated on page 2 "Personnel" of this IEMA Attachment A. Provide the grand total of all ESDA benefits for the entire year below.

NAME	BENEFIT - (LIST THE TYPE)	BENEFIT EXPENSE				A Gross Benefit Annual Total	B ESDA % of Salary	A X B ESDA Benefit AMOUNT		
		Percentage		OR					Dollar Amount	
		% of Gross Paycheck	Total Annual Salary	Dollar Amount	Annual # of Pay Periods					

TOTAL BENEFITS FOR ESDA WORK:
This amount will be added to total on page 1.

3-B

IEMA ATTACHMENT A: BENEFITS

Please read the following directions carefully and complete the benefits information for each employee that will be claimed. Only the benefits listed below are to be submitted for reimbursement in the quarterly claims. List only the benefits that repres

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

Once the "Gross Benefit Annual Total" has been calculated, multiply by the ESDA % of Salary to get the ESDA Benefit Amount for the year, for each benefit. The "ESDA % of Salary" was calculated on page 2 "Personnel" of this IEMA Attachment A. Provide the grand total of all ESDA benefits for the entire year below.

NAME	BENEFIT - (LIST THE TYPE)	BENEFIT EXPENSE				A Gross Benefit Annual Total	B ESDA % of Salary	A X B ESDA Benefit AMOUNT		
		Percentage		OR					Dollar Amount	
		% of Gross Paycheck	Total Annual Salary	Dollar Amount	Annual # of Pay Periods					

TOTAL BENEFITS FOR ESDA WORK:
This amount will be added to total on page 1.

3-C

IEMA ATTACHMENT A: BENEFITS

Please read the following directions carefully and complete the benefits information for each employee that will be claimed. Only the benefits listed below are to be submitted for reimbursement in the quarterly claims. List only the benefits that repres

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

Once the "Gross Benefit Annual Total" has been calculated, multiply by the ESDA % of Salary to get the ESDA Benefit Amount for the year, for each benefit. The "ESDA % of Salary" was calculated on page 2 "Personnel" of this IEMA Attachment A. Provide the grand total of all ESDA benefits for the entire year below.

NAME	BENEFIT - (LIST THE TYPE)	BENEFIT EXPENSE				A Gross Benefit Annual Total	B ESDA % of Salary	A X B ESDA Benefit AMOUNT		
		Percentage		OR					Dollar Amount	
		% of Gross Paycheck	Total Annual Salary	Dollar Amount	Annual # of Pay Periods					

TOTAL BENEFITS FOR ESDA WORK:
This amount will be added to total on page 1.

3-D

IEMA ATTACHMENT A: BENEFITS

Please read the following directions carefully and complete the benefits information for each employee that will be claimed. Only the benefits listed below are to be submitted for reimbursement in the quarterly claims. List only the benefits that repres

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

Once the "Gross Benefit Annual Total" has been calculated, multiply by the ESDA % of Salary to get the ESDA Benefit Amount for the year, for each benefit. The "ESDA % of Salary" was calculated on page 2 "Personnel" of this IEMA Attachment A. Provide the grand total of all ESDA benefits for the entire year below.

NAME	BENEFIT - (LIST THE TYPE)	BENEFIT EXPENSE				A Gross Benefit Annual Total	B ESDA % of Salary	A X B ESDA Benefit AMOUNT
		Percentage % of Gross Paycheck	OR Total Annual Salary	Dollar Amount	Annual # of Pay Periods			

TOTAL BENEFITS FOR ESDA WORK:
This amount will be added to total on page 1.

3-E

IEMA ATTACHMENT A: BENEFITS

Please read the following directions carefully and complete the benefits information for each employee that will be claimed. Only the benefits listed below are to be submitted for reimbursement in the quarterly claims. List only the benefits that repres

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

Once the "Gross Benefit Annual Total" has been calculated, multiply by the ESDA % of Salary to get the ESDA Benefit Amount for the year, for each benefit. The "ESDA % of Salary" was calculated on page 2 "Personnel" of this IEMA Attachment A. Provide the grand total of all ESDA benefits for the entire year below.

NAME	BENEFIT - (LIST THE TYPE)	BENEFIT EXPENSE				A Gross Benefit Annual Total	B ESDA % of Salary	A X B ESDA Benefit AMOUNT		
		Percentage		OR					Dollar Amount	
		% of Gross Paycheck	Total Annual Salary	Dollar Amount	Annual # of Pay Periods					

TOTAL BENEFITS FOR ESDA WORK:
This amount will be added to total on page 1.

ATTACHMENT A: TRAVEL

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

CHOOSE ONE OF THE TWO CATEGORIES BELOW:

A LOCAL GOVERNMENT HAS NO TRAVEL REGULATIONS
 If this is the case, you will be covered by current State of Illinois travel regulations.
[Click here to go to the State Travel Board Site](#)

B LOCAL GOVERNMENT HAS TRAVEL REGULATIONS
 If this is the case, attach a current copy of your local travel regulations. Failure to do so will cause applicant to be ineligible for travel reimbursement.

A B ENTER LETTER OF STATEMENT (A or B) THAT APPLIES TO YOUR LOCAL GOVERNMENT.

<p>IF YOU ENTERED B, PLEASE COMPLETE THE BOXES BELOW.</p> <p>Local Mileage is <input style="width: 50px;" type="text" value=".56"/> cents per mile.</p> <p>Meals and/or per diem: <input style="width: 150px;" type="text" value="\$56.00"/></p> <p>Lodging Allowance: <input style="width: 150px;" type="text" value="\$85.00"/></p>	<p>IS ANY OF THE TRAVEL REQUESTED FOR OUT OF THE STATE OF ILLINOIS?</p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>If the answer is YES please click on the links below to the "Out-of-State Travel Request User Guide" and the "Out-of-State Travel Request" form.</p> <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; padding: 2px; text-align: center;">Out-of-State Travel Request User Guide</div> <div style="border: 1px solid black; padding: 2px; text-align: center;">Out-of-State Travel Request Form</div> </div>
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LIST REASONS FOR TRAVEL AND ESTIMATED COSTS

TRAVEL ACTIVITY	AMOUNT
N/A-no travel reimbursement requested	\$ 0.00

TOTAL TRAVEL EXPENSES: \$0.00

Enter this total on Page 1

**IEMA ATTACHMENT A: FACILITIES MANAGEMENT
INSTRUCTIONS**

Application for Reimbursement of Rent, Maintenance and/or Utility Service Charges

In order to update EMA Grant Program records for all expenses claimed, ALL applicants desiring to claim expenses in the categories listed on “Attachment A: Facilities Management- Application for Reimbursement of Rent, Maintenance and/or Utility Service Charges” are required to submit this form.

In accordance with provisions of OMB Circular A-87, reimbursement in these categories is eligible only upon approval of IEMA for administrative offices, or those portions of local offices that are used for administrative purposes. These costs are part of the allowable cost category "organizational" expenses.

A detailed, scaled floor plan of the area must be attached which sets forth usage of the entire area. Only that portion used for day-to-day administration, properly identified, is eligible for reimbursement.

Documentation of rates claimed is required, e.g. letter from your local central billing department, lease or contract. All costs will be reflected on a monthly basis.

5-A

**Facilities Management - Page 1
APPLICATION FOR REIMBURSEMENT OF RENT,
MAINTENANCE AND/OR UTILITY SERVICE CHARGES**

Illinois Emergency Management Agency
Emergency Management Assistance Program

This application is for requesting reimbursement of rent, janitorial, maintenance and utility service charges other than rent, or charges made in lieu thereof. *A DETAILED, SCALED PLAN OF AREA SHALL BE ATTACHED. USAGE OF TOTAL AREA SHALL BE INDICATED. ATTACH COPY OF CURRENT CONTRACT, AGREEMENT, OR LEASE AS APPLICABLE.

Read each section carefully, fill out information accurately, and provide all documentation as requested

Location of Property: _____

Owner of Property: _____

Constructed with Federal Funds? (circle or check one) Yes No

1. Reimbursement will be based on the following facts:

Total square footage of area _____

Total square footage used for administrative purposes and occupied on a day-to-day basis _____

*Administrative area is NaN % of total square footage.

2. Reimbursement request for the following costs or services (use above percentage):

<input type="checkbox"/> Rent - Monthly Rent	Monthly Cost \$ _____	% Listed in #1 _____ %	\$ <u>0.00</u>
Rent Includes: (Checkmark if applicable)			
<input type="checkbox"/> Janitorial Services	<input type="checkbox"/> Electricity		
<input type="checkbox"/> Heat	<input type="checkbox"/> Water		
<input type="checkbox"/> Gas	<input type="checkbox"/> Other (Specify)		
<input type="checkbox"/> Janitorial Maintenance	Monthly Cost \$ _____	% Listed in #1 _____ %	\$ <u>0.00</u>
Monthly Cost multiplied by %			
<input type="checkbox"/> Utilities (Gas, Electric, Water)	_____ % % of Total Charges for all utilities	Estimated Gas total for a month	Estimated Water total for a month Estimated Electric total for a month
<input type="checkbox"/> Reimbursement in lieu of Rent, Utilities, etc.	\$ _____ Monthly Rent		

(A separate letter of explanation and formula used in making calculations must accompany this request for consideration.)

This request will be effective beginning with the new Federal fiscal year (October 1) or the date this application is accepted if not part of the EMA annual application.

5-B

**Facilities Management - Page 2
APPLICATION FOR REIMBURSEMENT OF RENT,
MAINTENANCE AND/OR UTILITY SERVICE CHARGES**

Illinois Emergency Management Agency
Emergency Management Assistance Program

This application is for requesting reimbursement of rent, janitorial, maintenance and utility service charges other than rent, or charges made in lieu thereof. *A DETAILED, SCALED PLAN OF AREA SHALL BE ATTACHED. USAGE OF TOTAL AREA SHALL BE INDICATED. ATTACH COPY OF CURRENT CONTRACT, AGREEMENT, OR LEASE AS APPLICABLE.

Read each section carefully, fill out information accurately, and provide all documentation as requested

Location of Property: _____

Owner of Property: _____

Constructed with Federal Funds? (circle or check one) Yes No

1. Reimbursement will be based on the following facts:

Total square footage of area _____

Total square footage used for administrative purposes and occupied on a day-to-day basis _____

*Administrative area is NaN % of total square footage.

2. Reimbursement request for the following costs or services (use above percentage):

<input type="checkbox"/> Rent - Monthly Rent	Monthly Cost \$ _____	% Listed in #1 _____ %	\$ <u>0.00</u> Monthly Cost multiplied by %		
Rent Includes: (Checkmark if applicable)					
<input type="checkbox"/> Janitorial Services		<input type="checkbox"/> Electricity			
<input type="checkbox"/> Heat		<input type="checkbox"/> Water			
<input type="checkbox"/> Gas		<input type="checkbox"/> Other (Specify)			
<input type="checkbox"/> Janitorial Maintenance	Monthly Cost \$ _____	% Listed in #1 _____ %	\$ <u>0.00</u> Monthly Cost multiplied by %		
<input type="checkbox"/> Utilities (Gas, Electric, Water)	_____ % % of Total Charges for all utilities		Estimated Gas total for a month	Estimated Water total for a month	Estimated Electric total for a month
<input type="checkbox"/> Reimbursement in lieu of Rent, Utilities, etc.	\$ _____ Monthly Rent				

(A separate letter of explanation and formula used in making calculations must accompany this request for consideration.)

This request will be effective beginning with the new Federal fiscal year (October 1) or the date this application is accepted if not part of the EMA annual application.

5-C

IEMA ATTACHMENT A: ORGANIZATIONAL EXPENSES

DIRECTIONS: List the items that are necessary and essential for the day-to-day operations of the emergency management office, along with costs and other information requested in this form.

CATEGORY	ITEM DESCRIPTIONS				ANNUAL AMOUNT
TELEPHONES	PHONE TYPE		NUMBER OF PHONES		Annual Amount
	Office Phone(s)				
	Fax Line(s)				
	Cell Phone(s)				
	Other				
VEHICLE MAINTENANCE	MAKE	MODEL	YEAR	LICENSE #	Annual Amount
OFFICE EQUIPMENT	TYPE OF EQUIPMENT		DESCRIPTION (IF APPLICABLE)		Annual Amount
SUPPLIES	ITEM		DESCRIPTION (IF APPLICABLE)		Annual Amount
INFORMATION COPIED FROM FACILITIES MANAGEMENT FORM - Page 1 - SUBJECT TO IEMA APPROVAL	CATEGORY				Annual Amount
	RENT				\$0.00
	GAS				\$0.00
	WATER				\$0.00
	ELECTRIC				\$0.00
	JANITORIAL AND/OR MAINTENANCE				\$0.00
REIMBURSEMENT IN LIEU OF RENT, UTILITIES, JANITORIAL AND/OR MAINTENANCE				\$0.00	
GRAND TOTAL OF ORGANIZATIONAL EXPENSES:					\$0.00

5-D

IEMA ATTACHMENT A: ORGANIZATIONAL EXPENSES

DIRECTIONS: List the items that are necessary and essential for the day-to-day operations of the emergency management office, along with costs and other information requested in this form.

CATEGORY	ITEM DESCRIPTIONS				ANNUAL AMOUNT
TELEPHONES	PHONE TYPE		NUMBER OF PHONES		Annual Amount
	Office Phone(s) Fax Line(s) Cell Phone(s) Other Other				
VEHICLE MAINTENANCE	MAKE	MODEL	YEAR	LICENSE #	Annual Amount
OFFICE EQUIPMENT	TYPE OF EQUIPMENT		DESCRIPTION (IF APPLICABLE)		Annual Amount
SUPPLIES	ITEM		DESCRIPTION (IF APPLICABLE)		Annual Amount
INFORMATION COPIED FROM FACILITIES MANAGEMENT FORM - Page 2 - SUBJECT TO IEMA APPROVAL	CATEGORY				Annual Amount
	RENT				\$0.00
	GAS				\$0.00
	WATER				\$0.00
	ELECTRIC				\$0.00
	JANITORIAL AND/OR MAINTENANCE				\$0.00
REIMBURSEMENT IN LIEU OF RENT, UTILITIES, JANITORIAL AND/OR MAINTENANCE				\$0.00	
GRAND TOTAL OF ORGANIZATIONAL EXPENSES:					\$0.00

6

IEMA ATTACHMENT A: EQUIPMENT

Additional Informational Links

FEMA Preparedness Grants and Authorized Equipment List
Grant Programs Directorate Information Bulletin
ENVIRONMENTAL and HISTORIC PRESERVATION SCREENING FORM
ITTF POLICY STATEMENT 2009 (3)
ITTF POLICY STATEMENT 2012 (2)

Authorized Equipment List Number	Item Description	Unit Number	Unit Price	Total	EHP Required ?	Provide narrative as to how the equipment is going to be utilized for day-to-day emergency management activities
					No	
					No	
					No	
					No	
					No	
					No	
				\$ 0.00	No	
PAGE TOTAL						

6-A

IEMA ATTACHMENT A: EQUIPMENT

Additional Informational Links
[FEMA Preparedness Grants and Authorized Equipment List](#)
[Grant Programs Directorate Information Bulletin](#)
[ENVIRONMENTAL and HISTORIC PRESERVATION SCREENING FORM](#)
[ITTF POLICY STATEMENT 2009 \(3\)](#)
[ITTF POLICY STATEMENT 2012 \(2\)](#)

Authorized Equipment List Number	Item Description	Unit Number	Unit Price	Total	EHP Required ?	Provide narrative as to how the equipment is going to be utilized for day-to-day emergency management activities
					No	
					No	
					No	
					No	
					No	
					No	
					No	
PAGE TOTAL						\$0.00

6-B

IEMA ATTACHMENT A: EQUIPMENT

Additional Informational Links
[FEMA Preparedness Grants and Authorized Equipment List](#)
[Grant Programs Directorate Information Bulletin](#)
[ENVIRONMENTAL and HISTORIC PRESERVATION SCREENING FORM](#)
[ITTF POLICY STATEMENT 2009 \(3\)](#)
[ITTF POLICY STATEMENT 2012 \(2\)](#)

Authorized Equipment List Number	Item Description	Unit Number	Unit Price	Total	EHP Required ?	Provide narrative as to how the equipment is going to be utilized for day-to-day emergency management activities
				\$ 0.00	No	
				\$ 0.00	No	
				\$ 0.00	No	
				\$ 0.00	No	
				\$ 0.00	No	
				\$ 0.00	No	
				\$ 0.00	No	
PAGE TOTAL						\$0.00

IEMA Attachment A: Annual Work Plan

FFY 2016 Emergency Management Assistance (EMA) Grant

PROGRAM NARRATIVE: Please provide a high level overview of the emergency management program activities your jurisdiction is proposing through this EMA grant application. Your narrative must reference how these activities will support outcomes from your most recent hazard identification and risk assessment, exercise after action reports, and/or actual events. Your narrative should reference specific planning, training, and exercise activities that will be supported with EMA grant funds for the upcoming Federal Fiscal Year. Throughout the Federal Fiscal Year, EMA recipients must provide an update on the jurisdiction's progress in achieving these activities.

At a minimum, in the upcoming Federal Fiscal Year, the jurisdiction must conduct regular meetings of their emergency management advisory committee, report on outcomes from the most current hazard identification, risk assessment and consequence analysis, and develop or update an emergency management program policy and vision. Details on these three program requirements are outlined on pages 27-29 of this application.

1st Quarter (Oct - Dec)

- Monthly test of radio and siren capabilities
- Regional Emergency Coordination Group meeting
- Monthly meeting with EMA Liaison team
- Conduct County Damage Assessment / Debris Management training
- Host Public Information Officer and local Media meetings
- Meet with Local ESDA's about their individual plans to include damage assessment
- Attend quarterly IEMA Region 7 meeting
- Participate in IEMA Region 7 Functional Exercise
- Submit EOP for reaccreditation

2nd Quarter (Jan - Mar)

- Monthly test of radio and siren capabilities
- Regional Emergency Coordination Group meeting
- Monthly meetings with EMA Liaison team
- Conduct Severe Weather training for Storm Spotter by National Weather Service
- Host Public Information Officer and local Media meeting
- Attend quarterly IEMA Region 7 meeting
- Conduct Community Outreach events and speaking to groups on emergency preparedness
- Host meeting with Local ESDA's about severe weather protocols and EMA protocols

3rd Quarter (Apr -Jun)

- Monthly test of radio and siren capabilities
- Regional Emergency Coordination Group meetings
- Attend the Illinois Emergency Services Management Association Training/conference
- Monthly meetings with EMA Liaison team
- Conduct Community Outreach events and speak to groups on emergency preparedness
- Attend quarterly IEMA Region 7 meeting
- Participate in Willard Airport functional emergency response exercise
- Conduct Community Outreach events and speak to groups on emergency preparedness

4th Quarter (Jul - Sep)

- Monthly test of radio and siren capabilities
- Monthly meetings with EMA Liaison team
- Regional Emergency Coordination Group meeting
- Host Public Information Officer and local Media meetings
- Attend Illinois Emergency Management Agency Annual conference
- Participate in an higher education school emergency response and evacuation functional exercise

IEMA Attachment A: Annual Work Plan

FFY 2016 Emergency Management Assistance (EMA) Grant

ADVISORY COMMITTEE: There shall be a documented, ongoing process utilizing one or more committees that provides coordinated input by emergency management program stakeholders in the preparation, implementation, evaluation, and revision of the emergency management program. Describe the current or proposed advisory committee, including membership of the committee, schedule of meetings, and procedure to utilize the committee to support the emergency management program. Throughout the Federal Fiscal Year, the EMA jurisdiction will report on activities of the advisory committee.

EMA host a monthly meeting of EMA liaisons/stakeholders from around the county to include public health, ems, fire, law enforcement, park district, 911 services and non-government agencies in the preparation, implementation, evaluation, and when necessary the revision of the emergency management program. EMA also hosts semiannual meetings of Regional Emergency Coordination Group (RECG) made up of Department heads, appointed and elected officials for strategic aspects of the emergency management program.

IEMA Attachment A: Annual Work Plan

FFY 2016 Emergency Management Assistance (EMA) Grant

ADMINISTRATION, PLANS AND EVALUATION: The jurisdiction has a documented emergency management program that includes an executive policy or vision statement for emergency management, a multi-year strategic plan, developed in coordination with emergency management program stakeholders that defines the mission, goals, objectives and milestones for the emergency management program and includes a method for implementation. Describe the current policy and vision documentation developed or will be developed by the jurisdiction during the Federal Fiscal Year. Throughout the Federal Fiscal Year, the EMA jurisdiction will report on activities implemented to develop or revise emergency management program policy and vision.

Our agency has a mission statement, " To provide a coordinated Emergency Management Program to ensure an effective response and recovery from any natural or man-made disaster through the effective management of local, state, and federal assets and funding, and through constant assessment of potential hazard and disaster events." Our goals are as follows:

- To maximize the utilization of our resources of the Regional Emergency Coordination Group (RECG) and its teams to include outside agency participation
- Operate a fully functional County Emergency Operations Center with communication and command post capability
- Utilize Emergency Operation Center for training events and for numerous agency's exercises
- Prepare for severe weather through implementation of severe weather preparedness training
- Educate the community on Emergency Preparedness through Community Outreach Programs
- Continue to work with local partners on functional needs citizens support programs

Objectives

- Ensure proactive planning
- Assess potential hazards
- Respond to requests for assistance
- Maintain state IEMA accreditation
- Exercise and Evaluate plans
- Maintain NIMS compliance

Also, CCEMA will continue its Search and Rescue team recruitment, training and outreach for the organization and community.

IEMA Attachment A: Annual Work Plan

FFY 2016 Emergency Management Assistance (EMA) Grant

HAZARD IDENTIFICATION, RISK ASSESSMENT AND CONSEQUENCE ANALYSIS: The emergency management program shall identify the natural and human-caused hazards that potentially impact the jurisdiction using a broad range of sources, and conduct a consequence analysis for the these hazards to consider the impact on the public; responders; continuity of operations including continued delivery of services; property, facilities, and , infrastructure; the environment; the economic condition of the jurisdiction and public confidence in the jurisdiction's governance. Describe the results of the most recent hazard identification, risk assessment and consequence analysis or outline the process the jurisdiction will undertake to accomplish this activity. Throughout the Federal Fiscal Year, the EMA jurisdiction will report on how the output of the identification, assessment and analysis is used to guide emergency management program activities.

Hazard identification, risk assessment and consequence analysis is done in conjunction with Hazard mitigation plan. We will review our mitigation plan with respect to hazard analysis and identifications annually. We also do analysis with our Tier II facility reports.

Federal Funding Accountability and Transparency Act (FFATA)

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

PLEASE READ BELOW AND ANSWER THE FOLLOWING QUESTIONS:

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

1. Answer the question,

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

Yes

No

2. Answer the question,

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

Yes

No

EXECUTIVE #1

First Name:

Last Name:

Compensation Amount:

EXECUTIVE #2

First Name:

Last Name:

Compensation Amount:

EXECUTIVE #3

First Name:

Last Name:

Compensation Amount:

EXECUTIVE #4

First Name:

Last Name:

Compensation Amount:

EXECUTIVE #5

First Name:

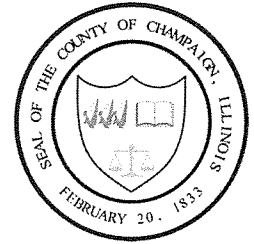
Last Name:

Compensation Amount:



CHAMPAIGN COUNTY INFORMATION TECHNOLOGY SERVICES

1776 East Washington Street, Urbana, Illinois 61802-4581



Andy Rhodes, Information Technology Director

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

FROM: Andy Rhodes, Information Technology Director

DATE: July 30, 2015

RE: Budget Transfer for County Website Redesign

ISSUE:

The County's website design is dated, is not mobile device friendly and is not compliant with Web Content Accessibility Guidelines (WCAG), Level A & AA accessibility standards, as required by the Americans With Disabilities Act (ADA).

The website lacks common features such as searchability and site mapping which can make finding information difficult for the public.

BACKGROUND

Champaign County's website consists of information about County departments and activities including:

- meetings (calendars, agendas, action reports, minutes and A/V)
- employment information
- press releases
- financial information (accounting system reports, budgets and audits)
- business contracts
- RFP/RFI/RFQ information
- bids
- labor contracts
- real estate assessment and tax information
- inmate information

Champaign County's first web presence was hosted on Prairienet in the mid-1990s. When the County obtained internet access hosting of the site was moved to an internal Apache web server located on the County's IBM System i platform.

In 2013 the County's website was awarded a Sunny Award with a transparency grade of A- by the Sunshine Review, a 501(c)(3) non-profit dedicated to state and local government transparency.

The last comprehensive redesign of the site was in 2006, although efforts were begun internally to redesign pages using more modern design techniques in 2014. Pages for the Sheriff's Office and Public Defender's Office were created as proof of concept.

As part of the County's ADA Settlement Agreement with the United States Department of Justice the County's website must be brought into compliance with WCAG 2.0, Level A & AA, accessibility standards by March 2016.

RECOMMENDATION

The process of a comprehensive redesign of the website should begin with a content inventory and information architecture analysis, which will help determine page hierarchy, the priority of information on pages and the navigation system visitors will use to find information on the site.

To initiate this process County IT recommends entering into a contract with Pixo (attachment A) for these services. Pixo will also provide the County with several design templates that can be used to convert the content on the site to a more modern design and language.

For FY2015, County IT proposes the transfer of a portion of the remaining salary of the vacant PC Applications Programmer position to the Consulting Services line item to engage Pixo in a contract in the amount of \$18,620 for provision of these services.

The budget transfer request also includes an additional \$1,600 to start conversion of the existing content to the new templates in FY2015.

As part of the FY2016 budget, County IT will recommend leaving the PC Applications Programmer position vacant and using a portion of the salary to finish conversion of the existing content to the new templates provided by Pixo.

RECOMMENDED ACTION

The Finance Committee recommends to the County Board approval of Budget Transfer 15-00003 to transfer funds from the IT Department Personnel Line to the Consulting Services Line in the amount of \$20,220.

Thank you for your consideration of this recommendation. I will be present at your meeting on August 11th to respond to any questions or concerns you may have.

attachments

CONSULTING AGREEMENT

VERSION II

PARTIES

The following terms and conditions, once agreed upon and signed, constitute an agreement between the following parties, effective as of the date of latter signature:

Pixo
121 W. Goose Alley
Urbana, IL 61801

Hereinafter referred to as "Pixo" and "we"
and

Champaign County Government
101 E. Main Street
Urbana, IL 61801

Hereinafter referred to as "Champaign County," "County," and "client".

ENGAGEMENT SUMMARY

Champaign County has requested a proposal to create a reusable template for its family of websites, including www.co.champaign.il.us. Champaign County's goal is to comply with the Americans with Disabilities Act (ADA) and update the site so it can accommodate a variety of screen sizes and devices.

Pixo proposes a phased approach to this project that will begin with a needs assessment and graphic design in Phase I and continue in Phase II with the development of three PHP templates that will have a consistent header and footer, to be used across departments. Phase I is defined as the Content Inventory and Review of Sites and Develop Information Architecture more fully defined below. Phase II is the remainder of the project. Pixo will collaborate directly with Champaign County's IT department during each phase. Champaign County may terminate this contract, with or without cause and at any time, and shall be liable only for work performed to date. Notice of termination shall be in writing and Pixo shall immediately cease work upon receipt of notice and turn over to the County all Works, as defined in this contract, and any other documents or information owned by the County.

In Phase I, Pixo will work closely with Champaign County designees to determine the extent of changes needed, document the implications of those adjustments, gain approval for modifications from county stakeholders, and create an implementation proposal and cost estimate for Phase II.

Pixo will provide professional services to Champaign County on an hourly, as-requested basis.

Content Inventory and Review of Sites

Pixo will perform a Content Inventory and a Review to identify the site's needs. A Content Inventory consists of a large spreadsheet with a line for every single item being documented. Every item on the website will be inventoried by hand and added to the spreadsheet. Not only will this document individual pages, but it will also record information about where the item is housed, what type of item it is, its URL, and other metadata. This will help us gain an understanding of what your site communicates and where it can be communicating more.

Develop Information Architecture

A website's architecture is the core element that determines whether users will be successful when using the website. The architecture dictates the hierarchy of pages on the site, the menu labels, the priority of information on the pages, and the navigation system that site visitors will use to find information. We will work on and document the architecture in a wireframe. A wireframe is a digital sketch of the site. Our architecture and content work go hand in hand. We often start with draft versions of wireframes to kick off discussions about content for a section and then use the outcomes of the content discussion to refine the wireframe. Our architecture work will culminate in a wireframe that shows the hierarchy and labeling for the top three page levels and how content will be arranged on each unique page type. Our wireframes are interactive, so at this early stage, you will be able to test drive the site's wireframe in your own browser to see for yourself how the site is organized.

Test Information Architecture

Before development begins, it is important to do at least one round of testing with some target audience members. There are different types of testing we can do. For example, a card-sorting study tests the clarity of navigation labels. A usability test with the wireframe can uncover problems with the organization and hierarchy of information. We will determine the appropriate method with Champaign County project leaders and do one round of testing.

To better ensure accessibility, we will also test the Information Architecture to identify potential 508 violations to avoid in the development phase.

Design

After determining the right website structure, Pixo will design the look and feel for three accessible templates. Design will include features like typography, color requirements, Header and Footer styles, table design, Heading 1 and 2 etc. This estimate does not include branding or logo design. Champaign County will be responsible for any photography used on the website.

- Champaign County Home Page
- Department Home Page Template
- Sub Pages (to be used for the Champaign County Home Page, as well as all the Departments)

Champaign County will have a professional, modern look that sets it apart. Conversations about the tone and feel of the new Champaign County site as well as review and discussion of your current marketing materials will guide our specific design recommendations for the County.

In Phase II of the website redesign project, Pixo will develop PHP code templates based on this design that can be used throughout the various departments. The actual pages will be implemented by Champaign County IT staff.

Our visual designer will use ideas from the wireframe and content discussions as a basis for the design. We will produce:

- Two (2) variations of the County homepage design.
- Two (2) variations of the department homepage design.
- Two (2) variations of the subpage design.

We will present these to your web project committee for review. We will ask for your preference between the two designs. We will do:

- One (1) round of revisions to your preferred design for the homepage and the department homepage.

Our design for all page templates will be accessible and responsive, allowing them to adapt to screen sizes from smartphones to tablets to wide desktop monitors. Responsive design helps users quickly find the information they need regardless of which device is in their hand at the moment.

Project Management

Pixo uses Basecamp as our online communication tool. Through this software, stakeholders have 24-hour access to real-time project status. The system contains all contact information, milestones, to-do lists, history of all design and communication documents, and all deliverables during the course of the project.

ASSUMPTIONS

Pixo and Champaign County will each designate a single point of contact for changes to this project's scope, timeline, and cost. This person will be authorized to approve additions or changes to the services to be performed. A change in Champaign County's point of contact during the course of the project will likely result in a management change cost to be agreed upon by Champaign County and Pixo.

In addition, all relevant decision makers must be present from the outset of the project and attend the project kickoff meeting. Any input from those not initially involved in the project will require a



renegotiation of the engagement terms. This is a way to protect your timeline and budget against the inevitable increase in project scope that happens when new voices are added to your project team.

During the course of the project, the budget will be reviewed in regular status meetings. As Champaign County's needs are changed or re-prioritized or if there are indications that the effort needed may exceed the estimated budget, Pixo will work together with Champaign County to 1) reduce the scope or complexity of the project, 2) approve additional hours, or 3) identify ways that efforts by Champaign County staff can lessen the hourly effort for Pixo.

Champaign County will be solely responsible to all content, implementation, and hosting.

TIMELINE

Pixo expects the above services to take **four to five months** from project kickoff. The project will be scheduled after Pixo has received an executed agreement from Champaign County.

PRICE

Pixo will perform these services for Champaign County on an hourly basis, at **\$140 per hour**.

Services	Hours	Cost
Content Inventory and Review of Sites	31	\$4,340
Develop Information Architecture	35	\$4,900
Test Information Architecture	15	\$2,100
Design	35	\$4,900
Project Management	17	\$2,380
TOTAL	133	\$18,620

Pixo estimates that the project as herein described will require **133 hours**, for an estimated project cost of **\$18,620**.

The above estimate is Pixo's best **estimate** of the effort required for this engagement, and is not a fixed price, a quote, or a commitment to perform or to complete exact deliverables or outcomes. The scope of this project may be modified by Champaign County and Pixo according to the needs

and priorities identified throughout the project; as a result, Pixo may not provide some of the services described herein, and may provide additional services not described herein.

Pixo will bill for, and Champaign County will pay for, all hours worked by Pixo for this project, which Champaign County has agreed to in this contract or elsewhere.

Notwithstanding anything to the contrary in this agreement, Pixo will not provide more than **133 hours** of services, totaling **\$18,620**. If Champaign County and Pixo mutually agree to additional hours, this limit may be adjusted only with a signed change order. Champaign County understands and agrees that Pixo will not work any hours in excess of this limit, and that Pixo will not be obliged to perform or complete any services or scope items which would exceed such limit.

BILLING AND PAYMENT TERMS

Pixo will invoice The Champaign County Government semi-monthly for work performed during the preceding period.

Invoices are due and payable upon receipt. If payment is not remitted in full within fifteen (15) days of receipt of an invoice, interest will accrue on all sums owing at 8% or at the largest percentage allowed by law.

LIMITATION OF LIABILITY

Pixo will provide services under this agreement on an hourly, as-requested basis; no specific deliverables, timeline, or outcomes are guaranteed. Pixo offers no warranties.

The contents of this proposal are valid for three (3) months from submission.

WORK PRODUCT AND PROPRIETARY RIGHTS

Pixo will deliver files to Champaign County for Champaign County's use.

Champaign County will be the sole and original owner of, and will have sole and exclusive right, title, and interest in and to any and all confidential information provided by Champaign County to Pixo.

Works (as such term is used in the United States Copyright Act) that are specifically produced, prepared, written, or created by Pixo for Champaign County will constitute works made for hire and will be the sole property of Champaign County, except that any works or work product or procedures developed by Pixo prior to this agreement, or during the course of this agreement which are not specific to Champaign County, will remain the sole property of Pixo.

Pixo reserves the right to publicize the project including mention of the client name and to reference Pixo as the developer in the product with a hyper link to pixotech.com so long as Pixo does not disclose any proprietary information.



AUTHORIZED POINT-OF-CONTACT

The following person is authorized by their respective party to approve changes to this project's scope and additions or changes to the services to be performed, including any additional hours required for such changes, and all associated costs. The authorized agent may be changed by written notice, but if Champaign County's point of contact is replaced during the course of the project, Pixo reserves the right to increase the cost of the project.

Pixo

Brandon Bowersox-Johnson
Chief Technology Officer
brandon@pixotech.com
(217) 344-0444 ext. 14

Champaign County

Name _____
Title _____
Email _____
Phone _____

ADMINISTRATIVE REPRESENTATIVE

For contracting or billing questions regarding this agreement, contact:

Pixo

Erika Janky Kramer
Director of Operations
erika@pixotech.com
(217) 344-0444 ext. 29

Name _____
Title _____
Email _____
Phone _____

Champaign County

AUTHORIZATION TO PROCEED

By signing below, I agree to the terms and conditions in the above agreement and grant authorization to proceed in accordance with these terms. This agreement is effective upon

Champaign County's signing and returning this agreement to Pixo.

ACCEPTED AND AGREED BY

Authorized Rep., Champaign County

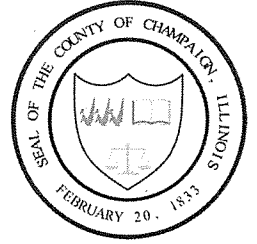
Brandon Bowersox-Johnson, Pixo

Date

Date

CHAMPAIGN COUNTY INFORMATION TECHNOLOGY SERVICES

1776 East Washington Street, Urbana, Illinois 61802-4581



Andy Rhodes, Information Technology Director

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

FROM: Andy Rhodes, Information Technology Director

DATE: July 30, 2015

RE: Budget Transfer for GFOA ERP Needs Assessment

ISSUE:

The replacement of the County's Financial/Accounting System has been cited as an issue of priority due to risk and liability associated with the continued use of the 35-year old system developed in house in a programming language that is no longer viable. To initiate this process for replacement, you are asked to consider a budget transfer in the amount of \$28,350 which will be used to pay the Government Finance Officers' Association (GFOA) to conduct a Needs Assessment - the first step in the process of replacing the County's Financial System.

BACKGROUND

The County's current General Ledger system was purchased from IBM and runs on an IBM System i platform. The program has been heavily customized by in-house programming staff for over 30 years and encompasses modules for accounts receivable, accounts payable, fixed assets accounting, cost accounting, monthly reporting and purchase orders and requisitions. Additional issues related to the current system include the following:

- Timekeeping and Payroll is handled by a separate vendor solution that has one way manual integration with the General Ledger.
- Budgeting, which is handled through a custom designed process, has bi-directional integration with the General Ledger.
- One way integration exists with the Nursing Home's management software.
- Specialized reporting such as annual financial reports and grant reports are done manually.
- There is no integration between software used in the Circuit Clerk's Office to receipt fees and fines and the financial system.

The programs are written in variations of a high-level programming language called Report Program Generator (RPG). County IT has two programmers with this skillset on staff providing maintenance and some enhancements to the financial system. Replacing existing or recruiting additional programmers is difficult due to the fact that RPG is no longer taught locally.

CliftonLarsonAllen has noted several deficiencies in the current financial system including insufficient user level access controls, insufficient system auditing functionality and limited internal programming support.

RECOMMENDATION

The County needs to begin the process of replacing the financial system with an integrated County-wide Enterprise Resource Planning (ERP) system that provides a broad perspective for all financial, business and administrative functions. Such a system should enhance the efficiency of the County's business processes by reducing redundancy in data entry in addition to providing ease and timely access to accurate information about the business activities of the County for staff and the public.

To initiate the process of selecting an ERP system, County IT recommends entering into a consulting services agreement with the Government Finance Officers Association (GFOA) for ERP Advisory Services. GFOA has provided ERP Advisory Services to over 400 governmental entities, and has presented Champaign County with a cafeteria style proposal that will let the County choose what services to utilize (attachment A).

For FY2015, County IT proposes the transfer of a portion of the remaining salary of the vacant PC Applications Programmer position to the Consulting Services line item to engage the GFOA in the first few tasks of the proposal – Project Planning, Business Process Analysis, and possibly Business Case Recommendations (depending on how long the first two tasks take). The cost of these three tasks is estimated at \$28,350.

As part of the FY2016 budget, County IT will recommend leaving the PC Applications Programmer position vacant and using a portion of the salary to fund the Process Design Requirements and RFP Draft portions of the GFOA proposal. If an RFP for an ERP Solution for Champaign County can be issued in FY2016, the responses will provide the County Board with the information required to appropriately begin budgeting for this replacement in FY2017 and beyond.

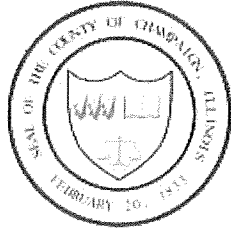
RECOMMENDED ACTION

The Finance Committee recommends to the County Board approval of Budget Transfer 15-00003 to transfer funds from the IT Department Personnel Line to the Consulting Services Line in the amount of \$28,350.

Thank you for your consideration of this recommendation. I will be present at your meeting on August 11th to respond to any questions or concerns you may have.

attachments

PROPOSAL TO:



Champaign County, IL

ERP Advisory Services



**Research and
Consulting Center**

**Government Finance Officers Association
(GFOA)**

June 29, 2015

Note: This proposal and description of GFOA methodologies is for the entity listed above. All information herein is confidential and proprietary to GFOA.



Government Finance Officers Association

203 North LaSalle Street, Suite 2700

Chicago, IL 60601-1210

312.977.9700 fax: 312.977.4806

June 29, 2015

Andy Rhodes
IT Director
Champaign County
Brookens Administrative Center
1776 E. Washington St.
Urbana, IL 61802

EMAIL: arhodes@co.champaign.il.us

Dear Andy,

The Government Finance Officers Association (GFOA) is pleased to present this proposal to Champaign County, IL (The County) for ERP advisory services. This proposal provides a description of services that would be provided by GFOA as discussed on our last call. As we discussed, I have attempted to structure the proposal so that the County could evaluate a "complete" set of GFOA services. The County would be free however to select services that are most desired and pass on others. All pricing assumes a "cafeteria style" proposal.

Over 400 governments have found value in our experienced, expertise, and detailed approach to ERP projects. As one of the premier membership associations for public-sector professionals, GFOA can offer independent, objective, and best practice focused consulting services consistent with our mission to improve government management.

. If there are any questions or you would like to discuss the proposal, please let me know.

Sincerely,

Mike Mucha
Director, Research and Consulting Center
Government Finance Officers Association

TABLE OF CONTENTS

Overview of Proposal 4

Task 0: Project Planning 5

Task 1: Business Process Analysis 5

Task 2: Business Case Recommendations 7

Task 3: Process Design and Requirements..... 8

Task 4: RFP Draft 9

Task 5: Governance Support..... 10

Task 6: System Selection..... 10

 Step 1: Conduct Proposal Assessment 11

 Step 2: Software Demos..... 12

 Step 3: Discovery 12

Task 7: Contract Negotiations..... 12

Task 8: Implementation Transition 13

Task 9: Implementation Advisory Services 13

Project Schedule 14

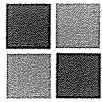
Price 15

Project Assumptions..... 16

Appendix 1: GFOA Profile..... 17

Appendix 2: GFOA Experience 18





Overview of Proposal

ERP system implementations offer much promise for improving business processes, empowering employees with tools to become more effective, and ultimately transforming the entire organization. However, implementation of these systems is a complex effort and many organizations struggle to realize many of the promised benefits. GFOA has assisted numerous governments plan for ERP projects and has developed an approach that will prepare an organization for ERP success. GFOA's approach focuses on business process analysis and improvement *prior* to an ERP implementation and a structured approach to ERP readiness that focuses on organizational governance and change management. In addition, GFOA's approach and proposal for the County provides services to help assess potential systems, identify risks, and ultimately work through a selection process centered on using functional requirements to build a detailed contract and statement of work that will act as a guide for the County following public sector best practices for ERP implementations.

NOTE: GFOA uses the term "ERP System to refer to any administrative system and would include both systems covering a full scope of administrative functions or a more limited scope such as financials, HR/payroll, property tax, etc.

GFOA has divided this proposal into the following tasks:

- Task 0: Project Planning
- Task 1: Business Process Analysis
- Task 2: Business Case Recommendations
- Task 3: Process Design and Requirements
- Task 4: RFP Draft
- Task 5: Governance Support
- Task 6: System Selection
- Task 7: Contract Negotiation
- Task 8: Implementation Transition
- Task 9: Implementation Advisory Services (*NOT PROPOSED*)

GFOA is excited about the opportunity to become involved with the County and become a trusted partner as the County goes through this important project. For this project, GFOA has provided descriptions and provided proposed pricing for the entire process. However, it is expected that the County can contract for services in smaller pieces (or omit tasks). Based on GFOA's understanding of the County, it may be beneficial to contract for Tasks 0, 1, and 2 initially and then proceed with the remaining tasks after the County's ERP strategy has been identified.





Task 0: Project Planning

No project can be successful without proper planning and tools to manage the effort. Working together, the GFOA and the County project manager will prepare the following tools that will be essential to project coordination.

- **Project Plan** – This document is done typically in Microsoft Project, but can be developed in Excel if the County is not familiar with Microsoft Project. This document identifies all the detailed tasks for the project, the person responsible for executing those tasks, the estimated time required to complete them, and any dependencies that a given task may have relative to other tasks.
- **Project Documentation** - If the County uses a website for project and document management, this is one of the documents that would be posted to that site. If desired, GFOA can also host a website with collaboration tools specifically for this project.

Task 0: Project Planning	
Phase Duration:	• 2 weeks
Cost	• \$ 5,600
Deliverables	• D0: Project Plan



Task 1: Business Process Analysis

For each of the identified processes (a listing is provided below), GFOA will facilitate the development of a process map (also called a process flow diagram or value stream map). These documents provide a visual tool to analyze a given business process, and facilitates the discovery of improvement opportunities. GFOA uses Microsoft Visio to develop the maps, and documents an accompanying narrative in Microsoft Word. All maps will be provided to the County in a format accessible for the County (example PDF or word document).

The GFOA mapping process is a highly collaborative one and will involve participation of a wide variety of stakeholders. This step is extremely important to the success of the project and allows various stakeholders to better understand existing processes (including limitations and inefficiencies). As part of this process, GFOA will also begin to discuss improvement opportunities.

GFOA would be prepared to facilitate the mapping the following as-is processes, but would encourage the County to review and edit the list to make sure it includes all processes important to the finance, treasury, procurement, and HR/payroll functions at the County.



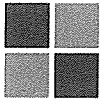


Process List	
Process	Task / Topics
Accounting	<ul style="list-style-type: none"> • Chart of Accounts • General Ledger • Costing / Project Accounting • Financial Reporting
Budget	<ul style="list-style-type: none"> • Operating Budget Prep • Capital Budget Prep • Budget Adjustments / Amendments
Procure – Pay	<ul style="list-style-type: none"> • Purchase Requisitions • Purchase Orders • Contracts • Inventory • Accounts Payable
Billing / Receivables	<ul style="list-style-type: none"> • Billing • Accounts Receivable • Customer File • Aging
Asset Management	<ul style="list-style-type: none"> • Asset Acquisition • Asset Tracking • Work Orders • Asset Disposal • Asset Reporting
Personnel Actions	<ul style="list-style-type: none"> • New Hire • Salary Change • Promotion / Demotion • Employee File • Benefit Enrollment
Time Entry – Payroll	<ul style="list-style-type: none"> • Time Entry • Time Approval • Payroll Calculations • Payroll Reporting
Property Tax	<ul style="list-style-type: none"> • Property Data • Assessments • Billing • Collections

In addition to the maps, GFOA will work with County staff to prepare a comprehensive system inventory. GFOA utilizes several methods of identifying systems including: business process maps, surveys, focus groups, departmental staff interviews, and system observations. Often the exercise of developing a system inventory is an ongoing task as new systems are continually identified. Included in the system inventory, GFOA includes all commercial applications, home grown applications, shadow/silo systems, stand-alone spreadsheets or databases, forms, records, notes, or other tools that either store information or are used for business process transactions. From experience, GFOA has found that identification of a comprehensive system inventory is an effective way of identifying business process improvement options (especially those that relate to elimination of redundant tasks) and a vital ERP implementation readiness activity. GFOA will assist the County in preparing a system inventory by providing templates and guidance, but GFOA expects that the County will take a lead role in documenting current systems.



Task 1: Business Process Analysis	
Phase Duration:	<ul style="list-style-type: none"> • 3-5 months
Cost	<ul style="list-style-type: none"> • \$ 19,025
Deliverables	<ul style="list-style-type: none"> • D1: Business Process Maps • D2: System Inventory Template



Task 2: Business Case Recommendations

Once maps are developed, GFOA consultants will conduct an analysis to benchmark the existing processes identified in the table under Task 1 as in scope for to-be design against recognized county government and public sector best practices (*Note: part of this analysis will occur during the mapping sessions*) and will develop process recommendations for improvement.

For those identified processes, GFOA consultants identify potential changes to the process based upon our knowledge of best practice ERP functionality and how these features are best utilized in county and public sector organizations. The base maps are then marked up as part of a recommendation into potential business process improvements. This documentation will also highlight potential change impacts and identify change management strategies and success factors for moving forward.

GFOA’s business case methodology involves gathering information on costs and benefits of both the status quo situation and a limited number of alternatives. In this case, the primary focus will be on acquisition of a new ERP System. After carefully reviewing costs, risks, and financial management best practices, the business case will make an argument for the recommended option using both financial and non-financial considerations.

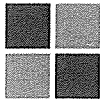
Based on our understanding of the County’s needs, the proposed business case report will be used to achieve the following:

- Describe the long term sustainability of the County’s system and the County’s existing business processes.
- Identify any operational challenges posed by the ongoing use of the current system and potential long-term limitations
- Identify business process improvements for the County based on GFOA’s knowledge of industry best business practices and other public organizations
- Describe likely alternatives available to the County
- Identify both financial and non-financial costs and benefits of alternatives
- Determine recommended scope of system replacement project

The overall objective for the report is to compare a limited number of options and compare expected costs and benefits of those options. GFOA will prepare the report in draft format for the County’s review. GFOA will also provide a presentation on the report’s findings to an appropriate audience.



Task 1: Business Case Recommendations	
Phase Duration:	<ul style="list-style-type: none"> • 1-2 months
Cost	<ul style="list-style-type: none"> • \$ 3,725
Deliverables	<ul style="list-style-type: none"> • D3: Business Case Report • D4: Business Case Presentation



Task 3: Process Design and Requirements

For those identified processes determined to be in scope, GFOA consultants identify potential changes to the process based upon our knowledge of best practice ERP functionality and how these features are best utilized in County and public sector organizations. The base maps are then marked up as part of a recommendation into potential business process improvements. This documentation will also highlight potential change impacts and identify change management strategies and success factors for moving forward.

After the County has had the opportunity to review proposed process improvements, GFOA will work with the County project team members to review, validate and ultimately make decisions on the high-level to-be process definition.

Each ERP solution will prescribe different “to be” processes and it is better not to fight the design of the application or specifically how transactions will be processed. Rather, organizations should (and this proposed approach will) focus on articulating the high level business process flow and determine the overall “system agnostic” to-be process that will be utilized as the basis for requirements documentation.

GFOA consultants will bring best practice expertise from a number of sources including: past consulting experience, best practice research, and will conduct benchmark research with other leading comparable organizations if necessary.

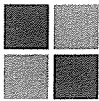
Along with the to-be process design, GFOA will work to develop functional requirements for each major step in the process. GFOA focuses functional requirements development on business process. At each step in the business process we will determine both the system requirements and implementation requirements and document those using a Microsoft Excel template that will be included in the eventual RFP. Requirements development focus on functional requirements that define “what” needs to be completed (such as tasks, outputs, interfaces, calculations, processing, etc.) and not on “how” the system or the organization handles tasks currently. This allows for future improvement and full utilization of the system tools and built in processes to make the County more efficient.

Note: Scope of requirements development will be for all processes identified in the table under Task 1 and determined to be in scope.

It is expected then that the requirements serve as the base document that establishes template for proposal comparisons, the scope of the implementation project, the base level criteria for user acceptance testing, and the standard for post implementation warranty



Task 3: Process Design and Requirements Development	
<i>Phase Duration:</i>	<ul style="list-style-type: none"> • 2-4 months
<i>Cost</i>	<ul style="list-style-type: none"> • \$ 13,400
<i>Deliverables</i>	<ul style="list-style-type: none"> • D5: To-Be Design Documentation • D6: Requirements



Task 4: RFP Draft

In parallel with Task 2, GFOA will work with the County to prepare an overall procurement strategy that is designed to accomplish the organization’s requirements and business goals, and mitigate risks during the project.

The procurement strategy will define the scope of the RFP, strategic choices for how the RFP is written, and identify a specific plan for moving forward into the procurement process.

In this phase, GFOA will also develop a detailed request for proposals (RFP) document. The GFOA RFP format is designed to remove disparity between proposals and to provide as close to an apples-to-apples comparison as possible. In addition, GFOA develops all RFP’s with the end goal in mind – a successful contract that mitigates risk and leads to a successful project.

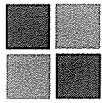
GFOA has a template RFP that was specifically designed for ERP procurements and that we have continually updated as required by changes in the ERP market.

When complete, the RFP document will incorporate information developed with many of the other deliverables from this project including:

- 1) Procurement terms and conditions
- 2) Detailed vendor response templates
- 3) Functional Requirements
- 4) Interface Definition
- 5) Technical Documentation
- 6) Key Objectives / Goals / Critical Success Factors for the Project
- 7) Service Level Expectations
- 8) Other information necessary for vendors to prepare detailed response that meets the County’s needs.

Task 4: RFP Document	
<i>Phase Duration:</i>	<ul style="list-style-type: none"> • 1-2 months
<i>Cost</i>	<ul style="list-style-type: none"> • \$ 3,675
<i>Deliverables</i>	<ul style="list-style-type: none"> • D7: RFP Document

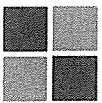




Task 5: Governance Support

GFOA recognizes that the success of any large enterprise project depends on the ability to adapt to the changes that technology brings to both business process and organizational culture. We are proposing to assist the County with the development of a governance structure for the project. As part of the business process analysis sessions, it is expected that many change issues will be discussed and GFOA consultants will monitor the potential impacts and provide guidance and appropriate ways to structure change management efforts. Making decisions often requires an effective (and well understood) process.

Task 4: Governance Support	
Phase Duration:	• 8 months
Cost	• Included
Deliverables	• NA



Task 6: System Selection

GFOA’s system selection and procurement methodology relies on principles of fairness, attention to detail, and competition, yet remains flexible enough to adapt to local procurement laws or other unique situations. In addition, the approach is continually enhanced by feedback from the hundreds of public sector clients that we work with, our own staff experience, and the vendor community.

GFOA’s methodology is based on a series of elevation that “promote” proposals to the next level of evaluation. Through defined steps, vendors will be evaluated and scored according to pre-defined criteria with the top vendors moving on to compete at the next step. GFOA’s standard evaluation process includes four steps in the table below.

Figure 1 – GFOA Approach

Step	Vendors
Written Proposals	Unlimited
Software Demonstrations	3
Discovery	2
Final Contract Negotiations	1

Written Proposals:

The County will review all written proposals and identify three (3) proposals to elevate to software demonstrations. Vendors will be notified and scheduled for demos after the County’s elevation meeting.

Software Demonstrations and Implementation Presentations

Approximately two (2) weeks prior to each vendor’s scheduled software demonstration, the County will send the vendor the demo scripts. Demos will be heavily scripted and require that the vendor go through system business processes. The focus of the software demos should be to



evaluate system features and capabilities rather than to look at the “bells and whistles.” It is expected that demonstrations will last approximately 3 days per vendor. At the conclusion of software demonstrations, the County will evaluate the demonstrations and elevate two (2) proposals for the Discovery phase. Software demonstrations will be a combination of vendor presentations on software features as well as a discussion of implementation issues.

Discovery
 At the beginning of Discovery, the County will prepare request for clarification letters that define in detail the vendor’s proposed implementation approach and begin to document project roles, responsibilities, scope, and schedules that will ultimately be used in the statement of work (SOW). Each vendor will then be on-site at the County for a one-day Discovery session where implementation details will be discussed. The purpose of this meeting is to get clarification on important implementation issues and to continue contract negotiations in a competitive environment. Following the Discovery session, the County will meet to elevate one vendor for final contract negotiations.

Contract Negotiations
 The County will finalize agreements (both a contract and statement of work) with the County’s chosen vendor. Completion of a detailed SOW will allow the County to move smoothly into the implementation project with all scope, schedule, resource, and rolls defined and documented.

The following identify GFOA’s proposed services within the overall approach identified above in Figure 1.

Step 1: Conduct Proposal Assessment

Upon receiving the written proposals from vendors the County’s project team will begin a assessment and analysis of all proposals. GFOA can assist with this assessment by reviewing proposals and providing comments on potential risks, issues, and any significant weaknesses/gaps and/or strengths. GFOA can also leverage our extensive experience to compare each proposal to industry standards. GFOA can provide templates for comparing vendors on key metrics. (the County would input necessary information from proposals). All key findings will be documented in a brief proposal assessment report that identifies GFOA’s findings. This report will also identify additional information that will be needed from vendors going forward (Deliverable 6). The County can select which proposals it would like GFOA to review.

In addition, at the County’s request, GFOA can provide training to the County’s evaluation team on how to evaluate a proposal. GFOA’s training will discuss common issues with proposals, vendor’s “tricks,” and an overview of important issues to look out for.

Task 6: System Selection	
<i>Phase Duration:</i>	<ul style="list-style-type: none"> • 1-2 months
<i>Cost</i>	<ul style="list-style-type: none"> • \$2,000 per proposal (D6) and/or \$4,150(D7)
<i>Deliverables</i>	<ul style="list-style-type: none"> • D8: Proposal Comments • D9: Evaluation Training



Step 2: Software Demos

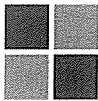
GFOA staff will develop detailed demo scripts for each vendor and facilitate the demo sessions to guarantee that vendors stay on task and demonstrate essential features of the software, not marketing material or “bells and whistles.” Demo scripts (Deliverable 8) will be heavily focused on the County’s functional requirements. The County can also use GFOA services to facilitate the demos with each vendor (Deliverable 9)

Task 6 : System Selection	
Phase Duration:	<ul style="list-style-type: none"> • 1 month
Cost	<ul style="list-style-type: none"> • \$4,925 per vendor for demo facilitation
Deliverables	<ul style="list-style-type: none"> • D10: Demo Scripts (\$2,400) if no demo facilitation • D11: Demo Facilitation

Step 3: Discovery

Discovery acts as the County’s final opportunity to clarify unresolved issues before it makes its final elevation. Prior to Discovery, GFOA will develop a request for clarification (RFC) letter (Deliverable 10) for each vendor that was elevated (Pricing includes work effort for RFC for two proposal teams). Then, during Discovery, each remaining vendor is invited back on-site for one more day of presentation. During this presentation, any remaining issues with software functionality, implementation approach, data conversion, or scope are clarified and vendors are asked to make any necessary revisions to their proposal. The main focus of this session is to plan the implementation so that the County and vendor can later develop a detailed statement of work. GFOA will facilitate the Discovery session (Deliverable 11) for two proposal teams. Additionally, by clarifying outstanding issues at Discovery, development of the statement of work becomes easier. At the conclusion of Discovery, the County will enter contract negotiations with one vendor.

Task 6: System Selection	
Phase Duration:	<ul style="list-style-type: none"> • 1 month
Cost	<ul style="list-style-type: none"> • \$7,700
Deliverables	<ul style="list-style-type: none"> • D12: RFC Letters • D13: Discovery Facilitation

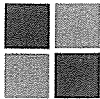


Task 7: Contract Negotiations

GFOA will be involved with the negotiation of any applicable software license contract, software maintenance agreement, hosting agreement or implementation services agreement. In addition, GFOA will lead development of the statement of work (Deliverable 12). The statement of work is the critical document that outlines responsibility for the implementation. GFOA will ensure that the County’s statement of work is defined to a fine level of detail to prevent any unnecessary issues or misunderstandings during implementation.

Task 6: Contract Negotiations	
Phase Duration:	<ul style="list-style-type: none"> • 1 month
Cost	<ul style="list-style-type: none"> • \$12,700
Deliverables	<ul style="list-style-type: none"> • D14: Contract Negotiations



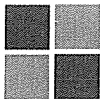


Task 8: Implementation Transition

Following contract execution, GFOA will remain involved with the County for a period of two (2) months to provide transitional services and assist the County with getting the implementation project started. Services provided during this transition period include:

- GFOA Consultants will work with the County to develop a readiness project plan.
- GFOA proposes to provide project management augmentation services for the preparation activities. A GFOA consultant, with ERP implementation experience, will work with the County project manager to help with readiness tasks.
- GFOA will monitor initial activity from the implementation vendor for contract compliance.
- Assess implementation risks for the project.

Task 7: Implementation Transitional Services	
<i>Phase Duration:</i>	• 2 months
<i>Cost</i>	• \$ 9,425
<i>Deliverables</i>	• D15: Risk Assessment



Task 9: Implementation Advisory Services

GFOA brings the expertise gained from our work with hundreds of public sector organizations on ERP projects to the implementation phase of the County’s project. We combine this experience with a deep understanding of your organization, industry best practices, and experience with ERP technology. We act as an owner’s representative during implementation, focusing on deliverable review, contract compliance, and process improvement. The end result is assurance that County has received the best possible value for its investment

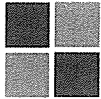
Being independent, objective, and focused on best practices, our consultants can also take this unique perspective to hold the County accountable to its commitments and make sure the County stays on track to succeed in pursuit of its goals.

This additional phase that would be proposed after the County has made a decision on its final vendor would include services for GFOA to continue our engagement with the County’s ERP implementation project through go-live. Specific services that we can provide include:

- Contract monitoring and project oversight
- Project management assistance
- Business process design
- Testing support
- Deliverable review
- Risk management



Task 8: Implementation Advisory Services (NOT PROPOSED AT THIS TIME)	
Phase Duration:	• 24 months
Cost	• \$125,000 – \$250,000
Deliverables	• D?: TBD

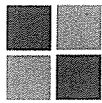


Project Schedule

GFOA has proposed the following high-level schedule to complete all work described in this proposal. If this timeframe does not work for the County, GFOA would be open to discussing alternatives.

Proposed Schedule	month															
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Task 0: Project Planning	█	█														
Task 1: Business Process Analysis		█	█	█	█											
Task 2: Recommendations			█	█	█	█										
Task 3: Process Design and Requirements				█	█	█	█									
Task 4: RFP Draft					█	█	█	█								
Task 5: Governance Support	█	█	█	█	█	█	█	█	█	█	█					
Task 6: System Selection						█	█	█	█	█						
Task 7: Contract Negotiations										█	█					
Task 8: Implementation Transition												█	█	█		
Task 9: Implementation Advisory Services																→





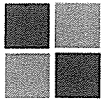
Price

Unless noted, all pricing is provided as a fixed fee **inclusive of all travel costs** incurred by GFOA staff. GFOA will invoice for project deliverables upon completion of project deliverables.

Summary of Fees by Task

Phase/Deliverable	Milestone	Price
0	Project Management and Planning	
D0	Project Plan	\$5,600
1	Business Process Analysis	
D1	Business Process Mapping	\$19,025
D2	System Inventory	Included
2	Business Case Analysis	
D3	Report	\$3,725
D4	Presentation	Included
3	Process Design and Requirements Definition	
D5	To-Be Process Design	\$13,400
D6	Requirements	Included in D3
4	RFP Draft	
D7	RFP Document	\$3,675
5	Governance Support	
	NA	Included
6	System Selection	
D8	Proposal Assessment (\$2,000 per vendor) GFOA assumes 4	\$8,000
D9	Evaluation Team Training	\$4,150
D10	Demo Scripts (if no demo facilitation = \$2,400)	\$0
D11	Demo Facilitation (\$4,925 per vendor) GFOA assumes 3)	\$14,775
D12	RFC Letters	Included in D11
D13	Discovery Facilitation	\$7,700
7	Contract Negotiations	
D14	Contract Negotiations	\$12,700
8	Implementation Transition	
D15	Risk Assessment	\$9,425
TOTAL		\$104,575

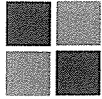




Project Assumptions

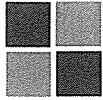
- GFOA assumes that County staff will be available to participate in meetings and provide information necessary to the project.
- GFOA will complete tasks in this proposal with a combination of on-site and off-site work. Work performed off site will include review of project deliverables and the development of GFOA reports.
- Each site visit will include one or two GFOA consultants and last approximately 2-3 days (depending on planned activities). GFOA site visits will be scheduled in advance with the County's project manager. The County would be responsible for inviting appropriate stakeholders to meetings based on agenda topics.
- GFOA has proposed all services listed for a fixed fee based on completion of deliverables (unless noted). The fixed fee amount and hourly rate is inclusive of all expenses including travel. GFOA will invoice monthly for the amount listed in this proposal for tasks/milestones completed within the previous month.
- When performing work on-site, GFOA staff will be provided appropriate office workspace.
- If it becomes necessary for the County to request additional resources or expand scope beyond what is listed in this proposal, such additional work shall be secured as an amendment to the contract between the County and the GFOA, and the work will be performed at rates of \$200 / hour.
- As an educational, nonprofit, professional membership association, GFOA reserves the right to publish non-confidential documents describing the results of, or created during, the services described in this scope of work. GFOA will not publish any item with the name of the County without obtaining prior written consent of the government.
- GFOA is a nonprofit membership association made up of members representing organizations like the County. GFOA's liability and indemnification under any agreement reached with your organization will be limited to the extent of fees paid by insurance coverage currently in force. This limitation applies to all exposures under this engagement.
- The County recognizes that GFOA's role is to provide information, analysis and advisory services. As such, GFOA bears no responsibility for the performance of the software, hardware, or implementation service suppliers.





Appendix 1: GFOA Profile

Company Information	
<i>Official Company Name:</i>	Government Finance Officers Association of the United States and Canada
<i>Company Ownership:</i>	GFOA is a 501(c)3 non-profit association governed by an 18 person executive board made up of public sector professionals.
<i>Location of Company Offices</i>	203 North LaSalle Street Suite 2700 Chicago, IL 60601 1301 Pennsylvania Avenue, N.W. Suite 309 Washington D.C. 20004
<i>Location of Office Servicing CA Accounts:</i>	GFOA's primary office is in Chicago. All research and consulting staff are located in the Chicago Office.
<i>Number of Employees:</i>	GFOA has approximately 55 employees.
<i>Location from which employees will be assigned:</i>	Chicago, IL
<i>Contact Information</i>	Mike Mucha Director, Research and Consulting Center 203 North LaSalle Street Suite 2700 Chicago, IL 60601 Office: 312-977-9700 Direct: 312-578-2282 Email: mmucha@gfoa.org



Appendix 2: GFOA Experience

The **Government Finance Officers Association of the United States and Canada (GFOA)** is the premier association for public-sector finance professionals at state and local level. Founded in 1906, GFOA has more than 18,000 members who look to GFOA as the gold standard for identifying, developing, and communicating leading practices in government management.

GFOA's technology consulting practice was formed in 1998 to respond to GFOA members' need for objective, independent guidance on procurement and implementation of enterprise resource planning (ERP) systems in advance of Y2K. As a non-profit membership organization, we have no affiliation with any software or hardware vendors, and serve as a completely independent agent for the governments we work with.

Over the past 15 years, GFOA's technology consulting practice has grown to become the market leader in assisting local governments through the process of assessing current systems, understanding the vendor marketplace, facilitating procurement of new systems, and providing detailed analysis and contract negotiation assistance to protect the best interests of governments *and* help reduce implementation risk. In that time, we have assisted approximately 400 cities, counties, school districts, and special district governments with system selection, contract negotiation, and implementation readiness for ERP systems. The map below represents GFOA's ERP projects.



REQUEST FOR BUDGET TRANSFER
NEEDING CHAMPAIGN COUNTY BOARD APPROVAL

BT NO. 15-00003

FUND 080 GENERAL CORPORATE

DEPARTMENT 028 INFORMATION TECHNOLOGY

TO LINE ITEM:

FROM LINE ITEM:

NUMBER/TITLE	\$ AMOUNT	NUMBER/TITLE
080-028-533.08 CONSULTING SERVICES	20,220.	080-028-511.03 REG. FULL-TIME EMPLOYEES
080-028-533.08 CONSULTING SERVICES	28,350.	080-028-511.03 REG. FULL-TIME EMPLOYEES

EXPLANATION: COVER THE COSTS OF WEBSITE REDESIGN CONSULTING AGREEMENT WITH PIXO, RELATED WEBSITE CODING AND ERP ADVISORY SERVICES FROM GFOA

DATE SUBMITTED: 7/30/2015 *Andy Phoebe*
 APPROVED BY PARENT COMMITTEE: _____ DATE: _____ AUTHORIZED SIGNATURE
 * PLEASE SIGN IN BLUE INK *

APPROVED BY BUDGET AND FINANCE COMMITTEE: _____ DATE: _____

Julia R. Rietz
State's Attorney



Courthouse
101 East Main Street
P. O. Box 785
Urbana, Illinois 61801
Phone (217) 384-3733
Fax (217) 384-3816
email: statesatty@co.champaign.il.us

**Office of
State's Attorney
Champaign County, Illinois**

August 4, 2014

Christopher Alix
Deputy Chair
Finance Committee
Champaign County Board Office
Brookens Administration Center
1776 E. Washington Street
Urbana, IL 61802

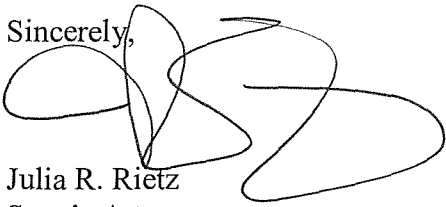
Re: VCVA grant for FY16

Dear Deputy Chair and County Board Members:

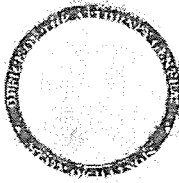
Enclosed for the Committee's consideration is a packet from the Illinois Attorney General's Office, concerning a grant for victim services this office would perform on behalf of the Attorney General's Office.

After careful review of the contract, and on behalf of the Champaign County State's Attorney's Office, I respectfully request that the Committee approve this contract and forward the recommendation to the County Board.

Sincerely,


Julia R. Rietz
State's Attorney

Enclosure



OFFICE OF THE ATTORNEY GENERAL
STATE OF ILLINOIS

Lisa Madigan
ATTORNEY GENERAL

AUTHORIZATION TO SIGN PROJECT DOCUMENTS

I, Julia Rietz, hereby authorize the identified individuals to act on my behalf in coordination with the Attorney General's office in reference to VCVA Grant Number 16-0410. In this capacity, they are authorized to sign all correspondence in relation to this project.

Agency: Champaign County State's Attorneys Office

Authorized Program Officer Susan Chapin

Authorized Individual's Mailing Address State's Attorney's Office, 101 E. Main Street, Urbana, IL 61801

Authorized Individual's Area Code/Phone No 217-384-3733

Authorized Individual's Area Code/Fax No 217-384-3816

Authorized Individual's E-mail SChapin@co.champaign.il.us

Authorized Fiscal Officer Brett Lemons

Authorized Individual's Mailing Address State's Attorney's Office, 101 E. Main Street, Urbana, IL 61801

Authorized Individual's Area Code/Phone No 217-384-3733

Authorized Individual's Area Code/Fax No 217-384-3816

Authorized Individual's E-mail: BLemons@co.champaign.il.us



Chief Executive Officer

8-3-15

Date



OFFICE OF THE ATTORNEY GENERAL
STATE OF ILLINOIS

Lisa Madigan
ATTORNEY GENERAL

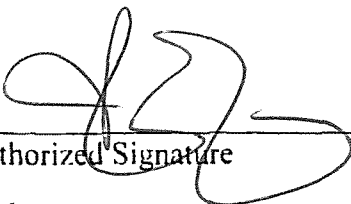
IVAA Eligible Personnel

As a condition of the Violent Crime Victim Assistant grant awarded to this agency, all personnel paid by this grant are required to **apply** to the Illinois Victim Assistance Academy or the Advanced Academy. Please list below all personnel paid with VCVA funds and the other required information.

Agency Name: Champaign County State's Attorney's Office

Grant Number: 16-0410

Name of VCVA Paid Personnel	Job Title	Number of Years at Current Agency	Attended IVAA in the past, if so, what year	Will apply to IVAA/Advanced IVAA (answer yes or no)
Susan Y. Chapin	Victime Advocate	14	No	Yes; Advanced


Authorized Signature

8.3.15
Date

Julia R. Rietz
Print Name

State's Attorney

Title



**OFFICE OF THE ATTORNEY GENERAL
STATE OF ILLINOIS**

Lisa Madigan
ATTORNEY GENERAL

**VIOLENT CRIME VICTIMS ASSISTANCE PROGRAM
GRANT AGREEMENT
Grant 16-0410**

This agreement, made this _____ day of _____, 2015, by and between the State of Illinois represented by the Attorney General of the State of Illinois, hereinafter referred to as Administrator, and Champaign County State’s Attorney’s Office, an Illinois governmental entity hereinafter referred to as Grantee, witnesseth:

WHEREAS, sections 6 and 7 of the Violent Crime Victims Assistance Act (725 ILCS 240/6, 7) authorize the Administrator to designate as victim and witness assistance centers, any public or private nonprofit agencies, and to award grants to such agencies for the establishment and operation of such centers pursuant to the Violent Crime Victims Assistance Act (725 ILCS 240/1 *et seq.*); and

WHEREAS, the Administrator has promulgated rules to implement the provisions of the Violent Crime Victims Assistance Act, which are codified at Title 89 of the Illinois Administrative Code, Part 1100 (hereafter referred to as the “Rules”); and including procedures for the designation and funding of victim and witness assistance centers; and

WHEREAS, Grantee has submitted to the Administrator a grant proposal dated, January 27, 2015, together with plans and specifications for the development and operation of a victim and witness assistance center in the County(ies) of Champaign, State of Illinois; and

WHEREAS, the grant proposal is acceptable to the Administrator and appears to comport with the standards, procedures, and objectives of the Violent Crime Victims Assistance Act and the rules implementing said Act; and

WHEREAS, the Administrator desires that Grantee perform services as hereinafter set forth in accordance with the terms and conditions hereinafter provided;

NOW, THEREFORE, pursuant to and for the purpose of carrying out the provisions of the Violent Crime Victims Assistance Act, and in consideration of Grantee's representations contained in its grant proposal dated January 27, 2015, and of the benefits to accrue to the People of the State of Illinois from the accomplishment of the project detailed in said grant proposal, the parties hereto mutually promise and agree as follows:

1. TERM. The term of this Agreement is for a period of twelve (12) months, commencing July 1, 2015, and ending June 30, 2016, unless sooner terminated as herein provided.

2. PROVISION OF SERVICES AND GRANT ADMINISTRATION. Grantee agrees as follows:

- (a) Grantee shall operate a program in accordance with "Program Description B" and "Clients Served C" of the application submitted to the Administrator;
- (b) Grantee shall use \$31,000.00 of grant funds toward the salary for the Victim/Witness Coordinator who works full-time at 37.5 hours per week and will devote 18 hours per week performing direct services.
- (c) Direct services to victims and witnesses of violent crimes include, but are not limited to: notification regarding status of the case and dates of court proceedings, information about the criminal justice system, information about the exercise of constitutional and statutory rights set forth in Article 1, section 8 of the Illinois Constitution, information about statutory rights set forth in the Rights of Crime Victims and Witnesses Act (725 ILCS 120/1 et.seq.), assistance asserting and enforcing those rights, assistance with restitution, impact statements, employers, return of property, court advocacy, emotional support, information about the Automated Victim Notification system, cooperation with the Administrator's staff in the Crime Victim Services unit to seek restitution for awards made by the crime victim compensation program, and networking with community groups, social service agencies, and law enforcement organizations that provide additional services for crime victims. Networking and case review meetings shall not exceed 10% of the required VCVA funded hours. Direct services do not include: supervision of staff, administration of the program, development of the program, fundraising, outreach or education;
- (d) Grantee shall maintain time and attendance records for funded staff reflecting the dates and hours providing direct services set forth in paragraph 2(b) and (c);
- (e) Grantee shall have funded staff complete one Administrator-sponsored training during the term of the grant as follows:
 - (i) Grantee shall have funded staff complete the basic 40-hour Illinois Victim Assistance Academy, if the funded staff has not completed a basic Academy and the basic Academy is offered during the term of the grant;
 - (ii) If funded staff has completed the basic Academy but has not attended the Advanced Illinois Victim Assistance Academy, Grantee

shall have funded staff apply to attend the Advanced Academy, if it is offered during the term of the grant;

(iii) If funded staff has completed the basic 40-hour Illinois Victim Assistance Academy and does not attend the Advanced Illinois Victim Assistance Academy during the term of the grant, Grantee shall have funded staff complete any other Administrator-sponsored training during the term of the grant when available;

- (f) Grantee shall maintain an accounting system in accordance with Section 1100.200 of the Rules;
- (g) Grantee shall submit to the Administrator financial and activity reports each quarter covering the previous three (3) month period. Such reports shall be on forms specified by the Administrator. All reporting forms must be received by the Administrator no later than fifteen (15) days following the end of the reporting period. Such reports shall contain the information required by Section 1100.270(a) and (b) of the Rules. Failure to comply with the deadlines for filing reports may result in the delay of payment, the withholding or suspension of the distribution of funds, or the termination of this Agreement.
- (h) Grantee shall provide information regarding the Illinois Crime Victims Compensation program to all clients who have been victims of violent crime. To that end, Grantee shall maintain a supply of current materials, including, but not limited to, Crime Victims Compensation applications and Instruction Sheets, and Crime Victims Compensation FAQ sheets. Grantee shall attend Administrator-sponsored trainings regarding the Crime Victims Compensation program as requested by the Administrator. Grantee shall submit to the Administrator data substantiating Grantee's compliance with this subsection on Grantee's quarterly activity reports;
- (i) Grantee shall permit agents of the Administrator to inspect the financial records of Grantee as they relate to this Agreement; and
- (j) Grantee shall permit agents of the Administrator to enter the premises of Grantee to observe the operation of Grantee's program. The Administrator shall give Grantee reasonable notice of intent to enter for purposes of observing, and such observation shall not unreasonably interfere with the conduct of Grantee in the providing of its services.

3. GRANT AWARD. Administrator agrees to contribute and provide financial support from the Violent Crimes Victims Assistance Fund to Grantee in the amount of \$31,000.00. Grantee agrees to use such funds solely for the provision of services as specified in paragraph 2 of this Agreement and strictly in accordance with the project budget, which is attached hereto, marked as "Exhibit A," and by reference incorporated herein, unless Grantee has otherwise modified the program or provision of services, in accordance with paragraph four (4) of this Grant

Agreement. Administrator shall complete processing for payment of 25 percent of said grant award within 45 days of the execution of this Grant Agreement. The remaining, unpaid balance of said grant award shall be processed for payment in three (3) equal installments within 30 days after the end of each subsequent calendar quarter, provided that the Grantee has complied with quarterly reporting requirements as required under paragraph 2 of this Grant Agreement, on the conditions that sufficient funds have been deposited into the Violent Crimes Victims Assistance Fund and that such funds have been appropriated for the purposes of this Grant Agreement by the General Assembly of the State of Illinois and are available to the Administrator for disbursement for purposes of this Grant Agreement. The Administrator may delay the distribution of funds if a quarterly report reflects that the Grantee has unexpended funds at the end of the quarter, resulting from a failure to obtain approval for the modification of services, including personnel, or to provide the services specified in the Grant Agreement.

4. **MODIFICATION OF PROGRAM.** Grantee shall not change, modify, revise, alter, amend, or delete any part of the services it has agreed to provide or change, alter, or extend the time constraints for the provision of such services as provided herein unless it shall have first obtained the written consent for such change, modification, revision, alteration, amendment, deletion, or extension from the Administrator. Furthermore, unless Grantee obtains the prior written consent of the Administrator, Grantee shall not do or cause to be done any of the following:
 - (a) Incur any expense or financial obligation from the grant award except as authorized by and provided in paragraph 2 and the project budget, which is attached hereto, marked as "Exhibit A," and by reference incorporated herein;
 - (b) Incur expenses or financial obligations from such grant award in any line item category of such project budget in excess of the amount provided in such line item category; or
 - (c) Transfer any money from one line item category of such project budget to another line item category of such project budget except that a total amount of less than \$1,000 may be transferred within the budget without prior consent if done in accordance with the requirements and restrictions of the applicable Quarterly Report Instructions.
5. **ASSIGNMENT.** Grantee shall make no assignment of this Agreement or of any right accruing under this Agreement or of any monies granted to Grantee pursuant to this Agreement without the written consent of the Administrator.
6. **TERMINATION OF AGREEMENT.** This Agreement may be terminated and canceled for cause by the Administrator, by giving written notice to Grantee thirty (30) days in advance of such termination and cancellation, delivered by certified mail, return receipt requested, to Grantee as hereinafter provided. In the event that this Agreement is terminated prior to the expiration date, Grantee shall promptly return to Administrator all unexpended or lapsed funds, as provided in the rules

promulgated by the Administrator for the implementation of the Violent Crime Victims Assistance Fund.

7. EXPENDITURE OF GRANT FUNDS.

(a) All grant funds awarded hereunder shall be expended within the term of this Grant Agreement. Any grant funds not expended or legally obligated by the end of the term of this Grant Agreement must be returned to the Administrator within forty-five (45) days after the end of the term of this Grant Agreement. This Grant Agreement is subject to the Illinois Grant Funds Recovery Act (30 ILCS 705/1 *et seq.*), as now or hereafter amended; and all the terms, conditions, and provisions of the Illinois Grant Funds Recovery Act apply to this Grant Agreement and are made a part of this Grant Agreement the same as though they were expressly incorporated and included herein.

(b) Grantee agrees that neither it nor its employees shall:

1) knowingly use grant funds, or good or services purchased with grant funds, to engage, either directly or indirectly, in a prohibited political activity; or

2) be knowingly compensated from grant funds for time spent engaging in a prohibited political activity (30 ILCS 705/4.3).

For purposes of this paragraph, "prohibited political activity" has the meaning established in Section 1-5 of the State Officials and Employees Ethics Act (5 ILCS 430/1-5). Grantee acknowledges that a knowing violation of this paragraph is a business offense and that Grantee may be fined up to \$5,000.

8. SEVERABILITY. This Agreement and all provisions hereof are intended to be whole and entire, and no provision or any part hereof is intended to be severable. This Agreement contains all the terms and conditions agreed upon by the parties hereto, and no other Agreements, oral or otherwise, regarding the subject matter of the Agreement, shall be deemed to exist or bind any party hereto.

9. PERSONNEL. Grantee shall appoint, assign, and commit the following named person or persons to perform the services to be provided by Grantee:

Susan Chapin, Victim/Witness Advocate

If for any reason Grantee finds it necessary or desirable to substitute, add, or subtract personnel to perform its services under this Agreement, Grantee shall submit a written notice to Administrator within ten (10) days of the personnel substitution, addition, or subtraction. Such notice shall be submitted on a form prescribed by the Administrator. Any substitutions or additional personnel must

meet the qualifications of the written job description on file with the current application. Failure to timely provide notice may result in the delay of payment, the withholding or suspension of the distribution of funds, or the termination of this Agreement.

10. CHARITABLE ORGANIZATION STATUS. Grantee certifies that it is not a charitable organization subject to Illinois' Charitable Trust Act (760 ILCS 55/1 *et seq.*) and the Solicitation For Charity Act (225 ILCS 460/0.01 *et seq.*), and, if subject to either of these Acts, that all appropriate registration materials and annual reports have been filed with the Attorney General's Charitable Trust Bureau. Grantee, if subject to either of these Acts, agrees to notify the Administrator of the filing of appropriate registration materials and annual reports with the Attorney General's Charitable Trust Bureau that occurs after the date of this Agreement. Failure to timely submit all appropriate materials and reports to the Charitable Trust Bureau may result in the delay of payment, the withholding or suspension of the distribution of funds, or the termination of this Agreement.
11. CONFLICT OF INTEREST. Grantee agrees to comply with the provisions of the Illinois Procurement Code prohibiting conflicts of interest (30 ILCS 500/50-13) and the Attorney General's rules relating to ethics (44 Ill. Adm. Code §§1300.5013 through 1300.5035); and all the terms, conditions, and provisions of those sections apply to this Agreement and are made a part of this Agreement the same as though they were incorporated and included herein.
12. DISCRIMINATION.
 - (a) The provisions of Public Works Employment Discrimination Act (775 ILCS 10/0.01 *et seq.*) are applicable to this contract.
 - (b) Grantee hereby agrees to:
 - 1) Refrain from unlawful discrimination and discrimination based on citizenship status in employment and undertake affirmative action to assure equality of employment opportunity and eliminate the effects of past discrimination;
 - 2) Comply with the procedures and requirements of the regulations of the Department of Human Rights concerning equal employment opportunities and affirmative action; and
 - 3) Provide such information, with respect to its employees and applicants for employment, and assistance as the Department of Human Rights may reasonably request. 775 ILCS 5/2-105.

- (c) The Americans with Disabilities Act of 1990 (42 U.S.C. §12101 *et seq.*) and the regulations promulgated thereunder (28 C.F.R. §35.130), hereinafter collectively referred to as the "ADA," prohibit discrimination against persons with disabilities by the State, whether directly or through contractual arrangements, in the provision of any aid, benefit, or service. As a condition to this Grant Agreement, Grantee certifies that services, programs, activities provided under this Grant Agreement are and will continue to be in compliance with the ADA.
13. SEXUAL HARASSMENT POLICIES. Grantee agrees to establish and maintain written sexual harassment policies that shall include, at a minimum, the following information: (i) the illegality of sexual harassment; (ii) the definition of "sexual harassment" under State law; (iii) a description of sexual harassment, utilizing examples; (iv) the grantee's internal complaint process including penalties; (v) the legal recourse, investigative and complaint process available through the Department of Human Rights and the Human Rights Commission; (vi) directions on how to contact the Department of Human Rights and the Human Rights Commission; and (vii) protection against retaliation as provided by section 6-101 of the Illinois Human Rights Act. 775 ILCS 5/6-101.
14. IMMIGRATION REFORM AND CONTROL ACT OF 1986. Grantee hereby certifies that, to the extent applicable to this Agreement, Grantee has complied with the provisions and requirements of the Immigration Reform and Control Act of 1986 (Public Law 99-603, effective November 6, 1986).
15. BRIBERY. Grantee hereby certifies that neither it nor any of its authorized agents has been convicted or made an admission as a matter of record of having bribed or attempted to bribe an officer or employee of any federal, State, or local governmental entity. 30 ILCS 500/50-5. Grantee acknowledges that the Administrator may declare this contract void if this certificate is false.
16. FELONY CONVICTION. Grantee certifies that it is not barred from being awarded a contract or subcontract under Section 50-10 of the Illinois Procurement Code (30 ILCS 500/50-10), which prohibits a person or business convicted of a felony from doing business with the State of Illinois or any State agency from the date of conviction until five (5) years after the completion of the sentence for that felony, unless the person(s) held responsible by a prosecutorial office for the facts upon which the conviction was based has no involvement with the business. Grantee acknowledges that the Administrator may declare this contract void if this certificate is false.
17. SARBANES-OXLEY ACT. Grantee certifies that it is not barred from being awarded a contract under Section 50-10.5 of the Illinois Procurement Code (30 ILCS 500/50-10.5), which prohibits a business from bidding on or entering into a contract or subcontract under the Code, if the business or any officer, director, partner, or other managerial agent of the business has been convicted of a felony under the Sarbanes-Oxley Act of 2002 (15 U.S.C. §7201 *et seq.*) or a Class 3 or Class 2 felony under the Illinois Securities Law of 1953 (815 ILCS 5/1 *et seq.*) for a

period of five (5) years prior to the date of the bid or contract. Grantee acknowledges that the Administrator shall declare this contract void if this certification is false.

18. NON-ASSISTANCE CERTIFICATION. Grantee certifies that it is not barred from being awarded a contract under Section 50-10.5(e) of the Illinois Procurement Code (30 ILCS 500/50-10(e)), which prohibits a person or business from bidding on or entering into a contract with the State if the person or business:
 - (a) assisted the State or the Administrator in determining whether there is a need for the contract except as part of a response to a publicly issued request for information; or
 - (b) assisted the State or the Administrator by reviewing, drafting, or preparing any invitation for bids, a request for proposal, or request for information or provided similar assistance, except as part of a publicly issued opportunity to review drafts of all or part of these documents.

For purposes of this Certification, "business" includes all individuals with whom a business is affiliated, including, but not limited to, any officer, agent, employee, consultant, independent contractor, director, partner, manager, or shareholder of business.

19. DEBT DELINQUENCY. Grantee certifies that neither it nor any of its affiliates is barred from entering into a contract or subcontract under Section 50-11 of the Procurement Code (30 ILCS 500/50-11), which prohibits any person who knows or should know that he or she or any affiliate is delinquent in the payment of any debt to the State from entering into a contract with a State agency, unless that person or affiliate of that person, has entered into a deferred payment plan to pay off the debt. Grantee acknowledges that the Administrator may declare this contract void if this certification is false.
20. USE TAX. Grantee certifies that neither it nor any of its affiliates is barred from entering into a contract or subcontract under Section 50-12 of the Illinois Procurement Code (30 ILCS 500/50-12), which prohibits a person from entering into a contract with a State agency, unless the person and all of the person's affiliates collect and remit Illinois Use Tax on all sales of tangible personal property into the State of Illinois in accordance with the provisions of Illinois' Use Tax Act (35 ILCS 105/1 *et seq.*) regardless of whether the person or affiliate is a "retailer maintaining a place of business within Illinois." Grantee acknowledges that the Administrator may declare this contract void if this certification is false.
21. ENVIRONMENTAL PROTECTION ACT. Grantee certifies that it is not barred from being awarded a contract or subcontract under Section 50-14 of the Illinois Procurement Code (30 ILCS 500/50-14), which prohibits for a period of five (5) years a person or business from doing business with the State of Illinois, including any State agency if the person or business has been found by a court or by the Pollution Control Board to have committed a willful or knowing violation of the

Environmental Protection Act and unless the person or business can show that no person involved in the violation continues to have any involvement with the business or there is no practicable contractual alternative available to the State. Grantee acknowledges that the Administrator may declare this contract void if this certification is false.

22. **FORCED LABOR.** Grantee certifies, in accordance with Section 10 of the State Prohibition of Goods from Forced Labor Act (30 ILCS 583/10), that none of the equipment, materials or supplies furnished pursuant to the provisions of this contract constitute imported, foreign-made goods which were produced in whole or in part by forced labor, convict labor or indentured labor. Grantee acknowledges that providing a false certification under this Section of the contract may result in: (1) this contract being voided at the Administrator's option; (2) the Grantee being assessed a penalty of \$1,000 or an amount equal to 20% of the value of the equipment, materials or supplies produced by forced labor, convict labor or indentured labor; and/or (3) the Grantee being suspended from bidding on any State contract for up to 360 days.
23. **CHILD LABOR CERTIFICATION.** Grantee certifies, in accordance with Section 10 of the State Prohibition of Goods from Child Labor Act (30 ILCS 584/10), that none of the equipment, materials or supplies furnished pursuant to the provisions of this contract constitute imported, foreign-made goods which were produced in whole or in part by the labor of a child under the age of 12. Grantee acknowledges that providing a false certification under this Section of the contract may result in: (1) this contract being voided at the Administrator's option; (2) the Grantee being assessed a penalty of \$1,000 or an amount equal to 20% of the value of the equipment, materials or supplies produced by child labor; and/or (3) the Grantee being suspended from bidding on any State contract for up to 360 days.
24. **EDUCATIONAL LOANS.** To the extent that the Educational Loan Default Act (5 ILCS 385/1 *et seq.*) applies hereto, Grantee certifies that it is not in default on an educational loan.
25. **BID RIGGING AND BID ROTATING.** Grantee certifies that it has not been barred from bidding on this contract as a result of a violation of Section 33E-3 or 33E-4 of the Criminal Code of 1961 or the Criminal Code of 2012 (720 ILCS 5/33E-3, 33E-4).
26. **DUES TO CLUBS WHICH DISCRIMINATE.** Grantee certifies that it is not prohibited from providing goods or services to the State of Illinois or from receiving any award or grant from the State of Illinois because it pays dues or fees on behalf of its employees or agents or subsidizes or otherwise reimburses them for payment of their dues or fees to any club which unlawfully discriminates. 775 ILCS 25/2.
27. **INTERNATIONAL ANTI-BOYCOTT.** Grantee certifies and agrees that neither it nor any substantially-owned affiliated company is participating or shall participate in an international boycott in violation of the provisions of the United

States Export Administration Act of 1979 (50 App. U.S.C. §2401 *et seq.*) or the regulations of the United States Department of Commerce promulgated under that Act.

28. DRUG FREE WORKPLACE CERTIFICATION. This Grant Agreement may be subject to the Drug Free Workplace Act (30 ILCS 580/1 *et seq.*). If it meets the definition of "grantee" under section 2 of the aforementioned Act (30 ILCS 580/2), Grantee certifies and agrees that it will provide a drug free workplace as provided under section 3 of the Drug Free Workplace Act by:

- (a) Publishing a statement:
 - i) Notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance, including cannabis, is prohibited in Grantee's or contractor's workplace;
 - ii) Specifying the actions that will be taken against employees for violations of such prohibition; and
 - iii) Notifying the employee that, as a condition of employment on such contract or grant, the employee will:
 - A) Abide by the terms of the statement; and
 - B) Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.
- (b) Establishing a drug free awareness program to inform employees about:
 - i) The dangers of drug abuse in the workplace;
 - ii) Grantee's or contractor's policy of maintaining a drug free workplace;
 - iii) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - iv) The penalties that may be imposed upon an employee for drug violations.
- (c) Providing a copy of the statement required by subsection (a) to each employee engaged in the performance of the contract or grant and to post the statement in a prominent place in the workplace.
- (d) Notifying the Administrator within ten (10) days after receiving notice under part (B) of paragraph (3) of subsection (a) above from an employee or otherwise receiving actual notice of such conviction.

- (e) Imposing a sanction on, or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program by, any employee who is so convicted, as required by section 5 of the Drug Free Workplace Act.
- (f) Assisting employees in selecting a course of action in the event drug counseling, treatment, and rehabilitation is required and indicating that a trained referral team is in place.
- (g) Making a good faith effort to continue to maintain a drug free workplace through implementation of the Drug Free Workplace Act.

29. REVOLVING DOOR PROHIBITION CERTIFICATION. Grantee certifies that it is not barred from engaging in any procurement activities under Section 50-30 of the Illinois Procurement Code (30 ILCS 500/50-30).

30. TAXPAYER IDENTIFICATION NUMBER CERTIFICATION. Grantee certifies, under penalty of perjury, that its Federal Taxpayer Identification Number listed herein is accurate and true. Grantee further certifies that it is not subject to backup withholding because: (a) Grantee is exempt from backup withholding; or (b) Grantee has not been notified by the Internal Revenue Service (IRS) that it is subject to backup withholding as a result of a failure to report all interest or dividends; or (c) the IRS has notified Grantee that it is no longer subject to backup withholding. Grantee also certifies that it is a U.S. citizen or other U.S. person.

TIN/FEIN (Employer Identification Number): 37-6006910

Grantee certifies it is performing the services covered by this Agreement as a (please check appropriate legal status):

- Tax-exempt not for profit corporation: _____
(Provide name of not for profit corporation)
- Government Entity: Champaign County State's Attorney's Office
(Provide name of governmental agency)

31. BOARD OF ELECTIONS REGISTRATION CERTIFICATION. Grantee certifies that either (*check applicable box*):

- The Grantee is not required to register as a business entity with the State Board of Elections pursuant to sections 20-160 of the Code (30 ILCS 500/20-160) and Title 44, Section 1300.08 of the Attorney General's Procurement rules with respect to its contracts, bids, and proposals with the Office of the Attorney General; or

- The Grantee has registered as a business entity with the State Board of Elections with respect to its contracts, bids, and proposals with the Office of the Attorney General and acknowledges a continuing duty to update the registration.

This contract is voidable in accordance with the provisions of section 50-60 of the Procurement Code (30 ILCS 500/50-60) for Grantee's failure to comply with section 20-160 with respect to the Grantee's contracts, bids, and proposals with the Attorney General.

- 32. NOTICES. All notices required to be served shall be served by certified mail, return receipt requested, duly addressed and postage prepaid. Notices shall be sent to the parties at the addresses given below, unless otherwise instructed:

ADMINISTRATOR:

Attorney General of the State of Illinois
Violent Crime Victims Assistance Program
100 West Randolph Street, 13th Floor
Chicago, Illinois 60601

GRANTEE:

Champaign County State's Attorney's Office
101 East Main Street
Urbana, IL 61801

In all correspondence between the parties hereto with respect to this Grant Agreement, the grant number shall be clearly identified and referred to. The grant number of this Grant Agreement is 16-0410.

- 33. MAINTENANCE OF RECORDS. Grantee shall maintain and preserve all books, records, or papers relating to the programs or projects for which funds were provided under this contract, including the amounts, recipients, and uses of all disbursements of funds passing in conjunction with the contract for a period of five (5) years after the completion of the contract. Grantee shall make available the contract and all books, records, and papers related to the contract for review and audit by the Auditor General of the State of Illinois or the Administrator. Grantee agrees to cooperate fully with any audit conducted hereunder and to provide full and free access to all relevant materials. Grantee's failure to maintain the books, records, and papers required by this paragraph shall establish a presumption in favor of the Administrator for the recovery of any funds paid under the Grant Agreement for which adequate books, records, and supporting documentation are not available to support their purported disbursement.
- 34. INDEPENDENT CONTRACTOR. Nothing in this Agreement shall be considered to create the relationship of employer and employee or principal and

agent between the parties hereto. In the performance of this Agreement, Grantee shall act as and shall be deemed at all times to be an independent contractor.

35. MODIFICATION OF AGREEMENT. No alteration, amendment, modification, variation, addition, or deletion of any provision of this Agreement shall be effective unless it is in writing and signed by the parties hereto.
36. APPLICABLE LAWS. The Grant Agreement and the Grantee's obligations and services under the Grant Agreement are hereby made subject to and must be performed in compliance with all Federal and State laws. The Grant Agreement shall be construed in accordance with and governed in all respects by the laws of the State of Illinois.

IN WITNESS WHEREOF the parties hereto have hereunto set their hands on the day and year first above written.

Administrator:

By: _____

Lisa Madigan, Attorney General

Date

Grantee:

By: _____

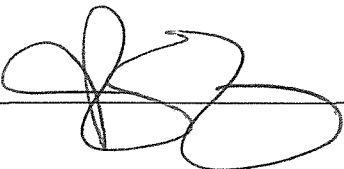
Julia R. Rietz, States Attorney
Type or print name and title

8.3.15
Date

GRANTEE CERTIFICATION:

I, Julia R. Rietz, State's Attorney,
(Print Name) (Print Title)

hereby certify under oath, in accordance with section 4 of the Illinois Grant Funds Recovery Act (30 ILCS 705/4 (West 2010)), that all information in this Grant Agreement is true and correct to the best of the my knowledge, information and belief. I further certify, under oath, that the funds shall be used only for the purposes set forth in this Grant Agreement and that the award of grant funds is conditioned upon this certification.

 (Signature)

Subscribed and sworn before me on this 3 day of Aug, 2015


Notary Public



EXHIBIT A
VIOLENT CRIMES VICTIM ASSISTANCE PROGRAM
PROJECT BUDGET
Grant 16-0410

PERSONNEL:

SALARIES	\$31,000.00
BENEFITS	\$0.00
CONTRACTUAL EMPLOYMENT	\$0.00
PROFESSIONAL INSURANCE	\$0.00
OTHER	\$0.00
TOTAL PERSONNEL	\$31,000.00

OPERATING EXPENSES:

CONTRACTUAL SERVICES	\$0.00
SUPPLIES	\$0.00
PRINTING	\$0.00
OTHER	\$0.00
TOTAL OPERATING EXPENSES	\$0.00

TRAVEL:

TRAVEL	\$0.00
TRAINING - ATTENDANCE	\$0.00
TRAINING - HOSTING	\$0.00
TOTAL TRAVEL EXPENSES	\$0.00

TOTAL EXPENSES	\$31,000.00
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FUND 106 PUBL SAFETY SALES TAX FND DEPARTMENT 013 DEBT SERVICE

INCREASED APPROPRIATIONS:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
106-013-582.02 INT & FEES-GEN OBLIG BONDS	1,996,035	1,996,035	2,038,635	42,600
TOTALS	1,996,035	1,996,035	2,038,635	42,600

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: THE ESTIMATE FOR THE INTEREST PAYMENTS IN THE FY2015 BUDGET WERE PREPARED BEFORE THE FY2014 BOND REFUNDING WAS COMPLETE. THIS CORRECTION IS TO REFLECT THE ACTUAL INTEREST TO BE PAID IN FY2015 AFTER THE FY2014 BOND REFUNDING.

DATE SUBMITTED: <p style="font-size: 1.2em;">7-1-2015</p>	AUTHORIZED SIGNATURE ** PLEASE SIGN IN BLUE INK ** <p style="font-size: 1.5em; text-align: center;"><i>Debra L. Bury</i></p>
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APPROVED BY BUDGET & FINANCE COMMITTEE: _____ DATE: _____

FUND 628 ELECTN ASSIST/ACCESSIBLTY DEPARTMENT 022 COUNTY CLERK

INCREASED APPROPRIATIONS:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
628-022-533.07 PROFESSIONAL SERVICES	20,010	20,010	20,549	539
TOTALS	20,010	20,010	20,549	539

INCREASED REVENUE BUDGET:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
628-022-334.81 IL ST BD ELECTIONS GRANT	20,000	20,000	20,539	539
TOTALS	20,000	20,000	20,539	539

EXPLANATION: TO ACCEPT THE ADDITIONAL GRANT FUNDS FOR MAINTAINING VRSG SYSTEM

DATE SUBMITTED:

7/24/15

AUTHORIZED SIGNATURE

[Handwritten Signature]

** PLEASE SIGN IN BLUE INK **

APPROVED BY BUDGET & FINANCE COMMITTEE:

DATE:

REQUEST FOR BUDGET AMENDMENT

BA NO. 15-00036

FUND 617 CHILD SUPPORT SERV FUND	DEPARTMENT 030	CIRCUIT CLERK
630 CIR CLK OPERATION & ADMIN	030	CIRCUIT CLERK
671 COURT DOCUMENT STORAGE FD	030	CIRCUIT CLERK
613 COURT'S AUTOMATION FUND	030	CIRCUIT CLERK

INCREASED APPROPRIATIONS:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
617-030-571.30 TO COURT AUTOMTN FUND 613	0	0	20,401	20,401
630-030-571.30 TO COURT AUTOMTN FUND 613	0	0	24,001	24,001
671-030-571.30 TO COURT AUTOMTN FUND 613	0	0	16,800	16,800
TOTALS	0	0	61,202	61,202

INCREASED REVENUE BUDGET:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
613-030-371.12 FROM COURT DOC STR FND671	0	0	16,800	16,800
613-030-371.17 FROM CHILD SUPPORT FND617	0	0	20,401	20,401
613-030-371.30 FROM CIR CLK OPER/ADM 630	0	0	24,001	24,001
TOTALS	0	0	61,202	61,202

EXPLANATION: BUDGET AMENDMENT TO ALLOW FOR THE TRANSFER OF SALARY REIMBURSEMENT TO COURT AUTOMATION (613-030) FROM CHILD SUPPORT SERV FUND, CLERK OPERATIONS & ADMINISTRATION FUND, AND DOCUMENT STORAGE FUND. ORIGINAL BUDGET AMOUNTS WERE INADVERTENTLY OMITTED FROM FY 15 DOCUMENTS.

DATE SUBMITTED: <i>August 5, 2015</i>	AUTHORIZED SIGNATURE <i>Brian D Kelly</i>	** PLEASE SIGN IN BLUE INK **
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APPROVED BY BUDGET & FINANCE COMMITTEE: _____ DATE: _____

RESOLUTION No. _____

RESOLUTION PLACING THE QUESTION OF ELIMINATION OF THE ELECTED
OFFICE OF RECORDER IN CHAMPAIGN COUNTY ON THE
MARCH 2016 ELECTION BALLOT

WHEREAS, the Illinois Constitution, Article VII, Section 4, states that the office of Recorder may be elected or appointed, and that the office of Recorder may be eliminated and the terms of office and manner of selection changed by law; and

WHEREAS, pursuant to 10 ILCS 5/28-7 any question regarding the elimination of the office of Recorder may be initiated by the Champaign County Board by resolution requesting the proposal for such action to the voters of the governmental unit at a regular election; and

WHEREAS, in many counties the duties of the office of the Recorder are combined with the duties of the County Clerk; and

WHEREAS, the Champaign County Board deems the question of whether the county Recorder functions shall continue to be performed by an elected official is a question best answered through public deliberation and the ultimate determination of the electors of Champaign County.

NOW, THEREFORE, BE IT RESOLVED by the County Board of Champaign County that the following question be placed on the March 15, 2016 Regular Election ballot:

<i>Shall the Office of Recorder of Champaign County be eliminated and the functions and duties of that office be performed by the Champaign County Clerk, effective December 1, 2016?</i>	<i>Yes</i>	
	<i>No</i>	

PRESENTED, PASSED, APPROVED and RECORDED this 20th day of August, A.D. 2015.

Pattsi Petrie, Chair
Champaign County Board

ATTEST:

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

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

STATUTORY AUTHORITY:

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

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

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

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

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

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

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

ELECTED RECORDERS THROUGHOUT THE STATE OF ILLINOIS

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

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

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

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

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

McLEAN COUNTY TRANSITION

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

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

POTENTIAL OUTCOMES of ELIMINATION

It is fully anticipated that Champaign County would see similar results to those experienced by McLean County if the elected Office of Recorder were eliminated at the end of 2016. The staffing in Champaign County is comparable to that of McLean County, with the exception of the four line staff in McLean, where Champaign County only has 3.5 line staff positions. The assignment of management responsibility to a position similar to that of the Chief Deputy Recorder, under the supervision of the County Clerk, could be achieved similar to how it was done in McLean County. There would likely not be the capacity to save entirely one full-time equivalent in Champaign County as there was in McLean County. We are a larger county with a higher volume of recording transactions. With the elimination of the elected Recorder position, an additional line staff position would likely need to be added to maintain the staffing budget at the current level of 5.5 positions. However, the difference between the salary of the elected Recorder and that of a line staff position would be the generated savings – this is a potential annual savings of approximately \$62,760 in salary costs.

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

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

Report prepared and submitted by Deb Busey, County Administrator, May 5, 2014 and updated August 5, 2015.