

**CHAMPAIGN COUNTY BOARD**  
**COMMITTEE OF THE WHOLE -**  
**Finance/ Policy, Personnel, & Appointments/Justice & Social Services Agenda**  
County of Champaign, Urbana, Illinois  
Tuesday, December 8, 2015 – 6:30 p.m.

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

- I. Call To Order**
- II. Roll Call**
- III. Approval of Agenda/Addenda**
- IV. Approval of Minutes**
- A. Committee of the Whole:
1. Special Finance – September 29, 2015 1-2
  2. October 13, 2015 (*to be distributed*)
  3. November 10, 2015 3-8
- B. Legislative Budget Hearings:
1. Joint MHB/DDB – August 18, 2015 9-12
  2. August 24, 2015 13-16
  3. August 25, 2015 17-26
  4. August 26, 2015 27-32
- V. Public Participation**
- VI. Communications**
- VII. Finance**
- A. Treasurer
1. Monthly Report – November 2015 – Reports are available on the Treasurer’s Webpage at:  
<http://www.co.champaign.il.us/TREAS/reports.htm>
- B. Auditor
1. Monthly Report – November 2015 – Reports are available on the Auditor’s Webpage at:  
<http://www.co.champaign.il.us/Auditor/monthlyreports.htm>
- C. Budget Amendments/Transfers
1. Budget Transfer 15-00007 33  
Fund/Dept. 080 General Corporate-041 State’s Attorney  
Total Amount: \$19,027  
Reason: Transfer from Personnel to Non-Personnel Funds to Pay for Greater than Expected Costs of Expert Witness
  2. Budget Amendment 15-00056 34  
Fund/Dept. 074 2003 Nursing Home Bond Debt Service/010 County Board  
Increased Appropriations: \$4,750  
Increased Revenue: None: from Fund Balance  
Reason: amount Needed to Pay Installment due on General Obligation Bonds Series 2005A
  3. Budget Amendment 15-00058 35  
Fund/Dept. 621 State’s Attorney Drug Forfeitures-041 State’s Attorney  
Increased Appropriations: \$18,000  
Increased Revenue: None: from Fund Balance  
Reason: an Increase in Appropriations for Conferences, Educational Materials, and Office Supplies

*Committee of the Whole Agenda*  
*Finance; Policy, Personnel, & Appointments; Justice & Social Services*  
*December 8, 2015*  
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D.	<u>Village of Rantoul</u>	
1.	Presentation – Village of Rantoul Tax Increment Financing (TIF) Redevelopment Plan and Project	36-85
2.	Letter of Support for Village of Rantoul Enterprise Zone	
E.	<u>Nursing Home</u>	
1.	Nursing Home Revenue Anticipation Warrants	86-111
2.	Financing Strategy for Champaign County Nursing Home	112-120
F.	<u>State’s Attorney</u>	
1.	Request Approval of Renewal of State’s Attorney’s Appellate Prosecutor Program for FY2016	121-126
2.	Request Approval of Application for Renewal, & If Accepted, Award of Illinois Criminal Justice Information Authority Grant	127-176
G.	<u>County Administrator</u>	
1.	FY 2015 General Corporate Fund Budget Projection Report ( <i>to be distributed</i> )	
2.	FY 2015 General Corporate Fund Budget Change Report ( <i>to be distributed</i> )	
3.	Professional Energy Consulting Services Agreement with Good Energy, L.P.	177-184
4.	Resolution Authorizing the Execution of a Service Agreement for the Supply of Electricity for Residential and Small Commercial Retail Customers who Do Not Opt Out of Such a Program (Electric Aggregation)	185-188
H.	<u>Other Business</u>	
I.	<u>Chair’s Report</u>	
J.	<u>Designation of Items to be Placed on the Consent Agenda</u>	
<b>VIII.</b>	<b><u>Policy, Personnel, &amp; Appointments</u></b>	
A.	<u>Appointments/Reappointments</u> ( <i>Italicized Name Denotes Incumbent</i> )	
1.	Mental Health Board - 2 Terms: January 1, 2016 – December 31, 2019	189-207
	<ul style="list-style-type: none"><li>• Stan James</li><li>• Darlene Kloeppe</li><li>• Elaine Fowler-Palencia</li><li>• Michael Langendorf</li><li>• Margaret White</li><li>• <i>Aillinn Dannave</i></li><li>• <i>Dr. Deloris Henry</i></li></ul>	
2.	Champaign-Urbana Mass Transit District Board - 2 Terms: January 1, 2016 – December 31, 2020	208-214
	<ul style="list-style-type: none"><li>• <i>Linda Bauer</i> (R)</li><li>• Bruce Hannon (D)</li><li>• Paulette Colemon-Peebles (D)</li></ul>	
3.	Rural Transit Advisory Group – 1 Term January 1, 2016 – December 31, 2017	215-216
	<ul style="list-style-type: none"><li>• Caitlin Kost</li></ul>	
4.	Union Drainage District #2 St. Joseph & Ogden – 1 Unexpired Term Ending August 31, 2017	217
	<ul style="list-style-type: none"><li>• Daniel Duitsman</li></ul>	
B.	<u>County Clerk</u>	
1.	November 2015 Report	218
C.	<u>County Board of Health</u>	
1.	Approval of Update to County Health Ordinance Establishing Fee Schedule	219-224

*Committee of the Whole Agenda  
Finance; Policy, Personnel, & Appointments; Justice & Social Services  
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- D. Regional Planning Commission
1. Request Approval of the Revised Bylaws of Champaign County Rural Transit Advisory Group 225-231
- E. County Administrator
1. Administrative Services November 2015 Report 232-234
  2. Resolution Honoring County Nursing Home & Regional Planning Commission Employees 235-236
  3. Resolution Honoring County Nursing Home & Regional Planning Commission Retirees 237
  4. Approval of Release of RFP for Employee Benefits Broker Services (*to be distributed*)
- F. Other Business
1. Resolution As to State Failure to Reimburse for County Official Salaries 238
- G. Chair's Report
1. Discussion Regarding County Board Rules:
    - a. Public Participation Rules
    - b. Electronic Participation of Board Members
- H. Designation of Items to be Placed on the Consent Agenda
- IX. Justice & Social Services**
- A. Reentry Program Quarterly Report 239-240
- B. Monthly Reports – All reports are available on each department's webpage through the department reports page at: <http://www.co.champaign.il.us/COUNTYBD/deptrpts.htm>
1. Animal Control – September and October 2015
  2. Emergency Management Agency – November 2015
  3. Head Start – November 2015
  4. Probation & Court Services – October 2015
  5. Public Defender – October 2015
  6. Veterans' Assistance Commission – November 2015
- C. Other Business
- D. Chair's Report
1. Update on Racial Justice Task Force Application Process (*information only*)
- X. Other Business**
- XI. Adjournment**

*All meetings are at Brookens Administrative Center – 1776 E Washington Street in Urbana – unless otherwise noted. To enter Brookens after 4:30 p.m., enter at the north (rear) entrance located off Lierman Avenue.*

*Champaign County will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities. Please contact Administrative Services, 217-384-3776, as soon as possible but no later than 48 hours before the scheduled meeting.*

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

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4  
5 **Special Finance – FY2016 Budget**  
6 **Tuesday, September 29, 2015**  
7 **Lyle Shields Meeting Room**  
8

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

15 **MEMBERS ABSENT:** Lloyd Carter  
16

17 **OTHERS PRESENT:** Deb Busey (County Administrator), Tami Ogden (Deputy County  
18 Administrator/Finance), Kay Rhodes (Administrative Assistant)  
19

20 **CALL TO ORDER**  
21

22 Petrie called the meeting to order at 8:00 p.m.  
23

24 **ROLL CALL**  
25

26 Rhodes called the roll. Alix, Anderson, Berkson, Cowart, Esry, Harper, Harrison, Hartke,  
27 Jay, Kibler, Maxwell, McGuire, Michaels, Mitchell, Petrie, Quisenberry, Rosales, Schroeder,  
28 Schwartz, Shore, and Weibel were present at the time of roll call, establishing the presence of a  
29 quorum.  
30

31 **APPROVAL OF AGENDA/ADDENDA**  
32

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

36 **PUBLIC PARTICIPATION**  
37

38 None.  
39

40 **COMMUNICATIONS**  
41

42 None.  
43

44 **FINANCE**

45 Direction to County Administrator for Finalization of FY2016 Budget  
46

*Committee of the Whole*

*Special Finance*

*Tuesday, September 29, 2015*

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47 Alix explained that the draft budget included cutting the reimbursement to the General  
48 Corporate Fund used to pay for utilities by \$441,586 creating a deficit of \$88,476 in the General  
49 Corporate Fund for utilities. He suggested moving the \$88,476 to the General Corporate Fund in  
50 order to balance the funds.

51  
52 **MOTION** by Shore to move \$88,476 to General Corporate Fund; seconded by Schwartz.  
53 **Motion carried with unanimous support.**  
54

55 **MOTION** by Harper to restore \$5,000 to the Veterans' Assistance Commission budget  
56 originally cut as a result of 4% reduction for all departments for FY2016; seconded by Weibel.  
57 **Motion carried with unanimous support.**  
58

59 **MOTION** by Maxwell to request that the Mental Health Board identify \$53,000 in its  
60 FY2016 budget to re-appropriate to its Contributions & Grants line item in order to prioritize the  
61 employment of a clinician to serve the youth at the Juvenile Detention Center and the READY  
62 Program or any other similarly effective programs; leaving the proposed FY2016 budget un-  
63 changed at revenue/expenditure equal to -\$55,881; seconded by Kibler. Discussion followed.  
64

65 **Motion carried with a roll call vote of 11-10.** Jay, Kibler, Maxwell, McGuire, Michaels,  
66 Mitchell, Petrie, Rosales, Anderson, Esry, and Harper voted in favor of the motion. Quisenberry,  
67 Schroeder, Schwartz, Shore, Weibel, Alix, Berkson, Cowart, Harrison, and Hartke voted against  
68 it.

69 Busey explained that the other decision points regarding the GIS fee structure, capital fa-  
70 cilities projects cost, Court Security fees, and ADA compliance costs would come back to the  
71 Committee of the Whole in November 2015 when more information would be available.  
72

73 **MOTION** by Weibel to adjourn; seconded by Berkson. **Motion carried with unanimous**  
74 **support.**  
75

76 The meeting adjourned at 8:30 p.m.  
77

78 Respectfully submitted,  
79

80 Kay Rhodes,  
81 Administrative Assistant  
82

*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

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4  
5 **Finance; Policy, Personnel, & Appointments; Justice & Social Services**  
6 **Tuesday, November 10, 2015**  
7 **Lyle Shields Meeting Room**  
8

9 **MEMBERS PRESENT:** Christopher Alix, Jack Anderson, Lorraine Cowart, Aaron Esry,  
10 Stan Harper, Shana Harrison, Josh Hartke, John Jay, Jim McGuire,  
11 Diane Michaels, Max Mitchell, Patti Petrie, James Quisenberry,  
12 Jon Rector, Giraldo Rosales, Rachael Schwartz, Sam Shore, C. Pius  
13 Weibel  
14

15 **MEMBERS ABSENT:** Astrid Berkson, Lloyd Carter, Gary Maxwell, Jon Schroeder  
16

17 **OTHERS PRESENT:** Deb Busey (County Administrator), John Farney (Auditor), Dan  
18 Welch (Treasurer), Jim Roberts (Director Environmental Health),  
19 Andy Rhodes (IT), Tami Ogden (Deputy County Administra-  
20 tor/Finance), Tammy Asplund (Administrative Assistant)  
21

22 **CALL TO ORDER**

23 Petrie called the meeting to order at 6:31 p.m.  
24

25 **ROLL CALL**  
26

27 Asplund called the roll. Anderson, Cowart, Esry, Harper, Hartke, McGuire, Michaels,  
28 Mitchell, Petrie, Quisenberry, Rector, Rosales, Schwartz, Shore, and Weibel were present at the  
29 time of roll call, establishing the presence of a quorum.  
30

31 **APPROVAL OF AGENDA/ADDENDA**  
32

33 **MOTION** by Rosales to approve the Agenda/Addenda; seconded by Cowart. **Motion**  
34 **carried with unanimous support.**  
35

36 **PUBLIC PARTICIPATION**  
37

38 Rohn Koester read an open letter to the County Board regarding the Racial Justice Task  
39 Force.  
40

41 **COMMUNICATIONS**  
42

43 Mr. Rosales provided information regarding a film called "Racial Taboo" to be shown at  
44 Centennial High School; and a discussion and "Understanding Mass Incarceration" book signing  
45 by James Kilgore on the same date (Thurs) at IMC. He encouraged the committee to attend.  
46

47 Ms. Petrie announced the Application and Announcement thereof, for the Racial Justice  
48 Task Force, is posted on the County website. A five-member committee will review all submitted  
49 applications. The deadline is December 10, 2015.

50

51 **POLICY, PERSONNEL, & APPOINTMENTS**

52 Appointments

53

54 **MOTION** by Petrie to recommend County Board approval of resolutions authorizing the  
55 appointments of Tami Fruhling-Voges and Cathy Lentz to the Senior Services Advisory Commit-  
56 tee for 2 terms; December 1, 2015 – November 30, 2018; seconded by Harper. **Motion carried**  
57 **with unanimous support.**

58

59 **MOTION** by Petrie to recommend County Board approval of resolutions authorizing the  
60 appointments of Bryan Wrona, Andrew Quarnstrom, and Bernie Magsamen to the Public Aid  
61 Appeals Committee for 3 terms; December 1, 2015 – November 30, 2017; seconded by Esry. **Mo-**  
62 **tion carried with unanimous support.**

63

64 **MOTION** by Petrie to recommend County Board approval of a resolution authorizing the  
65 appointment of Frank DiNovo to the Zoning Board of Appeals for the unexpired term ending No-  
66 vember 30, 2019; seconded by Shore. **Motion carried.**

67

68 Ms. Petrie explained the delay of some of the appointments originally on the agenda is due  
69 to the fact she could not meet with all the applicants because she experienced an extensive house  
70 fire. She hopes to interview and be able to present these applicants at the next full board meeting.

71

72 **MOTION** by Petrie to recommend County Board approval of a resolution authorizing the  
73 appointment of Catherine Emmanuel to the Nursing Home Board of Directors for 1 terms; De-  
74 cember 1, 2015 – November 30, 2017; seconded by Maxwell. **Motion carried with unanimous**  
75 **support.**

76

77 **MOTION** by Petrie to recommend County Board approval of a resolution authorizing the  
78 appointment of Sami L. Anderson to the Deputy Sheriff Merit Commission for 1 terms; Decem-  
79 ber 1, 2015 – November 30, 2018; seconded by Weibel. **Motion carried with unanimous sup-**  
80 **port.**

81

82 County Clerk

83

84 The October 2015 report was received and placed on file.

85

86 County Board of Health

87

88 **MOTION** by McGuire to recommend to County Board approval of a resolution approv-  
89 ing the Health Ordinance of Champaign County; seconded by Anderson. **Motion carried.**

90

91 In response to a question by Mr. McGuire, Mr. Roberts commented that the closed loop  
92 well is a new responsibility given to the local health departments starting December 1, last year;

93 making this a new item that had to be added to the ordinance. There was also discussion on the  
94 National Pollutant Discharge Elimination System (NPDES) permit required by the EPA. Mr.  
95 Roberts reviewed the changes necessary due to statutory references, code changes, and formatting  
96 issues.

97  
98 County Administrator

99  
100 The Administrative Services October 2015 report was received and placed on file.

101  
102 **MOTION** by Mitchell to recommend to County Board approval of the FY2016 Calendar  
103 of Meetings; seconded by Jay. **Motion carried with unanimous support.**

104  
105 The 2016 Holiday Calendar was received and placed on file.

106  
107 The handout containing the ADA Settlement Agreement Compliance update was received  
108 and placed on file.

109  
110 **MOTION** by Hartke to recommend to County Board approval of the FY2016 Renewal of  
111 Property Liability & Worker's Compensation Policies; seconded by Alix. **Motion carried with**  
112 **unanimous support.**

113  
114 **MOTION** by Shore to recommend to County Board the approval of a Resolution honor-  
115 ing Champaign County employees; seconded by Harper. **Motion carried with unanimous sup-**  
116 **port.**

117  
118 **MOTION** by Cowart to recommend to County Board the approval of a Resolution honor-  
119 ing Champaign County retirees; seconded by Anderson. **Motion carried with unanimous sup-**  
120 **port.**

121  
122 Other Business

123  
124 None

125  
126 Chair's Report

127  
128 **MOTION** by Jay to recommend to County Board approval of the County Administrator  
129 Contract Amendment; seconded by Weibel. **Motion carried with unanimous support.**

130  
131 Discussion followed regarding the timeline of Ms. Busey's retirement. Mr. Quisenberry  
132 commented that the process of creating a committee to search for Ms. Busey's replacement has  
133 started. The goal is to have a search committee that can vet candidates and be active in the inter-  
134 viewing process. Mr. Quisenberry stated he would like to have the committee in place by the next  
135 full board meeting. He proposed the committee be made up of 5 County Board members, 2  
136 members of the Republican caucus, some department heads who are elected officials, Ms. Busey,  
137 and a staff member who is not a department head. Mr. Quisenberry reminded the committee the  
138 hire is an action of the board.



139 Designation of Items to be Placed on the Consent Agenda

140

141 Items A1, 2, 4 & 5; D2 & 5; F1 were designated for the Consent Agenda.

142

143 **FINANCE**

144 Treasurer

145

146 The Treasurer's October 2015 report was received and placed on file.

147

148 **MOTION** by Michaels to recommend County Board approval of a resolutions authorizing  
149 the Execution of a Deed of Conveyance of the County's Interest or Cancellation of the Appropri-  
150 ate Certificate of Purchase of Real Estate, Permanent Parcels 46-21-06-353-013, 02-01-31-176-  
151 005, and 02-01-31-176-004; seconded by Esry. **Motion carried with unanimous support.**

152

153 There was discussion about these parcels and the sealed bid process. Mr. Welch stated he  
154 would like to implement a process whereby after two years in the sealed bid process, if these  
155 types of parcels (strips of land with no access) could be deeded to the landowner adjacent.

156

157 Auditor

158

159 The Auditor's October 2015 and Quarterly Financial reports were received and placed on  
160 file.

161

162 Budget Amendments/Transfers

163

164 **MOTION** by Quisenberry to recommend County Board approval of a resolution authoriz-  
165 ing **Budget Transfer 15-00006** for the 080 General Corporate – 020 Auditor for additional funds  
166 needed to create online County checkbook; seconded by Michaels. **Motion carried with unani-**  
167 **mous support.**

168

169 There was discussion regarding the privacy of county employees; with the use of the new  
170 electronic checkbook.

171

172 **MOTION** by Weibel to recommend County Board approval of a resolution authorizing  
173 **Budget Amendment 15-00055** for the 080 General Corporate Fund-075 General County with  
174 increased appropriations of \$25,000 with matching revenue from the Department of Justice  
175 \$150,000 Mental Health Collaboration Program Grant to reflect revenue and expenditure for No-  
176 vember and December 2015; seconded by McGuire. **Motion carried with unanimous support.**

177

178 Animal Control

179

180 **MOTION** by McGuire to recommend County Board approval of a resolutions authorizing  
181 an Intergovernmental Agreement between Champaign County and the Village of Pesotum for An-  
182 imal Control and Animal Impound Services; seconded by Jay. **Motion carried with unanimous**  
183 **support.**

184

185 Children's Advocacy Center

186

187 **MOTION** by Weibel to recommend County Board approval for the Application for, and  
188 If Awarded, Acceptance of Illinois Criminal Justice Information Authority Grant; seconded by  
189 Harrison. **Motion carried with unanimous support.**

190

191 Nursing Home

192

193 **MOTION** by Weibel to recommend County Board approval for Resolution authorizing  
194 the issuance of Tax Anticipation Warrants in anticipation of the collection of taxes levied for the  
195 year 2015, by the County Board of The County of Champaign, Illinois, for Nursing Home Fund  
196 purposes; seconded by Shore. **Motion carried.**

197

198 County Administrator

199

200 FY2015 General Corporate Fund Budget Projection Report and FY 2015 General Corpo-  
201 rate Fund Budget Change Report were received and placed on file.

202

203 **MOTION** by Rosales to recommend County Board approval for the Ordinance to In-  
204 crease the GIS Fee; seconded by Weibel. **Motion carried with unanimous support.**

205

206 **MOTION** by Quisenberry to recommend County Board approval of a Resolution to re-  
207 new the Xerox Agreement for new equipment and service; seconded by Esry. **Motion carried**  
208 **with unanimous support.**

209

210 Ms. Busey stated the current contract expires in September 2016; but Xerox submitted a  
211 proposal with a competitive bid including upgraded equipment and decreased pricing with this  
212 contract renewal. Department heads and elected officials have reviewed the proposal. Ms. Busey  
213 noted the County Clerk was able to move away from outsourcing ballot printing using the current  
214 Xerox equipment; resulting in a significant annual savings.

215

216 Mr. Rhodes commented on the savings plan proposed by Xerox. He stated costs would  
217 decrease due to reductions in the pool volume and service provided by the full-time technician on  
218 site with the county. According to Mr. Rhodes, the agreement covers everything with the excep-  
219 tion of paper and staples.

220

221 **MOTION** by Quisenberry to recommend County Board approval of the Annual Tax Levy  
222 Ordinance and Annual Budget & Appropriation Ordinance; seconded by Hartke. **Motion carried**  
223 **with unanimous support.**

224

225 Other Business

226

227 None

228

229 Chair's Report

230

231 Mr. Alix reported the State House today passed a bill today, which will result in the Motor  
232 Fuel Tax and 9-1-1 funds being released to municipal governments.

233  
234 Designation of Items for the Consent Agenda

235  
236 Items A2, 3 & 4; C1 & 2; D1 & 2; E1; G3, 4, 5 & 6 were designated for the Consent  
237 Agenda.

238  
239 **JUSTICE & SOCIAL SERVICES**

240  
241 **MOTION** by Quisenberry to recommend Approval of Intent to Renew Re-Entry Program  
242 Grant Funding to Community Elements for the Term March 1, 2016 – February 28, 2017; se-  
243 conded by Rector. **Motion carried.**

244 Monthly Reports

245  
246 Animal Control-September 2015; EMA-October 2015; Head Start-October 2015; Proba-  
247 tion & Court Services-September 2015; Public Defender-September 2015; and the Veterans' As-  
248 sistance Commission-October 2015 were all received and placed on file.

249  
250 Other Business

251  
252 None

253  
254 Chair's Report

255  
256 Mr. McGuire shared information regarding the Illinois Criminal Information Justice Au-  
257 thority Conference (partnership to reduce violent crime) he attended. Champaign County was  
258 well represented at the conference; with members of the City of Champaign, Urbana, Rantoul, the  
259 Mayor's Office, State's Attorney Office, and the University of Illinois.

260  
261 Cowart left the meeting at 7:46 p.m.

262  
263 Designation of Items for the Consent Agenda

264  
265 Item A was designated for the Consent Agenda.

266  
267 There was no other business.

268 **Adjournment**

269  
270 **MOTION** to adjourn by Quisenberry; seconded by Harper. Adjourned at 7:49 p.m.

271  
272 Respectfully submitted,

273  
274 Tammy Asplund,  
275 Administrative Assistant

276 *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 BUDGET HEARING MINUTES  
3

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4  
5 **LEGISLATIVE BUDGET HEARINGS**

6 **Joint Meeting of the Finance Committee of the Whole**

7 **& the Champaign County Mental Health/Developmental Disabilities Boards**

8 **Tuesday, August 18, 2015**

9 **Brookens Administrative Center, Lyle Shields Meeting Room**

10 **1776 E. Washington St., Urbana**  
11

---

12  
13 **FINANCE COMMITTEE OF THE WHOLE MEMBERS PRESENT:**

14 Christopher Alix, Lloyd Carter, Lorraine Cowart, Aaron Esry, Josh Hartke, John Jay, Jeff Kibler, Gary Maxwell,  
15 Jim McGuire, Diane Michaels, Patti Petrie, James Quisenberry, Giraldo Rosales, Sam Shore, C. Pius Weibel

16 **MEMBERS ABSENT:**

17 Jack Anderson, Astrid Berkson, Stan Harper, Shana Harrison, Max Mitchell, Jon Schroeder, Rachel Schwartz  
18

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19 **MENTAL HEALTH BOARD MEMBERS PRESENT:**

20 Dr. Deborah Townsend, Dr. Deloris Henry, Dr. Thom Moore, Aillinn Dannave, Dr. Julian Rappaport, Judi O'Connor,  
21 Susan Fowler

22 **MEMBERS ABSENT:** Anne Robin, Astrid Berkson  
23

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24 **DEVELOPMENTAL DISABILITIES BOARD MEMBERS PRESENT:** Joyce Dill, Phillip Krein, Debra Ruesch,

25 Sue Suter

26 **MEMBERS ABSENT:** Michael Smith  
27

---

28 **OTHERS PRESENT:**

29 Deb Busey (County Administrator), Lynn Cantrell (Mental Health Board Office), Mark Driscoll (Mental Health Board  
30 Office), Tami Ogden (Deputy County Administrator/Finance), Tracy Parsons (ACCESS Initiative), Kay Rhodes  
31 (Administrative Assistant), Peter Tracy (MHB/DDB Director)  
32

---

33  
34 **CALL TO ORDER**

35  
36 County Board Chair Petrie called the hearing to order at 6:00 p.m.  
37

38 **ROLL CALL**

39  
40 Rhodes called the rolls of each board. DDB: Dill, Krein, Ruesch, and Suter; MHB: Dannave, Fowler, Henry,  
41 Moore, O'Connor, Rappaport, and Townsend; Finance Committee of the Whole: Alix, Carter, Esry, Hartke, Jay, Kibler,  
42 Maxwell, Michaels, Petrie, Quisenberry, Rosales, and Shore were present at the time of roll call establishing a quorum  
43 for each board.  
44

45 Petrie said that the Deputy Chair of the Finance Committee would chair the meeting. Alix explained that the  
46 joint meeting was being held due to the heightened interest concerning the MHB and DDB budgets. He explained that  
47 the goal of the meeting was to bring the boards together to discuss certain areas of contention. He explained that this  
48 meeting was not intended to be a debate; it was an opportunity for the County Board to better understand the issues that  
49 the MHB and DDB face, as well as for the MHB and DDB to better understand the budget concerns of the County  
50 Board.  
51

52           Alix stated that on Tuesday, September 8, 2015, the County Administrator would provide the Finance Committee of the Whole with FY2016 budget decision points. On Thursday September 17, 2015 the County Board will receive a 5-year financial projection on the Champaign County Nursing Home. On Thursday, September 24, 2015 the County Board will hold a public hearing on the FY2016 proposed budget. Members of the public are invited to express their comments and concerns regarding the budget at this hearing. A Special Finance Committee of the Whole meeting would be held on Tuesday, September 29 to provide the County Administrator with direction to finalize the FY2016 budget. On Thursday, October 22, 2015, the County Board will receive the FY2016 Tentative Budget and place it on file. On Tuesday, November 10, 2015 the Finance Committee of the Whole will recommend approval of the final budget to the County Board. Finally, on Thursday, November 19, 2015, the County Board will approve the FY2016 final budget and tax levy ordinance beginning January 1, 2016.

62  
63           Alix noted that questions arose concerning the County Board's authority over the Mental Health Board's budget requiring the legal opinion of the State's Attorney and possibly the Attorney General. The County Board is awaiting responses.

64  
65  
66           Busey provided an overview of the County's current budget situation. Busey stated that most departments in Champaign County government were required to make budget cuts in order to balance the FY2016 budget. However, the MHB/DDB were not required to make cuts because these budgets are supported entirely by property taxes. The County's overall EAV has increased in 2015 by 2.2%; meaning for the first time in 3 years, the property taxes can be increased. Busey reviewed the highlights of the budget information regarding departments within the Mental Health Fund. The MHB Access Sustainability Plan is included in this budget. Total expenditure and revenue for this particular budget are balanced at \$4.7MM. CILA is a new department budget. The Access Initiative Grant ends in October 2015. The 2016 budgeted amount is to cover expenses to complete/close out this grant. The Developmental Disabilities Board budget shows a 2.76% increase in revenue; the first increase this board has had in the last couple of years.

76  
77           Mr. Quisenberry asked why the fund balances in these areas are significantly more than seen in other areas. He cited a goal of 15 – 20%; commenting that these are closer to 50%. According to Ms. Busey, the fiscal year for the grant awards that are provided by both of these department funds are on July 1<sup>st</sup>. Since the county fiscal year begins January 1, they need 50% to fund the ensuing grant year.

81  
82           Mr. Alix raised questions posed concerning the Developmental Services Center. He noted the \$3MM of funding directed to this organization. He asked to learn more about the historic relationship between the MHB and DDB; how the boards see the relationship with DSC evolving; whether the proportion of funding going to a single entity encourages or discourages other providers. He invited anyone with insight to speak to these questions.

86  
87           Discussion about the role of DSC and similar agencies followed. DSC is the largest developmental and intellectual disabilities provider in Champaign County. The programs provided include Sheltered Workshop, developmental training, and children's program (early intervention for kids 0 – 5). The long-term goal of all of these organizations is to move from segregation to integration; as mandated by the Olmstead ruling.

91  
92           Ms. Fowler expressed appreciation for the scheduling of the MHB and DDB consecutively. This provides an opportunity for better communication between the boards; as many of their issues are common.

94  
95           Conversation continued regarding Community Integrated Living Arrangements (CILA). Mr. Jay raised questions regarding current locations and recent citizen complaints. There are currently two locations which are not yet inhabited. There was some work required and the complaint Mr. Jay referenced was in regard to some done by the Water utility and has been remedied. There are people ready to move into these properties; with an additional waiting list. These properties will be run by Individual Advocacy Program. There was additional discussion regarding the costs for renovating/establishing/running these properties. Mr. Tracey quoted an \$800,000 (total) ceiling.

100  
101  
102           Mr. Alix asked how the funding in this budget facilitates the availability of service for at-risk or in-crisis juveniles. He referenced the Access Initiative Grant and the Justice and Social Services sub-committee hearing in May. Mr. Tracy gave information on the Parenting with Love and Limits and Access Initiative. Access Initiative is aimed at

105 providing service to kids/families of color. Mr. Maxwell questioned the number of families served annually by the pro-  
106 gram. Mr. Tracy provided a matrix of funds spent on adult vs. youth services.

107  
108 Dr. Townsend relayed the Mental Health's Board wish to clarify the position of the board as it relates to the Ac-  
109 cess Initiative, the Sustainability Plan, the budget transfer which was voted down and the budget for 2016. She voiced  
110 concern over youth violence in Champaign County. The board supports the community coalition. She requested the  
111 County Board to rescind the decision not to hire (by budget transfer) Tracy Parsons and Chandra Sommerville. Dr. Hen-  
112 ry, Dr. Rappaport and Dr. Moore also spoke in favor of the Access Initiative. Dr. Moore explained that ACCESS is ac-  
113 tually an acronym for Agencies for Champaign County Engaging in Social Services. ACCESS was already in place  
114 when the SAMHSA Grant was first available. He reviewed the goals of the Sustainability Plan. Dr. Moore requested  
115 the board reverse its decision on the budget transfer for two positions. Additional discussion ensued regarding the "bud-  
116 get neutrality" of the addition of these two positions.

117  
118 Mr. Alix directed the discussion toward the creation of the Project Director for System of Care and Community  
119 Engagement and the Cultural and Linguistic Competence Coordinator; and asked for clarification on the importance of  
120 these roles to the Community Coalition, what impact these will have on the community, and what the impact on the  
121 community would be if these positions were not available. Discussion from several committee members followed.

122  
123 Mr. Maxwell questioned the composition of the committee that created the Sustainability Plan. He raised the  
124 ethical issue of a person establishing a policy and being on the payroll. He commented that the program is not budget  
125 neutral. He suggested setting up an outside agency for the continuation of, or to administer a similar program. He also  
126 stated it is Champaign County policy to not fund programs once a grant is closed.

127  
128 Dr.'s Townsend, Rappaport, and Moore offered information regarding the difference between a "program" and  
129 a "system of care"; and the benefits of the latter. According to them, one of the advantages is the requirement of com-  
130 munication between various agencies for the common goal. They discussed issues with providing services to the minori-  
131 ty population. The subjectivity of Mental Health service was stressed; in relation to the ability to measure success of a  
132 program.

133  
134 Mr. Kibler asked how success is measured within the realm of "systems of care" as opposed to "programs". He  
135 voiced a concern about whether the money being spent could be better spent in another area. Ms. Dill commented that  
136 the new positions would take additional dollars from the DDB budget; meaning the program is not budget neutral. Ms.  
137 Fowler pointed out that the Strategic Plan ends in 2015 and there will be a lot of conversation regarding the  
138 scope/strategy of the entire MHB. She stressed the need for a holistic approach to service and leveraging of funds and  
139 resources.

140  
141 Mr. Carter reminded the group the heart of the discussion is race. He stated the minority community gets let  
142 service than anybody in this county. He cited lack of regular communication between the boards (MHB and CB) as an  
143 issue.

144 Mr. Hartke discussed the years of experience represented by the people on the MHB and DDB. He commented  
145 that the members are appointed because their specialties lend themselves to determining which programs are necessary  
146 and how they should be run. He stressed the ACCESS program was designed to service the minority community who  
147 have been underserved in the past. He also reiterated the high amount of scrutiny this program has been given; com-  
148 pared to others where more money has been spent.

149  
150 Mr. Weibel asked Ms. Busey whether there was a written policy regarding continuation of funding programs  
151 beyond the term of the grant. Ms. Busey explained the County's grant ordinance sets parameters; and the expectation  
152 should not be that a program that was fully funded by a grant will be maintained without identifying other resources for  
153 funding moving forward. Mr. Weibel voiced concern over the County Board's involvement in the hiring process of the  
154 MHB. He requested that any measurements or reports on the success of the ACCESS program be provided to him for  
155 review.

*Legislative Budget Hearings Minutes  
Joint Meeting of the Finance Committee of the Whole  
& the Champaign County Mental Health/Developmental Disabilities Boards  
Tuesday, August 18, 2015  
Page 4*

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157 Mr. Esry questioned why other funding sources for the ACCESS program were not identified and sought out  
158 earlier; since it has been in place for the last six years. He commented that the budget transfer seemed last minute.  
159

160 Mr. Alix asked for closing comments. There was discussion by several members reiterating points made earli-  
161 er, including the merit of this meeting, budget neutrality, success metrics, hiring process for new positions, funding  
162 sources, and availability of service for minority communities. Mr. Kibler reminded everyone of the duty of the county  
163 board members to their constituents to oversee the budget and be able to explain how tax dollars are being spent.  
164

165 Ms. Petrie encouraged all to read the statutes for these boards and asked that people pay particular attention to  
166 the fiduciary responsibility of each. Mr. Krein commented the state of IL has an appalling reputation for supporting ser-  
167 vices related to mental health and developmental disabilities. He stated he sees Champaign County taking a leadership  
168 role in the future for these services. Dr. Townsend deferred to Tracy Parsons for closing remarks. Mr. Parsons stated he  
169 would have been able to answer many of the meetings questions; if he had been asked. He provided examples of reports  
170 of national evaluations that have been performed over the course of the program. The most recent was conducted in May  
171 2015. He stated only three communities in the United States (Syracuse, Champaign, and Memphis) have programs being  
172 evaluated because they are specifically aimed at minority populations.  
173

174 Cowart entered the hearing at 6:20 p.m.

175 Weibel entered the hearing at 6:25 p.m.

176 McGuire entered the hearing at 7:00 p.m.

177 Hartke left the hearing at 7:45 p.m.

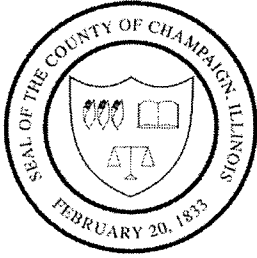
178  
179 **ADJOURNMENT**

180 The hearing adjourned at 8:37 p.m.

181  
182 Respectfully submitted,

183  
184 Kay Rhodes  
185 Administrative Assistant  
186

187  
188 *Assistant's note: The minutes reflect the order of the agenda and may not necessarily reflect the order of business*  
189 *conducted at the meeting.*



**Champaign County Board  
Legislative Budget Hearing  
County of Champaign, Urbana, Illinois**

6  
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8 **MINUTES – SUBJECT TO APPROVAL**

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9 **DATE:** Monday, August 24, 2015  
10 **TIME:** 6:00 p.m.  
11 **PLACE:** Lyle Shields Meeting Room  
12 Brookens Administrative Center  
13 1776 E Washington, Urbana, IL 61802

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14  
15 **Committee Members**

16 **Present:** Alix, Anderson, Berkson, Carter, Cowart, Esry, Harper, Hartke, Harrison, Jay, Kibler, Maxwell,  
17 McGuire, Mitchell, Petrie, Schroeder, Schwartz, Shore, Weibel

18  
19 **Absent:** Michaels, Quisenberry, Rosales

20  
21 **County Staff:** Deb Busey (County Administrator), Dr. John Peterson (Board of Health), Jane Quinlan  
22 (Regional Office of Education), Donna Kaufman (Asst. Regional Superintendent), Ginger  
23 Boaz (Extension Education), Cameron Moore and Elizabeth Murphy (RPC), Adelaide Aime  
24 (Children's Advocacy Center), Stephanie Joos (Animal Control), Jeff Blue (Highway), and  
25 Kay Rhodes (Recording secretary)

26  
27 **Others Present:**

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28 **MINUTES**

29 **I. Call to Order**

30 Committee Chair Christopher Alix called the meeting to order at 6:00 p.m.

31  
32 **II. Roll Call**

33 A verbal roll call was taken and a quorum was declared present.

34  
35 **III. Approval of Agenda**

36  
37 **MOTION** by Mr. Esry to approve the agenda; seconded by Mr. Jay. **MOTION** carried with **unanimous support**.

38  
39 Schwartz & Carter entered the hearing at 6:05 p.m.

40 Kibler entered the hearing at 6:10 p.m.

41 Cowart entered the hearing at 6:12 p.m.

42 Berkson entered the hearing at 6:28 p.m.

43 Weibel entered the hearing at 7:14 p.m.

44  
45 **IV. Budget Presentations**

46  
47 **A. Champaign County Board of Health – Dr. John Peterson**  
48



49 Dr. Peterson explained the Board of Health contracts with the public health district to provide services. The  
50 primary requirements are in the area of food and water safety. Staffing is a large part of the budget. He cited  
51 several challenges inducing the maintenance of the carry-over, including an uptick in tuberculosis cases and an  
52 outbreak of mumps on the U of I campus. The overall budget reflects a slight reduction. Discussion followed  
53 regarding expenditures and generation of revenues.  
54

55 **B. Regional Office of Education – Jane Quinlan**  
56

57 Ms. Quinlan reviewed responsibilities for and activities conducted by this office, including an annual  
58 health/life/safety inspection of all school properties in the county, issuance of building permits for construction  
59 on school property, conducting bus driver training, conducting compliance visits, holding hearings for  
60 detachments and annexations, and operation of a safe school program (R.E.A.D.Y).  
61

62 Ms. Quinlan reviewed three handouts regarding distribution of funds to school districts. The overall budget  
63 reflects a 4% decrease from 2015. Contributing factors to this include a reduction in the IMRF rate (due to a  
64 reduced number of staff) and a change in health insurance plan.  
65

66 **C. Extension Education – Ginger Boaz**  
67

68 Ms. Boaz stated the budget is based on a referendum with each county. The local funds go for staffing. Other  
69 sources of funding come from grants and the state. There are four open positions which will not be filled until  
70 the state budget issue is resolved. County funds are leveraged through the trained volunteer program.  
71 Currently, there are more than 500 of these volunteers working for the U of I extension in three major areas –  
72 Master Gardner, Master Naturalist and 4H Youth Programs. Ms. Boaz talked about the fundraising in process  
73 for ADA accessibility to the Idea Garden on the UIUC campus. The project is scheduled to start next fall.  
74 Discussion on several initiatives by the Extension followed.  
75

76 **D. RPC – Cameron Moore & Elizabeth Murphy**  
77

78 Mr. Moore began by reviewing sources of funding. Most grant money that comes to RPC is Federal grant  
79 money. Since July 1<sup>st</sup>, RPC has not had access to those funds (with the exception of Head Start). The passing of  
80 legislature last week that will allow the state to pass-through Federal funds, in the absence of a state budget  
81 will help. This will exclude federal funds that require a state match; because without a budget in place, there  
82 can be no state match. Federal and state grants account for 88% of RPC projected revenue. Salaries and  
83 benefits represent 65% of RPC expenditures.  
84

85 Operating Fund

86 Mr. Moore expects to see limited growth in 2016 in this fund; particularly in the summer youth employment  
87 program, creation of a juvenile justice council, emergency shelter, case management for the developmentally  
88 disabled population, and rural community development initiative.  
89

90 Early Childhood Fund

91 Mr. Moore explained this encompasses Head Start and Early Head Start. He anticipates small growth primarily  
92 due to receipt of additional Preschool for All money. He explained that while there is an additional \$33,000 for  
93 this, the total budget is still less than what it had been in 2008, due to cuts in previous years. There is also a  
94 new revenue source via United Way. There was additional discussion regarding changes to the CCRS (Child Care  
95 Reimbursement Subsidy).  
96

97 Workforce Development Fund

98 The federal government funds many workforce development activities. The program here works with several  
99 other IL counties; including Piet, Ford and Iroquois. This operates under WIOA (Workforce Investment and  
100 Opportunity Act).  
101

102 Economic Development Fund & USDA Economic Development Fund

103 Mr. Moore reviewed these program parameters. He commented that RPC has funds available to lend and  
104 would welcome the opportunity to do so. These funds can only be loaned in rural areas.  
105

106 He noted the administrative costs are 8% of the operating budget. Federal grants allow up to 15% and state  
107 grants allow 20%. Ms. Murphy reviewed the 2015 and 2016 expenditure changes depicted in a chart provided  
108 with the budget. She talked about the services to be expanded with the increases.  
109

110 **E. Children’s Advocacy Center – Adelaide Aime**

111  
112 Ms. Aime began by reminding everyone that the CAC is entirely grant funded; meaning the numbers being  
113 discussed is spending authority, rather than actual dollars. She stated the biggest challenge is the end of the U  
114 of I funding from the Jerry Sandusky scandal. That funding had been spent on the special forensic interviewer.  
115 Also, there will be a 10% reduction from DCFS (Dept of Children Family Services) funding.  
116

117 Ms. Aime discussed the newly-created endowment which has attracted new donors. She also talked about the  
118 Illinois Criminal Justice Information Authority. It could potentially increase the funds to CAC by nearly \$50,000  
119 in 2016; due to an organizational restructure. This change will not take place until next spring.  
120

121 In response to a question from Ms. Petrie, Ms. Aime informed the board the forensic interviewer has agreed to  
122 a voluntary reduction in hours to assist with the shortfall in the budget for this line item. Additionally, some  
123 cash reserves will be used and Ms. Aime plans to increase the fundraising efforts for the CAC. There have also  
124 some preliminary discussions with Ford County to pool resources.  
125

126 **F. Animal Control – Stephanie Joos**

127  
128 Ms. Joos started with an explanation of the increase in revenues budgeted for 2016; due to additional contracts  
129 for service and impound with the incorporated villages. She plans to maintain expenditures at the level of 2015  
130 so the additional revenues can be put into the capital expense fund for the future.  
131

132 There was discussion on a potential change in the office hours in order to save costs. Ms. Joos has been  
133 tracking the service provided on Saturday to determine whether this is a viable cost-saving change. She  
134 committed to provide the findings to the board so they can make a more informed decision.  
135

136 **G. Highway – Jeff Blue**

137  
138 Mr. Blue reviewed the reasons for revenue increase. Most are state and local government reimbursements and  
139 some pass-throughs for projects such as the Railroad Crossing project (Raymond Township), and an intersection  
140 (Cardinal & Rising Road) in Hensley & Champaign Townships. The Railroad project is covered 100% by ICC.  
141

142 He commented that the ASCME contract is due in 2016. He reviewed expenditures, including equipment and  
143 personnel. He noted the last payment to the Highway Facility Bond Fund will be made in 2016 (for the new  
144 building). After that, the funds will be redirected to a maintenance fund to cover items like resealing of the  
145 joints and other building maintenance that will be required in the future.  
146

147 Discussion regarding the maintenance of equipment followed. Most of this work is done in-house; and extends  
148 to all county-owned vehicles (not just Highway Department). There is also a plan to replace a couple of vehicles  
149 in 2016.  
150

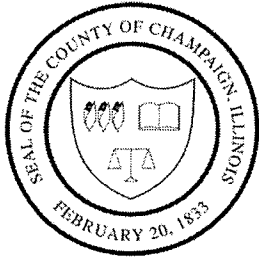
151 Mr. Blue continued with an explanation of the various funds Highway operates out of, including the Highway  
152 Fund, the Bridge Fund, the Motor Fuel Tax Fund, and the Federal Aid Matching Tax. Additionally, there are  
153 Federal dollars through the STR program.  
154

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165

Mr. Blue noted that all bridges over 20 feet are owned by the Illinois Department of Transportation; Champaign County is only the overseer. Due to the State's lack of budget, Champaign County is not receiving the Motor Fuel Tax Fund (as of July 1, 2015). The projected numbers for 2016 are in question; as long as the state does not have a budget in place. Discussion regarding hardships caused by the state's inability to pay the motor fuel tax dollars followed. Mr. Alix noted this affects not only county workers, but contractors, workers and unions as well.

**V. Adjournment**

**MOTION** by Mr. Shore to adjourn; seconded by ???. Upon vote, the **MOTION CARRIED** unanimously. Ms. Petrie adjourned the meeting at 8:00 p.m.



**Champaign County Board  
Legislative Budget Hearing  
County of Champaign, Urbana, Illinois**

6  
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8 **MINUTES – SUBJECT TO APPROVAL**

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9 **DATE:** Tuesday, August 25, 2015  
10 **TIME:** 6:00 p.m.  
11 **PLACE:** Lyle Shields Meeting Room  
12 Brookens Administrative Center  
13 1776 E Washington, Urbana, IL 61802

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14  
15 **Committee Members**

16 **Present:** Alix, Anderson, Berkson, Carter, Cowart, Esry, Harper, Hartke, Harrison, Jay, Kibler, McGuire,  
17 Mitchell, Petrie, Quisenberry, Schroeder, Schwartz, Shore, Weibel

18  
19 **Absent:** Maxwell, Michaels, Rosales

20  
21 **County Staff:** Deb Busey (County Administrator), Julia Reitz (State’s Attorney), John Farney (Auditor),  
22 Gordy Hulten (County Clerk), Elizabeth Burgener-Patton (Board of Review), Barb Frasca  
23 (Recorder), Stan Jenkins (Assessor), Dan Welch (Treasurer), John Hall (Planning & Zoning),  
24 Brad Gould (Veterans Assistance Commission), Katie Blakeman, Brian Kelly (Circuit Clerk),  
25 Randy Rosenbaum (Public Defender), Sheriff Dan Walsh, Roger Holland (Courts  
26 Administrator), Judge Difanis, Duane Northrup (Coroner), Kirk Kirkland (Physical Plant),  
27 Brian Nolan (Recording secretary)

28  
29 **Others Present:**

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30 **MINUTES**

31 **I. Call to Order**

32 County Board Chair Pattsy Petrie called the meeting to order at 6:02 p.m.

33  
34 **II. Roll Call**

35 A verbal roll call was taken and a quorum was declared present.

36  
37 **III. Approval of Agenda**

38  
39 Mr. Alix reported that presentations by the Public Defender and the State’s Attorney will be moved to the beginning  
40 of the meeting due to Mr. Rosenbaum and Ms. Reitz having prior commitments.

41  
42 **MOTION** by Mr. Carter to approve the agenda as amended; seconded by Mr. Shore. Upon vote, **the MOTION**  
43 **CARRIED unanimously.**

44  
45 **IV. Budget Presentations**

49 **A. Public Defender – Randy Rosenbaum**

50  
51 Mr. Rosenbaum reported that his budget includes \$1.6 million dollars in expenses, 98% of which consists of  
52 personnel costs. A budget reduction of 3% was achieved by replacing two retired employees' with two new staff  
53 members at lower salaries.  
54

55 Mr. Alix noted a probable increase in the collectability of public defender fees and asked how the public  
56 defender's office plans to meet this goal. Mr. Rosenbaum noted that the process of collecting these fees is  
57 beyond the scope of the Public Defender's office. He explained that state statutes authorize the judiciary to  
58 order partial reimbursement to Champaign County. Mr. Rosenbaum works with the judiciary that authorizes  
59 reimbursement and is hopeful that they can work together to increase the collection of public defender fees.  
60 Mr. Alix asked if \$50,000 is a rough estimate. Mr. Rosenbaum explained that collections have been higher in  
61 past years and noted \$50,000 is an obtainable figure.  
62

63 Ms. Busey noted that board members have been provided with the public defender's optimal operations  
64 planning document that was not included in the original budget document booklet.  
65

66 **B. State's Attorney – Julia Reitz**

67  
68 Ms. Reitz reported that 6% of the State's Attorney's budget is non-personnel items, and it was unobtainable to  
69 reduce this figure by 4%. Budget cuts made from personnel were due to hiring new staff members at lower  
70 salaries. Ms. Reitz noted that she has reduced her budgeted amount for regular full-time employees by a total  
71 of 11% over the past three to four years. Additionally, work is underway to increase the number of forfeitures  
72 by the State's Attorney's office in order to supplement non-personnel items as it is allowed under state statute.  
73

74 Mr. Alix asked if a contingency plan has been developed in the event the State of Illinois does not pass a  
75 budget and is unable to send payments to the State's Attorney's Office. Ms. Reitz commented that her salary  
76 and victim witness grants have the potential to be impacted if the state is unable to send payments. Ms. Busey  
77 noted that reimbursement is also sent from the State of Illinois for a portion of 2 Assistant State's Attorneys'  
78 salaries. Mr. Weibel asked when the state typically sends payment for those salaries. Ms. Busey noted that  
79 payments are sent on a monthly basis.  
80

81 **C. Circuit Clerk – Katie Blakeman**

82  
83 General Corporate Fund

84 Ms. Blakeman reported that a 4.5 % budget reduction was accomplished for FY2016 by shifting a salary from  
85 the general corporate fund to a special revenue fund. Salaries have been shifted to special revenue funds in the  
86 past, and there are currently 9 salaries being paid from special revenue funds. Ms. Blakeman noted that shifting  
87 salaries to special revenue funds is unsustainable for long-term budget planning.  
88

89 Mr. Alix asked if shifting salaries to special revenue funds causes those funds to operate in a deficit. Ms.  
90 Blakeman explained that special revenue funds will not operate deficit; however, it prevents the Circuit Clerk's  
91 office from using those funds are they were originally intended.  
92

93 Support Enforcement Fund

94 Ms. Blakeman noted that the Support Enforcement Fund is supported by a grant from Healthcare and Family  
95 Services (HFS). HFS has cut funding for this grant by 30% for FY2016, and plans an additional 30% cut in FY2017  
96 with the grant being fully retired in FY2018. Expenditures will be shifted to the Child Support Service Fund. Ms.  
97 Blakeman's office will continue to process state cases but will no longer be reimburse for the service.  
98

99 Jury Commission Fund

100 Ms. Blakeman reported that expenditures for juror meals have been shifted from the circuit court budget into  
101 the Jury Commission Fund.

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Court Automation Fund

Ms. Blakeman reported that increases in revenue for the Court Automation Fund represent transfers from other departments for the Court Technology Specialist's services.

Child Support Service Fund

Ms. Blakeman noted the 4% reduction in the General Corporate Fund was achieved by moving a salary to this fund for FY2016. The collection of the annual fee assessed to the payors of child support was resumed in FY2013 and revenues will continue to increase due to improvements in the collection process. Ms. Blakeman noted that it is sustainable to pay one salary out of this fund as long as revenue continues.

Mr. Alix asked if improvements in the fee collection process were made possible by switching to the JANO system. Ms. Blakeman noted that the Circuit Clerk's office previously paid for the JANO system without utilizing it, but has since converted and processed all child support data into the JANO system. This conversion has allowed for child support payments to be processed quicker.

Operation and Administrative Fund

Ms. Blakeman reported increasing projected revenues for FY2016. The Circuit Clerk's office began participating in the Illinois State Comptroller's Local Debt Recovery Program in FY2014 and continues to participate in FY2015. The program has allowed the Circuit Clerk's office to collect unpaid fines and fees through tax refunds, lottery winnings, and state employee and state contract employee wages. The program has been very successful and has resulted in a significant increase in revenue for the Operation and Administrative Fund. Ms. Blakeman noted that many non-salary expenditures have been shifted to this fund including expenses for office supplies.

E-Ticketing and Administrative Fund

Ms. Blakeman reported that the e-ticketing fee continues to be collected. The Circuit Clerk's office is working with the Champaign County Sheriff and all local police agencies to identify an e-ticketing vendor that best meets the needs of Champaign County. A fully functioning automated disposition reporting system is a prerequisite for all e-ticketing programs in Illinois, and the Circuit Clerk's office cannot begin expenditures for this fund until a vendor is agreed upon.

Mr. Alix asked Ms. Blakeman to explain the advantages of an e-ticketing program. Ms. Blakeman explained that traffic stop times for police officers are greatly reduced as well as data entry time for the Circuit Clerk's office. Mr. Alix asked for clarification in regards to the prerequisites for the e-ticketing program. Ms. Blakeman noted that the Circuit Clerk's office currently has an automated disposition reporting system in place as a prerequisite to the e-ticketing program; however, a vendor is still needed for the e-ticketing program. Mr. Alix asked for clarification in regards to the process for approving a vendor. Ms. Blakeman explained that one vendor is currently approved in the State of Illinois and their pricing is out of the Circuit Clerk's price range. The Circuit Clerk's office is waiting on the state judiciary to approve additional vendors before a decision is made.

Court Document Storage Fund

Ms. Blakeman reported increasing revenues in the Court Document Storage Fund due to a fee increase assessed on all court cases. Improving revenues have allowed for additional microfilming as require by state statute. Ms. Blakeman noted that a capital expenditure for improving evidence storage facilities is expected to be made from this fund, and a quote is waiting to be received before a final amount is presented to the Committee of the Whole at a later date.

Mr. Quisenberry asked where reimbursement to the Urbana Free Library is located within the Circuit Clerk's budget. Ms. Blakeman noted that it is located in the Court Document Storage Fund. The Circuit Clerk currently pays the Urbana Free Library Archives \$13,000 annually for storage and cataloging services.

154 Ms. Berkson asked why the Circuit Clerk's office continues to microfilm documents and if there are any plans to  
155 move to an electronic storage system in the future. Ms. Blakeman noted that microfilming documents is  
156 required by state statute and is the only medium of preservation that is rated for 500 years.

157  
158 **D. Circuit Court – Roger Holland**  
159

160 Circuit Court

161 Mr. Holland reported that state mandated increases in juror fees will have the largest impact on the Circuit  
162 Court's budget for FY2016. A 4% budget reduction was accomplished across all other line items due to the  
163 elimination of an attorney conflict contract, a reduction in the number of jury weeks and the replacement of a  
164 long time staff member with a new staff member at a lower salary.  
165

166 Ms. Petrie asked if the Circuit Court has plans to introduce 6 member juries during criminal trials. Mr. Holland  
167 explained that this is not included in the budget because it is unclear how often defendants will choose to  
168 utilize this option. Mr. Holland and the Public Defender speculated that 6 member juries may save around  
169 \$12,000 during FY2016, but it is hard to determine.  
170

171 Mr. Quisenberry asked if any other jurisdictions have utilized 6 member juries. Mr. Holland noted that DuPage  
172 County and Vermillion County have implemented 6 member juries. Judge Difanis noted that DuPage and  
173 Vermillion Counties had 6 member jury options before the state mandated increase to juror fees. Mr.  
174 Quisenberry asked how often defendants are utilizing 6 member juries in DuPage and Vermillion Counties.  
175 Judge Difanis noted that DuPage County utilizes 6 member juries quite often; however, it is the judge's decision  
176 to determine whether a 6 member jury will be allowed.  
177

178 Mr. Holland noted that the Circuit Court's optimal operations planning report includes a 10% increase for all  
179 contract attorneys. Additionally, the Circuit Court plans to implement a remote video interpreting system which  
180 will allow the court to have increase access to interpreters.  
181

182 Law Library

183 Mr. Holland reported that savings for the Law Library budget will come from a reduction in the Westlaw  
184 contract. The Self-Representation Help Desk will continue to be funded from the Law Library budget.  
185

186 Mr. Quisenberry asked for clarification in regards to the difference between budgeted expenditures and  
187 projected expenditures for FY2015. Mr. Holland explained that the difference reflects the reduction in the  
188 Westlaw contract.  
189

190 Specialty Court Fund

191 Mr. Holland reported that the Specialty Court Fund remains largely unchanged from FY2015. The fund will  
192 continue to fund the operations of the Drug Court as well as the salary for the Specialty Courts Coordinator.  
193

194 Ms. Petrie asked if the Circuit Court has any plans to add additional specialty courts that exist elsewhere  
195 throughout the state. Mr. Holland explained that specialty courts are established based upon population size  
196 and the need for establishment. Judge Ford noted that the Drug Court is currently capable of handling veteran  
197 and mental health cases, and he does not anticipate the need to establish specialty courts for those cases.  
198

199 Mr. Anderson noted 1,300 drug tests are projected for FY2016 and asked where those tests are included in the  
200 budget. Mr. Gordon noted that probation services fees are used to cover the cost of drug testing. Mr. Holland  
201 noted that all drug testing equipment and drug tests are administered and maintained in the Court Services  
202 Department, and noted that the projected 1,300 drug tests are included in the Court Services budget.  
203

204 Mr. Carter asked if money seized under civil forfeiture is returned to defendants. Judge Ford noted that money  
205 forfeited at the time of arrest is handled through the State's Attorney's office; however, defendants are  
206 assessed fines and fees that are required under statute. Mr. Carter asked how the assessed fines and fees are

207 utilized within the county. Judge Ford noted that payments for fines and fees are returned to the General  
208 Corporate Fund.

209  
210 **E. Sheriff – Dan Walsh**

211  
212 Law Enforcement

213 Sheriff Walsh reported that the e-ticketing program will reduce the amount of time it takes an officer to issue  
214 tickets and it will reduce clerical time spent entering data into the computer system. He noted that even with  
215 the efficiency of the e-ticketing system, officers will continue to have additional responsibilities during traffic  
216 stops that will increase the amount of time spent at each stop.

217  
218 Sheriff Walsh noted that a civilian clerk will not be replaced during FY2016 in order to meet budget reduction  
219 requirements. Additionally, squad cars will not need to be replaced during FY2016. Sheriff Walsh recommended  
220 the addition of an Administrative Sergeant to directly supervise and oversee training for all deputies, and he  
221 recommends hiring additional road deputies to follow up on investigations.

222  
223 Ms. Petrie asked about the \$90,000 increase in the METCAD line item. Sheriff Walsh noted that METCAD's fund  
224 balance surplus was utilized for operations during the recession in recent years. The increase to the METCAD  
225 line item in FY2016 will rebuild the fund balance surplus and provide additional funding for dispatching  
226 terminals.

227  
228 Mr. Quisenberry asked if Savoy is being charged an appropriate amount for the services the Sheriff provides to  
229 the community. Sheriff Walsh noted that 3 deputies are assigned to Savoy and charges are appropriate for the  
230 amount of services provided. Mr. Quisenberry asked if year to year increases reflect the increase in labor costs.  
231 Sheriff Walsh confirmed. Mr. Quisenberry asked for Savoy's population and the ratio of officers to civilians. Mr.  
232 Walsh noted that the ratio is about 1 officer for every 3,000 civilians. Mr. Quisenberry asked if any overhead  
233 administrative costs are covered in the contract with Savoy. Sheriff Walsh noted that overhead administration  
234 costs are not included. Mr. Quisenberry encouraged the Sheriff to build those costs into the contract.

235  
236 Mr. Schroeder asked for clarification on line item 363.50, Restricted Donations. Ms. Busey noted the increase in  
237 this line item was due to a one-time donation from Howard Buffet, and it was not included in the Sheriff's  
238 budgeted revenue for FY2015.

239  
240 Corrections

241 Sheriff Walsh reported that an RFP for inmate medical care will be reissued by the end of the year. The RFP will  
242 include the addition of a civilian clerk to support the inmate medical staff as well as a weekend shift option for  
243 inmate medical staff.

244  
245 Emergency Management Agency

246 Sheriff Walsh reported that the Emergency Management Agency's command vehicle is 15 years old and  
247 required repairs will be paid out of the Sheriff's budget.

248  
249 Mr. Kibler asked if line item 512.03, SLEP Regular Full-Time Employees, will remain constant over time. Sheriff  
250 Walsh explained that that line item 512.03 will decrease over time as new employees are hired in and utilize  
251 IMRF instead of SLEP. Ms. Busey noted that line item 512.03 is decreasing more rapidly than anticipated.

252  
253 Mr. Weibel asked whether the EMA's command vehicle will require complete replacement or solely repairs to  
254 keep it operational. Sheriff Walsh noted that a local firm will provide a quote for necessary upgrades to the  
255 vehicle.

256  
257 Mr. Carter asked for clarification in regards to public housing for individuals displaced from Chicago. Sheriff  
258 Walsh noted that Champaign County did not receive as many individual as other areas.



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Mr. Kibler asked if there anything missing from the Sheriff's budget that could make Champaign County a safer community. Sheriff Walsh noted that community outreach can be utilized; however, there are many social and economic factors that contribute to community violence.

Mr. Alix commented that Champaign County's purchasing power and ability to provide services deteriorates each year as the costs of labor increase and the property tax levy remains restricted. He noted that these budget restrictions place a burden on other law enforcement agencies in the county.

**F. Juvenile Detention Center – Joseph Gordon**

Mr. Gordon reported that the Administrative Office of the Illinois Courts provided an additional 12% subsidy for a portion of personnel costs which has allowed 2 additional officers to be hired. The Juvenile Detention Center has a growing population, and the number of 17-year-olds in the facility continues to grow due to new state legislation that prohibits 17-year-olds from incarceration at the adult detention center. Due to the increase in the number of juvenile detainees, the Juvenile Detention Center has utilized other facilities to house detainees.

Mr. Alix asked if the Juvenile Detention Center has the ability to increase its capacity. Mr. Gordon noted that building is able to house more juveniles; however, staffing issues prevent this from happening. He noted that the facility has the ability to expand its capacity to 40 juveniles. Mr. Alix asked for how much staffing costs would increase if the Juvenile Detention Center housed additional juveniles. Mr. Gordon noted that one staff member is needed for every additional juvenile housed. Mr. Alix asked if any other counties send juveniles to Champaign County's Juvenile Detention Center. Mr. Gordon confirmed and noted that Macon County currently has a contract with Champaign County to house juveniles on their behalf.

Ms. Petrie asked if there future plans to hire a clinician for the Juvenile Detention Center. Mr. Gordon explained that hiring a clinician at the JDC would be very costly for the County; however, a clinician for juveniles could be provided through an outside agency through a contractual agreement.

Mr. McGuire noted the increase in older, violent offenders at the JDC and asked if inmates have problems adjusting to one another. Mr. Gordon explained that staff members manage age discrepancies to the best of their abilities by separating age groups from one another. However, Mr. Gordon noted that the facility was not designed to house older, violent offenders with younger inmates. Mr. McGuire asked if the facility can be reconstructed to separate the different age groups. Mr. Gordon did not recommended reconstructions due to frequent changes in the inmate population.

Mr. Quisenberry asked for clarification in regards to costs associated with needing one staff member per juvenile inmate. Mr. Gordon noted that staffing levels are based on a formula that many juvenile centers throughout the state utilize. Mr. Quisenberry asked for the annual cost of a staff member. Mr. Gordon noted that staff members with a salary and benefits typically cost around \$60,000.

Mr. Carter asked if the Juvenile Detention Center has in-house programs for the juvenile inmates. Mr. Gordon explained that many in-house programs have been implemented, and the juveniles spend a majority of the day out of their rooms and working in groups.

**G. Probation/Court Services – Joseph Gordon**

Court Services

Mr. Gordon reported that a new intake officer has been hired with the additional subsidy from the Administrative Office of the Illinois Courts. With additional changes to legislation made in FY2015, the number of domestic violence case reports is projected to increase in FY2016, resulting in additional staff time needed to complete this task. Additionally, Mr. Gordon noted that all department documents have been converted to electronic storage and are easily accessible for document requests.

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Probation Services

Mr. Gordon reported probation services fees continue to be collected and these funds are typically used for services that the offender would not normally be able to secure. Additionally, community agencies are utilized throughout the department to provide probationary services. Mr. Gordon noted that Probation Services has an in-house drug lab for all drug testing requirements.

Mr. Quisenberry asked for clarification in regards to the fund balance being \$350,000 above the fund balance goal. Mr. Gordon noted that any expenditure from the Probation Services Fund must be approved by the judiciary. Ms. Busey noted that while the probation services fee increased in FY2014, the fund balance goal was not updated. Mr. Gordon noted that this fund is utilized to provide probationary services and the fund balance has been growing incrementally over the last 20 years. Mr. Quisenberry asked if the fee is too high since the fund balance has continued to increase over time. Mr. Gordon noted that the fund balance has the potential to be utilized for additional probationary services.

Ms. Petrie asked how probation services will utilize their budget for conferences and training. Mr. Gordon noted that 8 to 10 officers attend annual conferences through the Illinois Probation and Court Services Association.

Juvenile Intervention/Court Services Operations Fees

Mr. Gordon reported the Probation and Court Services Operations Fee is at the discretion of the chief judge.

**H. Coroner – Duane Northrup**

Ms. Busey reported that the coroner was unable to attend the meeting. She noted that the coroner’s revenues have remained stable with increasing reimbursement for coroner costs. A partial 4% budget reduction was accomplished with savings totaling \$11,500.

Mr. Quisenberry noted that an optimal operations planning report was not included in the coroner’s budget. Ms. Busey noted that an optimal operations planning report was not submitted.

Ms. Petrie asked for clarification in regards to the coroner’s expenditures totaling \$540,000 and revenues totaling \$117,000. Ms. Busey noted that the coroner’s budget is unable to generate enough revenue to cover expenditures.

**I. Auditor – John Farney**

Mr. Farney reported that his budget remains similar to previous years with 97% of expenditures consisting of salaries for staff members. Conferences and training is the second largest expenditure item and provides opportunities for continuing professional education.

Revenues include assessing accounting fees to non-general corporate funds for services the auditor’s office provides throughout the year. A new revenue line item includes an electronic payments rebate. The auditor’s office is working with Commerce Bank to make electronic payments for a portion of the county’s bills. Commerce Bank will rebate approximately 1% of the total amount of bills paid and it is estimated to bring in about \$44,000 in revenue. Commerce Bank has established the program for the auditor’s office and has experience administering electronic payments rebate programs for counties similar to Champaign County.

Mr. Quisenberry asked for clarification in regards to decreasing revenues for the accounting fees line item. Mr. Farney explained that departments do not always pay in the correct fiscal year and the projected number in the budget is an estimation based on the total number of transactions the auditor’s office anticipates completing.

364 Mr. Farney also noted that FY2014 was a 13 month fiscal year and FY2015 is back to a 12 month fiscal year,  
365 which will result in fewer services being provided.  
366

367 Mr. Quisenberry asked for a brief outline of the payment process for the electronic payments rebate program.  
368 Mr. Farney explained that the same process is utilized for processing physical checks and electronic payments.  
369 The only difference being that a physical check will not be printed for electronic payments.  
370

371 **J. Board of Review – Elizabeth Burgener-Patton**  
372

373 Ms. Patton reported that the Board of Review’s budget remains largely unchanged from FY2015. The main  
374 difference reflects the resignation of one board member one month before his term is completed in order to  
375 provide savings to the Board of Review’s budget.  
376

377 Mr. Quisenberry noted that the resignation of a board member one before his term is complete is an avoidance  
378 of cost rather than an overall budget reduction. Mr. Alix confirmed.  
379

380 **K. County Clerk – Gordy Hulten**  
381

382 Mr. Hulten reported difficulties in meeting the budget reduction goals for FY2016. He noted that reductions  
383 were accomplished with two, one-time cost reduction methods, including rolling over cost savings from FY2015  
384 to FY2016 and drawing down the automation fund. FY2016 will require the County Clerk’s office to spend more  
385 money on election and administrative responsibilities due to two elections being held. Additionally, state  
386 mandates have required the County Clerk’s office to expand the level of services that they provide.  
387

388 Mr. Weibel asked if the County Clerk’s office anticipates continuing payments from the state for the grants they  
389 receive for operations. Mr. Hulten confirmed. He noted that the County Clerk’s office depends on two state  
390 grants that the State Board of Elections has reported are safe from state budget cuts. Mr. Hulten noted that the  
391 state grants should be received at the same level they have been received in previous years.  
392

393 Mr. Quisenberry asked if mandated purchases for upgrading voting equipment would be purchased through the  
394 automation fund unless state or federal grants were available. Mr. Hulten confirmed and noted that he does  
395 not anticipate new mandates in regards to voting equipment. Mr. Hulten reminded the board that Champaign  
396 County’s voting equipment is aging and large scale failure in voting equipment would result in purchasing new  
397 equipment through the automation fund.  
398

399 Mr. Hulten reported that the ADA Settlement currently underway in Champaign County will require the County  
400 Clerk’s office to make adjustments to polling locations in FY2016. It is anticipated that fewer polling locations  
401 will be available during FY2016 due to ADA requirements. Mr. Hulten commented that ADA accessibility  
402 standards will continue to decrease the number of polling locations each election cycle and he will contact  
403 Illinois legislature to ask for greater flexibility in voting locations. Vote centers that do not hold voting  
404 limitations based upon the geography of where a resident lives is an alternative option that can be explored.  
405

406 Mr. Weibel asked if voting by email is an option for Champaign County voters. Mr. Hulten confirmed. He noted  
407 it is utilized for members of the military and for residents who are temporarily living overseas, but it is unlikely  
408 to be used as an alternative to voting in person.  
409

410 **L. Recorder – Barb Frasca**  
411

412 Ms. Frasca reported that a 4% budget reduction was achieved by moving employee salaries to the automation  
413 fund.  
414

415 Mr. Quisenberry asked if moving salaries to the automation fund is sustainable into the future if the automation  
416 fund continues to decrease in size. Ms. Frasca noted that the automation is based upon a \$3 charge per

417 document recorded and the total amount of documents being recorded continues to decrease. Additionally,  
418 she noted that the automation fund is intended to be used for automating the office and is not intended for  
419 paying salaries. Ms. Busey noted that while salaries were moved into the automation fund, fringe benefits  
420 remain in the general corporate fund.  
421

422 Ms. Petrie asked Ms. Frasca to provide an update in regards to technology upgrades within the Recorder's  
423 office. Ms. Frasca reported that Champaign County has historically been a beta county for new recording  
424 software and noted that the Recorder's office has the most updated software and programs available.  
425 Currently, the Recorder's office is beta testing a new program through the Department of Revenue.  
426

427 **M. Supervisor of Assessments – Stan Jenkins**  
428

429 Mr. Jenkins reported that his budget remains largely unchanged from previous years. A 4% budget reduction  
430 was achieved by eliminating costs from the publications budget. Mr. Jenkins noted that without personnel and  
431 publication costs that are mandated for department operations, the Supervisor of Assessments office runs on  
432 approximately \$11,000 annually.  
433

434 **N. Treasurer – Dan Welch**  
435

436 Mr. Welch reported that 94% of his general corporate fund consists of salaries, leaving approximately \$13,000  
437 for expenditures. An overall 4% budget reduction was achieved by coordinating with a new revenue source for  
438 the Auditor's office and cutting 1% from the Commodities and Services budget. The working cash fund remains  
439 largely unchanged. The automation fund continues to be utilized for technology updates and upgrades. Mr.  
440 Welch is hopeful that the automation fund can be used in the future to purchase a new accounting system or  
441 real estate tax system for Champaign County.  
442

443 Mr. Quisenberry asked which departments' automation funds can be utilized to purchase a new accounting  
444 system. Ms. Busey noted that department's with automation funds are currently committed to their full  
445 allocations; however, using automation funds to purchase a new accounting system can be looked at in the  
446 future. Mr. Quisenberry asked if automation funds exist due to supporting fees. Ms. Busey noted that  
447 automation funds are created by state statute to give elected officials an alternative source of funding that is  
448 established by fees to cover their automation needs.  
449

450 Mr. Welch reported that the Property Tax Interest Fee Fund continues to transfer between \$50,000 and  
451 \$70,000 to the General Corporate Fund annually.  
452

453 Mr. Alix asked if the tax sale system utilized by Champaign County remains the only tax sale system used  
454 throughout the state. Mr. Welch confirmed and noted that the current vendor is the only vendor that has been  
455 approved by the state.  
456

457 **O. Planning and Zoning – John Hall**  
458

459 Mr. Hall reported that a 4% budget reduction was met by coordinating with a new revenue source for the  
460 Auditor's office. Additionally, costs were eliminated from the Zoning Board of Appeals meetings and the  
461 Regional Planning Commission's Planning Contract. The proposed cut to the Zoning Board of Appeals meetings  
462 will result in once less meeting per year.  
463

464 Ms. Petrie asked if the projected costs for demolitions distributed to the Environmental and Land Use  
465 Committee were included in the Planning and Zoning FY2016 budget. Mr. Hall noted that it is included in the  
466 Optimal Operations Planning document.  
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Mr. Schroeder asked for clarification in regards to Planning and Zoning’s performance indicators and the number of complaints received by the department. Mr. Hall explained that the projection for 2016 is based on the trend from the previous 5 years.

**P. Veterans’ Assistance Commission – Brad Gould**

Mr. Gould reported that his budget remains unchanged as it has for the past 4 budget cycles. A 4% budget reduction was accomplished by cutting assistance to veterans by \$5,000, which will cut assistance to 16 veterans per year. The Veterans’ Assistance Commission provides assistance to about 12 veterans per month.

Mr. Kibler encouraged the board to recover the \$5,000 budget cut in order to continue providing services at a consistent level for veterans.

Mr. Quisenberry noted that some departments have struggled to meet budget reductions while others have been able to meet the budget reduction requirements. He asked what the bottom line looks like for the county general corporate fund. Ms. Busey explained that budget reductions vary from department to department and a presentation is scheduled for September 8<sup>th</sup> to review the over budget reduction for the general corporate fund. Ms. Busey noted the \$5,000 cut from the Veterans’ Assistance Commission and will look to recover this cut once the final projections for the FY2016 budget reduction have been finalized.

Ms. Petrie asked if the Veterans’ Assistance Commission is eligible to receive grants and donations. Mr. Gould confirmed.

**Q. Physical Plant – Kirk Kirkland**

Mr. Kirkland reported that a 4% budget reduction could not be met in the Physical Plant department. He noted that utility costs are not expected to decrease and is hopeful that they remain stable. Energy savings strategies have been implemented to provide savings to utilities costs as much as possible. No cuts were made to the repair and maintenance line items due to the Physical Plant already struggling to keep up with building repairs.

Mr. Schroeder asked if the parking automation at the courthouse is still experiencing issues. Ms. Busey noted that problems were corrected in the past; however, they are reemerging due to the age of the equipment. Mr. Kirkland noted that the parking automation machine is no longer supported by the vendor for repairs. Mr. Alix noted that the City of Champaign and Urbana are exploring the option of paying for parking with a mobile cell phone application. Ms. Busey commented that exploring the option to install parking meters at each parking spot at the courthouse with the option for payment by cell phone should be considered by the Facilities Committee as a remedy to this issue.

Ms. Petrie commented that the Illinois Department of Commerce and Economic Opportunity has reopened grant applications for energy efficiency and noted that the Physical Plant can utilize this as option to supplement funding for utility costs.

**V. Adjournment**

Mr. Alix noted that agenda items IV. R, IV. S, IV. T, IV. U and IV. V will be moved to the following night’s budget hearing.

**MOTION** by Mr. Esry to adjourn; seconded by Ms. Berkson. Upon vote, the **MOTION CARRIED** unanimously. Mr. Alix adjourned the meeting at 8:36 p.m.

1 CHAMPAIGN COUNTY BOARD  
2 **BUDGET HEARING MINUTES**  
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5 **LEGISLATIVE BUDGET HEARINGS**

6 **Wednesday, August 26, 2015**

7 **Brookens Administrative Center, Lyle Shields Meeting Room**

8 **1776 E. Washington St., Urbana**  
9

10 **MEMBERS PRESENT:** Christopher Alix, Jack Anderson, Astrid Berkson, Lloyd Carter, Lorraine Cowart, Aaron Esry, Stan  
11 Harper, Shana Jo Harrison, Josh Hartke, John Jay, Jeff Kibler, Gary Maxwell, James McGuire, Max  
12 Mitchell, C. Pattsy Petrie, James Quisenberry, Rachel Schwartz, Pius Weibel

13 **MEMBERS ABSENT:** Diane Michaels, Giraldo Rosales, Jon Schroeder

14 **OTHERS PRESENT:** Deb Busey (County Administrator), Tami Asplund (Deputy County Administrator of Finance),  
15 Scott Gima and Gary Winchel (Management Performance Associates), Leann Brehob-Riley (GIS),  
16 Andy Rhodes (IT), Linda Lane (Administrative Assistant)

17 **CALL TO ORDER**

18 County Board Chair Petrie called the hearing to order at 6:02 p.m.

19 **ROLL CALL**

20 Roll was taken with Alix, Anderson, Carter, Esry, Harper, Harrison, Hartke, Jay, Kibler, Maxwell, Mitchell, Quisenberry,  
21 Schwartz, Shore, and Petrie being present at the time of roll call establishing a quorum.

22 Berkson, Cowart, McGuire, and Weibel entered after roll call.

23 **APPROVAL OF AGENDA/ADDENDUM**

24 **MOTION** by Mr. Carter to approve the agenda; seconded by Mr. Harper. Chair Petrie stated that Mr. Alix would like to  
25 change the order of the agenda. Mr. Alix said they would start with the Monday/Wednesday book with the Nursing Home  
26 Fund, then GIS. Next would be IT, County Board, Administrative Services, General County, and ADA Compliance from last  
27 night, then back to the Wednesday book for the Public Safety Sales Tax, Capital Asset Replacement Fund, Debt  
28 Management and Capital Projects Fund, IMRF and Social Security Funds, and the Tort Immunity and Self-Funded Insurance  
29 funds. Upon vote, **MOTION to approve agenda as amended CARRIED unanimously.**

30 Ms. Petrie turned the hearing over to Mr. Alix, the Chair of Finance.

31 **BUDGET PRESENTATIONS**

32 **Nursing Home Fund**

33 Mr. Gima stated that the census projections drive revenue. He said for 2016, they have a budgeted Medicare census of 25  
34 and Medicaid of 112. He noted the Medicaid includes 99 traditional Medicaid plus 13 hospice. Mr. Gima said the Medicaid  
35 rate is based on the IGT rate, about \$152/day. He noted they do not get the IGT rate for any hospice, so that rate is about  
36 \$132/day. Mr. Gima said the private pay census projection is 71 and VA is two, for a total budgeted census estimated for  
37 FY2016 of 210. Mr. Gima commented that they have hit 200 residents this year, but the average is 195. He stated the  
38 average Medicare YTD through June is 12.6, with the highest being 15 or 16. Mr. Gima explained they are budgeting a  
39 census of 25 because of changes they are making in-house Mr. Gima indicated that they have talked to Christie Clinic about  
40 increasing their physician presence. He pointed out that Carle provides two full-time nurse practitioners plus three  
41 physicians, while Christie Clinic provides one physician and one nurse practitioner. Mr. Gima felt confident that they are  
42 setting themselves strongly strategically to improve Medicare management.

43 Ms. Petrie asked if there had been any meetings about speeding up payments. Mr. Gima said they had a meeting that  
44 identified specific billing issues that need to be addressed. He said Health Alliance had not been reimbursing at the IGT rate.  
45 He said Health Alliance's goal is to have processed clean claims within 14 days.

46 Mr. Maxwell stated that Medicare A&B is projected at almost \$2.5 million for FY2015 but the current projections show  
47 achieving only half of that. He wanted to know if that is creating problems now. He also wanted to know how realistic it is  
48 to achieve approximately \$3.3 million for next year. He said he is concerned based on projected versus actual for FY2015  
49 that they won't be able to achieve the \$3 million next year and wanted to know the impact. Mr. Gima replied the Medicare  
50 census is getting many referrals, but they aren't the quality they used to be. He said what they are seeing now is reflective  
51 of the entire market, is not exclusive to CCNH, and felt it was a cyclical event. He admitted that he is concerned but with the  
52 marketing they are doing, he feels they can expect to see an improvement in the Medicare census.

53 Mr. Anderson said that on page 49 the table for the payer mix projections doesn't match the narrative. Mr. Gima said the  
54 table is a typo but the narrative has the correct numbers. He explained that the private pay mix is low and the Medicaid is  
55 high because of the high number of Medicaid conversion days, about 5,000, they have done year to date. Mr. Gima said  
56 that once the applications are approved they have to covert the private payer days to Medicaid days, which overstates the  
57 Medicaid mix and understates the private pay mix. Mr. Anderson asked what the last paragraph is supposed to say  
58 regarding additional revenue assumptions. Mr. Gima said that is another typo and should have given a history of what the  
59 Adult Day Care revenue and expenses have been for the past three years. He said that in the past the Adult Day Care lost  
60 money, but made money in 2014 and 2015 because of the increase in the VA census.

61 Ms. Schwartz asked why the Medicare Part B projection is down. Mr. Gima responded that it is an assumption based on the  
62 feedback from their new therapy provider that they will see a potentially lower level of Part B revenue. He also said he may  
63 have been too conservative, but it has to do with going with 25 on the Medicare Part A and not pushing it on the Part B. Ms.  
64 Schwartz wanted to know why Medicare Part A revenue projection is about three times higher while the census is only  
65 double. Mr. Gima replied that it was a combination of traditional Medicare Part A but also Medicare Managed Care. He said  
66 they renegotiated the contract with Health Alliance for Medicare Advantage. He said they've also been able to get a better  
67 rate with Health Alliance and Molina for the Medicare portion of the Dual Eligible Managed Care program. Ms. Schwartz  
68 asked for clarification that the private pay number was going to double, or if it's because the 38.6 isn't realistic due to  
69 conversions. Mr. Gima said the private pay number is skewed because of the conversion days.

70 Mr. Alix asked how the Medicaid conversion days worked. He asked if we were receiving payments in 2015 for care  
71 provided in previous years that had converted to Medicaid. Mr. Gima gave the example of someone being admitted in  
72 January 2014 who came in as Medicaid pending, but the application wasn't approved until February 2015. He said in March  
73 of 2015, they would convert 400 days from private pay to Medicaid. Mr. Alix clarified that it's booked in the month it's paid,  
74 not the month it's delivered. Mr. Gima said that is correct. Mr. Alix asked how they were counted last year. Mr. Gima said  
75 they would have been private pay. Mr. Alix expressed concern that people were being double counted. Ms. Schwartz  
76 explained that as they are converted to Medicare they are taken away from private pay. She felt it would be better if they  
77 could get a retroactive restatement of what the actual days were as opposed to adding and subtracting. Mr. Alix felt from a  
78 policy standpoint, it's important to understand what's happening with the Medicaid occupancy rate. Mr. Gima said that the  
79 actual census each month would be closer to 105-115 on any given day. Ms. Schwartz felt they needed to know how many  
80 beds there are and how many are Medicaid unpaid or pending. Mr. Alix felt it is important, going forward, that it reflects  
81 the expected information about how we will probably end up being paid for that part of the census. He noted that will let  
82 them determine if the level of Medicaid service provided is sustainable. Mr. Gima said he can report what the actual census  
83 is and separate the conversion days.

84 Ms. Berkson asked what rate goes into accounts receivable for unpaid Medicaid and Medicaid pending patients. Mr. Gima  
85 answered the private pay rate, which will be converted to Medicaid. Ms. Schwartz felt that someone who won't pay the  
86 private pay rate shouldn't be recorded as private pay for the board reporting, but should be reported as Medicaid pending.  
87 Mr. Gima said that they have contemplated putting a separate Medicaid pending revenue account on the financial  
88 statements.

89 Mr. Alix moved to the food and noted that private pay rates are lower than other facilities. He wanted to know if increasing  
90 the rate and applying it to food service would fix the problem. Mr. Gima said the food service issue isn't financial.

91 Mr. Gima explained that the budget for wages reflects a 2% increase and reflects full staffing, not actual staffing. He said  
92 they added a few activity FTE's but remain static in other areas outside of direct care staffing. Mr. Quisenberry asked why  
93 budget an unattainable goal for CNA's rather than using a more realistic number. Mr. Gima replied they can do that. Mr.  
94 Alix felt that was a discussion to have with the Auditor and Ms. Busey, but agreed with Mr. Quisenberry. Ms. Busey stated  
95 that the County Board had instructed for balanced budgets to be presented. She said this is not close to being balanced as  
96 presented. She said if it's not balanced, they should be looking at things to cut or create new revenue. Mr. Gima says he put  
97 together a balanced budget and took blame for what was submitted. Mr. Alix asked Mr. Gima to bring a corrected budget  
98 to the Finance COW in September.

99 Ms. Petrie wanted to know how they were going to increase marketing when the advertisement line item is the same as  
100 last year. Mr. Gima said that line item is for job advertisement. He said their marketing is currently having their admissions  
101 director talking to all the hospitals in person. Mr. Hartke noted there is no current marketing plan but one is needed. He  
102 said that when nothing but bad is heard in the news we need to find a way to market the good things about the nursing  
103 home. Mr. Gima said the feedback from the hospitals, Health Alliance, and Molina is very positive. Mr. Alix suggested press  
104 releases to get the good out there.

105 Ms. Harrison asked if any policy changes needed to be made to improve food service. Mr. Gima stated supervision and  
106 proper training of new employees needs to improve. Mr. Alix wanted to know if they were expecting too much for the  
107 money put in. Mr. Gima replied no.

108 Ms. Schwartz pointed out that depreciation is included in the nursing home fund but not for other funds. She wanted to  
109 know the reason. Ms. Busey said the auditor will not allow the nursing home to budget for depreciation because they do  
110 not set the cash aside.

111 Mr. Alix felt the budget should show more of the expected staffing rather than full staffing. Mr. McGuire would like to see it  
112 maintained at full staff. Ms. Schwartz said her preference is to see staffing based on the assumptions for the revenue side.  
113 Mr. Alix said that Mr. Gima has been given direction and will have a revised budget at the Finance COW.

114 GIS Consortium

115 Ms. Brehob-Riley gave an overview of how the consortium started and who is part of it. She stated they have a Policy  
116 Committee with representatives from each of the member agencies. She stated the Policy Committee provides oversight to  
117 the consortium. Ms. Brehob-Riley stated the reason their budget is coming to the County Board is that the County is the  
118 lead agency of the joint venture. She explained the primary funding comes from the member agencies, but they also have  
119 outside contracts. She said the Policy Committee approved the budget in July, and reported that they have increased the  
120 membership fee by 2%. She noted this is only the second increase requested in five budget cycles. Ms. Brehob-Riley said  
121 the expenditures outside of personnel have only increased by about \$650, because the anticipated ADA consultant fees  
122 were offset by reducing commodity expenditures. She explained the fund balance fluctuates year to year due to aerial  
123 photography that is done every three years. She said member agencies make an annual contribution towards the  
124 photography, with the next photos due in FY17.

125 Mr. Quisenberry asked what the primary factor is in determining what members pay. Ms. Brehob-Riley said they had a base  
126 fee established in 2002, and then there is a per capita fee for each entity. Mr. Quisenberry asked how the base fee was  
127 figures. Ms. Brehob-Riley replied that is was per capita based on census. She noted there is an exception with the County  
128 and University of Illinois who pay a flat rate. Mr. Quisenberry didn't think the County was based on per capita. She said the  
129 County was an established base fee with much of the funding coming from a recorders fee. Mr. Alix asked if the 2% increase  
130 applied to the principal data clients. Mr. Brehob-Riley replied no. Mr. Alix said he would like to see them included in the  
131 increase. Ms. Brehob-Riley agreed stating the principal data client fee has been stable for several years and probably should  
132 be re-evaluated. Mr. Alix felt they should look at increasing fees each year and making sure the fees are keeping pace with  
133 the costs.

134 Mr. Alix wanted to know about the deal with Piatt County. Ms. Brehob-Riley replied that Piatt County contracts with us to  
135 fulfill their GIS needs. She commented they will have a line item in 2017 for aerial photography that Piatt County will share  
136 the cost of.

137 Mr. Maxwell wondered how much it cost to fly every three years. Ms. Brehob-Riley replied just under \$100,000 to fly the  
138 entire county.

139 Ms. Berkson asked what the \$44,000 in equipment maintenance was used for. Ms. Brehob-Riley answered that it paid for  
140 software maintenance fees.

141 GIS Fund

142 Ms. Busey explained that the GIS Fund is a County fund with revenue coming from recording fees, which are currently  
143 \$9.00. She said they have seen a decrease in the recording fee revenue over the past several years. She explained that they  
144 used to be able to use that to offset County departments who used the service but they have shifted those costs to the  
145 general fund so this fund is only being used to pay the consortium. Ms. Busey said the consortium Policy Committee has  
146 hired a consultant to provide a cost analysis study. She said our fee is one of the lowest in the state. She stated that based  
147 on the cost analysis study they will probably bring a recommendation to look at increasing the fee. Ms. Busey said to  
148 continue moving forward they will have to increase the fee or make some changes because the current funding level  
149 doesn't appear to be available any longer.

150 Mr. Quisenberry asked if we get the recorder fees for Piatt County since we are supporting them. Ms. Busey said they are  
151 charged for all the services our consortium provides. Mr. Quisenberry said the only thing showing up is the aerial  
152 photography. Ms. Brehob-Riley said any revenue generated or any fees paid by Piatt County are in the technical services  
153 line item.

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Information Technology

Mr. Rhodes explained that the increase in equipment maintenance is to cover a full year of disaster recovery. He said they have a vacant position, and are using some of that money to allow a contract with Pixo for an information architecture analysis of the County's website, and to contract with GFOA for the beginning of ERP advisory services. He is proposing the position be kept vacant in 2016 and the salary money be used to get through the issuance of an RFP before the budget cycle for FY2017 for ERP. Mr. Rhodes said some of the salary money will be used to fund the remaining advisory services from GFOA and the remainder of the salary will be used for redevelopment of the County's website based on the templates they will receive from Pixo. He said there are some programs they developed in-house that they will need outside help to redevelop. He said they could probably do if they weren't under the Department of Justice deadlines.

Mr. Rhodes said the County doesn't have any document management system outside of the Sheriff and Corrections. He said that for general county operations they don't have any electronic document management service, and said it is something that comes up more frequently every year. He said various departments are looking at the local records act and are wondering how we manage compliance as it pertains to electronic records. He said they don't have a formalized process for timing aging items to be disposed of when the three, five, or seven years is up so they can dispose of those electronic documents, and an electronic document management system would be useful for that. Mr. Rhodes said that all property record cards are stored in the Assessor's office in file cabinets. He said a document management system would provide a backup for those cards in case of a disaster.

Mr. Rhodes reported that the copier contract is up for renewal in 2016 and they plan to do an RFP. He said he would like to include document management in that RFP, possibly as an additional item to be considered depending on the cost.

Mr. Rhodes said the tax cycle software that they are using is 40 years old and was developed in-house on the IBM platform using RPG programming. He said RPG programmers are extremely hard to find locally. He said their senior business application developer will probably be retiring in 7-10 years and said it's important in the next few years to look at new solutions for the accounting and the real estate systems. He felt that an RFP could be done in two to three years. Mr. Rhodes stated that New World is also on the IBM platform. He said they will no longer do development on the I-series platform and are transitioning to a .net base platform. He said once they decide to pull support for the IBM package the County will have to move to a different jail management package. He anticipates that to take place in the next five to seven years.

Mr. Rhodes said there isn't a lot of a wireless capability in the buildings, which he says is something that comes up consistently. He indicated the jail, as part of the ADA settlement agreement, needs to provide sign language capabilities and is looking at an online system that will require wireless capabilities. Mr. Rhodes said the nursing home is looking at a medical records system that requires wireless access. He said the new systems they will be implementing in the next few years, the expansion of the wireless networking, and the change from the IBM platform to .net-based platforms will require a new skillset on the part of IT staff in the form of more employees. Mr. Rhodes reported that they have also taken over responsibility for technical support at the Nursing Home. He said their finances don't allow for new computers and the current ones require a lot of maintenance.

Mr. Rhodes commented that storage needs continue to grow, in part due to the use of the Sheriff's body cameras. He said those body camera videos need to be kept according to the local records act. He stated the State's Attorney's office receives video evidence from all the police agencies in the County as well as retail and schools, which need to be stored for up to 30 years. Mr. Rhodes said they have been looking at storage area networks to assist in expanding storage as well as backing up the servers.

Mr. Quisenberry asked if the PC application programmer cut came from the County Clerk's office. Mr. Rhodes replied yes, and that he isn't proposing cutting the position but rather not filling it in FY16 while figuring out the ERP system. He said they will need that position back in 2017. He said they are proposing transferring that salary money into professional services. Ms. Schwartz noted this budget is increased rather than decreased. Mr. Rhodes explained the increase is due to the full year budgeting for the DR system for the AS400. He said it was only budgeted from July 1 to December 31 in 2015, but will have a full year of that expenditure next year. Ms. Busey said this budget does not achieve a 4% cut because the money for the salary went into profession services. Ms. Petrie said she assumed the items covered were a 10-year projection of needs and asked if sometime in 2016 that could be laid out for them. Mr. Rhodes replied he could do that. He said one thing they've been looking at with the City of Urbana is to try to work out some arrangements for sharing IT services. Mr. Quisenberry suggested the storage networks be on the table when they talk to the City of Urbana. Mr. Rhodes said that METCAD has also talked about a storage area network that could be shared with the City of Champaign and other agencies. Mr. Quisenberry stated that guidelines for using cloud storage continue to be flexed toward permitting it and felt

207 they needed to look at that. Mr. Rhodes said that the State's Attorney's office is looking at is a product to receive video  
208 evidence over the internet and it has some cloud storage capabilities. He said they are pricey now but thinks the price will  
209 be coming down. He said that for long-term video storage it might make more sense to offload to tape because of price.

210 Mr. Alix, speaking to Ms. Petrie's point, said he understands there is an ongoing effort to put together a long-term plan for  
211 IT.

#### 212 County Board

213 Ms. Busey stated that the budget as presented is fairly status quo, but they do anticipate a slight increase in the major  
214 revenue source, which is a cable franchise fee. She noted to achieve the cuts they have cut the telephone service line,  
215 equipment less than \$1,000 and dues and licenses. She stated the Board Chair does not have a County released cell phone,  
216 producing a \$1,500 savings. She said dues and licenses decreased because they will not renew their membership in NACO  
217 next year. Ms. Busey said this is a loss and something the Board will want to reconsider rejoining in the future. Mr. Shore  
218 asked when the NACO membership would lapse. Ms. Busey said she will find out and let him know. Mr. Alix asked if Ms.  
219 Petrie had any comments. Ms. Petrie said she and Ms. Busey had consulted on the cuts and noted it is just short of the 4%.  
220 She agreed that NACO should be revisited, but it is \$4,000 a year and felt it was important to make that decrease.

#### 221 Administrative Services

222 Ms. Busey said this budget is similarly status quo. She noted the vending machine revenue is dropping slightly. She said they  
223 achieved the 4% savings through attrition and salary changes, saving almost \$25,000. Ms. Busey said they have a new  
224 contract for professional services for the provider who handles the daily mail. She commented that they have an optimal  
225 operations planning document stating that for Administrative Services to operate at an optimal level the County should  
226 have a full time HR executive type position. She summarized the reasons for this and said that at the current staffing level it  
227 isn't possible. Mr. Weibel asked if they changed mail vendors. Ms. Busey said it's the same vendor but with a new contract.

#### 228 General County

229 Ms. Busey commented that General County is the moneymaker for the General Fund. She noted there are assumptions that  
230 are described with regard to the sales and income tax revenues. She said the property tax goes up 2.87%, but because they  
231 didn't need that level of growth in the IMRF and Social Security Funds they were able to add additional growth to the  
232 property tax levy for the General Fund. She said if the State should freeze the property taxes, this budget would take a hit of  
233 \$400,000. She said sales tax is budgeted at a 1-½% increase and that income tax is budgeted at a 2% increase, but said  
234 income tax is also at risk on the state side.

235 Ms. Busey summarized the expenditure side. She noted that \$237,195 in capital asset replacement is funding current only.  
236 She said the full funding will be mentioned later. She reported health insurance is \$3.2 million, but is down by \$175,000.  
237 She stated there is a \$135,000 contingency budgeted.

238 Mr. Anderson asked why there is a 33% drop on the 1% sales tax for the unincorporated. Ms. Busey replied that they were  
239 way over budgeted for FY15 and that sales tax is very volatile. Mr. Quisenberry asked what the value of the contingency  
240 amount was for. Ms. Busey said the financial policies say she should present a budget to them with at least \$100,000 in  
241 contingent. She noted they will have five AFSCME contracts to negotiate starting January 1, 2016. Mr. Maxwell asked what  
242 is spent on conferences and training for Administrative Services, County Board, and General Corporate. Ms. Busey said that  
243 will be part of the September 8 report.

#### 244 ADA Compliance

245 Ms. Busey explained that this is a new budget just set up to isolate all the expenses the County incurs as a result of the  
246 settlement agreement with the Department of Justice on ADA compliance. She said this is a complete guess at this point.  
247 She felt they needed an appropriation to get started for next year, so there is about \$175,000 budgeted. She said the  
248 architect services and consultant services are the safest estimates because they have already started working with Bailey  
249 Edward and Pixa.

#### 250 Public Safety Sales Tax Fund

251 Ms. Busey stated the ¼¢ general countywide sales tax is growing at 1.5%, but the public safety sales tax is down 15% based  
252 on last month's receipts. She said the best projection is that it will be flat going into 2016. She stated there are three  
253 departments in this budget but all the expenditures are listed. Ms. Busey said that Jano and New World software  
254 maintenance are in this budget as well as capital asset replacement fund for the court related offices. She summarized  
255 other expenditures. Ms. Busey noted that the re-entry program has been budgeted to be paid out of General Corp for the  
256 last two years, but is budgeted here now rather than doing the transfer.

257 Ms. Busey said the public safety sales tax fund is at a negative \$175,000 because there is no growth. Mr. Alix commented  
258 that he hopes the drop is seasonal. Ms. Busey said she didn't think it was. Mr. Alix asked if we were seeing an effect on the  
259 sales tax due to the shutdown in Springfield. Ms. Busey answered no.

260 Capital Asset Replacement Fund

261 Ms. Busey said if they were fully funding this, meaning the reserve would be funded for future equipment needing to be  
262 replaced in the next 2-5 years, they would be funding this at \$589,557 from General Corp and \$211,742 from public safety  
263 sales tax. She stated they are only funding what needs to be purchased next year, the difference between what they  
264 already have reserved and what the actual cost of the items that need to be purchased next year are. Ms. Busey noted that  
265 it's adding to the ongoing decline in the Capital Asset Replacement Fund's balance for future purchases. She pointed out  
266 that Facilities is not included in this budget. She said in the Facilities capital budget \$532,261 has been budgeted from  
267 General Corporate, which is the same amount as this year and last year. Ms. Busey said they know they need a new roof on  
268 the Satellite Jail that will cost \$770,000.

269 Debt Management Fund and Capital Projects Fund

270 Ms. Busey said the debt service funds are fairly self-explanatory. She noted they have the Nursing Home debt service fund,  
271 which pays for the general obligation bonds. She stated the general corporate debt service fund covers the \$4 million  
272 Nursing Home bonds and the Highway Facility bonds. She noted the last payment for the Highway Facility bond is in 2016.  
273 Ms. Busey said the public safety sales tax fund debt service is on all of the Courthouse and Juvenile Detention Center bonds  
274 the County has.

275 Ms. Busey said the Courts Construction Fund is budgeted the same as last year, at \$255,000, for any issues that may come  
276 up at the courthouse that need to be addressed facilities wise. She noted everything else comes out of Capital Asset  
277 Replacement Fund Facilities, but while there is still a fund balance in Courts Construction, they are using those monies for  
278 courthouse related facility issues. Mr. Alix asked if that would include the parking system. Ms. Busey said that is equipment  
279 but they could include it.

280 IMRF Fund

281 Ms. Busey said in FY16 the basic rate decreases and the overall budget is scheduled to decrease due to an overall 8%  
282 decrease in salaries and a .4% decrease in IMRF rate. She summarized more of the increases and decreases. Ms. Busey said  
283 overall, the property tax, which is how the County pays for the General Corporate Fund share of IMRF, is scheduled to go  
284 down slightly. Ms. Schwartz noted the auditor said next year they don't have to have the unfunded pension liability and  
285 wasn't sure if this had to do with IMRF. She thought they were fully funded and asked for clarification. Ms. Busey said that  
286 is a GASBE requirement. Mr. Alix noted that under the new GASBE standard IMRF might not look like it's fully funded. Ms.  
287 Busey felt it would only be an auditing reporting item but not a budget item.

288 Social Security Fund

289 Ms. Busey noted that social security is 7.65% of total salaries, and is going down because salaries are going down.

290 Tort Immunity and Self-Funded Insurance

291 Ms. Busey said they could not keep a property tax going at the level of contributions and this fund covers for the General  
292 Corporate Fund property liability and worker's compensation costs that are paid into the self-funded insurance fund. She  
293 explained that last year, by re-appropriating property tax when they had the opportunity, they were able to balance. Ms.  
294 Busey stated this year's property tax increase allows it to be kept balanced, but noted that it is dependent on whether the  
295 State freezes the property tax or not. She said if they do this will no longer be a revenue positive budget. She noted it is  
296 \$5,000 better in 2016, but says they still have a deficit. Ms. Busey reported that everything from Tort Immunity goes into  
297 self-funded insurance, which continues to have a positive fund balance. Ms. Busey said the balance is at \$4.8 million at the  
298 end of FY16.

299 ADJOURNMENT

300 Mr. Alix said they will take the information and work on the combined budget. He said they will get an update on the  
301 Nursing Home, with corrections, at the September COW and will hear the Nursing Home's 5-year financial projection at the  
302 September Full Board Meeting. Mr. Alix stated that Ms. Busey will bring this back at the Special Finance Committee of the  
303 Whole meeting at the end of September.

304 There being no further business, Mr. Alix declared the hearing adjourned at 8:08 p.m.

305  
306 *Secy's note: The minutes reflect the order of the agenda and may not necessarily reflect the order of business conducted at the meeting.*

REQUEST FOR BUDGET TRANSFER  
NEEDING CHAMPAIGN COUNTY BOARD APPROVAL

BT NO. 15-00007

FUND 080 GENERAL CORPORATE

DEPARTMENT 041 STATES ATTORNEY

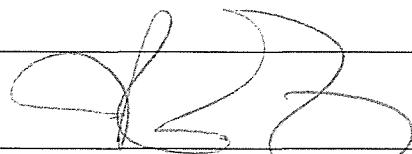
TO LINE ITEM:

FROM LINE ITEM:

NUMBER/TITLE	\$ AMOUNT	NUMBER/TITLE
080-041-533.06 MEDICAL/DENTAL/MENTL HLTH	15,483.	080-041-511.03 REG. FULL-TIME EMPLOYEES
080-041-533.06 MEDICAL/DENTAL/MENTL HLTH	3,544.	080-041-511.04 REG. PART-TIME EMPLOYEES

EXPLANATION: TRANSFER OF PERSONNEL FUNDS TO NON-PERSONNEL FUNDS TO PAY  
FOR GREATER THAN EXPECTED COSTS OF EXPERT WITNESSES

DATE SUBMITTED: 12.2.15



AUTHORIZED SIGNATURE

APPROVED BY PARENT COMMITTEE:

DATE: \_\_\_\_\_

\* PLEASE SIGN IN BLUE INK \*

APPROVED BY BUDGET AND FINANCE COMMITTEE:

DATE: \_\_\_\_\_

FUND 074 2003 NURS HM BOND DBT SRV **DEPARTMENT** 010 COUNTY BOARD

**INCREASED APPROPRIATIONS:**

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
074-010-581.01 GEN OBLIG BOND PRINCIPAL	1,000,000	1,000,000	1,004,750	4,750
TOTALS	1,000,000	1,000,000	1,004,750	4,750

**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:** AMOUNT NEEDED TO PAY INSTALLMENT DUE ON G.O. BONDS SERIES 2005A.

DATE SUBMITTED:  <u>11-20-2015</u>	AUTHORIZED SIGNATURE  <u>Debra L. Bury</u>	** PLEASE SIGN IN BLUE INK **
--	--	-------------------------------

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

FUND 621 STS ATTY DRUG FORFEITURES DEPARTMENT 041 STATES ATTORNEY

INCREASED APPROPRIATIONS:

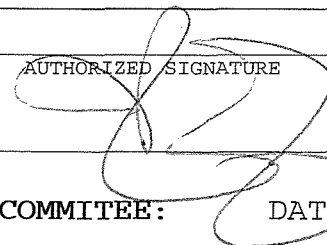
ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
621-041-522.03 BOOKS, PERIODICALS & MAN.	1,200	8,876	14,876	6,000
621-041-533.95 CONFERENCES & TRAINING	1,250	9,425	15,425	6,000
621-041-522.02 OFFICE SUPPLIES	1,900	10	6,010	6,000
TOTALS	4,350	18,311	36,311	18,000

INCREASED REVENUE BUDGET:

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

EXPLANATION: AN INCREASE IN APPROPRIATIONS FOR CONFERENCES, EDUCATIONAL MATERIALS, AND OFFICE SUPPLIES; INCREASE FROM FUND BALANCE

DATE SUBMITTED: 12.2.15

AUTHORIZED SIGNATURE:  \*\* PLEASE SIGN IN BLUE INK \*\*

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

**VILLAGE OF RANTOUL, IL**

**Tax Increment Financing (“TIF”) Eligibility Study and  
Redevelopment Plan and Project**

**Route 136 Redevelopment Project Area**

**DRAFT REPORT: September 10, 2015**

JUN 11 2015



VISION | ECONOMICS | STRATEGY | FINANCE | IMPLEMENTATION

**VILLAGE OF RANTOUL, IL**  
**Tax Increment Financing Eligibility Study and**  
**Redevelopment Plan and Project**  
**Route 136 Redevelopment Project Area**

September 10, 2015

**S. B. FRIEDMAN & COMPANY**  
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T: 312.424.4250 F: 312.424.4262 E: info@sbfriedman.com

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**VILLAGE OF RANTOUL, IL**  
**TIF Eligibility Study and Redevelopment Plan and Project:**  
***Route 136 Redevelopment Project Area***

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# 1. Executive Summary

In March of 2015, *SB Friedman Development Advisors ("SB Friedman")* was engaged by the Village of Rantoul (the "Village") to conduct a Tax Increment Financing ("TIF") Eligibility Study and prepare a Redevelopment Plan and Project (the "Redevelopment Plan"). The establishment of a TIF district would serve as an economic development tool and support the Village's desire to revitalize the areas adjacent to the U.S. Route 136 Corridor.

This report details the eligibility factors found within the Route 136 Redevelopment Project Area ("Route 136 RPA" or the "RPA") in support of its designation as a combination of both a "conservation area" for the improved portions of the RPA and as a "blighted area" for the vacant portions of the RPA, within the definitions set forth in the Illinois Tax Increment Allocation Redevelopment Act, 65 ILCS 5/11-74.4-1 et seq., as amended (the "Act").

The Route 136 RPA consists of approximately 20 tax parcels (11 improved and 9 vacant) and seven (7) buildings. It comprises approximately 41 acres of land, of which approximately 12 acres are improved, 16.5 acres are vacant, and 12.7 acres are right-of-way. The parcels included in the RPA are located along U.S. Route 136, also known as West Champaign Avenue, between S Murray Road, or County Road 1500 East, to the east, Jay Drive to the north, and Interstate 57 (I-57) to the west. The RPA currently consists of commercial uses and vacant land.

## Determination of Eligibility

This report concludes that the Route 136 RPA is eligible for TIF designation as a combination of both a "conservation area" for improved parcels and a "blighted area" for vacant parcels. On the RPA's improved land, 57% of structures are aged 35 years or older and the following three eligibility factors have been found to be present to a meaningful extent and reasonably distributed throughout the RPA:

1. Lack of Growth in Equalized Assessed Value ("EAV")
2. Deterioration
3. Lack of Community Planning

The RPA's vacant land was analyzed under both the Act's one- and two-factor tests. Vacant land was found to have the following factors present to a meaningful extent and reasonably distributed throughout the RPA:

### One-Factor Test

1. Contributes to Flooding

### Two-Factor Test

1. Lack of Growth in Equalized Assessed Value ("EAV")
2. Obsolete Platting of Vacant Land

The factors are defined under the Act at 65 ILCS 5/11-74.4-3 (a) and (b) and are more fully described herein.

## Redevelopment Plan Goal, Objectives and Strategies

The overall goal of this TIF Eligibility Study and Redevelopment Plan and Project is to reduce or eliminate conditions that qualify the Route 136 RPA as a combination of both an improved “conservation area” and vacant “blighted area.” Likewise, this Redevelopment Plan is intended to: 1) provide the direction and mechanisms necessary to establish the RPA as a vibrant commercial area; 2) stimulate the redevelopment of vacant and underutilized parcels; and 3) provide public facilities and utilities. Redevelopment of the RPA will strengthen the economic base and enhance the quality of life of the Village as a whole.

Development of the RPA is to be achieved through an integrated and comprehensive strategy that leverages public resources to stimulate additional private investment. The underlying strategy is to use Tax Increment Financing, as well as other funding sources, to reinforce and encourage new private investment.

**OBJECTIVES.** Six (6) objectives support the overall goal of area-wide revitalization of the RPA. These objectives include:

1. Foster the replacement, repair, construction and/or improvement of the public infrastructure where needed, including public utilities, sidewalks, streets, curbs, gutters, underground water and sanitary systems and physical plants, and stormwater detention of adequate capacity to create an environment conducive to private investment;
2. Facilitate and encourage the construction of new commercial development within the RPA, including site preparation, where appropriate;
3. Facilitate the physical improvement and/or rehabilitation of existing building structures and facades in the RPA;
4. Facilitate the assembly, preparation and marketing of available sites in the RPA for new commercial uses, as allowed by the Act;
5. Provide resources for streetscaping, landscaping and signage to improve the image, attractiveness and accessibility of the RPA, create a cohesive identity for the RPA and surrounding area, and provide, where appropriate, for buffering between different land uses and screening of unattractive service facilities such as parking lots and loading areas; and
6. Support the goals and objectives of other overlapping plans, including the Village’s 2006 Comprehensive Plan, and coordinate available federal, state and local resources to further the goals of this Redevelopment Plan and Project.

**STRATEGIES.** These objectives will be implemented through four (4) specific and integrated strategies. These include:

- 1. Implement Public Improvements.** A series of public improvements throughout the Route 136 RPA may be designed and implemented to help define and create an identity for the area, prepare sites for anticipated private investment, and create a more conducive environment for new development. Public improvements that are implemented with TIF assistance in the RPA are intended to complement and not replace public improvements made with existing funding sources.

These improvements may include new streets and sidewalks, streetscaping, improved street and sidewalk lighting, resurfacing of streets and other paved surfaces, improvement of underground infrastructure and physical plants, stormwater detention of adequate capacity, and other public improvements and utilities consistent with this Redevelopment Plan. These public improvements may be completed pursuant to redevelopment agreements with private entities or intergovernmental agreements with other public entities, and may include the construction, rehabilitation, renovation or restoration of public improvements on one or more parcels.

- 2. Encourage Private Sector Activities.** Through the creation and support of public-private partnerships or through written agreements, the Village may provide financial and other assistance to encourage the private sector, including local property owners and businesses, to undertake redevelopment projects and other improvements that are consistent with the goals of this Redevelopment Plan.
- 3. Assist Businesses and Property Owners.** The Village may provide assistance to support businesses and property owners in the RPA in furtherance of the RPA's goals and objectives. This may include but is not limited to financial and other assistance for building rehabilitation, façade improvements, leasehold improvements, and construction of private and public facilities, such as plazas and other pedestrian amenities that are consistent with the goals of this Redevelopment Plan.
- 4. Facilitate Property Assembly, Demolition and Site Preparation.** The Village may acquire and assemble other property throughout the RPA to attract private investment and development, and to meet the goals, policies or objectives of this Redevelopment Plan. The consolidated ownership of these sites by the Village will make them more marketable to potential developers and streamline the redevelopment process. In addition, financial assistance may be provided to private developers seeking to acquire land and assemble sites for projects supportive of this Redevelopment Plan.

Land assemblage by the Village may be done by purchase, exchange, donation, lease, or eminent domain, and may be for the purposes of: (a) sale, lease or conveyance to private developers, or (b) sale, lease, conveyance or dedication for the construction of public improvements or facilities. Site preparation may include such preparatory work as demolition of existing improvements and environmental remediation, where appropriate. Furthermore, the Village may require written development agreements with developers before acquiring any properties. As appropriate, the Village may devote acquired property to temporary uses until such property is scheduled for disposition and development.

## Required Findings and Tests

The required conditions for the adoption of this Redevelopment Plan and Project are found to be present to a meaningful extent and reasonably distributed throughout the Route 136 RPA.

### **Finding 1:**

*The Village is required to evaluate whether or not the RPA has been subject to growth and private investment, and must substantiate a finding of lack of such investment prior to establishing an RPA.*

Limited private investment has occurred in the RPA over the last five years. One key indicator of private investment is construction-related permit activity. Using the building permit history provided by the Village for the last five years (2010-2014), we found that twelve (12) permits were issued for approximately four (4) properties of which one (1) was a commercial renovation. The remaining permits issued were for non-structural or necessary maintenance and rehabilitation of existing buildings, which are limited in generating growth in property values. The renovation included bringing various exterior and interior building maintenance issues up to code. The lack of new construction in the RPA over the past five years reveals an overall absence in redevelopment activity. Thus, the RPA has not been subject to growth and private investment.

### **Finding 2:**

*The Village is required to find that, but for the designation of the RPA and the use of Tax Increment Financing, it is unlikely that significant investment will occur in the Route 136 RPA.*

Without the support of public resources, the redevelopment objectives for the RPA would most likely not be realized. Public resources to assist with infrastructure improvements and site preparation are needed to leverage private investment and facilitate development. The Village has limited financial capacity to make these improvements. TIF funds can be used to fund infrastructure improvements, site assembly, site preparation and other related costs. Accordingly, but for the designation of a RPA, these projects, which would contribute substantially to redevelopment, are unlikely to occur.

### **Finding 3:**

*No RPA can be designated unless a plan and project are approved prior to the designation of the area; and the area can only include those contiguous parcels that are to be substantially benefited by the proposed redevelopment project improvements.*

The Route 136 RPA includes only those contiguous parcels of real property that are expected to benefit substantially from the proposed Redevelopment Plan improvements.

### **Finding 4:**

*The Redevelopment Plan must conform to the Village's comprehensive plan and other Village strategic plans, or include land uses that have been approved by the Village.*

Based on a review of the 2006 Comprehensive Plan, the Redevelopment Plan for the Route 136 RPA conforms to and proposes predominant land uses that are consistent with the Village's existing plans.

## 2. Introduction

### The Study Area

This document serves as the Eligibility Study and Redevelopment Plan and Project for the Route 136 RPA. The Route 136 RPA is located within the Village of Rantoul (the “Village”), in Champaign County (the “County”). In March of 2015, *SB Friedman* was engaged by the Village to conduct a study of the properties in and around the RPA to determine whether said properties would qualify for TIF designation under the Act.

The location of the Route 136 RPA is shown on **Map 1** on the following page. The RPA consists of approximately 20 tax parcels (11 improved and 9 vacant) and seven (7) buildings. The parcels included in the RPA are located along U.S. Route 136, also known as West Champaign Avenue, between South Murray Road, or County Road 1500 East, to the east, Jay Drive to the north, and Interstate 56 (I-57) to the west. **Map 2** on page 7 details the boundaries of the Route 136 RPA, which include only those contiguous parcels of real property that are expected to benefit substantially by the redevelopment improvements discussed herein.

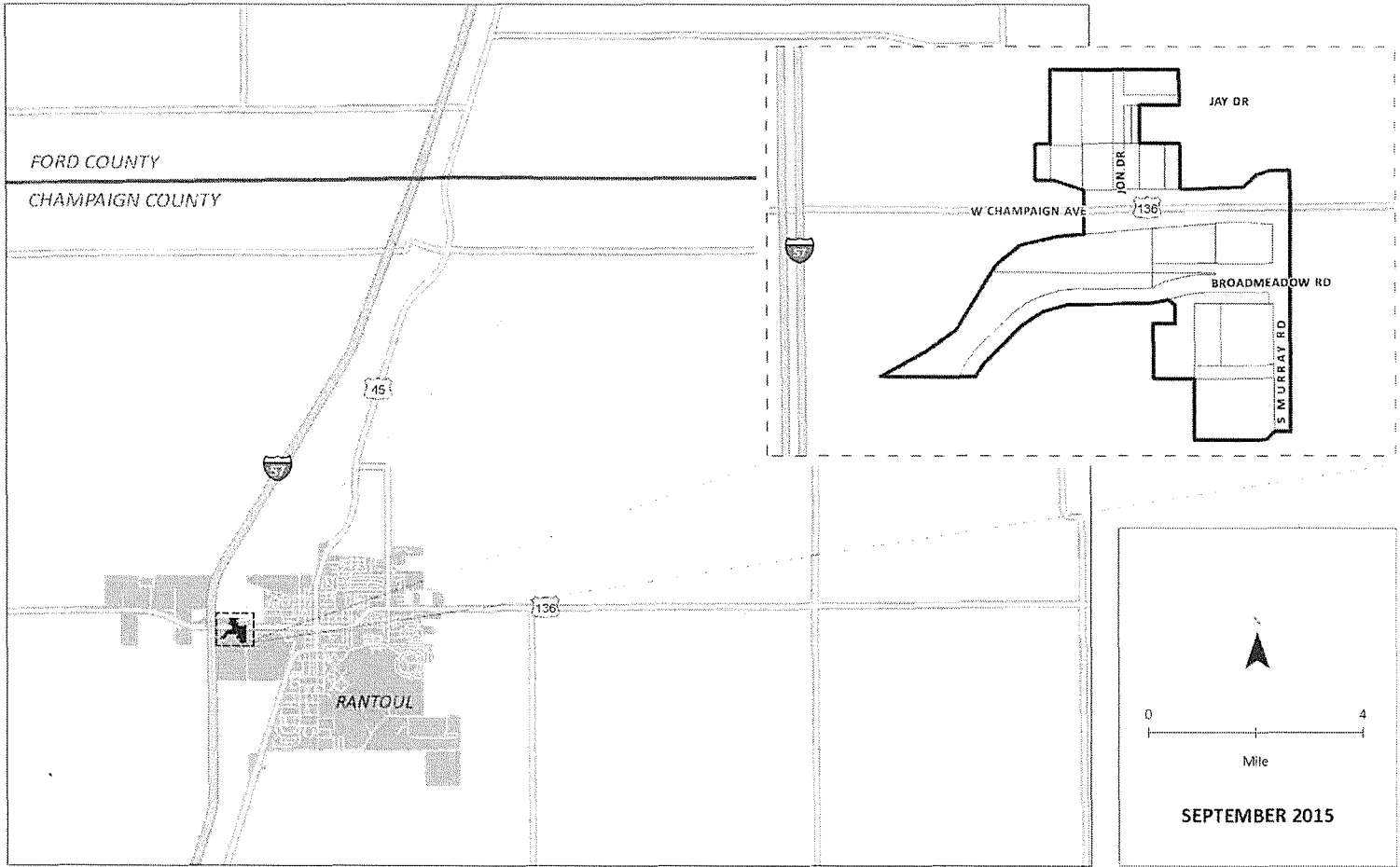
The improved portions of the RPA suffer from declining equalized assessed value, deterioration, and a lack of community planning. The vacant land suffers from declining equalized assessed value and obsolete platting. These conditions hinder the potential to redevelop the area and capitalize on its unique attributes.

In order to enhance the Route 136 RPA as a commercial district, it is critical that the appearance and functionality of the RPA be improved. Without improved vehicular and pedestrian access, upgraded public infrastructure and amenities, and development of vacant properties, the RPA can fall into further disrepair, and potential development opportunities will not be realized. The Route 136 RPA will benefit from a strategy that addresses underutilized properties, deteriorating infrastructure and aging buildings, while improving its overall physical condition.

The Eligibility Study covers events and conditions that were determined to support the designation of the Route 136 RPA as a combination of both a “conservation area” and “blighted area” under the Act at the completion of our field research in June 2015 and not thereafter. These events or conditions include, without limitation, governmental actions and additional developments.

This Eligibility Study and Redevelopment Plan and Project document summarize the analysis and findings of the consultant’s work, which, unless otherwise noted, is solely the responsibility of *SB Friedman Development Advisors*. The Village is entitled to rely on the findings and conclusions of this Redevelopment Plan in designating the RPA as a redevelopment project area under the Act. *SB Friedman* has prepared this Redevelopment Plan with the understanding that the Village would rely: (1) on the findings and conclusions of this Redevelopment Plan in proceeding with the designation of the RPA and the adoption and implementation of this Redevelopment Plan; and (2) on the fact that *SB Friedman* obtained the necessary information relating to the RPA, so that this Redevelopment Plan will comply with the Act, and that the Route 136 RPA can be designated as a redevelopment project area in compliance with the Act.

Map 1: Community Context Map



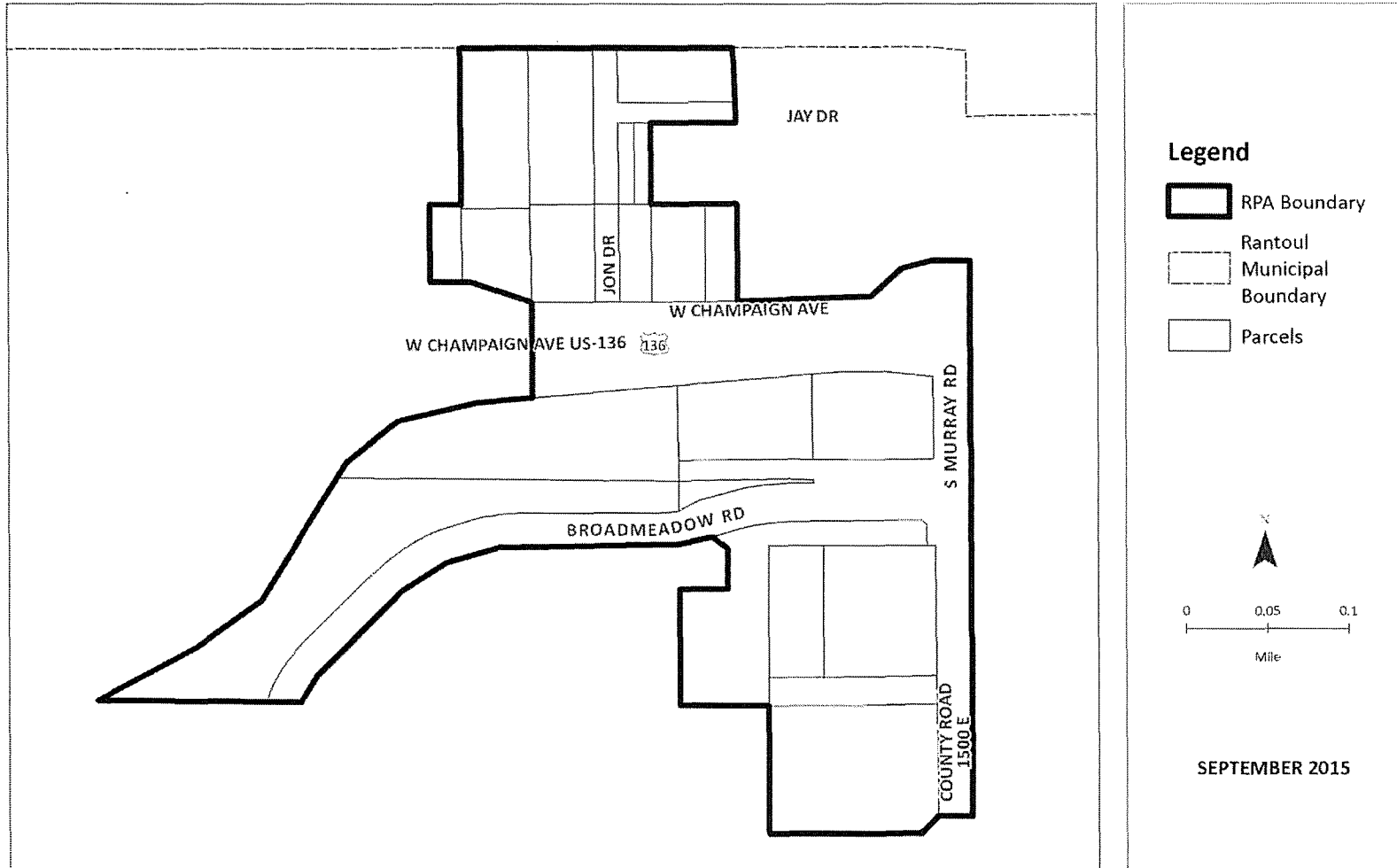
Map 1: Community Context

Route 136 Tax Increment Financing District  
VILLAGE OF RANTOUL, IL



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Map 2: RPA Boundary Map



Map 2: RPA Boundary

Route 136 Tax Increment Financing District  
VILLAGE OF RANTOUL, IL



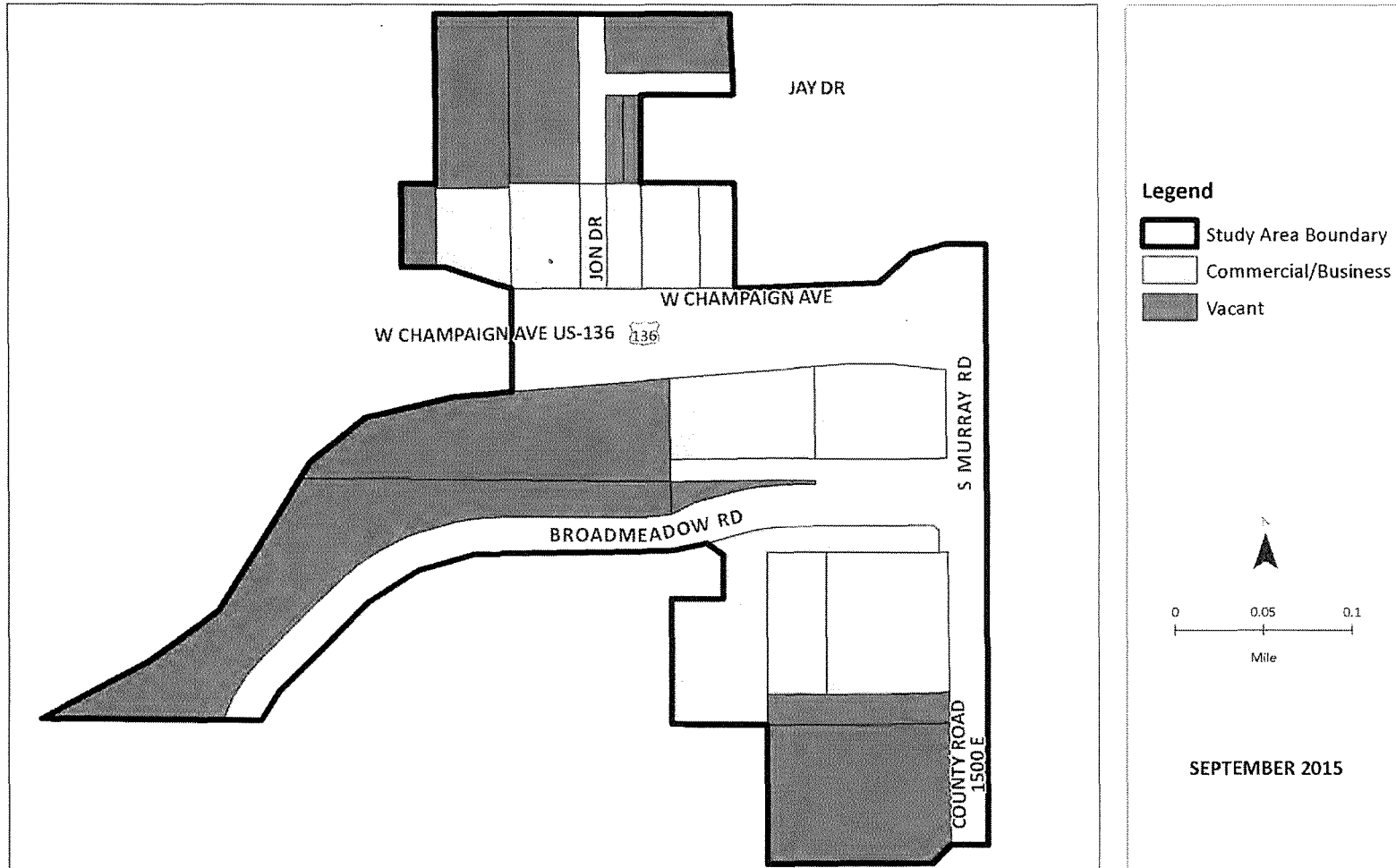
## Existing Land Use

Based upon *SB Friedman's* research, two primary land uses have been identified within the Route 136 RPA:

- Commercial/Business
- Vacant Land

The overall pattern of land use in the RPA is shown in **Map 3** on the following page.

Map 3: Existing Land Use



Map 3: Existing Land Use

Route 136 Tax Increment Financing District  
VILLAGE OF RANTOUL, IL

## 3. Eligibility Analysis

### Provisions of the Illinois Tax Increment Allocation Redevelopment Act

Based upon the conditions found within the Route 136 RPA at the completion of *SB Friedman's* research, it has been determined that the Route 136 RPA meets the eligibility requirements of the Act as a combination of both an improved "conservation area" and vacant "blighted area." The following outlines the provisions of the Act to establish eligibility.

Under the Act, two primary avenues exist to establish eligibility for an area to permit the use of Tax Increment Financing for area redevelopment: declaring an area as a "blighted area" and/or a "conservation area."

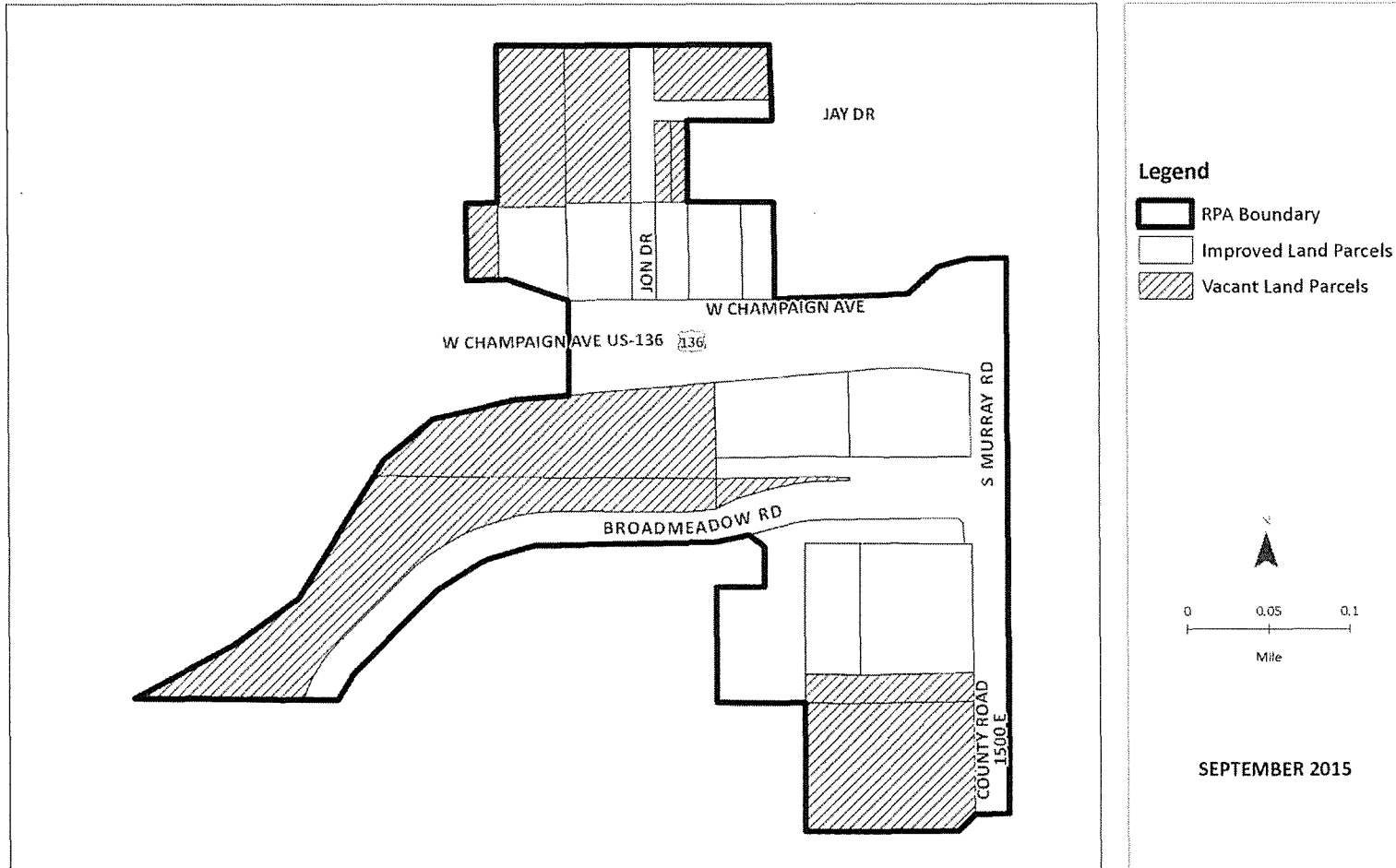
"Blighted areas" are those improved or vacant areas with blighting influences that are impacting the public safety, health, morals, or welfare of the community, and are substantially impairing the growth of the tax base in the area. "Conservation areas" are those improved areas that are deteriorating and declining and soon may become blighted if the deterioration is not abated.

The statutory provisions of the Act specify how an area can be designated as a "conservation area" and/or "blighted area", based upon an evidentiary finding of certain eligibility factors listed in the Act. These factors are identical for each designation for improved land.

According to the Act, "blighted areas" for improved land must have a combination of five (5) or more of these eligibility factors acting in concert, which threaten the health, safety, morals or welfare of the proposed district. "Conservation areas" must have a minimum of 50% of the total structures within the area aged 35 years or older, plus a combination of three (3) or more eligibility factors that are detrimental to the public safety, health, morals, or welfare and that could result in such an area becoming a "blighted area." A separate set of factors exists for the designation of vacant land as a "blighted area." There is no provision for designating vacant land as a "conservation area."

**Map 4** on the following page describes which parcels within the RPA are improved and which are vacant.

Map 4: Improved Versus Vacant Land



Map 4: Improved and Vacant Land

Route 136 Tax Increment Financing District  
VILLAGE OF RANTOUL, IL

## Factors for Improved Areas

**Dilapidation.** An advanced state of disrepair or neglect of necessary repairs to the primary structural components of buildings or improvements in such a combination that a documented building condition analysis determines that major repair is required, or the defects are so serious and so extensive that the buildings must be removed.

**Obsolescence.** The condition or process of falling into disuse. Structures have become ill-suited for the original use.

**Deterioration.** With respect to buildings, defects including, but not limited to, major defects in the secondary building components, such as doors, windows, porches, gutters and downspouts, and fascia. With respect to surface improvements, that the condition of roadways, alleys, curbs, gutters, sidewalks, off-street parking, and surface storage areas evidence deterioration, including but not limited to, surface cracking, crumbling, potholes, depressions, loose paving material, and weeds protruding through paved surfaces.

**Presence of Structures below Minimum Code Standards.** All structures that do not meet the standards of zoning, subdivision, building, fire, and other governmental codes applicable to property, but not including housing and property maintenance codes.

**Illegal Use of Individual Structures.** The use of structures in violation of the applicable federal, state or local laws, exclusive of those applicable to the *Presence of Structures below Minimum Code Standards*.

**Excessive Vacancies.** The presence of buildings that are unoccupied or under-utilized and that represent an adverse influence on the area because of the frequency, extent or duration of the vacancies.

**Lack of Ventilation, Light or Sanitary Facilities.** The absence of adequate ventilation for light or air circulation in spaces or rooms without windows, or that require the removal of dust, odor, gas, smoke, or other noxious airborne materials. Inadequate natural light and ventilation means the absence of skylights or windows for interior spaces or rooms and improper window sizes and amounts by room area to window area ratios. Inadequate sanitary facilities refers to the absence or inadequacy of garbage storage and enclosure, bathroom facilities, hot water and kitchens, and structural inadequacies preventing ingress and egress to and from all rooms and units within a building.

**Inadequate Utilities.** Underground and overhead utilities, such as storm sewers and storm drainage, sanitary sewers, water lines, and gas, telephone, and electrical services that are shown to be inadequate. Inadequate utilities are those that are: (i) of insufficient capacity to serve the uses in the redevelopment project area, (ii) deteriorated, antiquated, obsolete, or in disrepair, or (iii) lacking within the redevelopment project area.

**Excessive Land Coverage and Overcrowding of Structures and Community Facilities.** The over-intensive use of property and the crowding of buildings and accessory facilities onto a site. Examples of problem conditions warranting the designation of an area as one exhibiting excessive land coverage are: (i) the presence of buildings either improperly situated on parcels or located on parcels of inadequate size and shape in relation to present-day standards of development for health and safety, and (ii) the presence of

multiple buildings on a single parcel. For there to be a finding of excessive land coverage, these parcels must exhibit one or more of the following conditions: insufficient provision for light and air within or around buildings, increased threat of spread of fire due to the close proximity of buildings, lack of adequate or proper access to a public right-of-way, lack of reasonably required off-street parking, or inadequate provision for loading and service.

**Deleterious Land Use or Layout.** The existence of incompatible land use relationships, buildings occupied by inappropriate mixed-uses, or uses considered to be noxious, offensive or unsuitable for the surrounding area.

**Environmental Clean-Up.** The proposed redevelopment project area has incurred Illinois Environmental Protection Agency or United States Environmental Protection Agency remediation costs for, or a study conducted by an independent consultant recognized as having expertise in environmental remediation has determined a need for, the clean-up of hazardous waste, hazardous substances, or underground storage tanks required by state or federal law, provided that the remediation costs constitute a material impediment to the development or redevelopment of the redevelopment project area.

**Lack of Community Planning.** The proposed redevelopment project area was developed prior to or without the benefit or guidance of a community plan. This means that the development occurred prior to the adoption by the municipality of a comprehensive or other community plan, or that the plan was not followed at the time of the area's development. This factor must be documented by evidence of adverse or incompatible land use relationships, inadequate street layout, improper subdivision, parcels of inadequate shape and size to meet contemporary development standards, or other evidence demonstrating an absence of effective community planning.

**Lack of Growth in Equalized Assessed Value.** The total equalized assessed value of the proposed redevelopment project area has declined for three (3) of the last five (5) calendar years prior to the year in which the redevelopment project area is designated; or is increasing at an annual rate that is less than the balance of the municipality for three (3) of the last five (5) calendar years for which information is available; or is increasing at an annual rate that is less than the Consumer Price Index for All Urban Consumers published by the United States Department of Labor or successor agency for three (3) of the last five (5) calendar years prior to the year in which the redevelopment project area is designated.

As explained, "blighted areas" must have a combination of five (5) or more of these eligibility factors and "conservation areas" must have a minimum of 50% of the total structures within the area aged 35 years or older, plus a combination of three (3) or more eligibility factors.

## Factors for Vacant Land

According to the Act, there are two ways by which vacant land can be designated as "blighted." One way is to find that at least two (2) of six (6) factors from the list discussed below under the "Two-Factor Test" are present to a meaningful extent and reasonably distributed throughout the RPA. The second way is to find that at least one (1) of the six (6) factors discussed under "One-Factor Test" is present to a meaningful extent and reasonably distributed throughout the RPA:

### One-Factor Test

Under the provisions of the “blighted area” section of the Act, if the land is vacant, an area qualifies as “blighted” if one (1) or more of the following factors is found to be present to a meaningful extent.

- Contains unused quarries, strip mines or strip mine ponds
- Contains unused rail yards, rail track or railroad rights-of-way
- Is subject to or contributes to chronic flooding
- Contains unused or illegal dumping sites
- Was designated as a town center prior to January 1, 1982, is between 50 and 100 acres, and is 75% vacant land
- Qualified as blighted prior to becoming vacant

### Two-Factor Test

Under the provisions of the “blighted area” section of the Act, if the land is vacant, an area qualifies as “blighted” if a combination of two (2) or more of the following factors may be identified, which combine to impact the sound growth of the redevelopment project area.

**Obsolete Platting of Vacant Land.** This includes parcels of limited or narrow size, or configurations of parcels of irregular size or shape that would be difficult to develop on a planned basis and in a manner compatible with contemporary standards and requirements, or platting that failed to create rights-of-ways for streets or alleys or that created inadequate right-of-way widths for streets, alleys or other public rights-of-way, or that omitted easements for public utilities.

**Diversity of Ownership.** Diversity of ownership is when adjacent properties are owned by multiple parties. This factor applies when diversity of ownership of parcels of vacant land is sufficient in number to retard or impede the ability to assemble the land for development.

**Tax and Special Assessment Delinquencies.** Tax and special assessment delinquencies exist or the property has been the subject of tax sales under the Property Tax Code within the last five years.

**Deterioration of Structures or Site Improvements in Neighboring Areas Adjacent to the Vacant Land.** Evidence of structural deterioration and area disinvestment in blocks adjacent to the vacant land may substantiate why new development had not previously occurred on the vacant parcels.

**Environmental Contamination.** The area has incurred Illinois Environmental Protection Agency or United States Environmental Protection Agency remediation costs for, or a study conducted by an independent consultant recognized as having expertise in environmental remediation has determined a need for, the clean-up of hazardous waste, hazardous substances, or underground storage tanks required by state or federal law, provided that the remediation costs constitute a material impediment to the development or redevelopment of the redevelopment project area.

**Lack of Growth in Equalized Assessed Value.** The total equalized assessed value of the proposed redevelopment project area has declined for three (3) of the last five (5) calendar years prior to the year in which the redevelopment project area is designated; or is increasing at an annual rate that is less than the balance of the municipality for three (3) of the last five (5) calendar years for which information is available; or is increasing at an annual rate that is less than the Consumer Price Index for All Urban

Consumers published by the United States Department of Labor or successor agency for three (3) of the last five (5) calendar years prior to the year in which the redevelopment project area is designated.

## Methodology Overview and Determination of Eligibility

*SB Friedman* conducted the following analysis to determine whether the RPA qualifies for TIF designation:

- Parcel-by-parcel fieldwork documenting external property conditions;
- Analysis of historic trends in equalized assessed value (“EAV”) for the last six years (five year-to-year periods) for which data are available and final (2009-2014) from the Champaign County Assessor’s Office;
- Review of building age data from the Assessors’ Offices of Rantoul Township;
- Review of GIS parcel shape file data made available by Champaign County;
- Review of prior plans and other background provided by the Village;
- Review of building permit records; and
- Utility data provided by the Village regarding present service locations of water, stormwater and sanitary sewer infrastructure.

All properties were examined for qualification factors consistent with either “blighted area” or “conservation area” definitions of the Act. Based upon these criteria, *SB Friedman* concluded that the properties within the Route 136 RPA contain the necessary eligibility factors to qualify for TIF district designation as a combination of both a “conservation area” for improved parcels and “blighted area” for vacant parcels, as defined by the Act.

To arrive at this designation, *SB Friedman* calculated the number of eligibility factors present on a building-by-building or parcel-by-parcel basis, and analyzed the spatial distribution of the eligibility factors. When appropriate, we calculated the presence of eligibility factors on infrastructure and ancillary properties associated with the structures. The eligibility factors were correlated to buildings using aerial photographs, property files created from field observations, and record searches. The information was then graphically plotted on a parcel map of the Route 136 RPA to establish the distribution of eligibility factors, and to determine which factors were present to a meaningful extent and reasonably distributed throughout the RPA.

## Conservation Area Findings – Improved Parcels

As required by the Act, in order to be designated as a “conservation area,” 50% or more of the structures within the RPA must be 35 years or older, and at least three (3) of the improved land eligibility factors must be found present to a meaningful extent within the RPA.

Of the seven (7) buildings in the Route 136 RPA, four (4) buildings (57%) are 35 years of age or older, as they were constructed before 1981. **Map 5** shows the location of buildings that are 35 years or older.

In addition, our research has revealed that the following three (3) factors are present to a meaningful extent and reasonably distributed throughout the RPA:

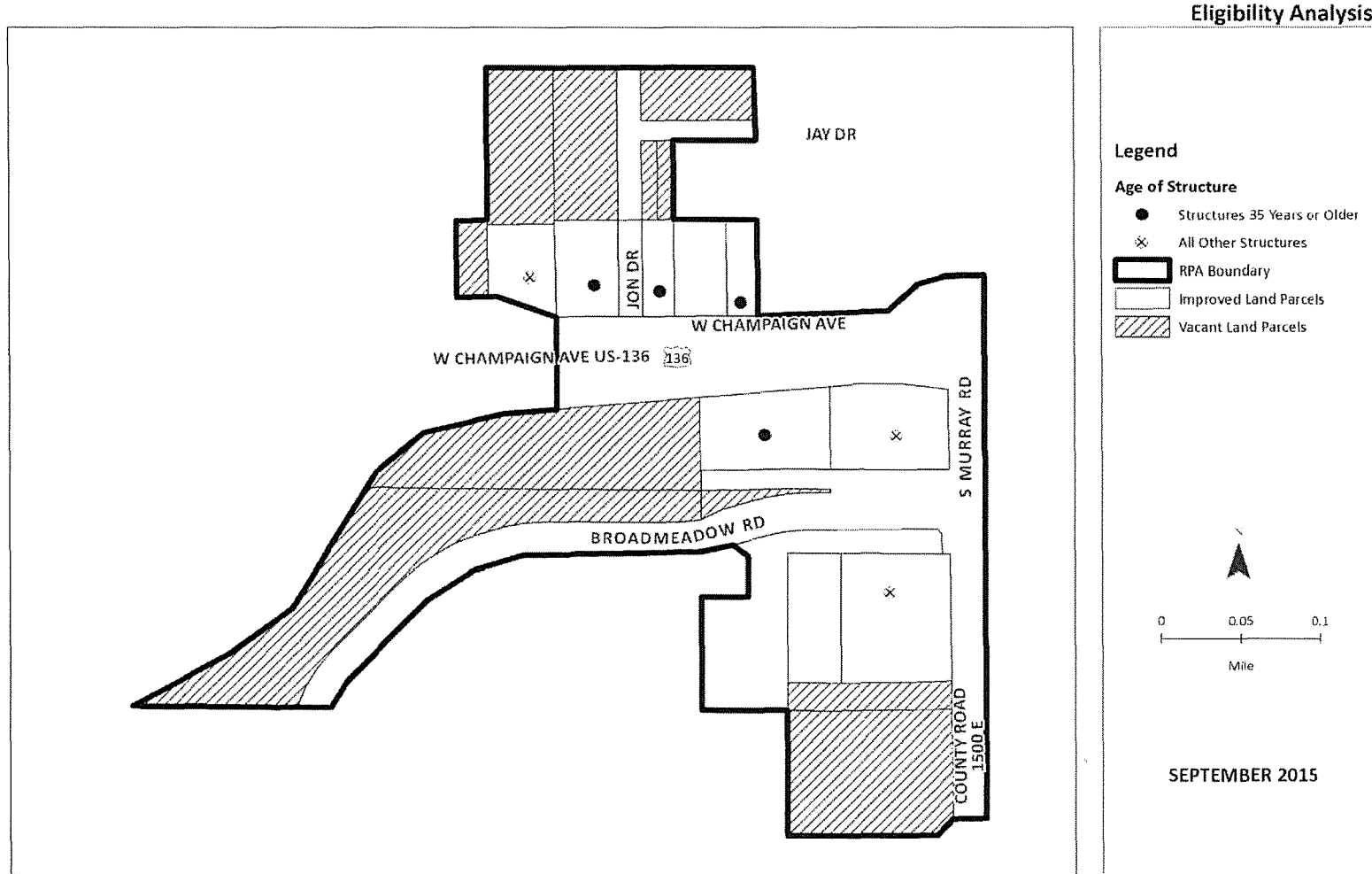


1. Lack of Growth in Equalized Assessed Value (“EAV”)
2. Deterioration
3. Lack of Community Planning

Based on the presence of these factors, the RPA’s improved parcels meet the requirements of a “conservation area” under the Act.

**Maps 6A through 6C** illustrate the “conservation area” eligibility factors found to be present to a meaningful extent within the RPA, by indicating each parcel where the respective factors were found to be present to a meaningful degree. The following sections summarize our field research as it pertains to each of the identified eligibility factors found present within the Route 136 RPA.

Map 5: Age of Structures



Map 5: Age of Structures  
IMPROVED LAND - CONSERVATION AREA FACTOR

Route 136 Tax Increment Financing District  
VILLAGE OF RANTOUL, IL

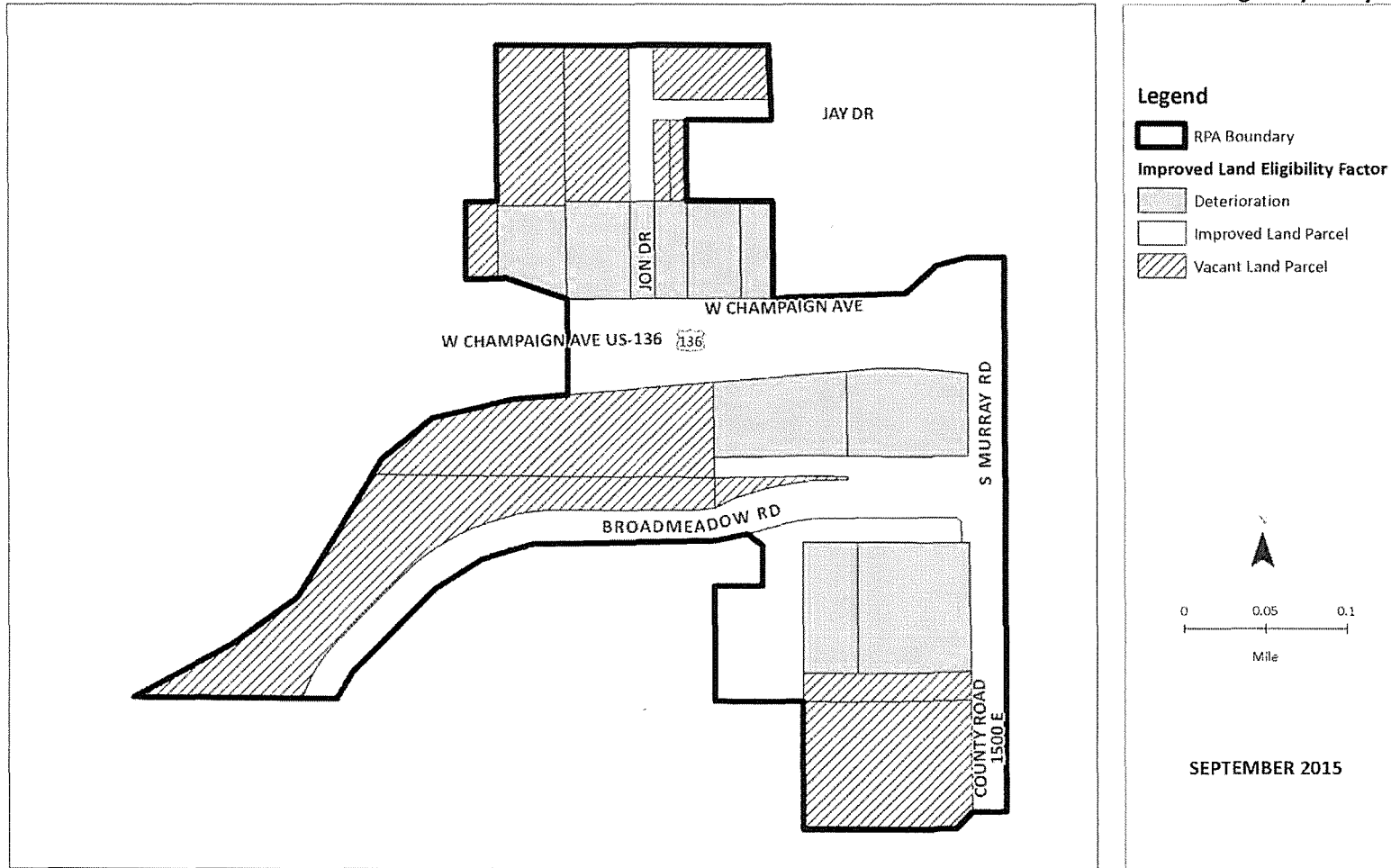
Map 6A: Lack of Growth in EAV



Map 6A: Lack of Growth in EAV  
IMPROVED LAND - CONSERVATION AREA FACTOR

Route 136 Tax Increment Financing District  
VILLAGE OF RANTOUL, IL

Map 6B: Deterioration



Map 6B: Deterioration  
IMPROVED LAND - CONSERVATION AREA FACTOR

Route 136 Tax Increment Financing District  
VILLAGE OF RANTOUL, IL



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Map 6C: Lack of Community Planning



Map 6C: Lack of Community Planning  
IMPROVED LAND - CONSERVATION AREA FACTOR

Route 136 Tax Increment Financing District  
VILLAGE OF RANTOUL, IL

## Factors for Improved Land

### 1. LACK OF GROWTH IN EQUALIZED ASSESSED VALUE

The total equalized assessed value (“EAV”) is a measure of the property value in the Route 136 RPA. The EAV history of all the included improved tax parcels in the RPA was tabulated for the last six years (five year-to-year periods) for which assessed values and EAV were available. The most recent year for which final information was available is 2014. A lack of growth in EAV has been identified for the RPA in that:

- 1) The total EAV of improved parcels within the area has declined for four (4) of the last five (5) year-to-year periods; and
- 2) The EAV growth rate has been less than the growth rate of the Consumer Price Index (CPI) for all five (5) of the last five (5) year-to-year periods.

The basis for these findings is summarized in **Table 1** below. Lack of growth in EAV within the RPA is one of the strongest indicators that the area as a whole has lacked growth and investment. This eligibility factor was analyzed area-wide and is considered to be present to a meaningful extent for all improved parcels within the Route 136 RPA.

**Table 1: Percent Change in Annual Equalized Assessed Value (“EAV”) for Improved Parcels**

	2009 - 2010	2010 - 2011	2011 - 2012	2012 - 2013	2013-2014
Improved Land RPA Parcels	-0.64%	-3.60%	-5.10%	0.00%	-2.20%
Qualifying Decline	YES	YES	YES	NO	YES
Consumer Price Index (CPI)	2.28%	3.36%	2.17%	1.69%	1.24%
RPA Growth Less than CPI	YES	YES	YES	YES	YES

Sources: Champaign County Assessor’s Office; Bureau of Labor Statistics, CPI Midwest size class D, All Consumer Items; *SB Friedman Development Advisors*

### 2. DETERIORATION

The RPA exhibits evidence of deterioration in the physical quality of buildings and infrastructure, which was documented for ten (10) out of eleven (11) improved parcels. These ten (10) parcels had cracked or crumbling parking areas or other concrete surfaces, and several had unpaved, uneven gravel surfaces. Five (5) of the parcels were found to have additional deterioration on structural or secondary building components, such as cracked foundation, spalling bricks and damaged siding. Aged structures identified in our building age analysis, located on commercial parcels along Champaign Avenue, have significant deterioration, indicating a further need for rehabilitation. Through field observations, deterioration was found on approximately 91% of improved parcels in the RPA.

### 3. LACK OF COMMUNITY PLANNING

The Village’s first comprehensive plan was adopted in 2006, at which all of the buildings in the RPA, still presently standing, had already been constructed. Consequently, the RPA did not have the benefit of having the plan in place to help guide development. The effect of this lack of planning is evident in the incompatible land use relationships, inadequate access to rights-of-way, and street and parcel layout that does not meet contemporary development standards. Examples include:

- All commercial parcels on the north side of Champaign Avenue lack right-of-way road access, and alternatively use a parallel driveway accessed from Murray Road.
- Parcels with PINs 20-09-04-227-003 and -228-017, owned by adjacent businesses, have been modified and designated as Jon Drive and Jay Drive in order to accommodate businesses operating on parcels that lack access to public right-of-way.
- Improper subdivision of parcels requires businesses on the north side of Champaign Avenue to accommodate right-of-way access for parcels bordering the rear of these properties or for parcels separated by vacant land. Future development is not likely to occur unless parcels and rights-of-way are redesigned according to contemporary standards.
- Improper subdivision south of Broadmeadow Road has created a large, irregularly-shaped parcel that is owned by Wal-Mart. The parcel is partially comprised of Wal-Mart’s parking lot, which conceals a right-of-way and a portion of the Magnuson Hotel.

The Act provides for “Lack of Community Planning” to be evaluated as an area-wide factor, not necessarily attributable to any one parcel. For this reason and the aforementioned evidence, lack of community planning was found to be present to a meaningful extent and documented by evidence of adverse effects, on an area-wide basis throughout the Route 136 RPA.

## **Blighted Area Findings – Vacant Parcels**

### **Factors for Vacant Land**

To qualify as a “blighted area” under the Act, either one of the one-factor vacant land eligibility factors or two of the two-factor eligibility factors must be found present to a meaningful extent on the vacant parcels within the Route 136 RPA. We have found factors under both the one-factor and the two-factor eligibility test that meet these criteria:

1. One-Factor Test
  - a. Contributes to Flooding
2. Two-Factor Test
  - a. Lack of Growth in Equalized Assessed Value
  - b. Obsolete Platting

**Maps 7A and 7B** illustrate the vacant eligibility factors found to be present to a meaningful extent within the RPA, as a whole, by indicating each parcel where the respective factors were found to be present to a meaningful degree.

### ***One-Factor Test***

#### **1. CONTRIBUTES TO FLOODING**

As required by the Act, one of the one-factor vacant land eligibility factors must be found present to a meaningful extent, and reasonably distributed throughout the vacant area in order to characterize such area as a “blighted area.”

Based on a July 2015 engineering study and subsequent letter written by Burns & McDonnell, runoff from the RPA contributes to the flooding within two watersheds that lie downstream from the area. **Map 7A** on page 25 illustrates that this vacant land eligibility factor was found to be present area-wide; this constitutes presence to a meaningful degree within the RPA.

It is important to note that in order for the “flooding factor” to apply to vacant parcels, the Redevelopment Plan must provide for facilities or improvements to contribute to the alleviation of all or part of the flooding within the watershed(s). This issue is addressed in subsequent sections of this Redevelopment Plan.

**Two-Factor Test**

**1. LACK OF GROWTH IN EQUALIZED ASSESSED VALUE**

Similar to the improved parcels within the RPA boundary, vacant parcels within the RPA have also experienced declining equalized assessed value (“EAV”). The vacant parcels in the RPA qualify in two ways:

- 1) The EAV for vacant parcels has declined in absolute terms for four (4) of the last five (5) year-to-year periods; and
- 2) The growth rate for vacant parcels has been less than that of the Consumer Price Index for five (5) of the last five (5) year-to-year periods.

**Table 2** below displays the trends in EAV growth for vacant property over the last six years. This eligibility factor was considered to be present to a meaningful extent for all vacant parcels within the Route 136 RPA.

**Table 2: Percent Change in Annual Equalized Assessed Value (“EAV”) for Improved Parcels**

	2009 - 2010	2010 - 2011	2011 - 2012	2012 - 2013	2013-2014
Vacant Land RPA Parcels	-58.94%	-83.18%	-3.29%	1.29%	-4.81%
Qualifying Decline	YES	YES	YES	NO	YES
Consumer Price Index (CPI)	2.28%	3.36%	2.17%	1.69%	1.24%
RPA Growth Less than CPI	YES	YES	YES	YES	YES

Sources: Champaign County Assessor’s Office; Bureau of Labor Statistics, CPI Midwest size class D, All Consumer Items; *SB Friedman Development Advisors*

**2. OBSOLETE PLATTING**

Distributed throughout the RPA are vacant land parcels that exhibit obsolete platting. For varying reasons, the parcels have remained vacant or have become vacant without plans for redevelopment. South of Champaign Avenue, there are large vacant parcels that have been historically used for agricultural or residential use. Re-platting for new development has not occurred in a planned or comprehensive way, resulting in irregularly shaped parcels, including one parcel that has been split into two noncontiguous parcels.

The area north of Champaign Avenue includes two parcels that are too narrow for contemporary uses, and a large parcel that has been split into two noncontiguous parcels by a landlocked right-of-way. Five

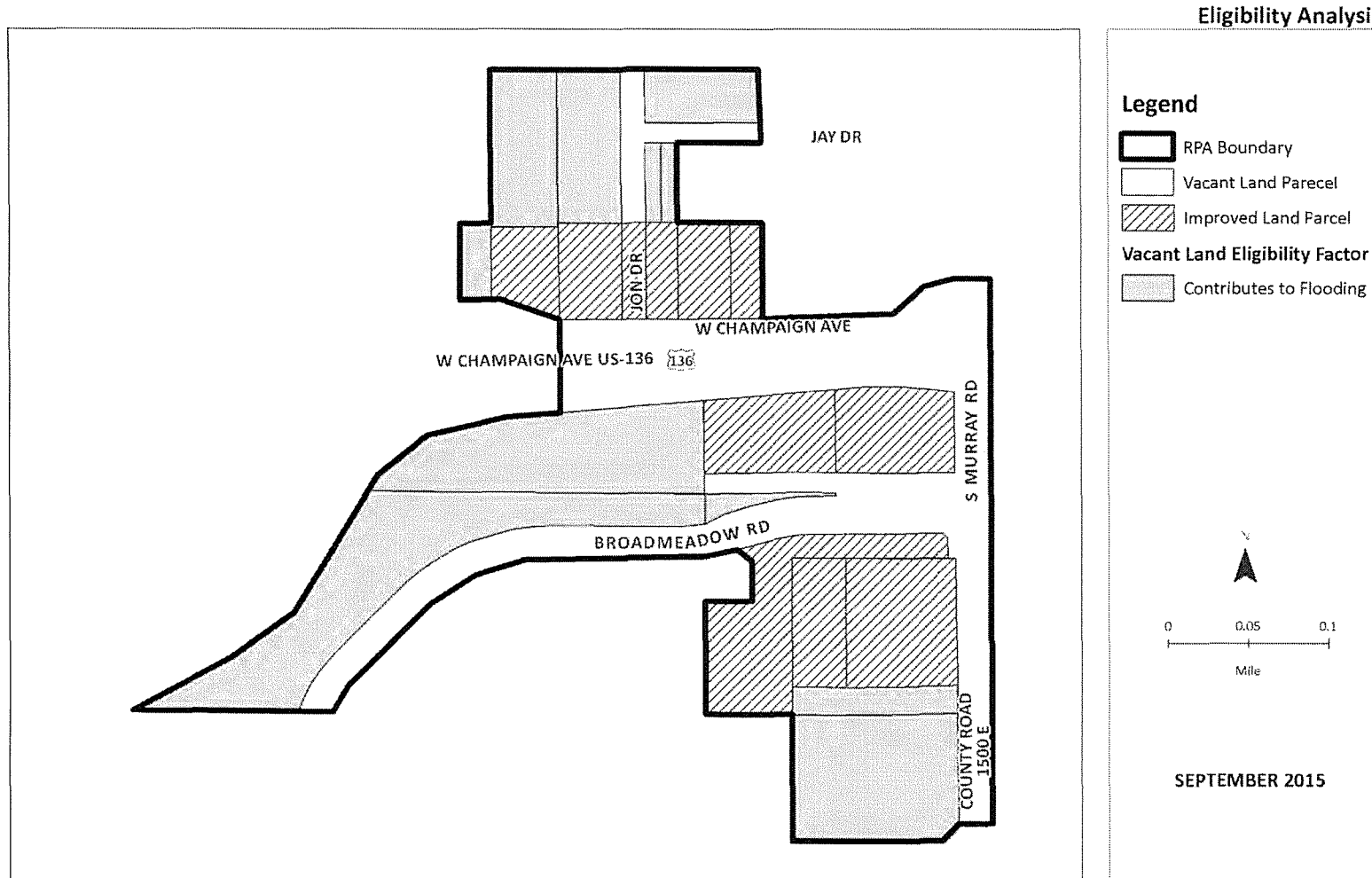


parcels are landlocked and have a lack of adequate right-of-way access except through other privately-owned parcels.

Overall, obsolete platting was found to be present on eight (8) out of nine (9) vacant land parcels, or 89% of the vacant land area within the RPA.

*SB Friedman* has found factors under both the one-factor and two-factor eligibility tests to be present to a meaningful extent on the vacant parcels within the Route 136 RPA, thus qualifying the RPA as a “blighted area” under the Act.

Map 7A: Vacant Land – One-Factor Test – Contributes to Flooding



Map 7A: Contributes to Flooding  
VACANT LAND - BLIGHTED AREA FACTOR

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Map 7B: Vacant Factor –Two-Factor Test - Lack of Growth in EAV



Map 7B: Lack of Growth in EAV  
VACANT LAND - BLIGHTED AREA FACTOR

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Map 7C: Vacant Factor – Two-Factor Test – Obsolete Platting



Map 7C: Obsolete Platting  
VACANT LAND - BLIGHTED AREA FACTOR

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## 4. Redevelopment Plan and Project

### Redevelopment Needs of the Route 136 RPA

The land use and existing conditions for the RPA suggest six (6) major redevelopment needs for the RPA:

1. Capital improvements that further the objectives set forth in this Redevelopment Plan;
2. Resources for commercial development;
3. Rehabilitation of existing buildings;
4. Site preparation and stormwater management;
5. Streetscape and infrastructure improvements, including utilities; and
6. Redevelopment of vacant and underutilized parcels.

The Redevelopment Plan and Project identifies tools for the Village to provide necessary infrastructure improvements and public facilities that benefit both property owners and employees in the RPA, and support other public and private improvements that serve the best interests of the local community and the Village.

Currently, the RPA is characterized by inadequate public utilities and infrastructure, and is a contributor to flooding. The Village of Rantoul does not have the financial resources to help fund these improvements. This situation limits the potential for growth and contributes to the lack of new investment within the RPA.

The public improvements outlined in this Redevelopment Plan will create an environment conducive to private investment and development within the RPA. The goals, objectives and strategies discussed below have been developed to address these needs and facilitate the development of the RPA. To support specific projects and encourage future investment in the RPA, public resources including Tax Increment Financing may be used to expand RPA infrastructure and create new public facilities, create an identity for the community, and facilitate site development and site preparation.

### Goals, Objectives and Strategies

Goals, objectives and strategies designed to address the needs of the community form the overall framework of this Redevelopment Plan, and consider the use of anticipated tax increment funds generated within the Route 136 RPA.

**GOALS.** The overall goal of this TIF Eligibility Study and Redevelopment Plan and Project is to reduce or eliminate conditions that qualify the Route 136 RPA as a combination of both a “conservation area” and “blighted area.” Likewise, this Redevelopment Plan is intended to: 1) provide the direction and mechanisms necessary to establish the RPA as a lively commercial area; 2) stimulate the redevelopment of vacant, obsolete, ill-configured and underutilized parcels; and 3) provide new or improved public infrastructure, facilities and utilities. Redevelopment of the RPA will revitalize the area around the Village, strengthen the economic base, and enhance the quality of life of the Village as a whole.

Rehabilitation and redevelopment of the RPA is to be achieved through an integrated and comprehensive strategy that leverages public resources to stimulate additional private investment. The underlying strategy is to use Tax Increment Financing, as well as other funding sources, to reinforce and encourage further private investment.

**OBJECTIVES.** Six (6) objectives support the overall goal of area-wide revitalization of the RPA. These objectives include:

1. Foster the replacement, repair, construction and/or improvement of the public infrastructure where needed, including public utilities, sidewalks, streets, curbs, gutters, underground water and sanitary systems and physical plants, and stormwater detention of adequate capacity to create an environment conducive to private investment;
2. Facilitate and encourage the construction of new commercial development within the RPA, including site preparation, where appropriate;
3. Facilitate the physical improvement and/or rehabilitation of existing building structures and facades in the RPA;
4. Facilitate the assembly, preparation and marketing of available sites in the RPA for new commercial uses, as allowed by the Act;
5. Provide resources for streetscaping, landscaping and signage to improve the image, attractiveness and accessibility of the RPA, create a cohesive identity for the RPA and surrounding area, and provide, where appropriate, for buffering between different land uses and screening of unattractive service facilities such as parking lots and loading areas; and
6. Support the goals and objectives of other overlapping plans, including the Village's 2006 Comprehensive Plan, and coordinate available federal, state and local resources to further the goals of this Redevelopment Plan and Project.

**STRATEGIES.** These objectives will be implemented through four (4) specific and integrated strategies. These include:

1. **Implement Public Improvements.** A series of public improvements throughout the Route 136 RPA may be designed and implemented to help define and create an identity for the area, prepare sites for anticipated private investment, and create a more conducive environment for new development. Public improvements that are implemented with TIF assistance in the RPA are intended to complement and not replace public improvements made with existing funding sources.

These improvements may include new streets and sidewalks, streetscaping, improved street and sidewalk lighting, resurfacing of streets and other paved surfaces, improvement of underground infrastructure and physical plants, stormwater detention of adequate capacity, and other public improvements and utilities consistent with this Redevelopment Plan and Project. These public improvements may be completed pursuant to redevelopment agreements with private entities or intergovernmental agreements with other public entities, and may include the construction, rehabilitation, renovation or restoration of public improvements on one or more parcels.

2. **Encourage Private Sector Activities.** Through the creation and support of public-private partnerships or through written agreements, the Village may provide financial and other assistance to encourage the private sector, including local property owners and businesses, to undertake redevelopment projects and other improvements that are consistent with the goals of this Redevelopment Plan.
3. **Assist Businesses and Property Owners.** The Village may provide assistance to support businesses and property owners in the RPA in furtherance of the RPA’s goals and objectives.
4. **Facilitate Property Assembly, Demolition and Site Preparation.** The Village may acquire and assemble other property throughout the RPA to attract private investment and development, and to meet the goals, policies or objectives of this Redevelopment Plan. The consolidated ownership of these sites by the Village will make them more marketable to potential developers and streamline the redevelopment process. In addition, financial assistance may be provided to private developers seeking to acquire land and assemble sites for projects supportive of this Redevelopment Plan.

Land assemblage by the Village may be done by purchase, exchange, donation, lease, or eminent domain, and may be for the purposes of: (a) sale, lease or conveyance to private developers, or (b) sale, lease, conveyance or dedication for the construction of public improvements or facilities. Site preparation may include such preparatory work as demolition of existing improvements and environmental remediation, where appropriate. Furthermore, the Village may require written development agreements with developers before acquiring any properties. As appropriate, the Village may devote acquired property to temporary uses until such property is scheduled for disposition and development.

## Proposed Future Land Use

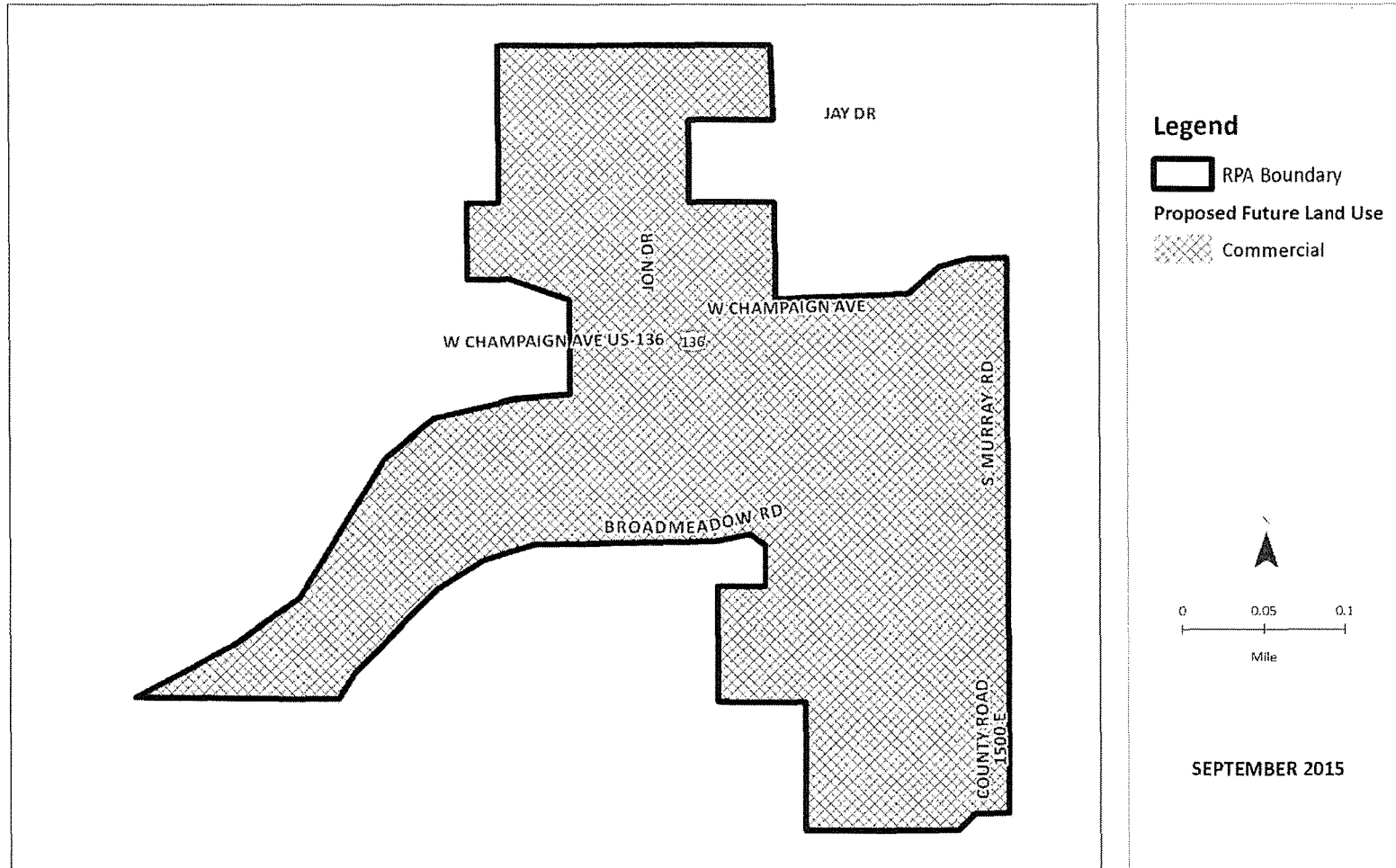
The future land use of the Route 136 RPA reflects the objectives of this Redevelopment Plan, which are to support the improvement of the RPA as an active commercial district and to support other improvements that serve the redevelopment interests of the local community, current business owners and the Village. The proposed objectives are compatible with historic land use patterns and support current development trends in the area.

The proposed land uses are detailed on **Map 8**, which shows commercial as the predominant use throughout the RPA. The future land use designation allows for the following land uses:

- Commercial
- Utilities
- Road Right-of-Way

It is anticipated that the majority of new development will be commercial in nature. The uses listed above are to be predominant uses for the area indicated, and are not exclusive of any other uses. The future land use designation is consistent with the 2006 Comprehensive Plan and is intended to support Board-approved planning documents guiding land use. The future land use designation does not supersede the area’s underlying zoning.

Map 8: Proposed Future Land Use



Map 8: Proposed Future Land Use

Route 136 Tax Increment Financing District  
VILLAGE OF RANTOUL, IL



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## Housing Impact and Related Matters

As set forth in the Act, if a redevelopment plan for a redevelopment project area would result in the displacement of residents from 10 or more inhabited residential units, or if the redevelopment project area contains 75 or more inhabited residential units and a municipality is unable to certify that no displacement will occur, the municipality must prepare a Housing Impact Study and incorporate the study into the Redevelopment Plan and Project document.

The consultant's field survey found that there are no housing units within the RPA. The Village of Rantoul hereby certifies that no displacement will occur as a result of activities pursuant to this Redevelopment Plan. Therefore, a Housing Impact Study is not required under the Act.

## 5. Financial Plan

### Eligible Costs

The Act outlines several categories of expenditures that can be funded using tax increment revenues. These expenditures, referred to as eligible redevelopment project costs, include all reasonable or necessary costs incurred or estimated to be incurred, and any such costs incidental to this Redevelopment Plan pursuant to the Act. The Village proposes to realize its goals and objectives of redevelopment through public finance techniques, including, but not limited to, Tax Increment Financing, and by undertaking certain activities and incurring certain costs. Such costs may include, without limitation, the following:

1. Costs of studies, surveys, development of plans and specifications, and implementation and administration of the Redevelopment Plan including, but not limited to, staff and professional service costs for architectural, engineering, legal, financial, planning or other services (excluding lobbying expenses), provided that no charges for professional services are based on a percentage of the tax increment collected, as more fully set forth in 65 ILCS 5/11-74.4-3(q)(1).
2. The costs of marketing sites within the RPA to prospective businesses, developers and investors.
3. Property assembly costs, including but not limited to, acquisition of land and other property, real or personal, or rights or interests therein, demolition of buildings, site preparation, site improvements that serve as an engineered barrier addressing ground-level or below-ground environmental contamination, including, but not limited to parking lots and other concrete or asphalt barriers, and the clearing and grading of land, as more fully set forth in 65 ILCS 5/11-74.4-3(q)(2).
4. Costs of rehabilitation, reconstruction, or repair or remodeling of existing public or private buildings, fixtures and leasehold improvements, as more fully set forth in 65 ILCS 5/11-74.4-3(q)(3); and the costs of replacing an existing public building if pursuant to the implementation of a redevelopment project, the existing public building is to be demolished to use the site for private investment or devoted to a different use requiring private investment.
5. Costs of the construction of public works or improvements, subject to the limitations in Section 11-74.4-3(q)(4) of the Act.
6. Costs of job training and retraining projects, including the costs of “welfare to work” programs implemented by businesses located within the RPA, and such proposals that feature a community-based training program, which ensures maximum reasonable opportunities for residents of the Village, with particular attention to the needs of those residents who have previously experienced inadequate employment opportunities and development of job-related skills, including residents of public and other subsidized housing and people with disabilities, as more fully set forth in 65 ILCS 5/11-74.4-3(q)(5).
7. Financing costs, including, but not limited to, all necessary and incidental expenses related to the issuance of obligations and that may include payment of interest on any obligations issued

thereunder, including interest accruing during the estimated period of construction of any redevelopment project for which such obligations are issued and for a period not exceeding 36 months following completion and including reasonable reserves related thereto.

8. To the extent the Village by written agreement accepts and approves the same, all or a portion of a taxing district's capital costs resulting from the redevelopment project necessarily incurred or to be incurred within a taxing district in furtherance of the objectives of this Redevelopment Plan.
9. Relocation costs to the extent that the Village determines that relocation costs shall be paid or is required to make payment of relocation costs by federal or state law, or by Section 11-74.4-3(n)(7) of the Act.
10. Payment in lieu of taxes as defined in the Act.
11. Costs of job training, retraining, advanced vocational education or career education, including, but not limited to, courses in occupational, semi-technical or technical fields leading directly to employment, incurred by one or more taxing districts, provided that such costs: (i) are related to the establishment and maintenance of additional job training, advanced vocational education or career education programs for persons employed or to be employed by employers located in the RPA; and (ii) when incurred by a taxing district or taxing districts other than the Village, are set forth in a written agreement by or among the Village and the taxing district(s), which agreement describes the program to be undertaken including, but not limited to, the number of employees to be trained, a description of the training and services to be provided, the number and type of positions available or to be available, itemized costs of the program and sources of funds to pay for the same, and the term of the agreement. Such costs include, specifically, the payment by community college districts of costs pursuant to Sections 3-37, 3-38, 3-40, and 3-40.1 of the Public Community College Act, 110 ILCS 805/3-37, 805/3-38, 805/3-40 and 805/3-40.1, and by school districts of costs pursuant to Sections 10-22.20a and 10-23.3a of the School Code, 105 ILCS 5/10-22.20a and 5/10-23.3a.
12. Interest costs incurred by a developer, as more fully set forth in 65 ILCS 5/11-74.4-3(q)(11), related to the construction, renovation or rehabilitation of a redevelopment project provided that:
  - a. Such costs are to be paid directly from the special tax allocation fund established, pursuant to the Act;
  - b. Such payments in any one year may not exceed thirty percent (30%) of the annual interest costs incurred by the developer with regard to the development project during that year;
  - c. If there are not sufficient funds available in the special tax allocation fund to make the payment pursuant to this provision, then the amounts so due shall accrue and be payable when sufficient funds are available in the special tax allocation fund;
  - d. The total of such interest payments paid, pursuant to the Act, may not exceed thirty percent (30%) of the total of: (i) cost paid or incurred by the redeveloper for the redevelopment

project; and (ii) redevelopment project costs excluding any property assembly costs and any relocation costs incurred by the Village, pursuant to the Act;

- e. For the financing of rehabilitated or new housing for low-income households and very low-income households, as defined in Section 3 of the Illinois Affordable Housing Act, the percentage of seventy-five percent (75%) shall be substituted for thirty percent (30%) in subparagraphs 12b and 12d above; and
  - f. Instead of the interest costs described above in paragraphs 12b and 12d, a municipality may pay from tax incremental revenues up to fifty percent (50%) of the cost of construction, renovation and rehabilitation of new housing units (for ownership or rental) to be occupied by low-income households and very low-income households, as defined in Section 3 of the Illinois Affordable Housing Act, as more fully described in the Act. If the units are part of a residential redevelopment project that includes units not affordable to low- and very low-income households, only the low- and very low-income units shall be eligible for this benefit under the Act.
13. Unless explicitly provided in the Act, the cost of construction of new privately-owned buildings shall not be an eligible redevelopment project cost.
  14. An elementary, secondary or unit school district's increased per pupil tuition costs attributable to net new pupils added to the district living in assisted housing units will be reimbursed, as further defined in the Act.
  15. A library district's increased per patron costs attributable to net new persons eligible to obtain a library card living in assisted housing units, as further defined in the Act.

If a Special Service Area is established pursuant to the Special Service Area Tax Act, 35 ILCS 235/0.01 et seq., then any tax increment revenues derived from the tax imposed pursuant to the Special Service Area Tax Act may be used within the redevelopment project area for the purposes permitted by the Special Service Area Tax Act as well as the purposes permitted by the Act.

## Estimated Redevelopment Project Costs

The estimated eligible costs of this Redevelopment Plan are shown in **Table 3** on the following page. The total of eligible redevelopment costs provides an upper limit on expenditures that are to be funded using tax increment revenues, exclusive of capitalized interest, issuance costs, interest, and other financing costs. Within this limit, adjustments may be made in line items without amendment to this Redevelopment Plan. Additional funding in the form of state and federal grants, private developers contributions, and other outside sources may be pursued by the Village as a means of financing improvements and facilities, which are of benefit to the general community.

**Table 3: Estimated TIF-Eligible Redevelopment Costs**

<b>Project/Improvements</b>	<b>Estimated Project Costs</b>
<b>Professional Services</b> (including analysis, administration, studies, surveys, legal, etc.)	\$500,000
<b>Marketing of Sites</b>	\$300,000
<b>Property Assembly</b> (including acquisition, site preparation, demolition, and environmental remediation)	\$5,500,000
<b>Rehabilitation of Existing Buildings, Fixtures and Leasehold Improvements</b>	\$350,000
<b>Public Works or Improvements</b> (including streets and utilities, parks and open space, public facilities (schools & other public facilities)) [1]	\$7,500,000
<b>Job Training, Retraining, Welfare-to-Work</b>	\$100,000
<b>Financing and Capital Costs</b>	\$350,000
<b>Relocation Costs</b>	\$200,000
<b>Payment in Lieu of Taxes</b>	\$100,000
<b>Interest Subsidy</b>	\$100,000
<b>TOTAL REDEVELOPMENT COSTS [2]</b>	<b>\$15,000,000 [3] [4]</b>

[1] This category may include paying for or reimbursing capital costs of taxing districts impacted by the redevelopment of the RPA. As permitted by the Act, to the extent the Village by written agreement accepts and approves the same, the Village may pay, or reimburse all, or a portion of a taxing district's capital costs resulting from a redevelopment project necessarily incurred or to be incurred within a taxing district in furtherance of the objectives of this Redevelopment Plan.

[2] Total Redevelopment Costs exclude any additional financing costs, including any interest expense, capitalized interest, and costs associated with optional redemptions. These costs are subject to prevailing market conditions and are in addition to Total Redevelopment Costs.

[3] Increases in estimated Total Redevelopment Costs of more than 5%, after adjustment for inflation from the date of this Redevelopment Plan adoption, are subject to the Redevelopment Plan amendment procedures as provided under the Act.

[4] The amount of the Total Redevelopment Costs that can be incurred in the RPA will be reduced by the amount of redevelopment costs incurred in contiguous redevelopment project areas, or those separated from the RPA only by a public right-of-way, that are permitted under the Act to be paid, and are paid, from incremental property taxes generated in the RPA, but will not be reduced by the amount of redevelopment project costs incurred in the RPA that are paid from incremental property taxes generated in contiguous redevelopment project areas or those separated from the RPA by a public right-of-way.

Adjustments to the estimated line item costs in **Table 3** are expected and may be made by the Village without amendment to this Redevelopment Plan. Each individual project cost will be re-evaluated in light of projected private development and resulting incremental tax revenues as it is considered for public financing under the provisions of the Act. The totals of line items set forth above are not intended to place a limit on the described expenditures. Adjustments may be made in line items within the total, either increasing or decreasing line item costs because of changed redevelopment costs and needs.

## Phasing and Scheduling of the Redevelopment

Each private project within the Route 136 RPA receiving TIF benefits shall be governed by the terms of a written redevelopment agreement entered into by a designated developer and the Village, approved by the Board and recorded in the Champaign County Recorder's Office. Where tax increment funds are used to pay eligible redevelopment project costs, to the extent funds are available for such purposes, expenditures by the Village shall be coordinated to coincide on a reasonable basis with the actual redevelopment expenditures of the developer(s). This Redevelopment Plan shall be completed, and all obligations issued to finance redevelopment costs shall be retired, no later than December 31 of the year in which the payment to the Village provided in the Act is to be made with respect to ad valorem taxes levied in the twenty-third calendar year following the year in which the ordinance approving this redevelopment project area is adopted (by December 31, 2040, if the ordinances establishing the RPA are adopted during 2016).

## Sources of Funds to Pay Costs

Funds necessary to pay for redevelopment project costs and/or municipal obligations, which may be issued or incurred to pay for such costs, are to be derived principally from tax increment revenues and/or proceeds from municipal obligations, which have as a repayment source tax increment revenue. To secure the issuance of these obligations and the developer's performance of redevelopment agreement obligations, the Village may require the utilization of guarantees, deposits, reserves, and/or other forms of security made available by private sector developers. The Village may incur redevelopment project costs that are paid from the funds of the Village other than incremental taxes, and the Village then may be reimbursed for such costs from incremental taxes.

The tax increment revenue, which will be used to fund tax increment obligations and eligible redevelopment project costs, shall be the incremental real property tax revenues. Incremental real property tax revenue is attributable to the increase of the current equalized assessed value of each taxable lot, block, tract, or parcel of real property in the RPA over and above the certified initial equalized assessed value of each such property. Without the use of such incremental revenues, the RPA is not likely to redevelop.

Other sources of funds, which may be used to pay for development costs and associated obligations issued or incurred, include land disposition proceeds, state and federal grants, investment income, private investor and financial institution funds, and other sources of funds and revenues as the municipality and developer from time to time may deem appropriate.

The Route 136 RPA may be or become contiguous to, or be separated only by a public right-of-way from, other redevelopment areas created under the Act (65 ILCS 5/11 74.4 4 et. seq.) and under the Illinois Industrial Jobs Recovery Law, (65 ILCS 5/11-74.61-1 et. seq.). The Village may utilize net incremental

property tax revenues received from the Route 136 RPA to pay eligible redevelopment project costs, or obligations issued to pay such costs, in other contiguous redevelopment project areas, or those separated only by a public right-of-way, and vice versa. The amount of revenue from the Route 136 RPA made available to support such contiguous redevelopment project areas, or those separated only by a public right-of-way, when added to all amounts used to pay eligible redevelopment project costs within the Route 136 RPA, shall not at any time exceed the Total Redevelopment Costs described in **Table 3** of this Redevelopment Plan. The Village, therefore, proposes to utilize net incremental revenues received from the Route 136 RPA to pay eligible redevelopment projects costs (which are eligible under the Industrial Jobs Recovery Law referred to above) in any such areas, and vice versa.

If necessary, the redevelopment plans for other contiguous redevelopment project areas that may be or already have been created under the Act may be drafted or amended, as applicable, to add appropriate and parallel language to allow for sharing of revenues between such districts.

## Issuance of Obligations

To finance project costs, the Village may issue bonds or obligations secured by the anticipated tax increment revenue generated within the Route 136 RPA, or such other bonds or obligations as the Village may deem as appropriate. The Village may require the utilization of guarantees, deposits or other forms of security made available by private sector developers to secure such obligations. In addition, the Village may provide other legally permissible credit enhancements to any obligations issued pursuant to the Act.

All obligations issued by the Village pursuant to this Redevelopment Plan and the Act shall be retired within the timeframe described under “Phasing and Scheduling of the Redevelopment” above. Also, the final maturity date of any such obligations which are issued may not be later than 20 years from their respective dates of issue. One or more of a series of obligations may be sold at one or more times in order to implement this Redevelopment Plan. The amounts payable in any year as principal and interest on all obligations issued by the Village shall not exceed the amounts available from tax increment revenues, or other sources of funds, if any, as may be provided by ordinance. Obligations may be of parity or senior/junior lien nature. Obligations issued may be serial or term maturities, and may or may not be subject to mandatory, sinking fund or optional redemptions.

In addition to paying redevelopment project costs, tax increment revenues may be used for the scheduled and/or early retirement of obligations, and for reserves and bond sinking funds. To the extent that real property tax increment is not required for such purposes, revenues shall be declared surplus and become available for distribution annually to area taxing districts in the manner provided by the Act.

## Most Recent Equalized Assessed Value of Properties in the RPA

The purpose of identifying the most recent EAV of the Route 136 RPA is to provide an estimate of the initial EAV, which the Champaign County Clerk will certify for the purpose of annually calculating the incremental EAV and incremental property taxes of the Route 136 RPA. The 2014 EAV (the most recent year in which assessed values and the equalizer were available) of all taxable parcels in the Route 136 RPA is approximately \$890,910. This total EAV amount by PIN is summarized in **Appendix 2**. The EAV is subject to verification by the Champaign County Clerk. After verification, the final figure shall be

certified by the Champaign County Clerk, and shall become the “Certified Initial EAV” from which all incremental property taxes in the Redevelopment Project Area will be calculated by Champaign County.

### **Anticipated Equalized Assessed Value**

By tax year 2039 (collection year 2040), the total taxable EAV for the Route 136 RPA will be approximately \$4,750,000. This estimate is based on several key assumptions, including new development and/or redevelopment within the RPA.



## 6. Required Findings and Tests

### Lack of Growth and Private Investment

The Village is required to evaluate whether or not the RPA has been subject to growth and private investment and must substantiate a finding of lack of such investment prior to establishing a Tax Increment Financing district.

As outlined in the preceding sections and shown in **Table 4** below, the RPA's parcels have declined in value for four (4) of the last five (5) year-to-year periods. The RPA's parcels have also grown at a slower rate than the Consumer Price Index in five (5) of the last five (5) year-to-year periods. Lack of growth in equalized assessed value ("EAV") is one of the strongest indicators that an area is suffering from decline and a lack of private investment.

**Table 4: Change in Annual EAV for All Study Area Parcels**

	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014
RPA Parcels	-8.87%	-8.66%	-5.08%	0.02%	-2.23%
Consumer Price Index (CPI)	2.28%	3.36%	2.17%	1.69%	1.24%

Sources: Champaign County Assessor's Office, SB Friedman Development Advisors

In addition to a lack of growth in EAV, recent building permit activity also illustrates the level of private investment. Construction-related permit activity is an indicator of major and minor improvements such as new construction, re-roofing or maintaining non-structural fixtures.

Limited private investment has occurred in the RPA over the last five years. One key indicator of private investment is construction-related permit activity. Using the building permit history provided by the Village for the last five years (2010-2014), we found that twelve (12) permits were issued for approximately four (4) properties of which one (1) was a new commercial renovation. The remaining permits issued were for non-structural or necessary maintenance and rehabilitation of existing buildings, which are limited in generating growth in property values. The renovation included bringing various exterior and interior building maintenance issues up to code.

The lack of new construction in the RPA over the past five years reveals an overall absence in redevelopment activity. Thus, the RPA has not been subject to growth and private investment.

**Finding:** *The Redevelopment Project Area (Route 136 RPA), on the whole, has not been subject to growth and development through investment by private enterprise and would not reasonably be anticipated to be developed without the adoption of this Redevelopment Plan.*

### But for...

The Village is required to find that, but for the designation of the TIF district and the use of Tax Increment Financing, it is unlikely that significant investment will occur in the Route 136 RPA.

Without the support of public resources, the redevelopment objectives for the RPA would most likely not be realized. The area-wide improvements and development assistance resources needed to redevelop and revitalize the Route 136 RPA as a commercial district are extensive and costly, and the private market, on its own, has shown little ability to absorb all of these costs.

The obsolete and unplanned land platting, deteriorated structures, and widespread vacant land affects the entire community and negatively impacts the redevelopment potential of the RPA. Public resources to assist with rehabilitation and public infrastructure improvements are needed to leverage private investment. The Village's general fund has not been able to fund all of the needed improvements. TIF funds can be used to fund infrastructure and streetscape improvements, environmental remediation, site assembly and preparation, and building rehabilitation. Accordingly, but for the designation of a TIF district, these projects, which would contribute substantially to area-wide redevelopment, are unlikely to occur.

***Finding:*** *But for the adoption of this Redevelopment Plan, critical resources will be lacking that would otherwise support the redevelopment of the Route 136 RPA, and the Route 136 RPA would not reasonably be anticipated to be developed.*

## Conformance to the Plans of the Village

The Route 136 RPA and Redevelopment Plan must conform to the comprehensive plan for the Village, conform to the strategic plans, or include land uses that have been approved by the Village Board.

The Land Use Plan map within the 2006 Comprehensive Plan anticipates that the RPA will undergo redevelopment of commercial uses. Thus, the Redevelopment Plan conforms to the vision of the Comprehensive Plan.

## Dates of Completion

The dates of completion of each project and retirement of obligations are described in "Phasing and Scheduling of the Redevelopment" in Section 5 above. This Redevelopment Plan shall be completed, and all obligations issued to finance redevelopment costs shall be retired no later than December 31, 2040, if the ordinances establishing the RPA are adopted during 2016.

## Financial Impact of the Redevelopment Project

As explained above, without the adoption of this Redevelopment Plan and Tax Increment Financing, the Route 136 RPA is not expected to be redeveloped by private enterprise. Additionally, there is a genuine threat that the conservation area may become blighted, and that the entire area will become a less attractive place to maintain and improve existing buildings and sites. The lagging growth of property values may also lead to a decline of property values in surrounding areas and could lead to a reduction of real estate tax revenue to all taxing districts.

This document describes the comprehensive redevelopment program proposed to be undertaken by the Village to create an environment in which private investment can reasonably occur. The redevelopment program will be staged gradually over the 23-year life of the Route 136 RPA. If a redevelopment project

is successful, various new projects will be undertaken that will assist in alleviating blighting conditions, creating new jobs, and promoting rehabilitation and development in the Route 136 RPA.

This Redevelopment Plan is expected to have short- and long-term financial impacts on the affected taxing districts. During the period when Tax Increment Financing is utilized, real estate tax increment revenues from the increases in EAV over and above the Certified Initial EAV (established at the time of adoption of this document) may be used to pay eligible redevelopment project costs for the Route 136 RPA. At the time when the Route 136 RPA is no longer in place under the Act, the real estate tax revenues resulting from the redevelopment of the RPA will be distributed to all taxing district levying taxes against property located in the RPA. These revenues will then be available for use by the affected taxing districts.

## **Demand on Taxing District Services and Program to Address Financial and Service Impact**

In 1994, the Act was amended to require an assessment of any financial impact of a redevelopment project area on, or any increased demand for service from, any taxing district affected by the redevelopment plan, and a description of any program addressing these impacts/increased demand.

The Village intends to monitor development in the area and, with the cooperation of the affected taxing districts, work to address any increased needs in connection with any particular development.

Given the preliminary nature of this Redevelopment Plan, specific fiscal impacts on the taxing districts and increases in demand for services provided by those districts cannot accurately be assessed within the scope of this plan. The following major taxing districts presently levy taxes on properties within the Route 136 RPA:

- Champaign County
- Champaign Forest Preserve
- Community College District 505
- School District 137
- High School District 193
- Village of Rantoul
- Ludlow Township
- Ludlow Road and Bridge
- Ludlow Permanent Roads
- Rantoul Park District
- Rantoul/Ludlow Cemetery
- Rantoul/Ludlow Multi-township assessment

Replacement of vacant and under-utilized buildings and sites with active and more intensive uses of a commercial nature are not likely to result in additional demands on services and facilities provided by the districts. At this time, no special programs are proposed for these taxing districts. Should demand for any such services materially increase, the Village will work with the affected taxing districts to determine what, if any, program is necessary to provide adequate services.

## 7. Provisions for Amending Action Plan

This Redevelopment Plan and Project document may be amended pursuant to the provisions of the Act.

## **8. Commitment to Fair Employment Practices & Affirmative Action Plan**

The Village of Rantoul is an equal opportunity employer. As part of this Redevelopment Plan and Project, the Village will work with any developers who assist in the redevelopment of the RPA to implement an effective affirmative action program that conforms to Village policies and practices.

This program will ensure equal opportunity for all personnel regardless of race, color, religion, sex, age, marital status, handicapped status, nation of origin, sexual preference, creed or ancestry. To the extent applicable if at all, this program will also meet the standards for any applicable prevailing wage rate as ascertained by the Illinois Department of Labor for all TIF related projects. All entities involved are responsible for conformance to the policy that is put in place.

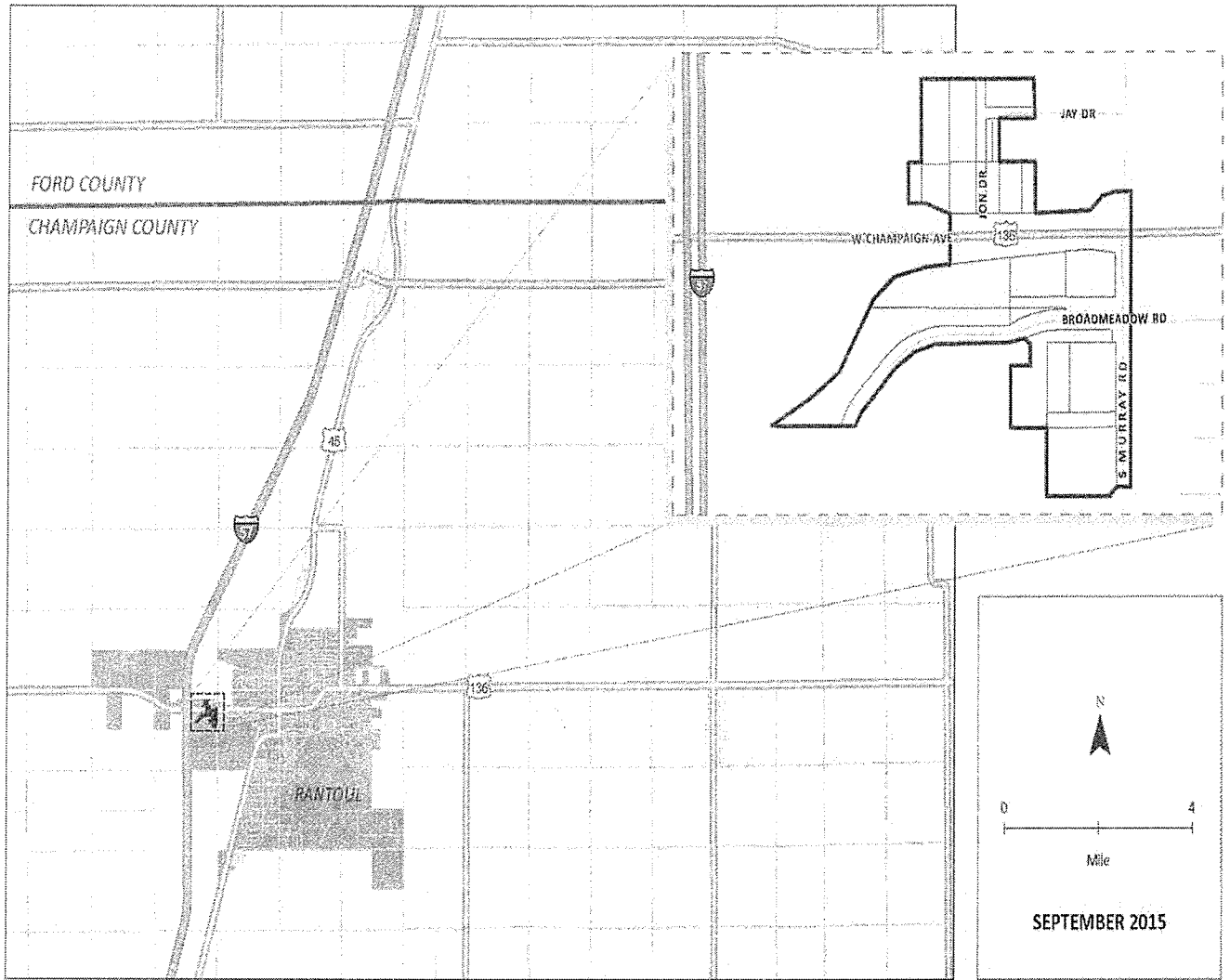
# Appendix 1: Boundary Legal Description

Text



## Appendix 2: Summary of EAV (by PIN)

Count	RPA PINs	2014 Equalized Assessed Value
1	20-09-04-201-005	\$ 1,800
2	20-09-04-226-002	\$ 4,690
3	20-09-04-227-002	\$ 39,620
4	20-09-04-227-003	\$ 840
5	20-09-04-227-005	\$ 2,050
6	20-09-04-227-006	\$ 29,680
7	20-09-04-228-001	\$ 280
8	20-09-04-228-002	\$ 280
9	20-09-04-228-004	\$ 42,450
10	20-09-04-228-017	\$ 48,930
11	20-09-04-228-018	\$ 22,530
12	20-09-04-276-001	\$ 370
13	20-09-04-276-002	\$ 55,090
14	20-09-04-276-003	\$ 352,560
15	20-09-04-277-006	\$ 6,290
16	20-09-04-277-007	\$ 221,250
17	20-09-04-277-010	\$ 110
18	20-09-04-277-011	\$ 30
19	20-09-04-277-013	\$ 880
20	20-09-04-277-016	\$ 61,180
	<b>Total EAV</b>	<b>\$ 890,910</b>



Map 1: Community Context

Route 136 Tax Increment Financing District  
VILLAGE OF RANTOUL, IL



MINUTES of a regular public meeting of the County Board of The County of Champaign, Illinois, held in the Lyle Shields Meeting Room, Brookens Administration Center, 1776 East Washington Street, Urbana, Illinois, in said County at 6:30 o'clock P.M., on the 17th day of September, 2015.

\* \* \*

The Chairman called the meeting to order and directed the County Clerk to call the roll.

Upon the roll being called, Patsi Petrie, the Chairman, and the following County Board Members were physically present at said location: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The following County Board Members were allowed by a majority of the members of the County Board in accordance with and to the extent allowed by rules adopted by the County Board to attend the meeting by video or audio conference: \_\_\_\_\_  
\_\_\_\_\_

No County Board Member was not permitted to attend the meeting by video or audio conference.

The following County Board Members were absent and did not participate in the meeting in any manner or to any extent whatsoever: \_\_\_\_\_  
\_\_\_\_\_

The Chairman announced that the County Board would consider the adoption of a resolution authorizing the issuance of revenue anticipation notes and the pledge of Medicaid payments to secure such notes. The Chairman then explained that the resolution sets forth the parameters for the issuance of said notes and sale thereof by designated officials of the County and summarized the pertinent terms of said parameters, including the specific parameters governing the manner of sale, length of maturity, rates of interest and purchase price for said notes.

Whereupon County Board Member \_\_\_\_\_ presented and the County Clerk read by title a resolution as follows, a copy of which was provided to each County Board Member prior to said meeting and to everyone in attendance at said meeting who requested a copy:

RESOLUTION authorizing the issuance of not to exceed \$ \_\_\_\_\_ Revenue Anticipation Notes of The County of Champaign, Illinois, for Nursing Home Fund purposes, authorizing the pledge of Medicaid payments to secure said Notes and providing for the sale and delivery of said Notes and for other necessary details thereof.

\* \* \*

WHEREAS, The County of Champaign, Illinois (the "*County*"), is a duly organized and existing unit of local government created under the provisions of the laws of the State of Illinois, and is now operating under the provisions of the Counties Code of the State of Illinois, and all laws amendatory thereof and supplementary thereto (the "*Counties Code*"); and

WHEREAS, the provisions of the Revenue Anticipation Act of the State of Illinois, as amended (the "*Revenue Anticipation Act*"), authorize the County to issue revenue anticipation notes to provide funds for the payment of its obligations which are either general expenses or for a particular fund, whether due or to accrue in the then fiscal year, whenever the County shall have been assured in writing of receiving revenue from a reliable source such as federal aid, State revenue sharing or local fees for the payment of such obligations and whenever there are not sufficient funds on hand to pay obligations and the County Board of the County (the "*Board*") shall deem it for the best interest of the County; and

WHEREAS, the County owns and operates the Champaign County Nursing Home (the "*Nursing Home*") under the Counties Code and has entered into an "Agreement for Long Term Care Nursing Services Under Provisions of Title XIX of the Social Security Act (Medicaid)" (the "*Agreement*") with the Illinois Department of Healthcare and Family Services ("*HFS*") which governs the Nursing Home's participation in the Medicaid Program; and

WHEREAS, pursuant to the Agreement, the Nursing Home and the County expect to receive certain payments under the Medicaid Program (the "*Medicaid Payments*") from HFS for services rendered as set forth in periodic Long Term Care (LTC) Prepayment Reports (the

“Prepayment Reports”), said Medicaid Payments constituting a reliable source of revenue as required by Section 2 of the Revenue Anticipation Act; and

WHEREAS, the Agreement and the Prepayment Reports heretofore received or to be received by the County constitute an assurance in writing of receiving the Medicaid Payments as required by Section 2 of the Revenue Anticipation Act, and will be filed with the County Clerk of the County; and

WHEREAS, there are not sufficient funds on hand to pay obligations of the Nursing Home; and

WHEREAS, the County has not heretofore issued any warrants or notes under the Revenue Anticipation Act or any other act to anticipate the collection of the Medicaid Payments; and

WHEREAS, it is necessary and in the best interests of the County for the County to defray the necessary expenses of the County incurred for Nursing Home Fund purposes due or to accrue in this fiscal year of the County, to borrow money for said purpose, to issue revenue anticipation notes to evidence said borrowing, and to pledge the Medicaid Payments received by the County to the holders of said notes in order to secure the payment of said notes:

NOW, THEREFORE, Be It and It Is Hereby Resolved by the County Board of The County of Champaign, Illinois, as follows:

*Section 1. Incorporation of Preambles.* The Board hereby finds that all of the recitals contained in the preambles to this resolution are full, true and correct and does incorporate them into this resolution by this reference.

*Section 2. Authorization of Notes.* To defray the necessary expenses of the County incurred for Nursing Home Fund purposes, there shall be borrowed for and on behalf of the County the sum of not to exceed \$ \_\_\_\_\_ for the purpose aforesaid, and there shall be issued and sold revenue anticipation notes from time to time, in one or more series, to said

aggregate amount and not exceeding 85% of the Medicaid Payments, which shall be designated “[Taxable] Revenue Anticipation Notes” (the “Notes”) with such series designation as set forth in each Sale Notification (as hereinafter defined). The Notes shall be dated such date (not later than March 31, 2016) as set forth in each Sale Notification, shall also bear the date of authentication, shall be in fully registered form, and shall be in denominations of \$1,000 each and authorized integral multiples thereof (but no single Note shall represent installments of principal maturing on more than one date), and shall be numbered 1 and upward. The Notes shall become due and payable (subject to prior redemption as hereinafter described) not later than twelve months from the date of issue as set forth in each Sale Notification and shall bear interest at the rates per annum (not exceeding \_\_\_\_\_% per annum) as set forth in each Sale Notification. The Notes may be issued on a tax-exempt basis (the “*Tax-Exempt Notes*”), whereby the status of interest paid and received thereon is excludable from the gross income of the owners thereof under the Internal Revenue Code of 1986, as amended (the “*Code*”), or may be issued on a taxable basis (the “*Taxable Notes*”), whereby the status of interest paid and received thereon is includible in gross income of the owners thereof under the Code, or some combination thereof.

The Notes shall bear interest (computed on the basis of a 360-day year of twelve 30-day months) from their date until paid, such interest being payable on the date of maturity. The principal and interest on the Notes shall be payable upon presentation in lawful money of the United States of America at the principal office of the note registrar and paying agent (which shall be the Purchaser (as hereinafter defined), the County Treasurer, or a bank or trust company with an office located in the State of Illinois) set forth in each Sale Notification (the “*Note Registrar*”).

*Section 3. Execution.* The Notes shall be signed on behalf of the County with the manual or facsimile signature of the Chairman of the Board and attested with the manual or facsimile signature of the County Clerk, shall have impressed or imprinted thereon the corporate seal or facsimile thereof of the County and shall be authenticated, registered, numbered and countersigned by the County Treasurer, and in case any officer whose signature shall appear on any Note shall cease to be such officer before the delivery of such Note, such signature shall nevertheless be valid and sufficient for all purposes, the same as if such officer had remained in office until delivery.

All Notes also shall have thereon a certificate of authentication substantially in the form hereinafter set forth duly executed by the Note Registrar as authenticating agent of the County and showing the date of authentication. No Note shall be valid or obligatory for any purpose or be entitled to any security or benefit under this resolution unless and until such certificate of authentication shall have been duly executed by the Note Registrar by manual signature, and such certificate of authentication upon any such Note shall be conclusive evidence that such Note has been authenticated and delivered under this resolution. The certificate of authentication on any Note shall be deemed to have been executed by the Note Registrar if signed by an authorized officer of the Note Registrar, but it shall not be necessary that the same officer sign the certificate of authentication on all of the Notes issued hereunder.

*Section 4. Registration of Notes; Persons Treated as Owners.* The County shall cause books (the "*Note Register*") for the registration and for the transfer of the Notes as provided in this resolution to be kept at the principal office of the Note Registrar, which is hereby constituted and appointed the registrar of the County. The County is authorized to prepare, and the Note Registrar or such other authorized person as the officers of the County may designate shall keep

custody of, multiple Note blanks executed by the County for use in the transfer and exchange of Notes.

Upon surrender for transfer of any Note at the principal office of the Note Registrar, duly endorsed by, or accompanied by a written instrument or instruments of transfer in form satisfactory to the Note Registrar and duly executed by, the registered owner or his or her attorney duly authorized in writing, the County shall execute and the Note Registrar shall authenticate, date and deliver in the name of the transferee or transferees a new fully registered Note or Notes of the same maturity of authorized denominations, for a like aggregate principal amount. Any fully registered Note or Notes may be exchanged at said office of the Note Registrar for a like aggregate principal amount of Note or Notes of the same maturity of other authorized denominations. The execution by the County of any fully registered Note shall constitute full and due authorization of such Note and the Note Registrar shall thereby be authorized to authenticate, date and deliver such Note, *provided, however*, the principal amount of outstanding Notes of each maturity authenticated by the Note Registrar shall not exceed the authorized principal amount of Notes for such maturity less previous retirements.

The Note Registrar shall not be required to transfer or exchange any Note during the period beginning at the close of business on the 15th day next preceding the payment date on such Note and ending at the opening of business on such payment date, nor to transfer or exchange any Note after notice calling such Note for redemption has been mailed, nor during a period of 15 days next preceding mailing of a notice of redemption of any Notes.

The person in whose name any Note shall be registered shall be deemed and regarded as the absolute owner thereof for all purposes, and payment of the principal of or interest on any Note shall be made only to or upon the order of the registered owner thereof or his legal

representative. All such payments shall be valid and effectual to satisfy and discharge the liability upon such Note to the extent of the sum or sums so paid.

No service charge shall be made for any transfer or exchange of Notes, but the County or the Note Registrar may require payment of a sum sufficient to cover any tax or other governmental charge that may be imposed in connection with any transfer or exchange of Notes, except in the case of the issuance of a Note or Notes for the unredeemed portion of a Note surrendered for redemption.

*Section 5. Redemption.* All or a portion of the Notes, if any, so designated in the Sale Notification therefor, shall be subject to redemption prior to maturity at the option of the County as a whole or in part, and if in part in integral multiples of \$1,000 in any order of their maturity as determined by the County (less than all of the Notes of a single maturity to be selected by the Note Registrar), on the date specified in the Sale Notification therefor, and on any date thereafter, at the redemption price of par plus accrued interest to the date fixed for redemption.

The Notes shall be redeemed only in the principal amount of \$1,000 and integral multiples thereof. The County shall, at least fifteen (15) days prior to any optional redemption date (unless a shorter time period shall be satisfactory to the Note Registrar) notify the Note Registrar of such redemption date and of the principal amount and maturity or maturities of Notes to be redeemed. For purposes of any redemption of less than all of the outstanding Notes of a single maturity, the particular Notes or portions of Notes to be redeemed shall be selected by lot by the Note Registrar from the Notes of such maturity by such method of lottery as the Note Registrar shall deem fair and appropriate; *provided* that such lottery shall provide for the selection for redemption of Notes or portions thereof so that any \$1,000 Note or \$1,000 portion of a Note shall be as likely to be called for redemption as any other such \$1,000 Note or \$1,000



portion. The Note Registrar shall make such selection upon the earlier of the irrevocable deposit of funds with an escrow agent sufficient to pay the redemption price of the Notes to be redeemed or the time of the giving of official notice of redemption.

The Note Registrar shall promptly notify the County in writing of the Notes or portions of Notes selected for redemption and, in the case of any Note selected for partial redemption, the principal amount thereof to be redeemed.

*Section 6. Redemption Procedure.* Unless waived by any holder of Notes to be redeemed, notice of the call for any such redemption shall be given by the Note Registrar on behalf of the County by mailing the redemption notice by first class mail at least fifteen (15) days and not more than sixty (60) days prior to the date fixed for redemption to the registered owner of the Note or Notes to be redeemed at the address shown on the Note Register or at such other address as is furnished in writing by such registered owner to the Note Registrar.

All notices of redemption shall state:

- (1) the redemption date,
- (2) the redemption price,
- (3) if less than all outstanding Notes are to be redeemed, the identification (and, in the case of partial redemption, the respective principal amounts) of the Notes to be redeemed,
- (4) that on the redemption date the redemption price will become due and payable upon each such Note or portion thereof called for redemption, and that interest thereon shall cease to accrue from and after said date,
- (5) the place where such Notes are to be surrendered for payment of the redemption price, which place of payment shall be the principal office of the Note Registrar, and
- (6) such other information then required by custom, practice or industry standard.

Prior to any redemption date, the County shall deposit with the Note Registrar an amount of money sufficient to pay the redemption price of all the Notes or portions of Notes which are to be redeemed on that date.

Notice of redemption having been given as aforesaid, the Notes or portions of Notes so to be redeemed shall, on the redemption date, become due and payable at the redemption price therein specified, and from and after such date (unless the County shall default in the payment of the redemption price) such Notes or portions of Notes shall cease to bear interest. Upon surrender of such Notes for redemption in accordance with said notice, such Notes shall be paid by the Note Registrar at the redemption price. Installments of interest due on or prior to the redemption date shall be payable as herein provided for payment of interest. Upon surrender for any partial redemption of any Note, there shall be prepared for the registered holder a new Note or Notes of the same maturity in the amount of the unpaid principal.

If any Note or portion of Note called for redemption shall not be so paid upon surrender thereof for redemption, the principal shall, until paid, bear interest from the redemption date at the rate borne by the Note or portion of Note so called for redemption. All Notes which have been redeemed shall be cancelled and destroyed by the Note Registrar and shall not be reissued.

*Section 7. Form of Note.* The Notes shall be in substantially the following form; *provided, however,* that if the text of the Note is to be printed in its entirety on the front side of the Note, then paragraph [2] and the legend, "See Reverse Side for Additional Provisions," shall be omitted and paragraph [6] and the paragraphs thereafter as appropriate shall be inserted immediately after paragraph [1]:

[Form of Notes]

REGISTERED  
NUMBER \_\_\_\_\_

REGISTERED  
\$ \_\_\_\_\_

UNITED STATES OF AMERICA

STATE OF ILLINOIS

THE COUNTY OF CHAMPAIGN

[TAXABLE] REVENUE ANTICIPATION NOTE, SERIES 201\_\_

Interest Rate: \_\_\_\_\_%                      Maturity Date: \_\_\_\_\_, 201\_\_                      Dated Date: \_\_\_\_\_, 201\_\_

REGISTERED OWNER:

PRINCIPAL AMOUNT:

[1] KNOW ALL PERSONS BY THESE PRESENTS, that The County of Champaign, Illinois (the "*County*"), for value received, hereby promises to pay solely from payments to be made to the County pursuant to an "Agreement for Long Term Care Nursing Services Under Provisions of Title XIX of the Social Security Act (Medicaid)" with the Illinois Department of Healthcare and Family Services for services rendered by the Champaign County Nursing Home ("*Medicaid Payments*"), and not otherwise, to the Registered Owner identified above, or registered assigns as hereinafter provided, on the Maturity Date identified above, the Principal Amount identified above and to pay interest (computed on the basis of a 360-day year of twelve 30-day months) on such Principal Amount from the date of this Note at the Interest Rate per annum set forth above on the Maturity Date set forth above, and until said Principal Amount is paid. The principal of and interest on this Note are payable in lawful money of the United States of America upon presentation at the principal office of \_\_\_\_\_, \_\_\_\_\_, Illinois, as note registrar and paying agent (the "*Note Registrar*").

[2] Reference is hereby made to the further provisions of this Note set forth on the reverse hereof and such further provisions shall for all purposes have the same effect as if set forth at this place.

[3] It is hereby certified and recited that all conditions, acts and things required by law to exist or to be done precedent to and in the issuance of this Note did exist, have happened, been done and performed in regular and due form and time as required by law.

[4] This Note shall not be valid or become obligatory for any purpose until the certificate of authentication hereon shall have been signed by the Note Registrar and the County Treasurer's Certificate of Authenticity shall have been signed by the County Treasurer.

[5] IN WITNESS WHEREOF, The County of Champaign, Illinois, by its County Board, has caused this Note to be signed with the manual or duly authorized facsimile signature of Chairman of the County Board, attested by the manual or duly authorized facsimile signature of its County Clerk and its corporate seal or a facsimile thereof to be impressed or reproduced hereon, and authenticated, registered, numbered and countersigned by the County Treasurer, all as appearing hereon and as of the Dated Date identified above.

---

Chairman of the County Board

ATTEST:

---

County Clerk

(SEAL)

Registered, Numbered and Countersigned:

\_\_\_\_\_  
County Treasurer

Date of Authentication: \_\_\_\_\_, 201\_\_

CERTIFICATE  
OF  
AUTHENTICATION

Note Registrar and Paying Agent:

\_\_\_\_\_,  
\_\_\_\_\_, Illinois

This Note is one of the Notes described in the within mentioned resolution and is one of the [Taxable] Revenue Anticipation Notes, Series 20\_\_, of The County of Champaign, Illinois.

\_\_\_\_\_,  
as Note Registrar

By \_\_\_\_\_  
Authorized Officer

[Form of Note - Reverse Side]

**THE COUNTY OF CHAMPAIGN, ILLINOIS**

**[TAXABLE] REVENUE ANTICIPATION NOTE, SERIES 201\_\_**

[6] This Note and the series of which it forms a part are issued in anticipation of and are payable only out of and from the Medicaid Payments to defray the necessary expenses of the County incurred for Nursing Home Fund purposes, and shall not be deemed to be an obligation of the County within any constitutional or statutory limitation. The Notes are issued in full compliance with the Revenue Anticipation Act of the State of Illinois, the Counties Code of the State of Illinois and the Local Government Debt Reform Act of the State of Illinois, each as supplemented and amended, and are authorized by a resolution duly adopted by the County Board of the County on the 17th day of September, 2015 (the "Resolution"). Reference is made

to the Resolution for the provisions, among others, with respect to the nature and extent of the security, the rights, duties and obligations of the County and the rights of the holders from time to time of this Note, to all the provisions of which the holder hereof by the acceptance of this Note assents.

[7] This Note shall be received by any collector of revenues against which it is issued at par plus accrued interest, and when so received shall be cancelled with the same effect as though paid pursuant to the Revenue Anticipation Act of the State of Illinois, as amended.

[8] [Optional Redemption Provisions, if applicable, shall be inserted here.]

[9] This Note is transferable by the Registered Owner hereof in person or by its attorney duly authorized in writing at the principal office of the Note Registrar in \_\_\_\_\_, Illinois, but only in the manner, subject to the limitations and upon payment of the charges provided in the Resolution, and upon surrender and cancellation of this Note. Upon such transfer a new Note or Notes of authorized denominations of the same maturity and for the same aggregate principal amount will be issued to the transferee in exchange therefor.

[10] The Notes are issued in fully registered form in the denomination of \$1,000 each or authorized integral multiples thereof. This Note may be exchanged at the principal office of the Note Registrar for a like aggregate principal amount of Notes of the same maturity of other authorized denominations upon the terms set forth in the Resolution. The Note Registrar shall not be required to transfer or exchange any Note during the period beginning at the close of business on the 15th day next preceding the payment date on such Note and ending at the opening of business on such payment date, nor to transfer or exchange any Note after notice calling such Note for redemption has been mailed, nor during a period of 15 days next preceding mailing of a notice of redemption of any Notes.

[11] The County and the Note Registrar may deem and treat the Registered Owner hereof as the absolute owner hereof for the purpose of receiving payment of or on account of principal hereof and interest due hereon and for all other purposes, and neither the County nor the Note Registrar shall be affected by any notice to the contrary.

**ASSIGNMENT**

FOR VALUE RECEIVED, the undersigned sells, assigns, and transfers unto \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Name and Address of Assignee)

the within Note and does hereby irrevocably constitute and appoint \_\_\_\_\_

\_\_\_\_\_

attorney to transfer the said Note on the books kept for registration thereof with full power of substitution in the premises.

Dated: \_\_\_\_\_

Signature guaranteed: \_\_\_\_\_

NOTICE: The signature on this assignment must correspond with the name of the Registered Owner as it appears upon the face of the within Note in every particular, without alteration or enlargement or any change whatever.

**CERTIFICATE OF AUTHENTICITY**

The undersigned County Treasurer of The County of Champaign, Illinois, does hereby certify that he or she has examined this Note and found the same to be in compliance with the acts pursuant to which this Note has been issued and does hereby endorse upon this Note his or her Certificate of Authenticity. Said Treasurer does hereby further certify that the amount of Medicaid Payments from which this Note is payable is \$ \_\_\_\_\_, that the amount of the issue of which this Note is one is \$ \_\_\_\_\_, and that the amount of all anticipatory obligations, including this Note, heretofore issued and payable out of such Medicaid payments is \$ \_\_\_\_\_. The undersigned Treasurer has kept a registry of each note issued in anticipation of said Medicaid Payments under the provisions of the Revenue Anticipation Act of the State of Illinois, as amended, together with a copy thereof.

\_\_\_\_\_  
County Treasurer

*Section 8. Security and Pledge of Medicaid Payments.* The Notes shall be payable solely from the Medicaid Payments. The maximum amount of Medicaid Payments appropriated for the payment of the Notes is \$ \_\_\_\_\_. All payments of the Medicaid Payments after the issuance of the Notes and prior to the payment or provision for payment of all principal of and interest on the Notes be and the same are hereby pledged for the benefit of the holders of the Notes.

The Notes shall be received by any collector of revenues against which they are issued at par plus accrued interest, and when so received shall be cancelled with the same effect as though paid pursuant to the Revenue Anticipation Act.

Within two business days after his receipt of each distribution of Medicaid Payments, the County Treasurer shall pay to the Note Registrar, for deposit into the Note Sinking Fund (as



hereinafter defined), all Medicaid Payments until the amount on deposit in the Note Sinking Fund is sufficient to pay the principal of and interest on the Notes at maturity.

*Section 9. Application of Proceeds.* After the payment of the expenses of issuance of the Notes, the principal proceeds derived from the sale of the Notes shall be paid to the County Treasurer and shall be applied, expended and used for the payment of obligations of the County for Nursing Home Fund purposes. Any accrued interest derived from the sale of the Notes shall be deposited by the County in the Note Sinking Fund and used to pay a portion of the interest on the Notes when due.

*Section 10. Note Sinking Fund; Deposit of Medicaid Payments.* There is hereby created a special fund, separate and segregated from all other funds of the County, to be designated the "Revenue Anticipation Notes, Series 201\_\_, Sinking Fund" (the "*Note Sinking Fund*"), which shall be held by the Note Registrar. The Medicaid Payments shall be deposited into the Note Sinking Fund as described in Section 8 hereof.

*Section 11. Sale of Notes.* The Chairman of the Board, County Treasurer and County Administrator (the "*Designated Representatives*") are hereby authorized to proceed not later than the 17th day of March, 2016, without any further authorization or direction from the County Board, to sell the Notes from time to time upon the terms as prescribed in this Resolution and in such amounts as the County Treasurer deems necessary to provide funds to pay obligations due or to accrue within the fiscal year. The Notes hereby authorized shall be executed as in this Resolution provided as soon after the delivery of each Sale Notification as may be, and thereupon be deposited with the County Treasurer, and, after authentication thereof by the Note Registrar, be by said Treasurer delivered to the purchaser thereof as set forth in each Sale Notification (the "*Purchaser*"), upon receipt of the purchase price therefor, the same being not less than 98% of the principal amount of the Notes, plus accrued interest to date of delivery. The

Purchaser for the Notes shall be: (i) a bank or financial institution authorized to do business in the State of Illinois, or (ii) an “accredited investor” as defined in Rule 501 of Regulation D as promulgated under the Securities Act of 1933, as amended; *provided, however* that the Purchaser may be selected through the utilization of a placement agent selected by the Designated Representatives if the use of such placement agent is determined by the Designated Representatives to be in the best interest of the County.

Upon each sale of the Notes, the Designated Representatives shall prepare a Notification of Sale of the Notes, which shall include the pertinent details of sale as provided herein (the “*Sale Notification*”). In each Sale Notification, the Designated Representatives shall find and determine that the Notes have been sold at such price and bear interest at such rates that either the true interest cost (yield) or the net interest rate received upon the sale of the Notes does not exceed the maximum rate otherwise authorized by applicable law. Each Sale Notification shall be entered into the records of the County and made available to the County Board at the next regular meeting thereof; but such action shall be for information purposes only, and the County Board shall have no right or authority at such time to approve or reject such sale as evidenced in each Sale Notification.

Upon each sale of the Notes, as evidenced by the execution and delivery of the Sale Notification by the Designated Representatives, the Chairman of the County Board, County Clerk and County Treasurer and any other officers of the County, as shall be appropriate, shall be and are hereby authorized and directed to approve or execute, or both, such documents of sale of the Notes as may be necessary, including, without limitation, the contract for the sale of the Notes between the County and the Purchaser (the “*Purchase Contract*”). Prior to the execution and delivery of the Purchase Contract, the Designated Representatives shall find and determine that no person holding any office of the County, either by election or appointment, is in any

manner financially interested directly in his own name or indirectly in the name of any other person, association, trust or corporation, in the Purchase Contract.

The use by the Purchaser of any Preliminary Term Sheet and any final Term Sheet relating to the Notes is hereby ratified, approved and authorized; the execution and delivery of said final Term Sheet is hereby authorized; and the officers of the Board are hereby authorized to take any action as may be required on the part of the County to consummate the transactions contemplated by the Purchase Contract, this Resolution, said Preliminary Term Sheet, said final Term Sheet and the Notes.

*Section 12. Non-Arbitrage and Tax-Exemption -- Tax-Exempt Notes.* The County hereby covenants that it will not take any action, omit to take any action or permit the taking or omission of any action within its control (including, without limitation, making or permitting any use of the proceeds of the Tax-Exempt Notes) if taking, permitting or omitting to take such action would cause any of the Tax-Exempt Notes to be an arbitrage bond or a private activity bond within the meaning of the Code, or would otherwise cause the interest on the Tax-Exempt Notes to be included in the gross income of the recipients thereof for federal income tax purposes. The County acknowledges that, in the event of an examination by the Internal Revenue Service (the "IRS") of the exemption from Federal income taxation for interest paid on the Tax-Exempt Notes, under present rules, the County may be treated as a "taxpayer" in such examination and agrees that it will respond in a commercially reasonable manner to any inquiries from the IRS in connection with such an examination.

The County also agrees and covenants with the purchasers and holders of the Tax-Exempt Notes from time to time outstanding that, to the extent possible under Illinois law, it will comply with whatever federal tax law is adopted in the future which applies to the Tax-Exempt Notes and affects the tax-exempt status of the Tax-Exempt Notes.

The Board hereby authorizes the officials of the County responsible for issuing the Tax-Exempt Notes, the same being the Chairman of the Board, County Treasurer and County Clerk, to make such further covenants and certifications regarding the specific use of the proceeds of the Tax-Exempt Notes as approved by the Board and as may be necessary to assure that the use thereof will not cause the Tax-Exempt Notes to be arbitrage bonds and to assure that the interest on the Tax-Exempt Notes will be exempt from federal income taxation. In connection therewith, the County and the Board further agree: (a) through their officers, to make such further specific covenants, representations as shall be truthful, and assurances as may be necessary or advisable; (b) to consult with counsel approving the Tax-Exempt Notes and to comply with such advice as may be given; (c) to pay to the United States, as necessary, such sums of money representing required rebates of excess arbitrage profits relating to the Tax-Exempt Notes; (d) to file such forms, statements, and supporting documents as may be required and in a timely manner; and (e) if deemed necessary or advisable by their officers, to employ and pay fiscal agents, financial advisors, attorneys, and other persons to assist the County in such compliance.

*Section 13. Designation of Issue.* To the extent permitted by law, the Designated Representatives in each Sale Notification are hereby authorized to designate the Tax-Exempt Notes as “qualified tax-exempt obligations” for the purposes and within the meaning of Section 265(b)(3) of the Code.

*Section 14. Tax Matters - Taxable Notes.* The County hereby covenants that it will not take any action, omit to take any action or permit the taking or omission of any action within its control if taking, permitting or omitting to take such action would cause the interest on the Taxable Notes to be excluded from the gross income of the recipients thereof for federal income tax purposes.

*Section 15. List of Noteholders.* The Note Registrar shall maintain a list of the names and addresses of the holders of all Notes and upon any transfer shall add the name and address of the new Noteholder and eliminate the name and address of the transferor Noteholder.

*Section 16. Duties of Note Registrar.* If requested by the Note Registrar, the Chairman of the Board and the County Clerk are authorized to execute the Note Registrar's standard form of agreement between the County and the Note Registrar with respect to the obligations and duties of the Note Registrar hereunder. Regardless of whether any such agreement is executed, the Note Registrar shall have the duties listed as follows:

(a) to act as certificate registrar, authenticating agent, paying agent and transfer agent as provided herein;

(b) to maintain a list of Noteholders as set forth herein and to furnish such list to the County upon request, but otherwise to keep such list confidential;

(c) to give notice of redemption of Notes as provided for herein;

(d) to cancel and/or destroy Notes which have been paid at maturity or upon redemption prior to maturity or submitted for exchange or transfer;

(e) to furnish the County at least annually a certificate with respect to Notes cancelled and/or destroyed; and

(f) to furnish the County at least annually an audit confirmation of Notes paid, Notes outstanding and payments made with respect to interest on the Notes.

*Section 17. Record-Keeping Policy and Post-Issuance Compliance Matters.* On the 18th day of September, 2014, the Board adopted a record-keeping policy (the "*Policy*") in order to maintain sufficient records to demonstrate compliance with its covenants and expectations to ensure the appropriate federal tax status for the debt obligations of the County, the interest on which is excludable from "gross income" for federal income tax purposes or which enable the County or the holder to receive federal tax benefits, including, but not limited to, qualified tax

credit bonds and other specified tax credit bonds. The Board and the County hereby reaffirm the Policy.

*Section 18. Filing.* Forthwith upon the passage of this Resolution, the County Clerk shall file a certified copy of this Resolution with the County Treasurer.

*Section 19. Severability.* If any section, paragraph, clause or provision of this resolution shall be held invalid, the invalidity of such section, paragraph, clause or provision shall not affect any of the other provisions of this resolution.

*Section 20. Repealer and Effective Date.* All resolutions or orders, or parts thereof, in conflict with the provisions of this resolution are to the extent of such conflict hereby repealed. This resolution shall not be in full force and effect upon its adoption.

ADOPTED by the County Board of The County of Champaign, Illinois, this 17th day of September, 2015.

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Chairman of the County Board of  
The County of Champaign, Illinois

ATTEST:

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County Clerk and ex-officio  
Clerk of the County Board of  
The County of Champaign, Illinois

County Board Member \_\_\_\_\_ moved and County Board Member \_\_\_\_\_ seconded the motion that said Resolution as presented and read by title be adopted.

After a full discussion thereof, the Chairman directed that the roll be called for a vote upon the motion to adopt said Resolution.

Upon the roll being called, the following County Board Members voted AYE: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The following County Board Members voted NAY: \_\_\_\_\_

Whereupon the Chairman declared the motion carried and said Resolution adopted, approved and signed the same in open meeting and directed the County Clerk to record the same in the records of the County Board of The County of Champaign, Illinois, which was done.

Other business not pertinent to the adoption of said Resolution was duly transacted at the meeting.

Upon motion duly made, seconded and carried, the meeting was adjourned.

\_\_\_\_\_  
County Clerk and ex-officio  
Clerk of the County Board of  
The County of Champaign, Illinois

STATE OF ILLINOIS            )  
  ) SS  
COUNTY OF CHAMPAIGN        )

**CERTIFICATION OF RESOLUTION AND MINUTES**

I, the undersigned, do hereby certify that I am the duly qualified and acting County Clerk of the County Board of The County of Champaign, Illinois (the “Board”), and as such official am the keeper of the records and files of the Board.

I do further certify that the foregoing constitutes a full, true and complete transcript of the minutes of the legally convened meeting of the Board held on the 17th day of September, 2015, insofar as same relates to the adoption of a Resolution entitled:

RESOLUTION authorizing the issuance of not to exceed \$ \_\_\_\_\_  
Revenue Anticipation Notes of The County of Champaign, Illinois,  
for Nursing Home Fund purposes, authorizing the pledge of  
Medicaid payments to secure said Notes and providing for the sale  
and delivery of said Notes and for other necessary details thereof.

a true, correct and complete copy of which said Resolution as adopted at said meeting appears in the foregoing transcript of the minutes of said meeting.

I do further certify that the deliberations of the County Board on the adoption of said Resolution were conducted openly, that the vote on the adoption of said Resolution was taken openly, that said meeting was held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that an agenda for said meeting was posted at the location where said meeting was held and at the principal office of the County Board at least 48 hours in advance of the holding of said meeting, that at least one copy of said agenda was continuously available for public review during the entire 48-hour period preceding said meeting, that a true, correct and complete copy of said agenda as so posted is attached hereto as *Exhibit A*, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of the Counties Code of the State of Illinois, as amended, and that the County Board has complied with all of the provisions of said Act and said Code and with all of the procedural rules of the County Board.



IN WITNESS WHEREOF, I hereunto affix my official signature and seal of said County, this 17th day of September, 2015.

---

County Clerk, County Board,  
The County of Champaign, Illinois

(SEAL)

STATE OF ILLINOIS            )  
  ) SS  
COUNTY OF CHAMPAIGN        )

**FILING CERTIFICATE**

I, the undersigned, do hereby certify that I am the duly qualified and County Treasurer of The County of Champaign, Illinois (the “*County*”), and as such official I do further certify that on the \_\_\_\_ day of \_\_\_\_\_, 201\_\_, there was filed in my office a duly certified copy of a Resolution of the County, entitled:

RESOLUTION authorizing the issuance of not to exceed \$ \_\_\_\_\_ Revenue Anticipation Notes of The County of Champaign, Illinois, for Nursing Home Fund purposes, authorizing the pledge of Medicaid payments to secure said Notes and providing for the sale and delivery of said Notes and for other necessary details thereof.

duly adopted by the County Board of the County on the 17th day of September, 2015, together with executed copies of the Certifications, as defined in said Resolution, and that the same have been deposited in the official files and records of my office.

IN WITNESS WHEREOF I hereunto affix my official signature this \_\_\_\_ day of \_\_\_\_\_, 201\_\_.

\_\_\_\_\_  
County Treasurer

**Executive Summary**

**Champaign County Strategy: Financing CCNH in a State-induced Medicaid Payment Slowdown  
October 2015**

1. A Medicaid payment slowdown is likely.
2. A payment slowdown may be followed by a rate cut. The rate cut is an operational issue; financing will still be necessary if there is a slowdown.
3. Payment slowdowns and/or rate cuts hurt those providers with the largest Medicaid volumes.
4. Given the political realities of the current budget crisis, CCNH must prepare to raise cash.
5. The financing option available to the County is the Revenue Anticipation Note (RAN).
6. We have prepared two (2) scenarios depicting the application of RAN financing. The scenarios represent payment delays of 3 or 6 months.

The following table summarizes the two (2) scenarios:

<b>Item</b>	<b>3 months</b>	<b>6 months</b>
Payment delays start	Feb 2016	Feb 2016
Payment resume	May 2016	August 2016
Number RANs issued	-0-	8
Aggregate amount	-0-	\$4,760,000
Interest expense	-0-	\$87,500
Max Cash Shortfall	\$435,000	\$660,000

## **Champaign County Strategy: Financing CCNH in a State-induced Medicaid Payment Slowdown**

The following is a summary of the current situation with no State budget in place:

The State has \$4.4 billion in unpaid bills at the end of FY2015

The State has a projected \$2.3 billion shortfall for FY2016 spending occurring under court orders or consent decrees.

An additional \$4.2 billion of FY2016 spending is “on hold” due to the budget impasse.

We believe that a Medicaid payment delay will occur. What is not known and will not be known in advance is when the payment delay will occur. The Comptroller determines what bills are paid almost on a daily basis. What also is not predictable is the length of a payment delay.

The County Board has requested a presentation of options if the State budget crisis continues. The issues can be framed quite succinctly by the question: “What options does the County have if the State stops (or reduces) Medicaid payments?”

1. **Political:** It is no secret that the Rauner administration is being besieged by requests from businesses that are dependent upon State funding (reimbursement). As the largest Medicaid provider in Champaign County, CCNH has a large percentage of its revenues dependent upon the State’s cash flow.

While it is not at all clear that the Rauner administration is sympathetic to the plight of all the various social service agencies and related businesses, there is some indication that there *could* be some sympathy for County homes as they represent units of State government and usually care for the largest share of the Medicaid population in their respective Counties.

MPA has been active in engaging the Rauner administration about the difficulties that County homes face without regular Medicaid payments. Our position is simple – State regulations prohibit local government bodies, including counties from obtaining lines of credit or loans from banks and other lending institutions. Mandated benefits such as IMRF must continue to be paid.

We will continue this effort although there can be no assurance that it will pay off. If we are able to secure an accommodation from the Rauner administration, we do not believe that the result will be 100 percent of CCNH’s Medicaid reimbursement.

2. **Revenue Anticipation Notes:** If Medicaid payments stop, CCNH will have to find a means of financing operations until payments resume. The only plausible vehicle appears to be Revenue Anticipation Notes (RANs). RANs are not new to the Champaign County Board, having been researched and presented as a realistic means of financing in 2011, when faced with a 6 month payment delay. Fortunately, Medicaid payments resumed before RANs were needed. If the State stops payments in 2016, as it appears will be likely, RANs still remain the only realistic means for financing CCNH.

There are strict rules governing the use of RANs and the program for CCNH has been created to

comply with all IRS requirements. The authorizing resolution contains all of the particulars related to the County's issuance of RANs. The receptivity of financial institutions to RANs remains to be seen; however, we believe that lenders are far more likely to give RANs serious consideration once the County has adopted a formal resolution and issued the initial RFP.

RANs are permitted financing vehicles for County governments, short-term, and refundable. The following are other important elements of RAN financing:

- a. The State's obligation to pay serves as collateral for the RANs. This obligation to pay is documented by the pre-payment report issued by Illinois HFS, the administrator of Medicaid program.
- b. The principal value of the RANs will not exceed 85 percent of the value of the Medicaid receivable.
- c. Each RAN is due 12 months from the date of issue and carries a fixed rate of interest set during the RFP process. The RFP process will be followed each time a RAN is issued. Bond counsel advised that once issued, RANs can be refunded.
- d. It is very important to recognize that, if the State stops Medicaid payments, CCNH will have revenue, but not cash. This distinction is critical; CCNH will have valid receivables from the State of Illinois against which it can borrow to raise cash.

MPA has been working with the County Treasurer and the County's bond counsel – Chapman & Cutler (Chicago) – and has developed a financing plan using RANs. The financial model that accompanies this memorandum is a working example of how RANs can be used at CCNH.

The financial model used in this analysis is a cash flow projection based on the current state of CCNH operations. Attached with this memorandum are the cash flow projections assuming a 3 month and 6 month payment delays. The assumptions can be changed to demonstrate how CCNH performs under different circumstances, but the included scenarios should provide a comprehensive sensitivity analysis

The key assumptions for RAN issuance are:

- a. RANs will be issued in 2 month increments
- b. The Department of Healthcare and Family Services (HFS) must issue a prepayment report for every month during the payment delay. Discussions with HFS are ongoing to determine if prepayment reports will be issued on a regular basis. The pre-payment reports serves as the collateral for the RAN.
- c. Interest rate is estimated at 5%
- d. Aggregate RAN issuance costs are estimated at \$50,000.

- e. Internal cash conservation is needed. The maximum amount is estimated at \$660,000 (assuming a six month payment delay).

The operating assumptions for CCNH’s cash flow model are:

a. Volume & Mix

	<b>Average Daily Census</b>	<b>Percent</b>
Medicaid	107.9	56.0%
Medicare	11.8	6.1%
Private Pay	72.8	37.9%

b. Revenues (YTD 8-30-2015)

	<b>Monthly</b>	<b>Annually</b>
Medicaid	\$350,000	\$4,200,000
All Others	\$965,667	\$11,588,000
Total	\$1,325,667	\$15,788,000

c. Operating Expenses (Including labor and accounts payable)

Total Expenses	\$1,304,564	\$15,654,766
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Salaries and benefits represent 48 percent of total expenses.

d. RAN financing specifics

In both RAN scenarios, borrowing reaches a maximum assumed level, at which time State Medicaid payments resume. When Medicaid payments resume, the State will need to catch up and become current on its fiscal year obligations. RAN borrowings continue until all debt is repaid to the borrowers. RAN borrowings do not exceed the maximum RAN borrowings reflected on the balance sheet assumptions.

*It is difficult to predict when a payment delay will occur; it is likely that any delay will happen quickly, with minimal advance notice. In order to respond appropriately, we recommend that the authorizing resolution be for \$4.8 million via multiple RANs and that it include specific procedural steps for management and County officials to follow whenever a RAN is issued.*

Also keep in mind that RANs will take some time to issue. For documentation purposes, the lender will want proof of the receivable; usually this is in the form of the HFS pre-payment report; the pre-payment reports normally are received two weeks after the month-end. Therefore, because the time to issue RANs could be several months, CCNH must start building cash now.

e. Balance sheet impact

The maximum liability incurred by RAN borrowings is the number of months that the State does not make Medicaid payments. Once payments resume, the State catches up and make its liabilities current for the fiscal year. [The State has no requirement to bring its Medicaid liabilities current; Federal rules, however, give the State every incentive to do so in order to receive the Federal Medicaid match promptly.]

In recent years, CCNH has hastened payments to most vendors so that they average 60 days. In any cash crunch, payments to selected vendors will be extended. If Medicaid payments stop throughout the State, CCNH will not be the only facility delaying vendor payments. Since RAN borrowings are limited to 85 percent of the Medicaid liability, CCNH will need other means of raising cash.

3. **Payment Reductions:** If Medicaid payments are reduced, CCNH will change the nature of its operation. Technically, rate cuts are a purely operational issue. However, we believe that payment reductions will follow payment delays, in which case CCNH will need the RAN option outlined above.

The logic behind reduced Medicaid payments is that specific budget cuts will be identified in any resolution to the State budget crisis; in order to realize those budget cuts within the fiscal year, provider rate cuts will be required. With Illinois ranking at least 49<sup>th</sup> of the 50 States in Medicaid payments, one can question the logic behind any rate cuts. Nonetheless, rate cuts are a reality. Medicaid rates for all Illinois SNFs were reduced by the equivalent of 12 percent in May and June of 2015.

We are anticipating a rate cut; we don't know how much it will be as of this writing. In anticipation of a rate cut, the monthly income statements will reflect a 5% reduction in Medicaid revenues. The August financials reflect a 5% reduction totaling \$100k for the months of July and August - \$50k for each month.

Rate cuts are difficult to deal with because the controlling regulatory framework remains in place. For instance, if a facility has 100 residents and rates are cut, the facility cannot cut its staff to off-set the reduced rates. Doing so would compromise necessary staffing levels. Staff will have to be paid; meals will be served; and utilities will continue. There is just less money to pay for everything.

Similarly, reducing census does not allow for better expense management; while some expenses will vary with census, others including fixed expenses will not. As a result, total expenses will not fall in direct proportion to revenues; ironically, revenues will decline at a faster rate than expenses. By no means does this conclusion mean there is not room for improvement, both in the form of better expense management and productivity gains. Because labor represents so much of CCNH's expenses, that is where most efforts are directed. We have introduced specific strategies to reduce temporary staffing agency costs and employee turnover. These efforts

cover changes to new employee orientation and preceptorships, culture change, and collaborative proposals with AFSCME to changes in the collective bargaining agreement.

Rate cuts should be considered in their simplest form – lost revenue, never to be regained. CCNH has the largest Medicaid share of any provider in the market; as a result, Medicaid rate cuts would have an inordinate impact on CCNH compared to other competitors. In the Champaign County market, Medicaid represented 54 percent of all days in 2014. CCNH had 33 percent of all Medicaid days, virtually twice as many as the next competitor (Helia at 17 percent).

In order to recover lost revenue, CCNH must adapt its revenue mix, which means increasing Medicare and Private Pay while decreasing Medicaid. CCNH has already improved its Private Pay market share, ranking ahead of all competitors (except Clark-Lindsay). Some additional Private Pay revenue might be possible with rate increases; the market, however, is price-sensitive. Price sensitivity is a particular consideration as some competitors – CUNR, Heartland Champaign, Heartland Paxton, for example – have lost significant Private Pay volume over the last three years, while CCNH and Country Health have gained.

CCNH clearly would benefit from more Medicare. It ranks 4<sup>th</sup> in the market behind the two Heartland facilities and CUNR. Medicare is a far better replacement for Medicaid days than is Private Pay. Current efforts include: 1) active collaboration with Carle Clinic to reduce hospital readmissions and to improve medical and quality management; 2) implementation of clinical programs such as pulmonary rehab and outpatient therapy that address hospital and managed care organization needs; 3) internal quality assurance efforts to reduce readmissions, improve quality measures and survey results; 4) creation of a Medicare medical and rehab unit.

The dilemma is that, once the State imposes rate cuts, virtually all competitors will have the same strategy – replace lost Medicaid revenues with Medicare and Private Pay. Such replacement strategies take time to implement. An added complication is the fact that the market for inpatient skilled nursing days has been declining since 2010 and there is no indication that the industry will return to former utilization levels.

In some cases, new services can be added; these, too, take time to implement. The good news is that minimal start-up capital has been needed to implement CCNH Medicare strategies.

4. **Exit:** What if CCNH has to close due to non-payment?

a. Certificate of Need required to close, sell, or lease

In Illinois there is a specific requirement that County homes secure a Certificate of Need (CON) for any change in their status. Securing the CON depends upon the nature of the transaction. For example, a transaction where ownership is transferred involves a much lower profile and effort than one where a facility with a large Medicaid load closes.



- b. IDPH approved plan to transfer residents (closure)
- c. Transfer of license to successor entity (sale or lease)

Successor entity applies to Illinois Department of Public Health for a license; IDPH reviews documentation, then schedules a licensure survey.

**Commentary**

Whether we are dealing with a political accommodation, payment delays, rate reductions, or an exit strategy, CCNH will need cash.

The simplest way to raise cash is via RAN borrowing. Rate cuts may preclude access to RAN financing, absent a payment delay. For reasons noted above, rate cuts will have a significant negative impact on CCNH. In the event of an exit strategy, CCNH will still be exposed to payment delays and to rate cuts, and will still need cash, not only for continuing operations, but also for winding down where significant benefit payments should be anticipated.

Accordingly, prepare to issue RANs. To provide the greatest flexibility, authorize the maximum amount of borrowing even though it may not be necessary to borrow the full amount. Approve specific procedures for County management and officials to follow in issuing each RAN; ensure the procedures provide clear documentation that each RAN was issued in accordance with County Board approvals.

Cash Flow Scenario Summary

<b>Assumption Item</b>	<b>Three Month Payment Delay</b>	<b>Six Month Payment Delay</b>
<b>Medicaid Payment Delay</b>	No payments in Feb, Mar and Apr 2016	No payments from Feb to July 2016
<b>State restarts monthly payments</b>	May 2016	August 2016
<b>State begins catch up payments</b>	May 2017	August 2017
<b>RAN requirement</b>	No RANs are required	Eight RANs are issued every two months between May 2016 and July 2017
<b>RAN average balance</b>	None	\$1,190,000
<b>RAN aggregate amount</b>	None	\$4,760,000 Payments start Aug 2016 Payments end Nov 2017
<b>Total interest paid (5% estimate)</b>	None	\$87,500
<b>2016 Cash conservation requirements via payment delays to CCNH vendors</b>	\$435,000 Delays do not exceed 6 months	\$660,000 Delays do not exceed 6 months Paid down by the end of year
<b>2017 Cash conservation requirements via payment delays to CCNH vendors</b>	No shortfalls in 2017	\$160,000 Paid down by the end of year
<b>2018 Cash conservation requirements via payment delays to CCNH vendors</b>	No shortfalls in 2018	No shortfalls in 2018

**Scenario Notes**

- Bond principal payments are included in cash expenditure projections
- Tax anticipation warrants are used
- Capital expenditures not included in the analysis
- No room rate adjustments or expense adjustments were made
- A 5% increase in private pay rates would generate an additional \$178,000 in cash
- A 5% Medicaid rate cut would reduce cash by \$271,000 annually
- A 10% Medicaid rate cut would reduce cash by \$542,000 annually

**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**

November 17, 2015

Christopher Alix  
Deputy Chair  
Finance Committee  
Champaign County Board Office  
Brookens Administration Center  
1776 E. Washington Street  
Urbana, IL 61802

Re: Renewal of State's Attorney's Appellate Prosecutor Program for FY16

Dear Deputy Chair and County Board Members:

Enclosed for the Committee's consideration is a packet from the State's Attorney's Appellate Prosecutor Office containing the goals of the Program, a Statement regarding the matching funds, and a resolution implementing the agreement.

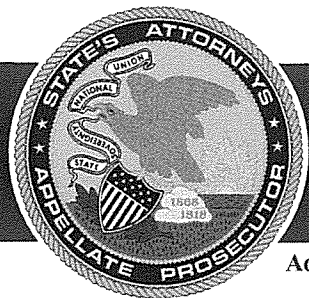
On behalf of the Champaign County State's Attorney's Office, I respectfully request that the Committee approve the renewal of this agreement and forward the recommendation to the County Board.

Sincerely,

A handwritten signature in black ink, appearing to be "Julia R. Rietz".

Julia R. Rietz  
State's Attorney

Enclosure



# STATE'S ATTORNEYS APPELLATE PROSECUTOR

Administrative Office • 725 South Second Street • Springfield, IL 62704 • 217-782-1628 • Fax 217-782-6305

**PATRICK J. DELFINO**  
DIRECTOR

**BRIAN J. TOWNE**  
CHAIRMAN

DEPUTY DIRECTORS  
SECOND DISTRICT:  
**LAWRENCE M. BAUER**

November 9, 2015

THIRD DISTRICT:  
**TERRY A. MERTEL**

FOURTH DISTRICT:  
**ROBERT J. BIDERMAN**

Honorable Julia Rietz  
Champaign County State's Attorney  
Champaign County Courthouse  
101 East Main - Room 301  
Urbana, Illinois 61801

FIFTH DISTRICT:  
**STEPHEN E. NORRIS**

BOARD OF GOVERNORS  
FIRST DISTRICT:  
**ANITA ALVAREZ**  
STATE'S ATTORNEY  
COOK COUNTY

Dear State's Attorney Rietz:

SECOND DISTRICT:  
**JOSEPH BRUSCATO**  
STATE'S ATTORNEY  
WINNEBAGO COUNTY

I am pleased to inform you that our Board of Governors voted to keep your county's FY16 contribution at the same amount as FY15. The amount due from your county is listed on the enclosed billing statement.

**HENRY S. DIXON**  
STATE'S ATTORNEY  
LEE COUNTY

In consideration of your contribution, our Agency is ready to serve you in the following areas:

THIRD DISTRICT:  
**JAMIE BOYD**  
STATE'S ATTORNEY  
KANKAKEE COUNTY

1. Handling all criminal and civil appeals;
2. Serving as Special Prosecutor in conflict cases or in cases where there is the appearance of a conflict;
3. Providing specialized service by our Local Drug Prosecution Support Unit to assist in research, trial, and appeal of drug cases with a particular emphasis on asset tracking and forfeiture;
4. Assisting in the trial and appeal of tax objection cases;
5. Assisting in labor matters arising under the Illinois Public Labor Relations Act; and
6. Providing comprehensive legal training programs for prosecutors to comply with MCLE credit requirements.

**TERENCE M. PATTON**  
STATE'S ATTORNEY  
HENRY COUNTY

**BRIAN J. TOWNE**  
STATE'S ATTORNEY  
LASALLE COUNTY

FOURTH DISTRICT:  
**JOHN C. MILHISER**  
STATE'S ATTORNEY  
SANGAMON COUNTY

**CHRIS REIF**  
STATE'S ATTORNEY  
MORGAN COUNTY

FIFTH DISTRICT:  
**JUSTIN HOOD**  
STATE'S ATTORNEY  
HAMILTON COUNTY

**BRENDAN F. KELLY**  
STATE'S ATTORNEY  
ST. CLAIR COUNTY

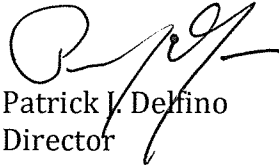
[www.ilsaap.org](http://www.ilsaap.org)

For your use and convenience, I am enclosing a sample resolution for presentation to your County Board. When the enclosed resolution is approved, or one similar to it, kindly return a fully executed copy to our Office.

Thank you again for your participation in our Program and for your active support of our Agency. Please let me know whenever I can be of service.

Looking forward to working with you in the upcoming year.

Very truly yours,



Patrick J. Delfino  
Director

enclosures



# STATE'S ATTORNEYS APPELLATE PROSECUTOR

Administrative Office • 725 South Second Street • Springfield, IL 62704 • 217-782-1628 • Fax 217-782-6305

PATRICK J. DELFINO  
DIRECTOR

BRIAN J. TOWNE  
CHAIRMAN

## STATEMENT

November 9, 2015

Honorable Julia Rietz  
Champaign County State's Attorney  
Champaign County Courthouse  
101 East Main - Room 301  
Urbana, Illinois 61801

### COLLECTION OF COUNTY MATCHING FUNDS January 1, 2015 - December 31, 2016

County fiscal year January 1, 2015, through December 31, 2016. County contribution for participation in the State's Attorneys Appellate Prosecutor's Program.

AMOUNT DUE:       \$36,000.00

Make check payable to State's Attorneys Appellate Prosecutor's County Fund and remit to:

Gloria Mundy  
Chief Fiscal Officer  
State's Attorneys Appellate Prosecutor  
725 South Second Street  
Springfield, Illinois 62704

**PLEASE NOTE: A signed resolution must be sent. The resolution serves as your contract with the Agency and must be kept by the Agency for auditing purposes.**

PLEASE MAKE CHECKS PAYABLE FOR **COUNTY CONTRIBUTIONS ONLY** . . . do not add payment for labor or special prosecution charges.

RESOLUTION NO.

RESOLUTION TO DESIGNATE THE OFFICE OF THE  
STATE'S ATTORNEYS APPELLATE PROSECUTOR AS AGENT

WHEREAS, The Office of the State's Attorneys Appellate Prosecutor was created to provide services to State's Attorneys in Judicial Districts containing less than 3,000,000 inhabitants; and

WHEREAS, The powers and duties of the Office of the State's Attorneys Appellate Prosecutor are defined and enumerated in the "State's Attorneys Appellate Prosecutor's Act", 725 ILCS 210/1 et. seq., as amended; and

WHEREAS, The Illinois General Assembly appropriates monies for the ordinary and contingent expenses of the Office of the State's Attorneys Appellate Prosecutor, one-third from the State's Attorneys Appellate Prosecutor's County Fund and two-thirds from the General Revenue Fund, provided that such funding receives county approval and support from within the respective Judicial Districts eligible to apply; and

WHEREAS, The Office of the State's Attorneys Appellate Prosecutor shall administer the operation of the appellate offices so as to insure that all participating State's Attorneys continue to have final authority in preparation, filing, and arguing of all appellate briefs and any trial assistance; and

NOW, THEREFORE, BE IT RESOLVED That the Champaign County Board, in regular session, this 17<sup>th</sup> day of December, 2015 does hereby support the continued operation of the Office of the State's Attorneys Appellate Prosecutor, and designates the Office of the State's Attorneys Appellate Prosecutor as its Agent to administer the operation of the appellate offices and process said appellate court cases for this County.

BE IT FURTHER RESOLVED That the attorneys employed by the Office of the State's Attorneys Appellate Prosecutor are hereby authorized to act as Assistant State's Attorneys on behalf of the State's Attorneys of this county in the appeal of all cases, when requested to do so by the State's Attorney, and with the advice and consent of the State's Attorney prepare, file, and argue appellate briefs for those cases; and also, as may be requested by the State's Attorney, to assist in the prosecution of cases under the Illinois Controlled Substances Act, the Cannabis Control Act, the Drug Asset Forfeiture Procedure Act and the Narcotics Profit Forfeiture Act. Such attorneys are further authorized to assist the State's Attorney in the State's Attorney's duties under the Illinois Public Labor Relations Act, including negotiations thereunder, as well as in the trial and appeal of tax objections; and

BE IT FURTHER RESOLVED That the Office of the State's Attorneys Appellate Prosecutor will offer Continuing Legal Education training programs to the State's Attorneys and Assistant State's Attorneys.



BE IT FURTHER RESOLVED That the attorneys employed by the Office of the State's Attorneys Appellate Prosecutor may also assist State's Attorneys in the discharge of their duties in the prosecution and trial of other cases, and may act as Special Prosecutor if duly appointed to do so by a court having jurisdiction; and

BE IT FURTHER RESOLVED That the Champaign County Board hereby agrees to participate in the service program of the Office of the State's Attorneys Appellate Prosecutor for Fiscal Year 2016, commencing January 1, 2016, and ending December 31, 2016, by hereby appropriating a sum of money not to exceed \$36,000.00 for the express purpose of providing a portion of the funds required for financing the operation of the Office of the State's Attorneys Appellate Prosecutor, and agrees to deliver the same to the Office of the State's Attorneys Appellate Prosecutor on request during the Fiscal Year 2016.

PRESENTED, ADOPTED, APPROVED AND RECORDED this 17<sup>th</sup> day of December, A.D. 2015.

\_\_\_\_\_  
Patti Petrie  
Champaign County Board

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

## COVER PAGE

<b>PROGRAM TITLE:</b>	Law Enforcement and Prosecutor-Based Victim Assistance Services
<b>AGREEMENT NUMBER:</b>	215078
<b>PREVIOUS AGREEMENT NUMBER(S):</b>	2778, 2978, 200078, 202078, 203078, 205078, 207078, 208078, 209078, 210078, 209278, 212078, 213078, 214078
<b>ESTIMATED START DATE:</b>	October 1, 2015
<b>SOURCES OF PROGRAM FUNDING:</b>	
<i>Funds: VOCA FFY 15</i>	\$ 34,525.00
<i>Matching Funds:</i>	\$ 8,631.00
<i>Over-Matching Funds:</i>	\$ 33,234.00
<b>Total:</b>	<b>\$ 76,390.00</b>
<b>IMPLEMENTING AGENCY'S NAME:</b>	County of Champaign on Behalf of the Champaign Co. State's Attorney's Office
<b>ADDRESS (This address must be the physical address that is registered with SAM and include nine digit zip code):</b>	101 E MAIN ST RM 159 URBANA, IL 61801-2703
<b>IMPLEMENTING AGENCY'S AUTHORIZED OFFICIAL:</b>	Pattsi Petrie
<b>TITLE:</b>	County Board Chair
<b>FEDERAL EMPLOYER IDENTIFICATION NUMBER:</b>	37-6006910
<b>IMPLEMENTING AGENCY'S DUNS NUMBER:</b>	830761313
<b>IMPLEMENTING AGENCY'S SAM REGISTRATION EXPIRATION DATE:</b>	3/3/2016
<b>IMPLEMENTING AGENCY'S CAGE CODE:</b>	5HGPO
<b>IMPLEMENTING AGENCY'S FINANCIAL OFFICER:</b>	Daniel Welch
<b>TITLE:</b>	Treasurer
<b>TELEPHONE:</b>	217-384-3743
<b>PROGRAM AGENCY'S NAME: Mark n/a if anything is the same as the Implementing Agency.</b>	Champaign County State's Attorney's Office
<b>PROGRAM AGENCY'S MAILING ADDRESS (If the same as above mark "N/A"):</b>	N/A
<b>PROGRAM AGENCY'S AUTHORIZED OFFICIAL:</b>	Julia Rietz
<b>TITLE:</b>	Champaign County State's Attorney
<b>PROGRAM AGENCY'S DUNS NUMBER:</b>	N/A
<b>PROGRAM AGENCY'S SAM REGISTRATION EXPIRATION DATE:</b>	N/A
<b>PROGRAM AGENCY'S CAGE CODE:</b>	N/A
<b>FISCAL CONTACT PERSON:</b>	Brett Lemons

<b>AGENCY:</b>	Champaign County State's Attorney's Office
<b>TITLE:</b>	Office Manager
<b>TELEPHONE:</b>	217-384-3733
<b>FAX:</b>	217-384-3816
<b>E-MAIL:</b>	blemons@co.champaign.il.us
<b>PROGRAM CONTACT PERSON:</b>	Kathy McGee
<b>TITLE:</b>	Victim Advocacy Program Director
<b>TELEPHONE:</b>	217-384-3733
<b>FAX:</b>	217-384-3816
<b>E-MAIL:</b>	kmgee@co.champaign.il.us
<b>IMPLEMENTING AGENCY'S LEGISLATIVE DISTRICT (This must be based on the nine digit zip code registered with SAM. The district can be located by using this link.):</b>	Congressional District: 13 <sup>th</sup> State Senate District: 52 <sup>nd</sup> State Representative District: 103 <sup>rd</sup>
<b>PRIMARY AREA OF PERFORMANCE (This should be either the Program Agency's office or the location where a majority of the grant activity takes place. A street address does not need to be provided, but please list city, state and nine digit zip code.):</b>	Urbana, IL 61801-2703
<b>PRIMARY AREA OF PERFORMANCE'S LEGISLATIVE DISTRICT (This must be based on the nine digit zip code listed above. The district can be located by using this link.):</b>	Congressional District: 13th State Senate District: 52nd State Representative District: 103rd
<b>Question 1) Are more than 80% of the Program Agency's revenue from the federal government?:</b>	No
<b>Question 2) Are the Program Agency's federal revenue more than \$25,000,000?:</b>	No
<b>Question 3) Are the Program Agency's top five compensated officers' compensation <u>not</u> available through the Securities and Exchange Commission or the Internal Revenue Service?:</b>	No
<b>If the answer to all of the three above questions is yes, then please list the five highest compensated officers and their compensation.</b>	
<b>NAME</b>	<b>COMPENSATION</b>

INTERAGENCY AGREEMENT

**Victims of Crime Act Victim Assistance Grant Program**  
**Federal Fiscal Year 2015**

This interagency agreement is entered into by the Illinois Criminal Justice Information Authority, with its offices at 300 W. Adams, Suite 200, Chicago, Illinois 60606, hereinafter referred to as the "Authority", and, "Champaign County on behalf of the Champaign County State's Attorney's Office", hereinafter referred to as the "Implementing Agency," with its principal offices at 101 E. Main Street Room 159, Urbana, IL 61801-2703 for implementation of the Law Enforcement and Prosecutor Based Victim Assistance Services program.

**WHEREAS**, Section 7(k) of the Illinois Criminal Justice Information Act (20 ILCS 3930/7(k)) establishes the Authority as the agency "to apply for, receive, establish priorities for, allocate, disburse and spend grants of funds that are made available...from the United States pursuant to the federal Crime Control Act of 1973, as amended, and similar federal legislation, and to enter into agreements with the United States government to further the purposes of this Act, or as may be required as a condition of obtaining federal funds;" and

**WHEREAS**, pursuant to the Authority's rules entitled "Operating Procedures for the Administration of Federal Funds," (20 Illinois Administrative Code 1520 et seq.) the Authority awards federal funds received by the State of Illinois pursuant to the Victims of Crime Act and enters into interagency agreements with state agencies, units of local government, and not-for-profit organizations for the use of these federal funds; and

**WHEREAS**, pursuant to the Victims of Crime Act, the Authority has been designated as the State agency responsible for administering this program; and

**WHEREAS**, the Authority designated the Implementing Agency to receive funds for the purpose of implementing a program to address one of the named areas.

**NOW, THEREFORE, BE IT AGREED** by and between the Illinois Criminal Justice Information Authority and the Implementing Agency as follows:

**SECTION 1. DEFINITIONS**

"Program": means a planned, integrated approach to an identified problem which is characterized by clear goals, measurable objectives, the implementation of strategies to achieve those objectives and a mechanism for assessing the effectiveness of those strategies.

**SECTION 2. PERIOD OF PERFORMANCE AND COSTS INCURRED**

The period of performance of this agreement shall be from October 1, 2015 through September 30, 2016.

Costs incurred before the execution date of this agreement may be charged to this agreement if included in Exhibit B, incurred during the period of performance, and the Implementing Agency performed in accordance with the terms and conditions of this agreement.

The Authority shall not be responsible for costs incurred before or after the period of performance of this agreement.

**SECTION 3. COMMENCEMENT OF PERFORMANCE**

If performance has not commenced within 60 days of the original starting date of this agreement, the Implementing

Agency agrees to report by letter to the Authority the steps taken to initiate the program, the reasons for the delay, and the expected starting date.

If the program is not operational within 90 days of the starting date of this agreement, the Implementing Agency agrees to submit a second letter to the Authority explaining the implementation delay. The Authority may at its discretion either cancel this agreement or extend the implementation date of the program past the 90-day period.

If the program is interrupted for more than 30 days after commencement, due to loss of staff or any other reason, the Implementing Agency agrees to notify the Authority in writing explaining the reasons for the interruption and the steps being taken to resume operation of the program. The Authority may, at its discretion, reduce the amount of federal funds awarded and/or terminate this agreement if the program is interrupted for more than 90 days.

If this agreement is terminated due to this section, the Authority will only pay for those services rendered as of the date service delivery ceased. Any funds advanced to the Implementing Agency and not expended as of that date shall be repaid to the Authority upon notification by the Authority.

#### **SECTION 4. PAYMENT**

The maximum amount of federal funds under this agreement is \$34,525 and is dependent on the expenditure of matching funds as described in this agreement and Exhibit B, and the performance of the Implementing Agency in accordance with the terms and conditions of this agreement.

The Authority agrees to make payment to the Implementing Agency for the administration and implementation of the program described in Exhibit A. Upon receipt of the fiscal and progress reports described in this agreement, quarterly payments will be made to the Implementing Agency. No payment will be made until all outstanding reports are received by the Authority, including outstanding reports from previously funded Authority programs. In addition, due to the unique requirements of the program being funded, the Implementing Agency may request that an advance payment be made during any quarter and must include supporting documentation with the request. Requests for advance payment are subject to review and approval. No payment will be made to an Implementing Agency unless and until the Implementing Agency is in full compliance with applicable state and federal laws and the terms and conditions of this agreement.

The Implementing Agency must provide for the deposit of program funds, including federal and matching funds, into a bank account in the name of the Implementing Agency, either depositing such funds into an account separate from any of its other bank accounts or treating such funds as a separate line item per its budget and audited financial statements. Federal funds shall be immediately deposited into such bank account.

#### **SECTION 5. MATCH**

The Implementing Agency certifies that it (a) meets the requirements of this agreement and (b) has at least 20 percent of its support (including in-kind contributions) from sources other than federal funds for the program described in Exhibit A. Therefore one dollar in cash or in-kind match is required for each four dollars of federal funding received.

Failure of the Implementing Agency to apply non-federal financial support to the program described in Exhibit A in the amount of at least 20 percent of such program's costs, shall result in a proportionate reduction in the amount of federal funds awarded under this agreement and may result in the return of funds already awarded. To meet this matching funds requirement, the Implementing Agency shall apply non-federal financial support to the program, as described in Exhibit B.

#### **SECTION 6. NON-SUPPLANTATION**

The Implementing Agency certifies that VOCA funds will not be used to supplant (replace) State or local funds. VOCA funds must increase the amount that would otherwise be available to the Implementing Agency for the types of activities eligible for funding under the Victims of Crime Act.

## **SECTION 7. FUNDING ELIGIBILITY REQUIREMENTS**

Implementing Agency certifies that it, and its subcontractors, shall use VOCA and match funds for only allowable services, activities and costs, as described in the Victims of Crime Act Crime Victims Assistance Program Guidelines; Section E. Services, Activities, and Costs at the Subrecipient Level.

The Implementing Agency certifies that only those costs related to the delivery of direct services to victims of crime shall be paid pursuant to this agreement, in accordance with Exhibit B.

In administering the program described in Exhibit A the Implementing Agency agrees that it:

- (a) Is a nonprofit organization or public agency that provides services to victims of crime;
- (b) Has a record of providing effective service to victims of crime and at least 20 percent of its financial support (including in-kind contributions) is from non-federal sources; or, if it has not yet demonstrated a record of providing services, it can demonstrate that 25-50 percent of its financial support comes from non-federal sources;
- (c) Utilizes volunteers;
- (d) Promotes coordinated public and private efforts within the community served to aid crime victims;
- (e) Assists victims in seeking available crime victim compensation benefits;
- (f) Maintains statutorily required civil rights statistics on victims served by , national origin, sex, age, and disability, where such statistics are voluntarily provided by those receiving assistance, and permits reasonable access to its books, documents, papers, and records to determine whether the Implementing Agency is complying with applicable civil rights laws; this requirement is waived when the Implementing Agency is providing a service, such as telephone counseling, where soliciting the information may be inappropriate or offensive to the crime victim;
- (g) Provides services to victims of federal crimes on the same basis as victims of State and local crimes;
- (h) Provides services to crime victims, at no charge, through the program described in Exhibit A; and
- (i) Maintains confidentiality of client-counselor information, as required by State and federal law.

Implementing Agency certifies that it, and its subcontractors, shall not use VOCA or match funds to pay for presentations given by VOCA or match funded personnel, unless the following conditions are adhered to. These presentations should serve as a means of reaching the project's target population either through outreach to individual crime victims or through agencies that typically have contact with the target population.

- VOCA or match funded staff time, not to exceed an average of 4 hours per month, may be used to provide public presentations to community groups and schools provided the primary purpose of the presentation is to inform people about the VOCA funded project and available services.
- VOCA or match funded staff time, not to exceed an average of 10 hours per month, may be used to provide public presentations to criminal justice personnel and medical service providers provided the primary purpose of the presentation is to inform people about the VOCA funded project and available services.

The Implementing Agency certifies that it, and its subcontractors, will comply the conditions of the Victims of Crime Act (VOCA) of 1984, sections 1404(a)(2), and 1404(b)(1) and (2), 42 U.S.C. 10603(a)(2) and (b)(1) and (2).

## **SECTION 8. PROGRAM DESCRIPTION, BUDGET, EXHIBITS AND AMENDMENTS**

The Implementing Agency agrees to undertake and perform in a satisfactory manner in accordance with the terms

and conditions of this agreement, the program described in the Program Description attached and incorporated as Exhibit A and the Budget attached and incorporated as Exhibit B.

The documents appended are made a part of this agreement, as exhibits and amendments as the case may be. Any amendment to this agreement must be signed by the parties to be effective. The Implementing Agency shall perform the services subject to this agreement in accordance with all terms, conditions, and provisions set forth in such exhibits and amendments.

#### **SECTION 9. OBLIGATIONAL LIMITATION – AVAILABILITY OF APPROPRIATION**

This agreement is contingent upon and subject to the availability of funds. The Authority, at its sole option, may terminate or suspend this agreement, in whole or in part, without penalty or further payment being required, if (1) the Illinois General Assembly or the federal funding source fails to make an appropriation sufficient to pay such obligation, or if funds needed are insufficient for any reason (30 ILCS 500/20-60), (2) the Governor decreases the Authority's funding by reserving some or all of the Authority's appropriation(s) pursuant to power delegated to the Governor by the Illinois General Assembly; or (3) the Authority determines, in its sole discretion or as directed by the Office of the Governor, that a reduction is necessary or advisable based upon actual or projected budgetary considerations. Implementing Entity will be notified in writing of the failure of appropriation or of a reduction or decrease.

#### **SECTION 10. FINANCIAL CAPABILITY**

The Authority may, in its discretion, require the Implementing Agency to provide documentation on its financial capability. This may include, but is not limited to, copies of the Implementing Agency's annual report, credit reports, delinquency status of Federal debt, and assurances on the adequacy of the Implementing Agency's accounting system and operations. The Implementing Agency must comply with federal and state financial management standards.

#### **SECTION 11. REPORTING AND EVALUATION REQUIREMENTS**

Unless another reporting schedule has been required or approved by the Authority, the Implementing Agency agrees to submit the following minimum data to the Authority on a quarterly basis, with quarters beginning at the start of the calendar year, within 15 days following the quarter covered by the report:

- a) Victim Statistics: Total number of victims and significant others served by program, type of crime, type of services provided, race, sex, age, national origin and disability, where such information is voluntarily furnished by those receiving services; and
- b) Staff Information: Number of hours and types of service contributed during the reporting period by paid and volunteer staff.

The Implementing Agency agrees to submit the following information as required by the Authority:

- a) Changes that have been made in the program since receiving the federal funds that will benefit victims of crime;
- b) A short description of how the program has coordinated its activities with other service providers in the community;
- c) A short description of how the program has assisted crime victims in seeking available crime victim compensation benefits;
- d) Victim statistics, including the total number of victims served by criminal justice status (i.e. reporting/non-reporting, prosecution/non-prosecution);
- e) Staff information, including the number of hours of training received by volunteers and paid staff;

- f) Program information and activities, including the number of hours of training presented, number of hours of public information and education programs presented; and
- g) Number of referrals to/from other agencies.

Unless another reporting schedule has been required or approved by the Authority, the Implementing Agency is also required to submit quarterly fiscal reports and to file year-end program financial status reports. The Executive Director of the Authority will determine the content and form of these reports. The Implementing Agency agrees to report any additional information required by the Executive Director of the Authority.

## **SECTION 12. MAINTENANCE AND INSPECTION OF RECORDS**

The Implementing Agency agrees to maintain records which document activity reported to the Authority pursuant to this agreement. Such records shall be accessible to the Authority for monitoring purposes no more than 10 days following a request that such records be produced by the Implementing Agency. Inability of the Implementing Agency to produce such records or failure to produce such records shall be cause for suspension or termination of this agreement.

The Implementing Agency agrees to retain financial and program records for a minimum of 3 years after the expiration date of this agreement, or 3 years after closure of Implementing Agency's most recent audit report, whichever is later. The Implementing Agency shall maintain, for this 3-year period, adequate books, records, and supporting documents to verify the amounts, recipients, and uses of all disbursements of funds passing in conjunction with this agreement; the agreement and all records, books, paper, and documents related to the agreement shall be available for review and audit by the Auditor General, federal awarding agency personnel or its representatives, the Office of Chief Financial Officer or its representatives, the Authority, or any person duly authorized by the Authority; and the Implementing Agency agrees to cooperate fully with any audit conducted by the Auditor General, the federal awarding agency, the Authority or any person duly authorized by the Authority, and to provide full access to all relevant materials. Failure to maintain the books, records, and supporting documents required by this Section shall establish a presumption in favor of the State for the recovery of any funds paid by the State under the agreement for which adequate books, records, and supporting documentation are not available to support their purported disbursement.

If any litigation, claim, negotiation, audit, review or other action involving the records has been started before the expiration of the 3-year period, the records must be retained until the completion of the action and resolution of all issues that arise from it or until the end of the regular 3-year period, whichever is later.

The Implementing Agency authorizes the Authority and Office for Victims of Crime (OVC) and/or the Office of the Chief Financial Officer (OCFO), and its representatives, access to and the right to examine all records, books, paper or documents related to this agreement.

## **SECTION 13. CLOSEOUT REQUIREMENTS**

Within 30 days of the expiration date of this agreement or any approved extension thereof the following documents must be submitted by the Implementing Agency to the Authority: (a) final financial status report; (b) final progress reports; (c) property inventory report; (d) any refund of unexpended funds and (e) other documents required by the Authority.

## **SECTION 14. INSPECTION AND AUDIT**

If required by revised Office of Management and Budget Circular A-133 "Audits of States, Local Governments, and Non-Profit Organizations," the Implementing Agency agrees to provide for an independent audit of its activities. Audits shall be made annually, unless A-133 allows the Implementing Agency to undergo biennial audits. Audits shall be made in accordance with the Generally Accepted Government Auditing Standards (GAGAS), General



Accounting Standards for Audit of Governmental Organizations, Programs, Activities and Functions, the Guidelines for Financial and Compliance Audits of Federally Assisted Programs, any compliance supplements approved by the Office of Management and Budget, and generally accepted auditing standards established by the American Institute of Certified Public Accountants. Copies of all audits must be submitted to the Authority no later than 9 months after the close of the Implementing Agency's audit period. Further, Implementing Agency understands and agrees that funds may be withheld, or other related requirements may be imposed, if outstanding audit issues (if any) from OMB Circular A-133 audits (and any other audits of Office of Justice Programs (OJP) grant funds) are not satisfactorily and promptly addressed, as further described in the current edition of the OJP Financial Guide, Chapter 19.

Known or suspected violations of any law encountered during audits, including fraud, theft, embezzlement, forgery, or other serious irregularities, must be immediately communicated to the Authority and appropriate federal, State, and local law enforcement officials.

The Implementing Agency agrees to develop and maintain a record-keeping system to document all agreement related activities and expenditures. These records will act as the original source material for compilation of the data required in this agreement and all other program activity.

The Authority, Illinois Auditor General and the Illinois Attorney General shall have access for purposes of monitoring, audit and examination to all relevant books, documents, papers, and records of the Implementing Agency, and to relevant books, documents, papers, and records of subcontractors. In addition, the Office of Victim of Crime and the Office of the Chief Financial Officer or their representatives shall have access to and right to examine all relevant books, documents, papers, and records of the Implementing Agency, and to relevant books, documents, papers and records of subcontractors.

The Implementing Agency understands and agrees that the Authority or OJP may withhold award funds, or may impose other related requirements, if the Implementing Agency does not satisfactorily and promptly address outstanding issues from audits required by the Part 200 Uniform Requirements (or by the terms of this award), or other outstanding issues that arise in connection with audits, investigations, or reviews.

## **SECTION 15. PROCUREMENT REQUIREMENTS, REQUESTS FOR PROPOSALS**

All procurement transactions shall be conducted by the Implementing Agency in a manner to provide, to the maximum extent practical, open and free competition. The Implementing Agency must use procurement procedures that minimally adhere to all applicable laws, executive orders and federal guidelines. The Implementing Agency shall also adhere, and assure that its contractors and subcontractors adhere, to all applicable certification and disclosure requirements of the Illinois Procurement Code.

The Implementing Agency shall follow its established procurement process if it minimally adheres to applicable federal guidelines, and the following requirements. If the Implementing Agency's established procurement process is less competitive than the following requirements, the following more competitive requirements must be adhered to in lieu of the Implementing Agency's procurement process.

- For procurements of \$100,000 or less, the Implementing Agency must solicit quotes or bids from at least three sources.
- For procurements over \$100,000, the Implementing Agency must formally advertise the proposed procurement through an Invitation for Bids (IFB), or a Request for Proposals (RFP) process.

All procurements over \$100,000, that involve the use of federal or matching funds, must be submitted by the Implementing Agency to the Authority for review and written approval prior to their issuance. In addition, the Authority reserves the right to request that any RFP or IFB, regardless of its dollar amount, be submitted to the Authority for review and approval prior to its issuance. In addition, the Implementing Agency shall notify and submit

for approval to the Authority any other relevant procurement documents including but not limited to Request For Information (RFI).

As required by the Authority, the Implementing Agency shall submit documentation regarding its procurement procedures and grant-funded purchases for Authority review and approval, to assure adherence to applicable federal guidelines.

#### **SECTION 16. SUBCONTRACTING**

The use of subcontractors for any work or professional services that involves the use of federal or matching funds is subject to Authority approval. Any work or professional services subcontracted for shall be specified by written contract and subject to all terms and conditions contained in this agreement. If the use of subcontractors is approved by the Authority, the terms and conditions of this agreement shall apply to and bind the party or parties to whom such work is subcontracted as fully and completely as the Implementing Agency is bound and obligated. The Implementing Agency shall make reasonable efforts to assure that all subcontractors adhere to the terms and conditions of this agreement. The Authority shall not be responsible for the performance, acts or omissions of any subcontractor.

Subcontracts over \$100,000 that are funded with federal or matching funds must be submitted by the Implementing Agency for Authority review and approval prior to their effective dates and execution by the Implementing Agency. In addition, the Authority reserves the right to require that any subcontract funded with federal or matching funds, regardless of its dollar amount, be submitted to the Authority for review and approval prior to its effective date and execution by the Implementing Agency.

As required by the Authority, the Implementing Agency shall submit documentation regarding contracts to be funded with federal or matching funds for Authority review and approval, to assure adherence to applicable federal guidelines.

Approval of the use of subcontractors by the Authority does not relieve the Implementing Agency of its obligation to assure performance under this agreement.

#### **SECTION 17. ASSIGNMENT**

The Implementing Agency shall make no assignment or transfer of this agreement, any subcontracts under this agreement or of any of the monies due hereunder without prior written approval of the Authority. In the event that the Authority approves such an assignment or transfer, the terms and conditions of this agreement shall apply to and bind the party or parties to whom such work is assigned or transferred as fully and completely as the Implementing Agency is bound and obligated.

#### **SECTION 18. INDEPENDENT CONTRACTOR**

The Implementing Agency, in the performance of this agreement, shall act as an independent contractor and not as an agent or employee of the Authority. The Authority shall not be responsible for the performance, acts or omissions of the Implementing Agency. The Implementing Agency shall be liable, and agrees to be liable for, and shall indemnify, defend and hold the Authority harmless for all claims, suits, judgments and damages arising from the performance of this agreement, to the extent permitted by law.

#### **SECTION 19. MANAGEMENT AND DISPOSITION OF EQUIPMENT AND COMMODITIES**

Equipment and commodities acquired by the Implementing Agency with agreement funds shall be used for purposes of the program described in Exhibit A only. The Implementing Agency shall retain the equipment and commodities

acquired with agreement funds as long as they serve to accomplish program purposes, whether or not the program continues to be supported by federal funds. If the equipment or commodities originally purchased for the program are no longer capable of fulfilling the needs of the program and must be traded in or replaced or there is no longer a need for the equipment or commodities, the Implementing Agency shall request instructions from the Authority.

The Authority may deny equipment and commodities costs or require that the Implementing Agency relinquish already purchased equipment and commodities to the Authority, if the Implementing Agency fails to employ an adequate property management system, governing the use, protection and management of such property. The Implementing Agency is responsible for replacing or repairing equipment and commodities that are willfully or negligently lost, stolen, damaged or destroyed. The Implementing Agency shall provide equivalent insurance coverage for equipment and commodities acquired with agreement funds as provided for other equipment and commodities owned by the Implementing Agency. Any loss, damage or theft of equipment and commodities shall be investigated and fully documented, and immediately reported to the Authority.

If, for an item of equipment described in Exhibit B to be funded with either federal or matching funds, the Implementing Agency does not have a purchase order dated within 90 days after the start date of the agreement, the Implementing Agency shall submit a letter to the Authority explaining the delay in the purchase of equipment. The Authority may, in its discretion:

- A. Reduce the amount of federal funding;
- B. Cancel this agreement;
- C. Allow the Implementing Agency to reallocate the federal or matching funds that were allocated for such equipment to other allowable, Authority approved costs; or
- D. Extend the period to purchase this equipment past the 90-day period.

Equipment purchased using federal or matching funds shall be year 2000 compliant and shall be able to process all time/date data after December 31, 1999.

## **SECTION 20. CONFLICTS OF INTEREST**

The Implementing Agency agrees to comply with applicable provisions of the Illinois Procurement Code (30 ILCS 500) prohibiting conflicts of interest, and all applicable terms, conditions and provisions of the code are made a part of this agreement the same as though they were incorporated and included herein.

No employee, officer or agent of the Implementing Agency shall participate in the selection, or in the award or administration of a contract supported by federal funds if a conflict of interest, real or apparent, would be involved. The Implementing Agency shall establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others.

## **SECTION 21. IMPLEMENTING AGENCY COMPLIANCE**

The Implementing Agency agrees to comply with all applicable laws, regulations, and guidelines of the State of Illinois, the Federal Government and the Authority in the performance of this agreement, including but not limited to:

- The Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200, as adopted and supplemented by the Department of Justice (DOJ) in 2 C.F.R. Part 2800 (the "Part 200 Uniform Requirements").
- The Victims of Crime Act; Office of Justice Programs, Office for Victims of Crime, Victims of Crime Act Victim Assistance Grant Final Program Guidelines (62 FR 19607, April 22, 1997); the Department of Justice Grants Financial Guide as posted on the OJP website; and the Office of Justice Programs' Financial Guide

- (current edition).
- Office of Management and Budget Circulars A-21, A-87, A-102, A-110, A-122, and A-133, Executive Order 12372; Illinois Grant Funds Recovery Act (30 ILCS 705); Illinois Procurement Code (30 ILCS 500); State Comptroller Act (15 ILCS 405); Authority Federal Grant Financial Guidelines; and the rules of the Authority (20 Ill. Adm. Code 1520 et seq.).
  - Provisions of 28 CFR applicable to grants and cooperative agreements including Part 18, Administrative Review Procedures; Part 20, Criminal Justice Information Systems; Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 23, Criminal Intelligence Systems Operating Policies; Part 30, Intergovernmental Review of Department of Justice Programs and Activities; Part 38, Equal Treatment for Faith-Based Organizations; Part 42, Non-Discrimination/Equal Employment Opportunity Policies and Procedures; Part 46, Protection of Human Subjects; Part 61, Procedures for Implementing the National Environmental Policy Act; Part 63, Floodplain Management and Wetland Protection Procedures; Part 66, Uniform administrative requirements for grants and cooperative agreements to State and local governments; Part 67, Governmentwide Debarment and Suspension (Nonprocurement); and Part 69, New Restrictions on Lobbying; Part 70, Uniform administrative requirements for grants and agreements (including subawards) with institutions of higher education, hospitals and other non-profit organizations; Part 83, Government-wide requirements for drug-free workplace (Grants).
  - Section 8136 of the Department of Defense Appropriations Act of 1988 (P.L. 100-463, effective October 1, 1988).
  - National Environmental Policy Act of 1969, 42 U.S.C. pars. 4321 et seq.
  - National Historic Preservation Act of 1966, 16 U.S.C. pars. 470 et seq.
  - Flood Disaster Protection Act of 1973, 42 U.S.C. pars 4001 et seq.
  - Clean Air Act of 1970, 42 U.S.C. pars. 7401 et seq.
  - Clean Water Act, 33 U.S.C. pars. 1368 et seq.; Executive Order 11738; and EPA regulations (40 CFR Part 15).
  - Federal Water Pollution Control Act of 1948, as amended, 33 U.S.C. pars. 1251 et seq.
  - Safe Drinking Water Act of 1974, 42 U.S.C. pars. 300f et seq.
  - Endangered Species Act of 1973, 16 U.S.C. pars. 1531 et seq.
  - Wild and Scenic Rivers Act of 1968, as amended, 16 U.S.C. pars. 1271 et seq.
  - Historical and Archeological Data Preservation Act of 1960, as amended, 16 U.S.C. pars. 469 et seq.
  - Coastal Zone Management Act of 1972, 16 U.S.C. pars. 1451 et seq.
  - Coastal Barrier Resources of 1982, 16 U.S.C. pars. 3501 et seq.
  - Indian Self Determination Act, 25 U.S.C. par. 450f.
  - Intergovernmental Cooperation Act of 1968, 42 U.S.C. 4201 et seq.
  - Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, 42 U.S.C. pars. 4601 et seq.
  - Hatch Political Activity Act of 1940, as amended, 5 U.S.C. pars. 1501 et seq.
  - Animal Welfare Act of 1970, 7 U.S.C. pars. 2131 et seq.
  - Demonstration Cities and Metropolitan Development Act of 1966, 42 U.S.C. pars. 3301 et seq.
  - Federal Fair Labor Standards Act of 1938, as amended, 29 U.S.C. pars. 201 et seq.

## **SECTION 22. NATIONAL ENVIRONMENTAL POLICY ACT AND RELATED LEGISLATION**

The Implementing Agency understands that all OJP awards are subject to the National Environmental Policy Act (NEPA, 42 U.S.C. section 4321 et seq.) and other related Federal laws (including the National Historic Preservation Act), if applicable. The Implementing Agency agrees to assist OJP in carrying out its responsibilities under NEPA and related laws, if the Implementing Agency plans to use VOCA funds (directly or through subaward or contract) to undertake any activity that triggers these requirements, such as renovation or construction. (See 28 C.F.R. Part 61, App. D.) The Implementing Agency also agrees to comply with all Federal, State, and local environmental laws and regulations applicable to the development and implementation of the activities to be funded under this award.

The Implementing Agency acknowledges that this section applies to new activities whether or not they are being specifically funded with federal grant or matching funds, in connection with the program. As long as the new activity is being conducted by the Implementing Agency, or any subgrantee, subcontractor, or any third party, and the new activity needs to be undertaken in order to use the federal grant or matching funds in connection with the program, the terms of this section must be met.

None of the following activities will be conducted, directly or indirectly, by the Implementing Agency, any its contractors or sub-contractors, or a related third party action:

- New construction.
- Any renovation or remodeling of a property either (a) listed or eligible for listing on the National Register of Historic Places or (b) located within a 100-year flood plain.
- A renovation that will either (a) result in a change in its basic prior use, or (b) significantly change its size.
- Research and technology whose anticipated and future application could be expected to have an effect on the environment.
- Implementation of a new program involving the use of chemicals other than chemicals that are (a) purchased as an incidental component of a funded activity and (b) traditionally used, for example, in office, household, recreational, or educational environments.

For existing and continuing programs or activities that will be funded with federal grant or matching funds through the Authority, upon request by the Authority as directed by OVC, the Implementing Agency shall cooperate with OVC in any preparation by OVC of a national or program environmental assessment of that funded program or activity.

### **SECTION 23. NATIONAL HISTORIC PRESERVATION ACT COMPLIANCE CERTIFICATION**

If the Implementing Agency is considering renovation work that would alter or otherwise improve the exterior or interior of a structure that will be used to accommodate the grant program, the Implementing Agency certifies it shall assist the Authority and the Office of Victims of Crime (OVC) in complying with the National Historic Preservation Act (NHPA).

The Implementing Agency must establish and maintain records to determine if the structure is 50 years or older. If any portion of the structure is 50 years or older, the Implementing Agency shall contact the Authority. The Implementing Agency shall provide the Authority with any information needed to comply with NHPA. This may include assisting the Authority and OVC in consulting with the State Historic Preservation Office and amending the proposed renovation to avoid any potential adverse impact to an historic structure. The Implementing Agency cannot begin the proposed renovation of a structure 50 years or older until the Implementing Agency receives written approval from the Authority.

The Implementing Agency acknowledges that this section applies to proposed renovation work whether or not it is being specifically funded with federal grant or matching funds. As long as the proposed renovation is being conducted by the Implementing Agency or any third party to accommodate the use of the federal grant or matching funds, the Implementing Agency must assist the Authority and OVC in complying with the NHPA.

If the records established and maintained by the Implementing Agency clearly document that the structure is less than 50 years old, the Implementing Agency must submit these documents to the Authority to receive approval for the proposed renovation being exempt from the NHPA.

### **SECTION 24. EQUAL EMPLOYMENT OPPORTUNITY PROGRAM**

Pursuant to 28 CFR Part 42 (Nondiscrimination; Equal Employment Opportunity; Policies and Procedures), except those recipients specifically exempted by 28 CFR Part 42.302(c), if the Implementing Agency has less than fifty employees or receives an award of less than \$25,000 or is a nonprofit organization, a medical institution, an educational institution, or an Indian tribe, then it is exempt from the EEOP requirement. To claim the exemption, your organization must complete and submit Section A of the Certification Form.

If Implementing Agency is a government agency or private business and receives an award of \$25,000 or more, but less than \$500,000, and has fifty or more employees (counting both full- and part-time employees but excluding political appointees), then it has to prepare a Utilization Report (formerly called an EEOP Short Form), but it does not have to submit the report to the OCR for review. Instead, the Implementing Agency has to maintain the Utilization Report on file and make it available for review on request. In addition, your organization has to complete Section B of the Certification Form, and return it to the Authority.

If the Implementing Agency is a government agency or private business and has received an award for \$500,000 or more and has fifty or more employees (counting both full- and part-time employees but excluding political appointees), then it has to prepare a Utilization Report (formerly called an EEOP Short Form) and submit it to the OCR for review within sixty days from the date of this letter. For assistance in developing a Utilization Report, please consult the OCR's website at <http://www.ojp.usdoj.gov/about/ocr/eeop.htm>. In addition, the Implementing Agency has to complete Section C of the Certification Form and return it to the Authority.

The Implementing Agency acknowledges that failure to submit an acceptable EEO Plan, if required by this section, is a violation of this agreement and may result in suspension or termination of funding, until such time the Implementing Agency is in compliance.

## **SECTION 25. NONDISCRIMINATION**

The Implementing Agency certifies that no person shall be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in connection with any activity funded under this agreement on the basis of actual or perceived race, color, age, religion, national origin, disability, or sex. The Implementing Agency agrees to have written sexual harassment policies which satisfy the requirements set forth in the Illinois Human Rights Act. (775 ILCS 5).

National origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI of the Civil Rights Act of 1964 and the Safe Streets Act, the Implementing Agency is required to take reasonable steps to ensure that LEP persons have meaningful access to programs. Meaningful access may entail providing language assistance services, including oral and written translation when necessary.

Faith-Based and Community Organizations that statutorily qualify as eligible applicants under OJP programs are invited and encouraged to apply for assistance awards and will be considered for awards on the same basis as any other eligible applicants and, if they receive assistance awards, will be treated on an equal basis with all other grantees in the administration of such awards. No eligible applicant will be discriminated against on the basis of its religious character or affiliation, religious name, or the religious composition of its board of directors or persons working in the organization.

The Implementing Agency assures compliance with the following laws, and all associated rules and regulations:

- Non-Discrimination requirements of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, 42 U.S.C. 3789d(c);
- Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000d;
- Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons (Federal Register, June 18, 2002,

Volume 67, Number 117, Page 41455-41472); and Executive Order 13166 *Limited English Proficiency Resource Document: Tips and Tools from the Field*;

- Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. 794;
- The Americans with Disabilities Act, 42 U.S.C. 12132 et seq.;
- Title IX of the Education Amendments of 1972, 20 U.S.C. 1681;
- The Age Discrimination Act of 1975, 42 U.S.C. 6102;
- The Department of Justice Non-Discrimination Regulations, 28 CFR Part 42, subparts C, D, E, G; and I
- The Department of Justice regulations on disability discrimination, 28 CFR Part 35;
- The Department of Justice regulations on sex discrimination in education programs, 28 C.F.R. 54;
- The Illinois Human Rights Act, 775 ILCS 5;
- The Public Works Employment Discrimination Act, 775 ILCS 10;
- The Illinois Environmental Barriers Act, 410 ILCS 25.
- The Equal Treatment for Faith-Based Organizations, 28 C.F.R. Part 38.

All applicable provisions, rules and regulations of these Acts are made a part of this agreement by reference as though set forth fully herein.

In the event that a Federal or State court or administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, age, religion, national origin, disability, or sex against the Implementing Agency, or any subgrantee or contractor of the Implementing Agency, the Implementing Agency will forward a copy of the finding to the Authority. The Authority will forward a copy of the finding to the Office for Civil Rights, Office of Justice Programs.

#### **SECTION 26. CONFIDENTIALITY OF INFORMATION**

The Implementing Agency agrees not to use or reveal any research or statistical information furnished under this program by any person and identifiable to any specific private person for any purpose other than the purpose for which such information was obtained in accordance with this program and all applicable federal guidelines and legislation. Such information shall be immune from legal process and shall not, without the consent of the person furnishing the information, be admitted as evidence or used for any purpose in any action, suit or other judicial, legislative or administrative proceeding.

#### **SECTION 27. DEBARMENT AND A DRUG-FREE WORKPLACE CERTIFICATION**

As required by the Authority, the Implementing Agency shall complete and submit the Certification Regarding A Drug-Free Workplace and shall certify that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

The Implementing Agency certifies that it has not been barred from contracting with any unit of State or local government as a result of a violation of Section 33E-3 or 33E-4 of the Criminal Code of 1961, as amended.

#### **SECTION 28. LOBBYING CERTIFICATION**

Federal funds are prohibited from being used for influencing or attempting to influence persons in connection with covered federal transactions, which include the awarding, making, entering into, extension, continuation, renewal, amendment, or modification, of federal grants or contracts. No funds under this grant may be used, either directly or indirectly, to support the enactment, repeal, modification, or adoption of any law, regulation, or policy, at any level of government.

If receiving more than \$100,000 pursuant to this agreement, Implementing Agency agrees to provide a Certification

Regarding Lobbying to the Authority and, if applicable, a Disclosure of Lobbying Activities form. If a subcontractor will receive more than \$100,000 in federal funds pursuant to this agreement, Implementing Agency will provide to the Authority a Certification Regarding Lobbying and, if applicable, a Disclosure of Lobbying Activities form signed by the subcontractor. The Implementing Agency must provide these certifications and disclosures as required by the Authority.

#### **SECTION 29. INTERNATIONAL ANTI-BOYCOTT CERTIFICATION**

The Implementing Agency certifies that neither it nor any substantially-owned affiliated company is participating or shall participate in an international boycott in violation of the provisions of the U.S. Export Administration Act of 1979; or the regulations of the U.S. Department of Commerce promulgated under that Act.

#### **SECTION 30. DRUG FREE WORKPLACE CERTIFICATION**

If the Implementing Agency has 25 or more employees and is receiving \$5,000 or more under this agreement, the Implementing Agency certifies that it provides, and will continue to provide, a drug free workplace in accordance with the Drug Free Workplace Act (30 ILCS 580).

The Act requires that no grantee or contractor shall receive a grant or be considered for the purposes of being awarded a contract for the procurement of any property or services from the State unless that grantee or contractor has certified to the State that the grantee or contractor will provide a drug free workplace. False certification or violation of the certification may result in sanctions including, but not limited to, suspension of contract or grant payments, termination of the contract or grant and debarment of contracting or grant opportunities with the State for at least one (1) year but not more than five (5) years.

For the purpose of this certification, "grantee" or "contractor" means a corporation, partnership, or other entity with twenty-five (25) or more employees at the time of issuing the grant, or a department, division, or other unit thereof, directly responsible for the specific performance under a contract or grant of \$5,000 or more from the State.

The contractor/grantee certifies and agrees that it will provide a drug free workplace by:

- (a) Publishing a statement:
  - (1) Notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, including cannabis, is prohibited in the grantee's or contractor's workplace.
  - (2) Specifying the actions that will be taken against employees for violations of such prohibition.
  - (3) 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:
  - (1) the dangers of drug abuse in the workplace;
  - (2) the grantee's or contractor's policy of maintaining a drug free workplace;
  - (3) any available drug counseling, rehabilitation, and employee assistance program; and
  - (4) the penalties that may be imposed upon an employee for drug violations.
- (c) Providing a copy of the statement required by subparagraph (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 contracting or granting agency 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 580/5 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.

### **SECTION 31. DISCLOSURE OF SOLICITATION FOR EMPLOYMENT**

The Implementing Agency shall notify the Authority's Ethics Officer if the Implementing Agency solicits or intends to solicit for employment any of the Authority's employees during any part of the award funding process or during the term of any interagency agreement awarded.

### **SECTION 32. ELIGIBILITY FOR EMPLOYMENT IN THE UNITED STATES**

The Implementing Agency shall complete and keep on file, as appropriate, the Immigration and Naturalization Service Employment Eligibility Form (I-9). This form shall be used by the Implementing Agency to verify that persons employed by the Implementing Agency are eligible to work in the United States.

### **SECTION 33. DISPOSITION REPORTING CERTIFICATION**

The Implementing Agency certifies that it is in compliance with the reporting provisions of the Criminal Identification Act (20 ILCS 2630), when applicable, and agrees to cooperate with the Authority and other parties in the implementation of the State's Criminal Records Improvement Plan, developed by the Authority pursuant to federal law.

### **SECTION 34. CRIMINAL INTELLIGENCE SYSTEM OPERATING POLICIES CERTIFICATION**

If the program described in Exhibit A is subject to requirements of the Criminal Intelligence System Operating Policies, 28 CFR Part 23, the Implementing Agency certifies to the Authority that the program shall conform with the operating policies set forth in 28 CFR Part 23.20 and meets funding criteria set forth in 28 CFR Part 23.30. If the program is subject to these requirements, the Implementing Agency shall cooperate with specialized monitoring and auditing of the program as may be required by 28 CFR Part 23.40(a), and shall comply with operating policies required by 28 CFR Part 23.40(b).

### **SECTION 35. COPYRIGHTS, PATENTS**

If this agreement results in a copyright, the Authority and the Office for Victims of Crime reserve a royalty-free, nonexclusive and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, for government purposes, the work or the copyright to any work developed under this agreement and any rights of copyright to which a grantee, subgrantee or a contractor purchases ownership with grant support.

If this agreement results in the production of patentable items, patent rights, processes, or inventions, the Implementing Agency shall immediately notify the Authority. The Authority will provide the Implementing Agency with further instruction on whether protection on the item will be sought and how the rights in the item will be allocated and administered in order to protect the public interest, in accordance with federal guidelines.

### **SECTION 36. STATEMENTS, PRESS RELEASES, ETC.**

When issuing statements, press releases, requests for proposals, bid solicitations, and other documents describing projects or programs funded in whole or in part with federal money, the Implementing Agency shall clearly state (1)

the percentage of the total cost of the program or project which will be financed with federal money, and (2) the dollar amount of federal funds for the project or program.

### **SECTION 37. PUBLICATIONS**

The Implementing Agency shall submit to the Authority for review, a draft of any publication that will be issued by the Implementing Agency describing or resulting from programs or projects funded in whole or in part with federal or matching funds, no later than 60 days prior to its printing.

For publications over 20 pages, the Authority will submit comments to the Implementing Agency no later than 30 days after receipt of the draft. If more than one such publication is submitted, the Authority reserves the right to extend the 30-day review period.

For publications of 20 pages or less, the Authority will submit comments to the Implementing Agency no later than 10 working days after receipt of the draft. If more than one such publication is submitted, the Authority reserves the right to extend the 10-day review period.

The Authority reserves the right to require the resubmission of any publication for additional review and comment, prior to its printing.

The Implementing Agency shall submit to the Authority, copies, the number of which will be specified by the Authority, of the final publication no later than 20 days prior to release of the final publication.

Exceptions to the above publication requirements may be granted upon prior Authority approval.

Any such publication shall contain the following statement:

"This project was supported by Grant #2015-VA-GX-0049, awarded by the Office for Victims of Crime, Office of Justice Programs, U.S. Department of Justice, through the Illinois Criminal Justice Information Authority. Points of view or opinions contained within this document are those of the author and do not necessarily represent the official position or policies of the U.S. Department of Justice, or the Illinois Criminal Justice Information Authority."

Publications subject to these requirements include any planned, written, visual or sound materials, including but not limited to, brochures, booklets, videos, posters, radio and television announcements, training fliers, interim or final reports, and conference and presentation materials, that are substantively based on the project and prepared by the Implementing Agency. These requirements are inapplicable to press releases, newsletters and issue analyses.

### **SECTION 38. FEDERAL TAXPAYER IDENTIFICATION NUMBER**

Under penalties of perjury, the Implementing Agency certifies that the name, correct taxpayer identification number, and listed below are correct:

**Name:** Champaign County

**Taxpayer Identification Number:** 37-6006910

Social Security Number

or

Employer Identification Number

*(If you are an individual, enter your name and SSN as it appears on your Social Security Card. If completing this*

*certification for a sole proprietorship, enter the owner's name followed by the name of the business and the owner's SSN or EIN. For all other entities, enter the name of the entity as used to apply for the entity's EIN and the EIN.)*

**Legal Status (check one):**

- |  |  |
|--|--|
| <input type="checkbox"/> Individual  | <input type="checkbox"/> Nonresident Alien   |
| <input type="checkbox"/> Sole Proprietorship   | <input type="checkbox"/> Tax Exempt  |
| <input type="checkbox"/> Partnership/Legal Corporation                                       | <input type="checkbox"/> Pharmacy/Funeral Home/Cemetery (Corp.)                                  |
| <input type="checkbox"/> Corporation providing or billing medical and/or healthcare services | <input type="checkbox"/> Corporation NOT providing or billing medical and or healthcare services |
| <input checked="" type="checkbox"/> Government   | <input type="checkbox"/> Pharmacy (non-corporate)  |
| <input type="checkbox"/> Estate or Trust   | <input type="checkbox"/> Non-profit Corporation/ Tax Exempt                                      |
| <input type="checkbox"/> Non-profit Corporation/ Non-Tax Exempt                              | <input type="checkbox"/> Other (Specify) _____   |

(Implementing Agency marking non-profit corporation/ tax exempt shall supply the Authority with a copy of their affirmation letter showing their 501(c)(3) status.)

**SECTION 39. FEDERAL GRANT INFORMATION**

By signing this agreement, the Implementing Agency acknowledges that it has been informed of the following information regarding the federal funds received under this agreement:

- Federal Awarding Agency: Office of Justice Programs, Office for Victims of Crime
- Catalog of Federal Domestic Assistance (CFDA) Number and Title: 16.575 Crime Victims Assistance
- Grant Award Name and Number: Crime Victim Assistance Grant Program (2015-VA-GX-0049)
- Grant Award Year: Federal Fiscal Year 2015

**SECTION 40. TRANSPARENCY ACT COMPLIANCE**

The Implementing Agency and Program Agency agree to comply with any and all requirements of 2 C.F.R. §33.200 that are imposed on recipients of federal funds by the Federal Funding Accountability and Transparency Act of 2006. The Implementing Agency and Program Agency agree to comply with the following:

a) To acquire and use a DUNS (Data Universal Numbering System) number. The DUNS number shall be procured from Dun and Bradstreet, Inc online at [www.dunandbradstreet.com](http://www.dunandbradstreet.com) or by calling 1-866-705-5711.

Implementing Agency's DUNS Number: 830761313

b) To maintain a current registration in the System for Award Management (SAM) database. The Implementing Agency must update or renew their SAM registration at least once per year to maintain an active status. Information about registration procedures can be accessed at [www.sam.gov](http://www.sam.gov).

The Implementing Agency's SAM registration is valid until: 3/3/2016

c) Shall provide the Authority with their Commercial And Government Entity (CAGE) Code. The CAGE Code

request process is incorporated into the CCR registration.

Implementing Agency's CAGE Code: 5HGPO

d) The Implementing Agency and Program Agency further agree that all agreements entered into with subgrantees or contractors, shall require compliance by the subgrantee or contractor with the Federal Funding Accountability and Transparency Act of 2006 and all requirements of 2 C.F.R. §33.200 including obtaining a DUNS number and maintaining registration with SAM. The acquisition of a DUNS number and registration with SAM database is not required of subgrantees and contractors who are individuals.

e) The Implementing Agency shall provide the Authority with completed "Addendums to Agreements" for all subgrantees and subcontractors. Copies of blank Addendums to the Agreement are available from your grant monitor.

#### **SECTION 41. RENEGOTIATION, MODIFICATION, OR AMENDMENT OF THE INTERAGENCY AGREEMENT**

No alteration, variation, modification, termination, addition to or waiver of any provisions of this agreement shall be valid or binding unless in writing, and signed by the parties. For purposes of modification of this agreement which do not involve increases or decreases in funding, the signature of one representative of the Implementing Agency is sufficient. The parties agree to renegotiate, modify, or amend this agreement to ensure continued consistency with federal and State laws, and regulations.

#### **SECTION 42. INTEGRATION**

This document and the exhibits, amendments, and items incorporated by reference constitute the entire agreement between the parties pertaining to the subject matter of this agreement and supersede all prior and contemporaneous agreements and understandings of the parties, oral or written, which are not fully expressed herein. No alleged covenant, representation, or condition not expressed in this agreement shall affect or be effective to interpret, change or restrict the express provisions of this agreement.

#### **SECTION 43. SEVERABILITY**

If any term or provision of this agreement is held invalid, unenforceable, voidable or void, that term or provision shall not affect the other terms or provisions of this agreement which can be given effect without the invalid term or provision.

#### **SECTION 44. TERMINATION OR SUSPENSION OF THE INTERAGENCY AGREEMENT**

The Executive Director of the Authority may suspend or terminate performance of this agreement, in whole or in part, when an Implementing Agency fails to comply with any State or federal law or regulation or with the terms or conditions of this agreement. The Authority may take one or more of the following actions:

- Temporarily withhold cash payments pending correction of the deficiency by the Implementing Agency
- Disallow all or part of the cost of the activity or action not in compliance
- Wholly or partly suspend or terminate the current agreement
- Withhold further awards to the Implementing Agency
- Pursue other legal remedies, as applicable.

If the Authority terminates an agreement, the Authority will notify the Implementing Agency in writing of its decision, specify the reason, afford the Implementing Agency a reasonable time to terminate project operations, and request the Implementing Agency seek support from other sources. An agreement that is terminated pursuant to this section will be

subject to the same requirements regarding audit, recordkeeping, and submission of reports as an agreement that runs for the duration of the period of performance. Any appeals will be conducted in accordance with the Authority's Operating Procedures for the Administration of Federal Funds (20 Il. Adm. Code 1520.60).

#### **SECTION 45. FAILURE TO FILE IN A TIMELY FASHION.**

In order to preclude the possibility of lapsing of funding, the Authority is requiring the timely filing of all required reports. Reports shall include but are not limited to, quarterly fiscal reports, quarterly progress reports and all reports included in the closeout materials. The quarterly fiscal and progress reports are due not more than 15 days after the end of the quarter unless another reporting schedule has been required or approved by the Authority. The final date for submission for all of the closeout material reports is 30 days after the end of the grant period.

Failure to meet the reporting dates established for the particular reports shall result in the "freezing" of all funds. The frozen funds shall not be limited to a particular grant that is delinquent, but all grant funds that the Implementing Agency has with the Authority shall be frozen. Funds will be released following the completion of all the reporting requirements.

#### **SECTION 46. COURT APPOINTED SPECIAL ADVOCATES**

The Implementing Agency shall, on agreements that fund Court Appointed Special Advocates (CASA), ensure and provide documentation (i.e. time and attendance records) that any and all funds are utilized "solely" to benefit victims of crime. Therefore, VOCA funds shall be used to pay for only, that portion of the coordinator's time, which is devoted to supervision, training, etc. of those volunteers who provide direct services to child victims of physical and sexual abuse, criminal neglect and or abandonment.

#### **SECTION 47. REPORTING GRANT IRREGULARITIES**

The Implementing Agency shall promptly notify the Authority through their Grant Monitor when an allegation is made, or the Implementing Agency otherwise receives information, reasonably tending to show the possible existence of any irregularities or illegal acts in the administration of grant funds. The Authority, per its agency policy, shall determine the reasonableness of the allegation of the irregularities or illegal action and determine the appropriate course of action. Possible actions would include conducting an internal audit or other investigation or contacting the proper authorities. Illegal acts and irregularities shall include but are not limited to such matters as conflicts of interest, falsification of records or reports both data, fiscal and programmatic, and the misappropriation of funds or other assets.

The Implementing Agency shall inform any subgrantee or contractor of the Authority's grant funds that the subgrantee or contractor is similarly obligated to report irregularities and the Implementing Agency shall provide a copy of the Authority's policy to any subgrantee or contractor. A copy of the Authority's policy is available on the web at <http://www.icjia.state.il.us/public/>.

Failure to report known irregularities can result in suspension of the Interagency Agreement or other remedial action. In addition, if the implementing agency's auditor or other staff becomes aware of any possible illegal acts or other irregularities prompt notice shall be given to the Implementing Agency's director. The Implementing Agency, in turn, shall promptly notify the Authority as described above of the possible illegal acts or irregularities. If the possible misconduct involves the Implementing Agency's director, the Implementing Agency staff member shall provide prompt notice directly to the Authority.

In addition, the Authority, if in its judgment there is a reasonable allegation of irregularity or illegal act, shall inform the Office of Justice Program's Office of the Comptroller, the Department of Justice's Office of Professional Responsibility and the Office of Inspector General, and state and local law enforcement agencies or prosecuting authorities, as appropriate, of any known violations of the law within their respective area of jurisdiction.

The reporting of any irregularities, illegal acts and the proposed or actual corrective action shall be reported to the Authority at:

Illinois Criminal Justice Information Authority  
Attn: Grant Monitor  
300 W. Adams Suite 200  
Chicago, IL 60606

Phone: 312- 793-8550

#### **SECTION 48. REPORTING POTENTIAL FRAUD, WASTE OR SIMILAR MISCONDUCT.**

The Implementing Agency shall promptly refer to the Authority, via their assigned Grant Monitor, and the Department of Justice Office of Inspector General (OIG) any credible evidence that a principal, employee, agent, contractor, subcontractor, or subgrantee has either (1) submitted a false claim for grant funds in violation of the False Claims Act or (2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving grant funds.

Potential fraud, waste, abuse or misconduct shall be reported to the Authority by mail at:

Illinois Criminal Justice Information Authority  
Attn: Grant Monitor  
300 W. Adams Suite 200  
Chicago, IL 60606

Phone: 312- 793-8550

Potential fraud, waste, abuse or misconduct shall be reported to OIG by mail or e-mail at:

Office of the Inspector General  
U.S. Department of Justice  
Investigation Division  
950 Pennsylvania Ave, N.W. Room 4706  
Washington, D.C. 20530

E-mail: [oig.hotline@usdoj.gov](mailto:oig.hotline@usdoj.gov) Phone: 1-800-869-4499 Fax: (202) 616-9881

More information is available from the DOJ OIG website at [www.usdoj.gov/oig](http://www.usdoj.gov/oig).

#### **SECTION 49. USE OF FUNDS**

Implementing Agency certifies that it, and its subcontractors, shall use federal and match, if applicable, funds for only allowable services, activities and costs, as described in Exhibit A.

The Implementing Agency certifies that only those costs listed in Exhibit B shall be paid pursuant to this agreement.

Implementing Agency understands the payment of funds shall be withheld until such certifications are received by the Authority.

#### **SECTION 50. PROHIBITED CONTRACTOR**

The Implementing Agency understands and agrees that no funds will be contracted or sub-awarded, either directly or indirectly, to or in support of the Association of Community Organization for Reform Now (ACORN) or its subsidiaries without the express prior approval of the Authority.

#### **SECTION 51. TEXT-MESSAGING WHILE DRIVING**

The Authority encourages the Implementing Agency to adopt and enforce policies banning employees of the Implementing Agency or Program Agency and contractors or subcontractors from text messaging while driving any vehicle during the course of performing work funded by this agreement, and to establish safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

#### **SECTION 52. VICTIM COMPENSATION AWARENESS**

The Implementing Agency shall certify that victims are notified of the VOCA Victims Compensation program administered through the Office of the Illinois Attorney General. Notification is defined as simply advertising the Victim Compensation program through posters or brochures publicly displayed in the agency's office or by verbally making the victim aware of the program. This notification requirement does not apply to crisis services.

The Implementing Agency shall detail their method of notification in the Program Narrative/ Exhibit A.

#### **SECTION 53. DUPLICATION OF FUNDING**

The Implementing Agency agrees that if it currently has an open award of federal funds or if it receives an award of federal funds other than this VOCA award, and those award funds have been, are being, or are to be used, in whole or in part, for one or more of the identical cost items for which funds are being provided under this VOCA award, the Implementing Agency will promptly notify, in writing, the Authority.

#### **SECTION 54. HIGH-RISK GRANTEES**

Implementing agency agrees to comply with any additional requirements that may be imposed during the grant performance period if the Authority determines that Implementing Agency is a high-risk grantee pursuant to 28 C.F.R. parts 66, 70.

#### **SECTION 55. CONFERENCES AND TRAINING MATERIALS**

The Implementing Agency agrees that any training or training materials developed under this award shall adhere to the OJP Training Guiding Principles for Grantees and Subgrantees available at [www.ojp.usdoj.gov/funding/ojptrainingguidingprinciples.htm](http://www.ojp.usdoj.gov/funding/ojptrainingguidingprinciples.htm).

The Implementing Agency agrees to comply with all applicable laws, regulations, policies and guidance (which includes specific cost limits, prior approval, and reporting requirements) governing the use of federal funds for expense related to conferences, meetings, trainings, or other events, including the provision of food and beverages at such events, and the cost of attendance.

#### **SECTION 56. RELIGIOUS AND MORAL BELIEFS OF STUDENTS**

The Implementing Agency understands and agrees that grant funds may not be used to discriminate or denigrate the religious or moral beliefs of students who participate in programs for which financial assistance is provided from those funds, or of the parents or legal guardians of such students.

#### **SECTION 57. COMPUTER NETWORK**

The Implementing Agency understands and agrees that no award funds shall be used to maintain or establish a computer network unless such network blocks the viewing, downloading, and exchange of pornography. Nothing in this section limits the use of funds for any Federal, State, tribal, or local law enforcement agency of any other entity carrying out criminal investigations, prosecution, or adjudication activities.

#### **SECTION 58. PROVIDING SERVICES TO LIMITED ENGLISH PROFICIENCY INDIVIDUALS**

Implementing Agency will, in accordance with DOJ guidance pertaining to Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d, take reasonable steps to provide meaningful access to their programs and activities for persons with limited English proficiency.

#### **SECTION 59. DEMOGRAPHIC DATA**

Implementing Agency agrees to collect and maintain information on race, sex, national origin, age, and disability of victims receiving assistance through this agreement, where such information is voluntarily furnished by the victim.

#### **SECTION 60. TIME KEEPING**

The Implementing Agency shall, in furtherance of its performance of all aspects of the program description and budget as set forth in Exhibit A and Exhibit B, maintain time keeping records for all grant-funded personnel as follows:

1. Personnel who spend 100% of their time on the program – within thirty (30) days of the execution of this agreement, the Implementing Agency must provide the Authority documentation explaining the Implementing Agency's time keeping procedures. The time keeping procedures must be approved by the Authority.
2. Personnel who spend less than 100% of their time on the program – the Implementing Agency will maintain timesheets for these employees. The timesheets must:
  - Reflect an after-the-fact distribution of the actual activity of each employee (not budgeted time);
  - Account for the total activity for which each employee is compensated;
  - Be prepared monthly and coincide with one or more pay periods; and
  - Be signed by the employee and approved by a supervisory official having firsthand knowledge of the work performed.

Within thirty (30) days of the execution of this agreement, the Implementing Agency must provide the Authority with a copy of the timesheet that will be used by personnel who spend less than 100% of their time on the program. The timesheet must be approved by the Authority. Signed timesheets shall be made available for inspection during site visits, and upon request as part of the Authority's monitoring and oversight responsibilities.

#### **SECTION 61. GRANT FUNDS RECOVERY AND INVOLUNTARY WITHHOLDINGS**

This interagency agreement is subject to the Illinois Grant Funds Recovery Act (30 ILCS 705/1 et. seq). The Implementing Agency certifies that it, and its sub-grantees and sub-contractors, are not presently subject to a grant funds recovery action under the Illinois Grant Funds Recovery Act (30 ILCS 705/1 et. seq) or an Involuntary Withholding by the State of Illinois or any other state. The Implementing Agency also certifies that a grant recovery action by any grantor, or an Involuntary Withholding action by the State of Illinois or any other state has not been initiated against it, or any of its sub-grantees and/or sub-contractors, within the past five (5) years.



The Implementing Agency shall notify the Authority if it or any of its sub-grantees and/or sub-contractors is currently the subject of a grant funds recovery action, has been the party to a grant funds recovery action in the past five (5) years, is currently subject to an Involuntary Withholding by the State of Illinois or by any other state, or has been subject to an Involuntary Withholding by the State of Illinois or by any other state within the past five (5) years. The Authority may terminate this agreement, at the Authority's sole discretion, if the Implementing Agency or any of its sub-grantees and/or sub-contractors is a party to a grant funds recovery action, has been a party to a grant funds recovery action within the past five (5) years, becomes a party to a grant funds recovery action, is subject to an Involuntary Withholding, has been the subject of an Involuntary Withholding within the past five (5) years, or becomes the subject of an Involuntary Withholding.

## **SECTION 62. CRIMINAL CONVICTIONS**

The Implementing Agency certifies that its own and its sub-grantees' and its sub-contractors' board members, executive officers, directors, administrators, supervisors, managers, and financial officers and anyone holding such a position of authority have not been convicted of theft, fraud, or any other crime involving dishonesty within the past ten (10) years.

The Implementing Agency shall notify the Authority if any of its own or any of its sub-grantees' and/or its sub-contractors' board members, executive officers, directors, administrators, supervisors, managers, or financial officers or anyone holding such a position of authority have been convicted of theft, fraud, or any other crime involving dishonesty within the past ten (10) years or become convicted of theft, fraud, or any other crime involving dishonesty. The Authority may terminate this agreement, at the Authority's sole discretion, if the Implementing Agency's or any of its sub-grantees' and/or its sub-contractors' board members, executive officers, directors, administrators, supervisors, managers, or financial officers or anyone holding such a position of authority have been convicted of theft, fraud, or other crime of dishonesty within the past ten (10) years or become convicted of theft, fraud, or any crime involving dishonesty.

## **SECTION 63. RESTRICTIONS AND CERTIFICATIONS REGARDING NON-DISCLOSURE AGREEMENTS AND RELATED MATTERS**

The Implementing Agency and any entity that receives a contract or subcontract with any funds under this award, may not require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts, or purports to prohibit or restrict, the reporting (in accordance with law) of waste, fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information.

The foregoing is not intended to contravene requirements applicable to Standard Form 312 (which relates to classified information), Form 4414 (which relates to sensitive compartmented information), or any other form issued by a federal department or agency governing the nondisclosure of classified information.

1. In accepting this award, the Implementing Agency –

- a. represents that it neither requires nor has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and
- b. certifies that, if it learns or is notified that it is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds, will provide prompt written notification to the Authority, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by the Authority.

2. If the Implementing Agency makes subawards or contracts under this award --

a. it represents that --

- (1) it has determined that no other entity that the Implementing Agency's application proposes may or will receive award funds (whether through a subaward, contract, or subcontract) either requires or has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and
- (2) it has made appropriate inquiry, or otherwise has an adequate factual basis, to support this representation; and

b. it certifies that, if it learns or is notified that any subrecipient, contractor, or subcontractor entity that receives funds under this award is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds to or by that entity, will provide prompt written notification to the agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

#### **SECTION 64. INDIRECT COSTS**

If the Implementing Agency is eligible under the Part 200 Uniform Requirements to use the "de minimis" indirect cost rate described in 2 C.F.R. 200.414(f), and that elects to use the "de minimis" indirect cost rate, must advise the Authority in writing of both its eligibility and its election, and must comply with all associated requirements in the Part 200 Uniform Requirements. The "de minimis" rate may be applied only to modified total direct costs (MTDC).

#### **SECTION 65. NON-PROFIT ORGANIZATIONS**

The Implementing Agency agrees, if it is a non-profit organization, to make their financial statements available online (either on the Authority's, its own, or another publicly available website). OVC will consider sub-recipient organizations that have Federal 501(c)(3) tax status as in compliance with this requirement, with no further action needed, to the extent that such organization files IRS Form 990 or similar tax document (e.g., 990-EZ), as several sources already provide searchable online databases of such financial statements.

**SECTION 66. ACCEPTANCE & CERTIFICATION**

The terms of this interagency agreement are hereby accepted, executed, and where applicable, certified and acknowledged, by the proper officers and officials of the parties hereto:

\_\_\_\_\_  
John Maki  
Executive Director  
Illinois Criminal Justice Information Authority  
Date

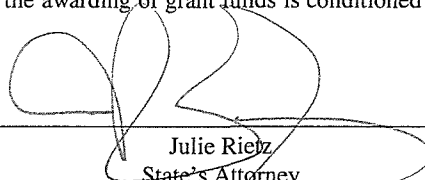
I, Patsi Petrie, Board Chair, under oath, do hereby certify and acknowledge that: (1) all of the information in the grant agreement 215078 is true and correct to best of my knowledge, information and belief, (2) the grant funds shall be used only for the purposes described in the grant agreement 215078 and (3) the awarding of grant funds is conditioned upon the Authority's receipt of this certification.

\_\_\_\_\_  
Patsi Petrie  
Board Chair  
Champaign County  
Date

I, Daniel Welch, Treasurer, under oath, do hereby certify and acknowledge that: (1) all of the information in the grant agreement 215078 is true and correct to best of my knowledge, information and belief, (2) the grant funds shall be used only for the purposes described in the grant agreement 215078 and (3) the awarding of grant funds is conditioned upon the Authority's receipt of this certification.

\_\_\_\_\_  
Daniel Welch  
Treasurer  
Champaign County  
Date

I, Julie Rietz, State's Attorney, under oath, do hereby certify and acknowledge that: (1) all of the information in the grant agreement 215078 is true and correct to best of my knowledge, information and belief, (2) the grant funds shall be used only for the purposes described in the grant agreement 215078 and (3) the awarding of grant funds is conditioned upon the Authority's receipt of this certification.

  
\_\_\_\_\_  
Julie Rietz  
State's Attorney  
Champaign County State's Attorney's Office  
Date 12.1.15

**VICTIMS OF CRIME ACT  
EXHIBIT A:  
PROGRAM NARRATIVE  
Standard Non-InfoNet Reporting**

**I. Description of organization**

1. Program Agency Name: Champaign County State's Attorney's Office  
Mailing Address: 101 E. Main Street, Urbana, IL. 61801-2703  
Telephone number: 217-384-3733

2. Please provide the following information for your VOCA program service area (attachments are acceptable).

A. List the county(ies) or municipality(ies) served by your VOCA program.  
See Attachment.

B. Federal Congressional District number(s) 13

C. State Senatorial District number(s) 52

D. State Representative District number(s) 103

These districts can be found by visiting the Illinois State Board of Elections website.

**Type of program agency (Check one)**

A. Criminal justice government\*

- |   |  |
|---|--|
| <input type="checkbox"/> Law Enforcement        | <input type="checkbox"/> Court                 |
| <input checked="" type="checkbox"/> Prosecution | <input type="checkbox"/> Corrections           |
| <input type="checkbox"/> Probation              | <input type="checkbox"/> Other (specify) _____ |

B. Non-criminal justice government

- |  |   |
|--|---|
| <input type="checkbox"/> Social Services       | <input type="checkbox"/> Hospital       |
| <input type="checkbox"/> Mental Health         | <input type="checkbox"/> Public Housing |
| <input type="checkbox"/> Other (specify) _____ |   |

C. Private: Non-profit

- |   |   |
|---|---|
| <input type="checkbox"/> Hospital               | <input type="checkbox"/> Shelter                |
| <input type="checkbox"/> Rape Crisis            | <input type="checkbox"/> Mental Health          |
| <input type="checkbox"/> Religious Organization | <input type="checkbox"/> Other (specify): _____ |

D. Other: Describe \_\_\_\_\_

\*If your agency is a governmental unit, such as law enforcement or prosecution, please provide a short description of how the activities described within this application have been coordinated with the victim service providers in the community served. Include letters of support from all agencies listed as part of the application.

Victim Services in the Champaign County State's Attorney's Office routinely make referrals/work collaboratively with other services agencies, including Children's Advocacy Center, Rape Advocacy Counseling & Education Services, Women's Resource Center - University of Illinois Urbana-Champaign, and Courage Connection.

If your agency is not able to coordinate these activities with a victim service agency please explain why.  
N/A

3. Purpose of VOCA funds: (select one)

- |  |   |
|--|---|
| <input type="checkbox"/> Start a new victim services project | <input type="checkbox"/> Expand or Enhance an existing project not funded by VOCA in a previous year. |
|--|---|

Other violent crime (specify)

\$

TOTAL (should match question #4.) \$ 34,525.00

Continue a VOCA funded victim project funded in a previous year  Technology

4. Crime Victim Assistance Funds Awarded: \$34,525.00 Project Begin Date: 10/01/2015  
 Grant Number: 215078 Project End Date: 09/30/2016

5. These VOCA funds will primarily be used to: (check one)  
 Expand services into a new geographic area  Offer new types of services  
 Serve additional victim populations  Continue existing services to crime victims  
 Other (specify)

6. For this victims' services program indicate the number of VOCA funded paid staff, full-time equivalent\*\* (FTE) one  
 \*\* FTE is the program full time equivalent total listed in Question 3a in the Summary of Program Section.

7. Volunteers used in any capacity throughout your agency should be counted and reported.  
 Does your organization use volunteers?  
 Yes – complete part A & B  
 No – complete the volunteer waiver certification included in the continuation packet.

A. How many Full-time Equivalent (FTE) volunteer staff are used by your agency as a whole, not just the VOCA funded program?  
 3 law school interns spend 10-12 hours per week in volunteer service. Full-Time Equivalent=0.8 to 0.96

B. What activities do they perform?  
 Volunteers attend court, prepare documents/letters, assist attorneys with trial preparation and provide any other needed assistance to attorneys/staff.

8. Identify the amount of the VOCA-Funds allocated to serve victims accordingly.

ALL GENERAL CRIME	\$ 34,525.00
<b>OR</b>	
Child Abuse (includes child sex abuse)	\$
Domestic violence	\$
Sexual assault	\$
Underserved	
DUI/DWI crashes	\$
Survivors of homicide victims	\$
Assault and/or Battery	\$
Adults molested as children	\$
Elder abuse	\$
Robbery	\$

9. Sub-grant Match (financial support from other sources for this program):

Value of In Kind Match	\$ 0.00
Cash Match	\$ 41,865.00
Total	\$ 41,865.00

10. Please provide the total amounts of funding allocated to All Victim Services based on your agency's current fiscal year budget:

Other Federal funds (excluding these VOCA funds)	\$ 0.00
VOCA funds (award amount)	\$ 34,525.00
State	\$ 31,000.00
Local	\$ 207,539.93
Other	\$ 0.00

This agency certifies that it receives over \$500,000 in federal funds agency wide and it is required to have an A-133 Audit.

11. Identify the victims to be served through this VOCA-Funded project (include match funded activities) by checking the type of crime(s) At least one must be selected.

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Child Physical Abuse | <input checked="" type="checkbox"/> Adults molested as children  |
| <input checked="" type="checkbox"/> Child Sexual Abuse   | <input checked="" type="checkbox"/> Survivors of homicide victims  |
| <input checked="" type="checkbox"/> DUI/DWI Crashes      | <input checked="" type="checkbox"/> Robbery  |
| <input checked="" type="checkbox"/> Domestic Violence    | <input checked="" type="checkbox"/> Assault  |
| <input checked="" type="checkbox"/> Adult Sexual Assault | <input checked="" type="checkbox"/> Other Violent Crimes (specify) Stalking, Hate Crime, Kidnapping, Violation of Order of Protection.   |
| <input checked="" type="checkbox"/> Elder Abuse          | <input checked="" type="checkbox"/> Other (Specify) Financial Identity Theft, Criminal Damage to Property, Unlawful Restraint, Home Invasion, Unlawful Use of Credit/Debit Card. |

12. Check the services to be provided by this VOCA – funded project. **Check all that apply**

- |  |   |
|--|---|
| <input type="checkbox"/> Crisis Counseling                               | <input checked="" type="checkbox"/> Criminal Justice Support/Advocacy             |
| <input checked="" type="checkbox"/> Follow Up Contact                    | <input type="checkbox"/> Emergency Financial Assistance                           |
| <input type="checkbox"/> Therapy   | <input type="checkbox"/> Emergency Legal Advocacy                                 |
| <input type="checkbox"/> Group Treatment                                 | <input checked="" type="checkbox"/> Assistance in Filing Compensation Claims*     |
| <input type="checkbox"/> Crisis Hotline Counseling                       | <input checked="" type="checkbox"/> Personal Advocacy                             |
| <input type="checkbox"/> Shelter/Safe House                              | <input checked="" type="checkbox"/> Telephone Contacts (Information and Referral) |
| <input checked="" type="checkbox"/> Information and Referral (In person) | <input type="checkbox"/> Other (Specify)  |

\*Assistance in filling compensation claims is **MANDATORY**

## II. Summary of organization

In this section, we are trying to gain a general sense of your organization's activities, NOT solely the program for which you are seeking VOCA funds.

1. Please provide a *brief* description of your entire organization, including details of different units and staffing.

The Victim Advocacy Program exists as a unit within the Champaign County State's Attorney's Office. The State's Attorney's Office is the chief law enforcement agency for Champaign County and files criminal charges against offenders. There are twenty prosecutors in the criminal division with a total of four victim service providers. Three attorneys staff the traffic unit--two attorneys covering misdemeanor/felony cases and a felony Driving Under the Influence of Alcohol/Drugs prosecutor. Nine attorneys staff the the general felony unit, one attorney staffs the abuse/neglect unit, and two felony attorneys each carry one half of the juvenile delinquency case load. Three advocates provide services to all victims of felony crimes and each is assigned to a felony courtroom/3 attorneys. One of the three is the advocate for felony DUI/traffic fatality cases, one serves juvenile delinquency cases, and one serves as an advocate for child/teen sexual abuse/assault clients . The fourth advocate provides all misdemeanor advocacy services. The Victim Advocate of this VOCA funded position provides direct services to felony crime victims and their families.

2. Besides the services funded through this VOCA grant, what (if any) other victim services does your agency provide? Include examples of how these services are coordinated with the VOCA funded activities.

The four victim advocates provide services to victims of domestic violence, child and sexual abuse, D.U.I. and other traffic offenses, misdemeanor and juvenile delinquency crimes. Advocates provide an introduction contact letter and either misdemeanor, juvenile, or felony court process information, including ,when applicable, a restitution form, automated notification form, medical release form, and any other form/information important in the prosecution process of this case. Continuous availability for victim or witness questions/concerns, court room orientation, preparation for trial meetings, disposition letters, and other important notification information is provided. These services are a part of service provision by all advocates, including the Victim Advocate of this grant. All four advocates share information and coordinate efforts to provide systematic, informative and helpful advice/advocacy to all victims as they proceed through the judicial process and subsequent closing of a case

3. Please indicate the total number of staff dedicated to all victim services at your organization, not just this VOCA funded program.

Type of staff	Number of staff
Number of staff providing direct service. <i>(Do not include managerial and support staff in this count).</i>	4
Number of managerial staff	0
Number of administrative support staff	0

4. Does this program make a special effort to target any un-served or underserved populations?

- Yes – check all un-served/underserved populations being targeted  
 No – skip to Section III

American Indian

Lesbian, gay, bisexual, transgender



- Asian
- Black or African American
- Elderly
- Hispanic or Latino
- Homeless or living in poverty
- Immigrants, refugees, or asylum seekers
- Other (specify): \_\_\_\_\_

- People with disabilities
- Limited English proficiency
- Mental health issues
- Substance abuse issues
- Rural areas
- Children

### III. Summary of Program

This section will help us understand the program for which you are seeking VOCA funds. This must include all direct services to be provided to crime victims with VOCA and match funds. **Do not** include a description of activities that will not be funded with VOCA or match funds.

1. Description of program: Please provide a description of your VOCA funded program. Include information on any efforts to target underserved victim populations listed above that are served by this program, such as minority, elderly or disabled populations.

The Victim Advocacy Program is the first point of contact for felony crime victims with the judicial system in Champaign County. This program initiates contact with new crime victims; assists in the collection of restitution amounts; assists in distribution/preparation of victim-impact statements and victim compensation claims; provides courtroom orientation and escort ; aids in the return of evidence; facilitates and attends pre-trial interviews; and continuously provides information/support to victims through disposition, incarceration, appeal, post-conviction, and clemency proceedings of defendant, when applicable.

2. Who oversees this program? Please include position titles and duties. (Do not include personal information.)

Champaign County State's Attorney

3. Staff

a. Report staff by title. Include employees who are part-time and/or only partially funded with this grant as well as program funded consultants/contractors. Include employees who are funded with any required grant match. Report all FTEs in decimals, not percentages and report in terms of total time at the agency and time spent on the program.

Title of Staff Person	Agency Full Time Equivalent*	% time on VOCA funded program	Program Full Time Equivalent**
<i>Example: Advocate</i>	.50	100	.5
<i>Example: Counselor</i>	.75	50	.375
Victim Advocacy Program Director	1	100	1.0
TOTAL(should equal #6 in Section I Description of Organization)	1	N/A	1.0

\*Agency FTE is calculated by the number of total hours worked in a week divided by the average work week for your organization.

\*\* Program FTE is calculated by Agency FTE times the time on the program.

b. What are the primary qualifications (e.g. education, language skills etc.) of program-funded staff?

Bachelor's degree (B.A.) from a four-year college or university with a major in social work or a related field. One to three years previous experience in criminal justice and victim rights is beneficial; or equivalent combination of education and experience.

c. Please attach an updated job description for each position including duties and qualifications. **If this position is not 100% VOCA-funded, asterisk the duties that**

apply to this program on the job description.

**Victims Compensation Program**

As a condition of receiving VOCA funds the Office on Victims of Crime (OVC) mandates that programs receiving VOCA funds must notify\* all victims of the VOCA Victims Compensation program administered through the Office of the Illinois Attorney General.

4. Please explain how your agency informs victims of the VOCA Victims' Compensation program.

The following paragraph is part of the first contact letter to all victims identified in criminal prosecution cases:

The Crime Victim Compensation Act is intended to help reduce the financial burden imposed on victims of violent crime and their families, providing up to \$27,000 in financial assistance for expenses accrued as a result of a violent crime. The Office of the Illinois Attorney General processes all claims by investigating each claim to determine the claimant's eligibility. The Illinois Court of Claims makes the final decision as to an award. If you are having difficulty coping with the long-term effects of a violent crime, please call the toll-free Crime Victims Assistance Line at 1-800-228-3368 or 1-877-398-1130 (TTY) for more information about compensation and other statewide victim services.

Brochures are available/visable in lobby and in each advocate's office and applications/information are available from each advocate.

\*Notification is defined as simply advertising the Victims' Compensation program through posters or brochures publicly visible in the agency's office. Other options include: providing information and referrals concerning the program and assistance with the application.

**IV. Statement of Problem**

This section will help us understand why your program is important to crime victims that come into contact with your agency as well as the community you serve. This section should document the problem(s) the organization continues to face and justify a need for continued funding.

1. Use the table below to identify the crime(s) this program will target and provide three years of county level data for your service area. If your program does not target a specific type of crime please include **the three highest crime rates for the victims this program serves** for the jurisdiction your program serves. Data for Index offenses are available on the Illinois Criminal Justice Information Authority's (ICJIA) website or the publication, *Crime in Illinois*, produced by the Illinois State Police (ISP).

**2009-2011**

Type of crime: <b>Aggravated Assault/Battery</b>			Type of crime: <b>Theft</b>			Type of crime: <b>Burglary</b>		
<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>
595	310	392	561	1021	955	358	321	321

\* If multiple counties are served by your VOCA funded program please list the counties served here, and accumulate the crime numbers above.

2. What is the problem(s) your VOCA funded program has identified through its contact with the victim population served that this program addresses? (*What do crime victims need that they would not get if not for the services provided through this program?*)

Victims of crime entering into the judicial system in a criminal case have multiple questions and concerns. Immediate provision of notification letters, continuous available phone contact, victim compensation forms/assistance, victim impact forms/assistance, notification of case status/disposition; and post-conviction proceedings are all services provided consistently and concisely through the advocacy program. A direct advocacy program phone line, given in the contact information for the State's Attorney's Office on the Champaign County website, is available Monday through Friday, with additional voicemail to leave messages 24 hours/day. For convenience, this advocate also provides in the victim contact notification letter my business email address for submitting restitution forms, for questions, and accessing information. The office advocacy email address is also included in the victim contact letter. During office business hours, a victim of a charged case or a case that has not been charged but is under review, can walk in and personally meet with an advocate with questions/concerns. Providing direct communication to crime victims concerning their case, their rights as victims, and information on the judicial process is the indentified priority/primary need fulfilled by the advocacy program..

3. Use the space below to provide any anecdotal information based on the experiences of agency staff or other sources within your jurisdiction that may highlight the crime(s) and victims served through this program. *Please do not use names or any other information that would identify a specific victim.*

After midnight, a college male student, visiting friends at the U of I and separated from them at a campus bar, attempted to walk to a friend's apartment. In trying to hail a cab while walking along a main street, a newer model car driven by a young male stopped and identified himself as a off-duty taxi driver and offered a ride. The victim accepted and got into the car. After driving for a few minutes, college student victim realized driver was not taking him to requested location. When he protested, driver defendant pulled out a silver revolver and took victim to a park, walked him to isolated location of pine trees while hitting him with gun, and forced him to perform oral sex and raped victim anally while stating he was going to kill him. Victim pleaded, stating he had money in a bank and would give it to him. Defendant finally walked him back to car, hitting him continuously, and forced him to drive to bank. While enroute, defendant sitting in the back seat, continued to batter victim with gun. Victim finally jumped from moving car, rolled several times, jumped up struggling, and ran. He ran to 24 hour open restaurant where he phoned 911 & was eventually transported to hospital for sexual assault examination. The DNA from exam was submitted to IL. State Police data bank. Six months later, a match was discovered and the police department was notified. As the defendant was exiting a courtroom for another case, he was arrested for this assault case.

The college victim was cooperative with the prosecution of this case. He experienced some difficulties in concentration and focus as he continued his college studies. The case approached ready for trial, which was almost 2 1/2 years since the DNA match. This advocate gave many hours in keeping this victim, his mother, and his father living in another state informed of the process of this case. The vicim finally developed trust in interacting/sharing information with this advocate. The assigned assistant attorney moved courtrooms and a 2nd assistant attorney was assigned--the factor of consistency for the victim was this same advocate. The trauma was overwhelming for this bright, independent young man and consistency was critical in the victim's ability to continue to cooperate in moving this case to trial.

This case continued to unfold as our office discovered this victim, now a graduating senior from

college, had an open felony case as the defendant in selling cannabis in another county . It was also discovered that the entire time this case was open----2 plus years due to the yearlong waiting for a DNA match----the victim worked as an informant with police agency in another county. Victim did not disclose any of this information in the 2 1/2 years to our office, which would be problematic in a criminal trial. Even with these undisclosed factors, the case was resolved in a plea agreement in which defendant will serve 18 years---85%---for Aggravated Criminal Sexual Assault and required to register as a sex offender for his natural lifetime. This advocate continued to be available for information for the victim's mother, the victim's father who lives in another state, and the victim.

## V. Goals and Objectives

This section provides an overview of your program's accomplishments during the current performance period, and also helps us learn about what helped or hindered your program during this time. *(This section should provide guidance as to whether objectives or program strategies should be modified for the upcoming year.)*

A universal goal was developed for your current grant program. Please indicate the goal that was chosen for your current performance period.

**Goal:** To provide direct services to (check one) for the purpose of alleviating trauma and suffering incurred from victimization.

All crime victims

(Sub-population of crime victims. This should match the crime(s) indicated in Section: IV)

If completing this section prior to the end of the program performance period please estimate.

(Objective) Service Provided	Number identified from prior performance period.	Number of clients that actually received this service.*	Objective met?*	Yes or No	Number for upcoming performance period.
a. Crisis Counseling	0	0	0		0
b. Follow Up Contact	50	249	yes		100
c. Therapy	0	0	0		0
d. Group Treatment	0	0	0		0
e. Crisis Hotline Counseling	0	0	0		0
f. Shelter/Safe House	0	0	0		0
g. Information and Referral (In person)	80	169	yes		100
h. Criminal Justice Support / Advocacy	1330	773	no		700
i. Emergency Financial Assistance	0	0	0		0
j. Emergency Legal Advocacy	0	0	0		0
k. Personal Advocacy	5	66	yes		20
l. Telephone Contacts (Information and Referral)	325	821	yes		350
m. Other (specify): 0	0	0	0		0
n. Other (specify): 0	0	0	0		0

\*If you did not meet the objective(s) listed above, please detail each objective not met.

Criminal Justice Support/Advocacy number was reduced due to the following: 1) This advocate has become more aware of capturing more accurate data for this category---which in turn has increased the numbers in other service categories. 2) Although our office receives a significant number of

police reports, not all reports are charged, which this category captures in data. And this advocate responds to and is available to victims of those many reports. 3) Some data may not have been captured/recorded, due to the continuous flow of contacts per day. 4) The State's Attorney continues to redistribute/reassign cases in order to continue to work with a decreasing budget, increased public contact with legal system, and a conscientious responsibility for the execution of the duties of the office.

1. What were the successes of your program during the current performance period? Include any anecdotal information that may highlight the crime(s) and victims served through this program. *Do not use names or other information that would identify a specific victim.*

During the current performance period, the Victim Advocacy Program and the Victim Advocacy Program Director have assisted numerous victims and their families through the court judicial process--assisting their understanding of the judicial process; accompaniment to court-jury trials, 115-10 hearings, pretrial hearings, and sentencing hearings; gathering restitution information; distribution and assistance with completing Victim Impact Statements; facilitating the return of evidence; arranging transportation, travel arrangements, and hotel accommodations for out-of-town victims; and being available to assist and answer any questions/concerns from victims on a daily basis. Uncertainty and fears along with other conditions resulting from trauma have been eased by the performance of these services by the victim advocate. Each time a person/victim receives assistance, guidance, and compassion from the program, it is considered a success.

2. What barriers did you experience in implementing your program during the current performance period? How did you respond to them? Include any anecdotal information that may highlight the crime(s) and victims served through this program. *Please do not use names or other information that would identify a specific victim or a particular person.*

None experienced. This advocate is assigned to serve/support three felony assistant state's attorney within the assigned courtroom and is available to assist/support additional attorneys in other court rooms upon request, especially with child abuse/sexual abuse felony cases. This victim advocate has continued to perform all duties requested by the State's Attorney and assigned assistant state's attorneys.

3. Is there anything else you would like us to know based on your experiences with the current performance period? If so, please describe here.

The advocacy program is the contact source for individuals wanting to talk to someone in the State's Attorney's Office. With the University of Illinois - UIUC, very diverse population of residents, and the movement of residents entering and leaving the community, significant increased contact with the population has increased the number of responses/services provided by advocates in our office. The State's Attorney continues to make adjustments/improvements which can affect reporting information shared in this grant. Improvement in victim service is a high consideration for the State's Attorney and staff



## VI. Program Implementation

The problem statement describes the issue(s) to be addressed in the following year. This section will tell us how these ends are going to be accomplished by describing how the **VOCA grant as well as match funded activities** will be implemented in clear, logical detail and should explain how your program will achieve its goals and objectives and work to resolve the issues addressed.

1. Please describe the specific activities each staff member (federal and match funded) under **this program** will provide to crime victims and explain how those activities benefit your target population.

The Victim Advocacy Program Director will provide written notification to each new felony crime victim, explaining criminal charges and the judicial process. Information about crime victim rights, restitution, the Attorney General's Compensation Fund/application, and the judicial process are stated in the victim contact letter.

This Victim Advocacy Program Director will obtain restitution information from felony crime victims to provide to the court and will provide applications/written instructions about the Illinois Attorney General's Crime Victim Compensation Fund to victims of violent crimes.

Referrals will be made to victims of domestic violence, sexual assault, child sexual abuse, violent hate crimes, and elder abuse with regard to other local agencies who can provide additional support services specific to their needs.

Follow-up letters, including plea and disposition notifications, will be provided to crime victims by this victim advocate. Victim Impact Statements with written instructions and telephone availability/numbers will be provided to victims of violent crimes. Assistance with completion and presentation of these statements will also be provided to the crime victim and/or family members by the victim advocate.

Courtroom orientation and escort will be provided to felony crime victims and their family members.

In person, written, telephonic, and electronic email communication with felony crime victims will be provided by the victim advocate on an ongoing basis concerning the following issues: individual case status and scheduling; restitution collection; return of evidence; travel arrangements and per diem for out of town victims; counseling/service referrals; notification of plea dates and disposition; and post-trial issues. When needed, personal advocacy will be provided to employers, landlords and/or business entities on behalf of the victim.

Victim Advocacy Program Director will provide empathic listening/support to all crime victims, particularly ongoing/continual access and support involving sexual abuse/assault victims, and families of murder victims.

2. Explain how the issues or barriers to the implementation of the program that you listed above in Section V, question 2, will be addressed during the new program period?

1) This advocate has become more aware of capturing more accurate data for this category---which in turn has increased the numbers in other service categories. Continued accuracy will be the goal. 2) Although our office receives a significant number of police reports, not all reports are charged. This advocate responds to and is available to victims of those many

reports and will continue to seek information to be included in grant reports as the office continues to evolve with the goal of better service to victims. 3) Some data may not have been captured/recorded, due to the continuous flow of contacts per day. Continuing to evaluate increased contact time will help in capturing all data needed for grant reporting. 4) The State's Attorney continues to redistribute/reassign cases in order to continue to work with a decreasing budget, increased public contact with legal system, and a conscientious responsibility to the execution of the duties of the office. Adaptability and revised efficiency are two goals identified and embraced by this advocate. 5) This advocate will continue to offer services to all victims of crimes. Our office, via the State's Attorney, continues the ongoing evaluation of the advocates assigned to specific attorney cases, specific courtrooms to avoid scheduling conflicts and create efficient victim advocacy service delivery. The goal of better service to each victim and his/her family is a priority.

3. What training needs have you identified for the staff funded under this program?

The State's Attorney and the four advocates share any information announcing advanced trainings/seminars which would be helpful and informative in providing new and better services/delivery of services to the crime victims of Champaign County.

4. How will you address those training needs? If unable to address those needs, please explain why.

This victim advocate and the other three advocates will attend any allowable trainings/seminars which become available

5. If VOCA funds were not available, has your organization developed a plan for the continuation of this program? Please explain.

No written plan has been developed on how to continue the program, but should VOCA funding end, the State's Attorney's Office would continue to provide victim services. The State's Attorney would have to re-examine the budget to determine funding of the position

## VII. Implementation Schedule

The implementation schedule should be used as a planning tool for the program and should reflect a realistic projection of how the program will proceed. The Implementation Schedule should indicate: the VOCA funded activities and services that will be provided; the month the activity/service begins; the month the activity/service is completed; the personnel responsible for each activity/service; and the frequency with which the activity/service will be provided. Please use the following implementation schedule form using examples as a guide.

Activity	Month Begun	Month Completed	Personnel Responsible	Frequency
<i>Example: Distribute Brochures</i>	<i>Month 1</i>	<i>Ongoing</i>	<i>Volunteers</i>	<i>As needed</i>
<i>Example: Hire Medical Advocate</i>	<i>Month 1</i>	<i>Month 2</i>	<i>Coordinator</i>	<i>N/A</i>
<i>Example: Provide Support Groups</i>	<i>Month 2</i>	<i>Month 12</i>	<i>Advocate</i>	<i>Weekly</i>
Provide direct contact and contact via phone or electronically to any victim of any crime who comes/contacts our office.	Month 1	Ongoing	Advocate	Daily
Distribute initial contact letters and other pertinent information .	Month 1	Ongoing	Advocate	Daily
Provide courtroom orientation/preparation/escort.	Month 1	Ongoing	Advocate	As Needed
Distribute/assist/ and submit to court Victim Impact Statements.	Month 1	Ongoing	Advocate	As Needed
Provide plea and disposition notifications	Month 1	Ongoing	Advocate	Weekly
Provide information and any referrals for services in person, by phone, or electronically.	Month 1	Ongoing	Advocate	Daily
Provide follow-up contact/support	Month 1	Ongoing	Advocate	As Needed
Provide and assist with restitution application for court.	Month 1	Ongoing	Advocate	As Needed
Provide and assist with Crime Victim's Compensation information/applications.	Month 1	Ongoing	Advocate	As Needed

**EXHIBIT B: BUDGET  
IDENTIFICATION OF SOURCES OF FUNDING**

Implementing Agency: Champaign County State's Attorney's Office  
 Agreement #: 215078

	<u>SOURCE</u>	<u>AMOUNT</u>
<b>Federal Amount:</b>	Grant Fund: VOCA FFY: 15	\$34,525
	Subtotal:	\$34,525
<b>Match:</b>	Champaign County State's Attorney's Office	\$8,631
	Subtotal:	\$8,631
<b>Over Match:</b>	Champaign County State's Attorney's Office	\$33,234
	Subtotal:	\$33,234
	<b>GRAND TOTAL</b>	<b>\$76,390</b>

<b>PERSONNEL SERVICES</b> Job Title	<u>Annual Salary</u>	<u># Months On Program</u>	<u>% Time On Program</u>	<u>Federal Amount</u>	<u>Match Contribution</u>	<u>Total Cost</u>
Victim Advocacy Program Director	\$ 58,914.00	<u>12</u>	100%	\$ 34,525.00	\$ 24,389.00	\$ 58,914.00
	\$ -			\$ -	\$ -	\$ -
	\$ -			\$ -	\$ -	\$ -
	\$ -			\$ -	\$ -	\$ -
	\$ -			\$ -	\$ -	\$ -
	\$ -			\$ -	\$ -	\$ -
	\$ -			\$ -	\$ -	\$ -
	\$ -			\$ -	\$ -	\$ -
<b>Total FTE for use on Fringe Benefit Worksheet</b>			<b>1.00</b>	\$ -	\$ -	\$ -
			<b>Total Salary</b>	\$ 34,525.00	\$ 24,389.00	\$ 58,914.00
Fringe Benefits (Use figure from Fringe Benefit Worksheet)				\$ -	\$ 17,476.00	\$ 17,476.00
<b>TOTAL PERSONNEL SERVICES</b>				\$ 34,525.00	\$ 41,865.00	\$ 76,390.00

**Budget Narrative for Personnel. Please give a brief description for each line of the Personnel Services Budget.**

(See Attached Budget Instructions)

The Victim Advocacy Program Director provides services to felony crime victims such as initiating and maintaining contact with felony victims, notification of a variety of services available to them, information regarding Crime Victims Compensation, as well as assisting with information and support during the court process.

<b>EQUIPMENT</b>	<u>Cost per Unit</u>	<u># of Units</u>	<u>Pro-rated Share</u>	<u>Federal Amount</u>	<u>Match Contribution</u>	<u>Total Cost</u>
<u>Item</u>	\$ -			\$ -	\$ -	\$ -
	\$ -			\$ -	\$ -	\$ -
	\$ -			\$ -	\$ -	\$ -
	\$ -			\$ -	\$ -	\$ -
	\$ -			\$ -	\$ -	\$ -
	\$ -			\$ -	\$ -	\$ -
	\$ -			\$ -	\$ -	\$ -
	\$ -			\$ -	\$ -	\$ -

\* For Equipment Budgets over \$5000, the Authority must be notified prior to the disposal of any equipment.

<b>TOTAL EQUIPMENT COST</b>	\$ -	\$ -	\$ -
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Budget Narrative for Equipment. Please give a brief description for each line of the Equipment Budget.

(See Attached Budget Instructions)

COMMODITIES					
<u>Item</u>	<u>Cost / Month</u>	<u># of Months</u>	<u>Federal Amount</u>	<u>Match Contribution</u>	<u>Total Cost</u>
	\$ -		\$ -	\$ -	\$ -
	\$ -		\$ -	\$ -	\$ -
	\$ -		\$ -	\$ -	\$ -
	\$ -		\$ -	\$ -	\$ -
	\$ -		\$ -	\$ -	\$ -
	\$ -		\$ -	\$ -	\$ -
	\$ -		\$ -	\$ -	\$ -
	\$ -		\$ -	\$ -	\$ -
<b>TOTAL COMMODITIES COST</b>			\$ -	\$ -	\$ -

Budget Narrative for Commodities. Please give a brief description for each line of the Commodities Budget.  
 (See Attached Budget Instructions)

<b>TRAVEL</b>	<u>Cost/Mile</u>	<u># of Miles/mo</u>	<u># of Months</u>	<u>Federal Amount</u>	<u>Match Contribution</u>	<u>Total Cost</u>
Program Staff Mileage*	\$ -			\$ -	\$ -	\$ -
	\$ -			\$ -	\$ -	\$ -
	\$ -			\$ -	\$ -	\$ -
Conference Travel**	<u>Cost/ person</u>	<u># of people</u>	<u># of days</u>	\$ -	\$ -	\$ -
Airfare	\$ -			\$ -	\$ -	\$ -
PerDiem	\$ -			\$ -	\$ -	\$ -
Lodging	\$ -			\$ -	\$ -	\$ -
Other (Specify)	\$ -			\$ -	\$ -	\$ -
* State rate is calculated at \$.56/mile. If agency rate is lower use that lower rate.						
** Out of State Travel requires prior Authority approval.						
<b>TOTAL TRAVEL COST</b>				\$ -	\$ -	\$ -

**Budget Narrative for Travel. Please give a brief description for each line of the Travel Budget.**  
(See Attached Budget Instructions)



<b>CONTRACTUAL</b>	<u>Cost/month</u>	<u>Dollar/hour</u>	<u># of hours per month</u>	<u>Pro-rated Share</u>	<u>Federal Amount</u>	<u>Match Contribution</u>	<u>Total Cost</u>
Cell Service	\$ -				\$ -	\$ -	\$ -
Telephone Service	\$ -				\$ -	\$ -	\$ -
	\$ -				\$ -	\$ -	\$ -
Conference Registration Fees	\$ -				\$ -	\$ -	\$ -
Other: (Specify)	\$ -				\$ -	\$ -	\$ -
Other (Specify)	\$ -				\$ -	\$ -	\$ -
Use Boxes Below for Contractual Personnel					\$ -	\$ -	\$ -
		\$ -			\$ -	\$ -	\$ -
		\$ -			\$ -	\$ -	\$ -
		\$ -			\$ -	\$ -	\$ -
<b>TOTAL CONTRACTUAL COST</b>					\$ -	\$ -	\$ -

**Budget Narrative for Contractual. Please give a brief description for each line of the Contractual Budget.**

(See Attached Budget Instructions)

GRAND TOTAL	<u>Federal Amount</u>	<u>Match Contribution</u>	<u>Total Cost</u>
PERSONNEL SERVICES	\$ 34,525.00	\$ 41,865.00	\$ 76,390.00
EQUIPMENT	\$ -	\$ -	\$ -
COMMODITIES	\$ -	\$ -	\$ -
TRAVEL	\$ -	\$ -	\$ -
CONTRACTUAL	\$ -	\$ -	\$ -
TOTAL COST	\$ 34,525.00	\$ 41,865.00	\$ 76,390.00

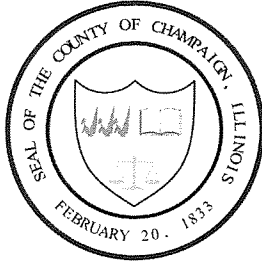
All procurements must be competitive

**FRINGE BENEFIT WORKSHEET: Agreement # 215078**

Use this sheet to calculate the fringe benefits to be paid for project personnel. For each element of the benefit package, indicate the rate as a percentage of salary or the dollar amount of the flat rate paid per employee. Use the TOTAL FRINGE BENEFITS amount from this worksheet as the fringe benefit dollar amount on the BUDGET under PERSONNEL SERVICES (CELLS C-12 AND D-12)

<b>RATED FRINGE BENEFITS</b>	<b>Rate as % of Salary</b>
FICA	7.650%
UNEMPLOYMENT	
RETIREMENT/PENSION	
WORKER'S COMP	0.480%
DENTAL/VISION	
HOSPITALIZATION	
Other (Specify)	
Total % Fringe Rate	<b>8.130%</b>
Total Salary Paid By Grant (Federal and Match - Please use figure from cell I-12 in the Budget Detail)	\$58,914.00
<b>TOTAL RATED FRINGE BENEFITS</b>	<b>\$4,790</b>
<b>FLAT RATE FRINGE BENEFITS</b>	<b>\$ per FTE</b>
HEALTH/MEDICAL INSURANCE	\$7,428.00
RETIREMENT/PENSION (IMRF)	\$4,746.86
UNEMPLOYMENT (3.95% of the first \$12,960 paid to employee; maximum of \$511.92 per employee)	\$511.92
Total Flat Rate Fringe	<b>\$12,686.78</b>
Number of grant-funded FTE (full-time equivalent) positions receiving Flat Rate Fringe Benefits. (Please use figure from cell F-11 of Budget Detail)*	1.00
<b>FLAT RATE FRINGE BENEFITS</b>	<b>\$12,687</b>
<b>TOTAL FRINGE BENEFITS: (Total rated + Total flat rate benefits)</b>	<b>\$17,476</b>

\*PLEASE REFER TO YOUR RESPONSE IN EXHIBIT A, SECTION II, QUESTION #1.



## **CHAMPAIGN COUNTY ADMINISTRATIVE SERVICES**

1776 East Washington Street, Urbana, Illinois 61802-4581

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

**Debra Busey, County Administrator**

### **MEMORANDUM**

To: Chris Alix, Deputy Chair – Finance Committee of the Whole

From: Deb Busey, County Administrator  
Tami Ogden, Deputy County Administrator of Finance

Re: Professional Energy Consulting Services Agreement with Good Energy, L.P. and  
Resolution Authorizing Execution of a Service Agreement for the Supply of Electricity  
for Residential and Small Commercial Retail Customers (Electric Aggregation)

Date: December 3, 2015

#### **Background:**

Creation of an Electric Aggregation Program was approved by voters at the November 2012 election in order to facilitate lower electricity rates for the residents and small businesses of unincorporated Champaign County who are Ameren electric customers. The Champaign County Board subsequently adopted a Plan of Operation and Governance which establishes operational guidelines and sets forth the County's requirements regarding Power Mix and Rate Selection. The County Board approved Resolutions in 2012 and 2013 which authorized the County Administrator to execute Power Supply Agreements for the January 2013-June 2014, and June 2014- June 2016 programs respectively.

Since inception of the program, the aggregate purchasing power of numerous communities, including Champaign County, has allowed for substantial electric supply savings for customers who have not opted out of their communities Aggregation Program. Champaign County's current rate through Homefield Energy is \$0.0456, and provides a 50% enhanced renewable energy mix. Ameren's "Price to Compare" through May 2016 is \$0.06768 (<800 kWh/month) and \$0.04671 (>800 kWh/month).

#### **Recommendation:**

The County's consultant, Good Energy LP, is closely monitoring market conditions and has notified the county that the next competitive procurement for electricity supply is planned for January 2016. Good Energy, LP will release the RFP for Alternative Electric Suppliers and notify the County regarding the date of the bid, which requires prompt action since bids expire at the close of business on the same day. On bid day, following consultation with the County's consultant the County Administrator, in compliance with the County's Plan of Operation and Governance, shall execute an agreement accepting the bid most beneficial to the County. It is recommended that the County Board approve the amended Services Agreement with Good Energy, L.P. for Professional Energy Consulting Services and adopt a Resolution designating and authorizing the County Administrator to execute a services agreement for the supply of electricity for the Champaign County Electricity Aggregation Program for the term beginning June 2016.

#### **RECOMMENDED ACTION:**

**The Finance Committee recommends to the Champaign County Board approval of the amended Services Agreement for Professional Energy Consulting Services with Good Energy, LP, and Adoption of a Resolution Authorizing the Execution of a Service Agreement for the Supply of Electricity for Residential and Small Commercial Retail Customers who do not Opt Out of such a Program (Electric Aggregation).**

## SERVICES AGREEMENT

### **Professional Energy Consulting Services**

This Services Agreement ("Agreement") is made and entered into and effective on this 12th day of June, 2012 ("Effective Date") by and between Champaign County, Illinois ("Champaign County"), an Illinois Municipal Corporation a unit of local government, with offices located at 1776 E. Washington St., Urbana, Illinois 61802 and **Good Energy, L.P** ("Service Provider"), with an office and principal place of business located at 232 Madison Avenue, Suite 405, New York, NY 10016.

#### **Recitals**

WHEREAS, Champaign County desires to engage Service Provider to perform electricity consultancy services and procurement for Champaign County residential and small commercial electric accounts.

WHEREAS, Services Provider desires to perform the Services and desires to be so engaged.

NOW, THEREFORE, in consideration of the foregoing and of the covenants and agreements herein contained, the parties, intending to be legally bound, agree as follows:

#### **Provisions**

##### **I. Performance of the Services. Provider shall:**

- A. Provide the following services:
  - 1. Electricity Residential opt-out ~~or opt-in~~ consulting services
  - 2. Marketing services for opt-out ~~or opt-in~~ electricity aggregation program and associated costs to perform awareness campaign, including providing any notices required by law.
  - 3. Coordinating efforts with the Illinois Commerce Commission, and any other governmental regulatory body with jurisdiction over the electricity aggregation program.
  - 4. Attending public hearings with the ~~City-County~~ and other ~~municipal-local government~~ partners, and providing information, as needed, to the County to respond to public inquiries.
  - 5. Bid creation and execution with multiple electricity suppliers with final selection of an electric supplier being decided by Champaign County.
  - 6. ~~After purchase program delivery and on-going daily monitoring.~~
  - 7. ~~Guidance and information, as needed for the County to draft a plan of operation and governance and load aggregation plan for its electricity aggregation program, including ordinances necessary to comply with 20 ILCS 3855/1-92(a); and a contingency plan for supplier default~~
- B. Give prompt notice to Champaign County should the Service Provider observe or otherwise become aware of any fault or deficit in the project or any nonconformance with the electricity sale & purchase agreement.

- C. Remit to Champaign County after the termination of this Agreement, all files and documents pertaining to the project that have been obtained or produced including, but not limited to, permits, licenses, applications, codes, drawings, site plans, photographs and similar materials.
- D. Comply with all statutes, ordinances, laws, rules and regulations which may be applicable to the services provided hereunder.
- E. The Service Provider shall be responsible for all expenses incurred in executing this Agreement.

**II. Obligations of Champaign County.** Champaign County shall:

- A. Assist the Service Provider by placing at its disposal all public information pertinent to the services for the project, upon reasonable request.
- B. Use reasonable efforts to secure release of other data applicable to the project held by others.
- C. Make reasonable provisions to enter upon public property as required to perform the services.
- D. Give prompt notice to the Service Provider should Champaign County observe or otherwise become aware of any fault or deficit in the project or any nonconformance with the Agreement.
- E. ~~Consider a resolution to put the opt-out referendum on the ballot on the next election~~
- F. All bid documents shall be subject to approval by the County's designee prior to issuance. All bid documents, and all agreements with suppliers, shall:
  - 1. Allow residential customers who move from a residence receiving services pursuant to the agreement to another residence in the County to have the option of continuing to receive services pursuant to the agreement at the electricity aggregation program rate at their new residence.
  - 2. Offer participation in the electricity aggregation program uniformly to all residential customers who have not already entered a contract with an electricity supplier.
  - 3. Have terms implementing the plan of operation and governance and load aggregation plan

The County shall consider the bid selected through the process administered by the Service Provider. The County shall have no obligation to accept a bid, and may reject all bids, in which case the Service Provider will receive no compensation under this Service Agreement.

**III. Term and Termination.** ~~The Agreement shall commence on the 22<sup>nd</sup> day of June, 2012 and shall terminate on the 30th day of June, 2014, or as otherwise mutually agreed to by Champaign County and the Service Provider. The Agreement shall commence on the date the County enters into or renews an electricity supply contract for its Electricity Aggregation Program and shall run concurrently with the term of the electricity supply contract entered into or renewed by the County. Champaign County may terminate this Agreement at any time by giving Service Provider thirty (30) days advance written notice. In the event this Agreement is terminated by Champaign County prior to its natural expiration, the County shall pay Service Provider shall be paid the for the remainder of the term the fee it would have received from the current alternative supplier term of for electricity purchased through the residential small commercial opt-out or opt-in contract by the current alternative supplier.~~

**IV. Payment.**

Champaign County agrees that Good Energy fees will be paid by the selected electricity supplier per kWh (volumetrically) for electricity purchased for the duration of the municipal contract. Such fees will be consistent with those fees paid for other nearby municipalities, but no greater than 0.00075/k Wh.

**V. Relationship of the Parties.** The parties acknowledge and agree that Service Provider is an independent contractor and is not an agent or employee of Champaign County. Nothing in this Agreement shall be construed to create a relationship between Service Provider and Champaign County of a partnership, association, or joint venture.

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**VI. Indemnification.**

- A. Professional Liability. Relative to any and all claims, losses, damages, liability and cost, the Service Provider agrees to indemnify and save Champaign County, its officers, officials, and employees harmless from and against any and all suits, actions or claims for property losses, damages or personal injury claimed to arise from a negligent act, error or omission by the Service Provider or its employees.
- B. Non-Professional Liability (General Liability). To the fullest extent permitted by law, the Service Provider shall indemnify, defend and hold harmless Champaign County, its officers, officials, employees or any combination thereof, from and against claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of the acts or omissions of the Service Provider, provided that such claim, damage, loss or expenses is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of property (other than the work itself) including loss of use resulting therefrom, but only to the extent caused to in whole or in part by the acts or omissions of the Service Provider, any subconsultant(s) of the Service Provider, its against, or anyone directly or indirectly employed by them or anyone for whose acts they may be liable, regardless of whether or not such claim damage, loss or expense is caused in part by a party indemnified hereunder. Such obligations shall not be construed to

negate, abridge, or reduce other rights or obligations of indemnity which would otherwise exist as to a party or person described in this paragraph.

**VII. Insurance.**

- A. The Service Provider shall secure and maintain, at his/her/its own expense, errors and omissions insurance in an amount not less than One Million Dollars (\$1,000,000.00) per claim/annual aggregate to protect himself from any claim arising out of the performance of professional services and caused by negligent acts, omissions or negligent acts for which the Service Provider may be legally negligent. The Service Provider shall maintain said coverage for the entire contract period and for a minimum of one year after completion of the work under the contract.
- B. In addition to errors and omissions insurance, the Service Provider shall also secure and maintain, at his/her own expense, insurance for protection from claims under Worker's Compensation acts, claims for damages because of bodily injury including personal injury, sickness or disease or death of any and all employees or of any person other than such employees, and from claims or damages because of injury to or destruction of property including loss of use resulting therefrom, and any other insurance prescribed by laws, rules, regulations, ordinances, codes or orders.
- C. The Service Provider shall secure and maintain, at his/her own expense, General Liability insurance in an amount not less than One Million Dollars (\$1,000,000.00) per occurrence.
- D. The Service Provider shall secure and maintain, at his/her/its own expense, Property insurance for protection from claims or damages because of damage to or destruction of property including loss of use resulting therefrom in an amount not less than Five Hundred Thousand Dollars (\$500,000.00). Champaign County shall be held harmless for any damage to the Service Provider's property and/or equipment during the course of performance under the Contract.
- E. The above referenced insurance shall be maintained in full force and effect during the life of this Contract and for one year beyond, where specified. Certificates showing that the Service Provider is carrying the above referenced insurance in at least the above specified minimum amounts shall be furnished to, and approved by, Champaign County prior to the start of work on the project and before Champaign County is obligated to make any payments to the Service Provider for the work performed under the provision of this contract. All such Certificates, with the exception of those for Worker's Compensation and Errors & Omissions coverage, shall clearly reflect that the Champaign County is an "Additional Insured". All policies will provide Champaign County sixty (60) days notice of a lapse in coverage, and give Champaign County the option of curing any defaults to maintain coverage.

**VIII. Right to Audit**

- A. Service Provider guarantees that the individuals employed by the Service Provider in any capacity, including but not limited to, employees, subcontractors and independent contractors, are authorized to work in the United States. The Service Provider represents that it has completed the I-9 verification process for all individuals the Service Provider has performing services for Champaign County.



Champaign County maintains the right to audit the Form I-9s for all individuals the Service Provider has performing services for Champaign County every six (6) months. Champaign County will provide the Service Provider with five (5) days advanced written notice of its intent to perform a Form I-9 audit. In response to Champaign County's audit request, the Service Provider shall provide copies of all Form I-9s and any supporting documentation for all individuals who the Service Provider had performing services for Champaign County at any time subsequent to the date upon which Champaign County gave notice of the preceding Form I-9 audit.

- B. The Service Provider agrees to indemnify Champaign County in accordance with Section VI of the Agreement for any issue arising out of the Service Provider's hiring or retention of any individual who is not authorized to work in the United States.

**IX. Taxes.**

- A. Service Provider is subject to and responsible for all applicable federal, state, and local taxes.
- B. Champaign County represents that it is a tax-exempt entity and evidence of this tax-exempt status shall be provided to Service Provider upon written request. Service Provider hereby further agrees to withhold all municipal income taxes due or payable under the provisions of the Codified Ordinances of Champaign County, Illinois, for wages, salaries and commissions paid to its employees and further agrees that any of its subcontractors shall be required to agree to withhold any such municipal income taxes due under such chapter for Services performed under this Agreement.

- X. **Assignment.** Neither party may assign this Agreement without obtaining express, written consent from the other party prior to assignment. [This Agreement binds the Parties and their successors or assigns.](#)

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- XI. **Entire Agreement / Amendment.** This Agreement constitutes the entire understanding of the parties hereto with respect to the subject matter hereof and supersedes all prior negotiations, discussions, undertakings and agreements between the parties. This Agreement may be amended or modified only by a writing executed by the duly authorized officers of the parties hereto. It is understood and agreed that this Agreement may not be changed, modified, or altered except by an instrument, in writing, signed by both parties in accordance with the laws of the State of Illinois.

**XII. Discrimination.**

- A. No discrimination for reason of race, religion, sex, age, sexual orientation, or country of national origin shall be permitted or authorized by Champaign County and/or Service Provider in connection with the Services.
- B. Nothing in this Agreement shall require the commission of any act contrary to any law or any rules or regulations of any union, guild, or similar body having jurisdiction over the Services of Service Provider.

- XIII. Governing Law/Venue.** Any controversy or claim, whether based upon contract, statute, tort, fraud, misrepresentation or other legal theory, related directly or indirectly to this Agreement, whether between the parties, or of any of the parties' employees, agents or affiliated businesses, will be resolved under the laws of the State of Illinois, in any court of competent jurisdiction in Champaign County, Illinois.
- XIV. Severability.** If any provision of this Agreement is held invalid or unenforceable, such provision shall be deemed deleted from this Agreement and shall be replaced by a valid, mutually agreeable and enforceable provision which so far as possible achieves the same objectives as the severed provision was intended to achieve, and the remaining provisions of this Agreement shall continue in full force and effect
- XV. Warranties.** Service Provider warrants that:
- A. It holds a valid license as a Retail Electric Consultant in the State of Illinois, and it will maintain this licensure throughout the course of this agreement.
  - B. It is independent of any electricity supplier and will receive no compensation, directly or indirectly, from any electricity supplier for the services provided to the County under this Agreement other than as set forth in this Agreement.
- XV. Paragraph Headings.** Paragraph headings are inserted in this Agreement for convenience only and are not to be used in interpreting this Agreement.

[signatures appear on following page]

IN WITNESS WHEREOF, the parties have executed this Agreement as of the \_\_\_\_\_ day of \_\_\_\_\_, 2012~~5~~.

CHAMPAIGN COUNTY, ILLINOIS

BY:

~~C. Pius Weibel, Chair Champaign County Board~~ Patti Petrie, Chair Champaign County Board

GOOD ENERGY, L.P.

BY:

~~Charles C. de Casteja, Managing General Partner~~

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION AUTHORIZING THE EXECUTION OF A SERVICE AGREEMENT FOR THE SUPPLY OF ELECTRICITY FOR RESIDENTIAL AND SMALL COMMERCIAL RETAIL CUSTOMERS WHO DO NOT OPT OUT OF SUCH A PROGRAM (Electric Aggregation)**

**WHEREAS**, Section 1-92 of the Illinois Power Agency Act, 20 ILCS 3855/1- 92, permits a County, if authorized by referendum, to adopt an ordinance by which it may operate a program to solicit bids and enter into service agreements for the sale and purchase of electricity and related services and equipment to residential and small commercial customers who do not opt-out of such a program; and

**WHEREAS**, the County of Champaign provides an opt-out electric aggregation program for eligible electric accounts within its jurisdiction; and

**WHEREAS**, such aggregation program was authorized by referendum passed by a majority vote of the qualified electors voting on the question; and

**WHEREAS**, because electricity is a commodity for which supply bids typically are made each morning and expire the same day at the close of business, the County must act promptly to accept any such desired bid in order to contractually guarantee a per kilowatt hour electric rate for its residential and small commercial customers; and

**WHEREAS**, the Champaign County Board finds that the best interests of the County are served by authorizing the County Administrator of Champaign County, Illinois, to receive and review bids and, in consultation with the County's consultant Good Energy, LP, accept the bid most beneficial to the County, pursuant to 20 ILCS 3855/1-92, to aggregate the residential and small commercial retail electric loads located within the County and to arrange for competitive electric supply to these retail electrical accounts; and

**NOW, THEREFORE, BE IT RESOLVED by the County Board of Champaign County, Illinois, as follows:**

**SECTION 1.** The statements set forth in the preamble to this Resolution are hereby found to be true and correct and are hereby incorporated into this Resolution as if set forth in full in Section 1.

**SECTION 2.** The corporate authorities of Champaign County hereby authorize and direct the County Administrator of Champaign County, or his/her designee, to receive and review bids and, in consultation with the County's consultant Good Energy, LP, accept the bid most beneficial to the County without further action of the County Board. The County Administrator or his/her designee is hereby authorized to execute a service agreement with the bidder who submits the bid most beneficial to the County for the supply of electricity for residential and small commercial retail customers who do not opt out of such a program, without further action of the County Board, with said execution and attestation to take place within the applicable time constraints required by the bidder; provided, however, that the energy price to be paid per kilowatt hour pursuant to the service agreement is less than the default rate currently in effect, resulting in savings for the County's residential and small commercial retail customers.

**SECTION 3.** All prior actions of the County officials, employees, and agents with respect to the subject matter of this Resolution are hereby expressly ratified.

**SECTION 4.** The provisions of this Resolution are hereby declared to be severable, and should any provision of this Resolution be determined to be in conflict with any law, statute, or regulation by a court of competent jurisdiction, said provision shall be excluded and deemed inoperative, unenforceable and as though not provided for herein, and all other provisions shall remain unaffected, unimpaired, valid and in full force and effect.

**SECTION 5.** All code provisions, ordinances, resolutions, rules and orders, or parts thereof, in conflict herewith are, to the extent of such conflict, hereby superseded.

**SECTION 6.** This Resolution shall be effective immediately and shall remain in effect until rescinded by Champaign County Board, and shall remain in effect for the current bid.

[THE REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK]

Resolution No.

Page 4

Motion was made by Board Member \_\_\_\_\_, seconded by Board Member \_\_\_\_\_ that the Resolution be adopted.

**PASSED BY THE COUNTY BOARD OF CHAMPAIGN COUNTY, ILLINOIS, IN REGULAR AND PUBLIC SESSION THIS 17th OF DECEMBER, 2015.**

**Roll Call Vote:**

**Ayes:**

**Nays:**

**Absent:**

**APPROVED:**

\_\_\_\_\_  
**Pattsi Petrie, Chair**  
**Champaign County Board**

**ATTEST:**

\_\_\_\_\_  
**Gordy Hulten, Champaign County Clerk**  
**And *Ex-Officio Clerk* of the County Board**

**EXAMINED AND APPROVED:**

\_\_\_\_\_  
**Barb Mann, Chief of the Civil Division**  
**State's Attorney's Office**

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM

PLEASE TYPE OR PRINT IN BLACK INK

NAME: STAN JAMES  
ADDRESS: 1310 CR 2900N RANTOUL IL 61866  
Street City State Zip Code

EMAIL: Stanusa@frontier.com PHONE: 217-893-4771

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: Mental Health Board  
BEGINNING DATE OF TERM: 10-2015 ENDING DATE: Not Sure

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

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

I served on County Public Health Board which at times met with mental health Director and Board. I gained insight and knowledge about issues and concerns about needed health related needs of those in the County.

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

Maintain level of Services for those we serve. To allocate budgeted funds to provide needed and cost effective services. Do research on issues and services provided and governed by this Board.

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

Limited at this date. Prior knowledge of budgets and management while I served on Champaign County Board.



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

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

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

Yes  No  If no, please explain:

*My record is A+ for attending meetings*

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

Signature: *[Handwritten Signature]*  
Date: *9-29-2015*

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM

PLEASE TYPE OR PRINT IN BLACK INK

NAME: DARLENE A. KLOEPPPEL

ADDRESS: 306 W. PENNSYLVANIA AVE. URBANA IL 61801  
Street City State Zip Code

EMAIL: kloeppe175@gmail.com PHONE: 217-384-7390

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: MENTAL HEALTH BOARD

BEGINNING DATE OF TERM: 1-1-16 ENDING DATE: 12-31-19

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

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

I AM KNOWLEDGEABLE ABOUT LOCAL MENTAL HEALTH SERVICES AND COMMITTED TO QUALITY SERVICES FOR COUNTY RESIDENTS. I UNDERSTAND HOW THE MENTAL HEALTH BOARD OPERATES. I HAVE EXPERIENCE IN STRATEGIC PLANNING, BRAIDED FUNDING, BUDGETING AND CONTRACTING, AS A FORMER SOCIAL SERVICES DIRECTOR AND NATIONAL MANAGEMENT CONSULTANT.

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

BOARD MEMBERS ESTABLISH POLICIES AND BUDGET FOR BOARD ACTIVITIES THROUGH WHICH RELEVANT MENTAL HEALTH SERVICES ARE PROVIDED TO RESIDENTS OF THE COUNTY. BOARD MEMBERS SET A VISION AND EVALUATE PROGRESS TOWARD THAT VISION, WITH INPUT FROM A WIDE VARIETY OF SYSTEM STAKEHOLDERS, INCLUDING USERS OF SERVICES.

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

I AM FAMILIAR WITH THE MENTAL HEALTH BOARD'S BUDGET, STAFF AND FUNDING PROCESS FOR LOCAL SERVICES; ITS RELATIONSHIPS WITH THE COUNTY BOARD AND DEVELOPMENTAL DISABILITIES BOARD; AND ITS STATUTORY AND CONTRACTUAL REQUIREMENTS.

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

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

Yes  No  If no, please explain:

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

*Dulene A. Kleppel*  
Signature

10-9-15  
Date

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM

PLEASE TYPE OR PRINT IN BLACK INK

NAME: Elaine Fowler Palencia
ADDRESS: 3006 Valleybrook Drive Champaign IL 61822
EMAIL: efpalenci@gmail.com PHONE: 217 3563893

Check Box to Have Email Address Redacted on Public Documents
Champaign County Mental Health Board

NAME OF APPOINTMENT BODY OR BOARD:
BEGINNING DATE OF TERM: 1/1/2016 ENDING DATE: 12/31/2019

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

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

I am a longtime volunteer in the disabilities community. I was a member of Careabouts, a parent support group that founded the Special Sitter Program (provided in-home caregivers for children with disabilities), served as secretary and personnel committee chairman of Champaign County Advocacy and Mentoring Resources (founded and ran the first independent group home for people with disabilities in Champaign County), and served on the Champaign County Developmental Disabilities Board. While on CCDDDB, I also served as member of the RPC's Rural Transportation Advisory Group, which oversaw bus service for those who have no way of getting to appointments and other activities. As an author, I have published extensively on being the parent of a son with severe mental and physical disabilities. Some of my work has been used in classes at the Universities of Illinois and Georgia.

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

My time on CCDDDB showed me how careful local boards must be with tax monies and how important it is to stay informed as issues, money, and priorities shift. Given that there is never enough money to cover all requests, how do we serve as many as possible, stay abreast of best practices so we can try new initiatives, and still maintain services that already work? It is the duty of board members to learn about the issues, the budget, the state fiscal situation, and the agencies that request funding. I tried to maintain an independent, fiscally prudent stance and would do so again if allowed to served on the Mental Health Board. My model is those early parent groups, like Careabouts (now defunct), which were always concerned about the greater good, not politics.

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

I looked at CCMHB funding when I was on CCDDDB in order to understand how the two boards worked together. I understand how they share staff, for example, and how disabilities funding is split between them. I am familiar with the way agencies submit proposals for funding, how the proposals are voted on, and how the agencies are monitored as to the way they spend the money given them. I know that funding comes from property taxes (I was on the steering committee that worked to pass the proposal and I campaigned throughout the county). I know how important this local funding is, because state and federal funding can be more uncertain than one would expect.

4. Can you think of any relationship or other reason that might possibly constitute a conflict of interest if you are selected to serve on the body for which you are applying? (This question is not meant to disqualify you; it is only intended to provide information.)  Yes  No If yes, please explain:  
Our adult son, who has severe mental and physical disabilities, is a resident of a DSC group home. He also attends a day program at DSC. The extent of his disabilities prevents him from, for example, holding a meaningful job in the community or living without 24-hour supervision.

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5. Would you be available to regularly attend the scheduled meeting of the appointed body?  
Yes  No  If no, please explain:

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

Clair Fowler Palmer  
Signature  
10/5/15  
Date

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM

PLEASE TYPE OR PRINT IN BLACK INK

NAME: MICHAEL LANGENDORF

ADDRESS: 1508 TRAILS DRIVE URBANA IL 61802  
Street City State Zip Code

EMAIL: crdmike@aol.com PHONE: 217-328-7880 (H)

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: Mental Health Board

BEGINNING DATE OF TERM: 12/15 ENDING DATE: 12/17

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

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

I AM A LICENSED CLINICAL SOCIAL WORKER. I HAVE  
WORKED IN MENTAL HEALTH AGENCIES, PUBLIC SCHOOLS,  
A CHILDREN'S HOME, PRIVATE DAY SCHOOLS, PUBLIC  
SOCIAL SERVICE AGENCIES AND BEEN IN PRIVATE  
PRACTICE (PSYCHOTHERAPY).

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

OVERSEEING PUBLIC MENTAL HEALTH SERVICES  
FOR CHAMPAIGN COUNTY.

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

I HAVE A GOOD WORKING KNOWLEDGE OF THE WHAT IS OVERSEEN BY THE MENTAL HEALTH BOARD. I DO HAVE SOME TO LEARN.

4. Can you think of any relationship or other reason that might possibly constitute a conflict of interest if you are selected to serve on the body for which you are applying? (This question is not meant to disqualify you; it is only intended to provide information.)

Yes \_\_\_ No  If yes, please explain:

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

Yes  No \_\_\_ If no, please explain:

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

Michael Langendorf  
Signature

10/30/15  
Date

NAME: Margaret King White  
ADDRESS: 1002 Briarliff Drive, Mahomet, IL 61853  
Street City State Zip Code  
EMAIL: marwhite@mchsi.com PHONE: 217 586-3730

Check Box to Have Email Address Redacted on Public Documents  
Mental Health Board

NAME OF APPOINTMENT BODY OR BOARD: \_\_\_\_\_  
BEGINNING DATE OF TERM: 12/01/2015 ENDING DATE: \_\_\_\_\_

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

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

As detailed in the attached bio, my experience as a social worker and educator give me a unique perspective on the Mental Health Board. Key areas of my background that will help me serve on the board include:

1. Working with children and families as a social worker and family therapist, I understand the mental health systems of care needed to meet client needs.

2. At UIUC, School of Social Work, I served as a Field Liaison working with many agencies within C-U area.

3. As former MAYC Board President, I understand the needs and processes of non profit agencies within our community

4. Expertise in data based decision making.

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

I believe the most important role is to gather information by reading all relevant materials, listen to the needs of the community, listen to the needs of the agencies, attend all meetings, and utilize data to make decisions.

To carry out these responsibilities, I will attend the meetings, diligently review materials, and be an active board member.

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

My knowledge of the Mental Health Board includes assisting with Child Surveys while I worked at the Regional Office of Education, working with the LAN, helping MAYC meet the requirements for surveys for ACCESS, and reading information on the Board on their website.



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

I currently volunteer teaching classes for the Mahomet Area Youth Club (MAYC) afterschool BLAST classes at Sangamon School and Lincoln Trail School in Mahomet.

I served as President of the MAYC Board while it made the transition from 13 students served to currently over 600 students.

I am no longer on the Board of Directors of MAYC.

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

Yes  No  If no, please explain:

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

*Margaret J. White*  
Signature

10/27/2015

Date

Name: Margaret White, L.C.S.W.  
Post M.S.W. Program, University of Illinois  
M.S.W. University of Iowa  
B.S. University of Illinois

Professional experience:

- IL PBIS Technical Assistance Coordinator, 2005 - 2013
- Provided technical assistance to over 76 schools in Central Illinois
- National presenter on Positive Behavior Intervention and Supports, Utilizing Data for Decision Making in the Schools, Grief and the School Age Child, Utilizing Literature to Teach Behavior, & RTI
- Clinical Assistant Professor School of Social Work, University of Illinois at Urbana/Champaign 4 years; adjunct professor 2 years
- School Social Worker 8 years experience at all levels-preschool – high school
- Taught parenting classes through the University of Illinois 2 years
- Mental Health Therapist 7 years

Professional Certifications/Skills:

Illinois Licensed Clinical Social Worker

Publications:

- Lindsey, B., White, M. & Korr, W. (2013) *Conducting In-service Training and Continuing Education for Staff and Teachers*. In Franklin, C., Harris, M.B., Allen-Meares, P. (Eds). The School Services Sourcebook. Oxford University Press.
- Lindsey, B. & White, M. (2010). Tier One Data Collection and Analysis in Clark, J. & Alvarez, M. (eds.) *Response to Intervention: A Guide for School Social Workers*. Oxford University Press: New York.
- Eber, L., Lindsey, B. & White, M. (2010). Tier Three Data Collection and Analysis in Clark, J. & Alvarez, M. (eds.) *Response to Intervention: A Guide for School Social Workers*. Oxford University Press: New York.
- Lindsey, B., & White, M. (2008) *Tier II Interventions*. In Massat, C., Constable R., McDonald S. and Flynn J. (Eds). *School Social Work*. Lyceum Books, Inc.
- Lindsey, B., White, M. & Korr, W. (2006) *Conducting In-service Training and Continuing Education for Staff and Teachers*. In Franklin, C., Harris, M.B., Allen-Meares, P. (Eds). The School Services Sourcebook. Oxford University Press.
- Lindsey, B. & White, M. (2006) *Technology and Social Work*. In Bye, L. and Alvarez, M. (Eds). *School Social Work: A Desk Reference for an Evolving Practice*. Thomson Wadsworth.

Personal facts: married 37 years to Ron White, two sons, Mike 32, (HR Manager Caterpillar Athens, GA), and Andrew 29, (Dentist – Dr Andrew White, Champaign, IL) love to spend time with family and friends, avid Illini Fan, enjoy bicycling, walking, and reading (everything), mentored same student for 18 years!

Volunteer: Past President, Mahomet Area Youth Club, Volunteer for MAYC, Mahomet Seymour Schools, Mahomet Rotary, Sunday School/ WOW leader 12 years Mahomet United Methodist Church; President's Council, UIUC; Mentor, Mahomet Seymour Schools – 12 years MAKE Foundation Board Member

**CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM**

PLEASE TYPE OR PRINT IN BLACK INK

NAME: Aillion C. Danave

ADDRESS: 802 Compton Avenue Champaign IL 61822  
Street City State Zip Code

EMAIL: crackerjacksstripes@hotmail.com PHONE: 217-954-0905

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: Champaign County Mental Health Board (CCMHB)

BEGINNING DATE OF TERM: January 1, 2016 ENDING DATE: December 31, 2019

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

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

18 years of professional experience with social-service entities within Champaign County, working with special populations, including low-income individuals, persons with developmental disabilities, and minorities (see attached resume).

4 years experience as a member of the Champaign County Mental Health Board (CCMHB) and liaison to funded agencies' Boards of Directors, such as Community Elements, Family Service, Crisis Nursery, and Promise Healthcare (Frances Nelson), giving me knowledge of historical context and current community needs.

Consumer of mental-health services at Community Elements and Family Service.

10 years experience as facilitator for a weekly meeting of the Depression and Bipolar Support Alliance (DBSA) support group, and advocate for individuals with mental illness.

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

The mission of the CCMHB is the "promotion of a local system of services for the prevention and treatment of mental or emotional, developmental, and substance abuse disorders, in accordance with the assessed priorities of the citizens of Champaign County." As a member of the CCMHB, my role is to gather information from a variety of sources, including local needs assessments, national reports, findings of consultants, and recommendations by CCMHB staff, and to make decisions related to allocations of available funds to programs, activities, and services that meet the needs of Champaign County residents, as well as other policy and procedural matters that arise. Additionally, my role includes serving as a liaison to the Boards of Directors of funded agencies, such as Community Elements, Family Service, Crisis Nursery, and Promise Healthcare (Frances Nelson), to provide information, as needed, and to relay concerns to the CCMHB. Another key responsibility is to prepare for CCMHB meetings by reading the Board packets and asking for additional information or clarifications in advance.

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

For FY16, the CCMHB has an operating budget of \$4.6 million. The majority of revenue (approximately \$4.2 million) comes from Champaign County property taxes, with an additional \$350,000 coming from the Champaign County Developmental Disabilities Board (CCDD) to cover their share of administrative expenses. This budget is administered by an Executive Director, an Associate Director for Mental Health/Substance Abuse, an Associate Director for Developmental Disabilities, a Business Unit Comptroller, and an Administrative Compliance Specialist. Property holdings of the CCMHB consist of two Community Integrated Living Arrangement (CILA) houses.

My understanding of CCMHB operations, management, and budget has been acquired through reading documents such as the Annual Report of the CCMHB, Three-Year Plans, Priorities, and Board packets. Program Summaries prepared during the budget allocation process have provided a historical context regarding funded agencies, CCMHB mission and vision in responding to environmental changes.

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

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

Yes  No  If no, please explain:

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

William D. Bannan  
Signature

November 2, 2015  
Date



Parkland College	Champaign, IL
<i>Training Coordinator, Foster Parent Grant</i>	<i>1997-1998</i>
<i>Coordinator, Academic Services</i>	<i>1992-1997</i>
<i>Vocational Education Project Specialist</i>	<i>1989-1992</i>
<i>Employment Assistance Advocate</i>	<i>1986-1989</i>

12 years of experience in the community-college setting, with primary responsibilities in the area of vocational-education special projects:

- \* Securing and administering Federal and State grants: composing applications and project plans; submitting reports and budget modifications to the funding entity; monitoring the flow of dollars; coordinating acquisition of equipment and supplies to support projects
- \* Tracking allocations of funds for procurement of equipment; assigning each purchase to an appropriate funding source, based on specific parameters; reallocating funds remaining after purchases to ensure full expenditure of available dollars
- \* Participating in College-wide processes, such as strategic and operational planning, program review, and course/curriculum approval
- \* Planning and implementing initiatives related to employment training: serving as a member of Career Program Advisory Council committees and task forces; composing status reports; compiling statistical information for planning documents, accreditation agencies, and Board of Trustees action
- \* Managing grant projects to provide tuition assistance and support services to students in career-oriented programs, enabling entry to, and retention until completion of, courses funded by the Job Training Partnership Act (JTPA) and the Carl D. Perkins Vocational and Applied Technology Act (Perkins II)
- \* Providing academic and occupational counseling/advisement to career-programs and/or special-populations students

Champaign Consortium, JTPA SDA #17	Champaign, IL
<i>Employment and Training Aide</i>	<i>1983-1986</i>

Providing technical assistance and counseling to economically-disadvantaged members of a JTPA-funded "Job Club":

- \* Guiding participants during preparation of resumes, letters, and application forms
- \* Role-playing to provide practice with interview and telephone techniques  
Developing job leads
- \* Assessing skills, interests, and career options

Developmental Services Center  
*Banking Trainer*

Champaign, IL  
*1981-1982*

Managing all financial services for 50-60 developmentally-disabled residents of Opportunity House:

- \* Disbursing and cashing checks from residents' individual checking accounts, to enable payments for daily living expenses, special events/activities, and large purchases
- \* Balancing a cashbox containing \$300, and preparing daily bank deposits
- \* Reconciling monthly account statements  
Compiling a quarterly report for each resident's account
- \* Responding to requests for status and other information from residents' families/guardians, State agencies, and the Social Security Administration
- \* Conducting check-writing and money-management classes for groups of residents at various functional levels

Illinois Department of Conservation  
*Radio Dispatcher*

Champaign, IL  
*1980-1990*

Operating a seasonal weekend/holiday radio and telephone security program for staff of 12 State parks:

- \* *Maintaining a daily log of calls, status, and activities*
- \* Preparing a summary of each shift, as well as a year-end report, containing recommendations for the following season

Illinois Radio Reading Service  
*Assistant to the Coordinator*

Champaign, IL  
*1979-1980*

Performing a wide variety of administrative-support and engineering/production functions for this "radio information station":

- \* Recruiting and scheduling 150 volunteers to complete live and taped reading for blind and physically-disabled subscribers
- \* Conducting and analyzing a consumer survey
- \* Participating in planning/organizing a major fund-raising event
- \* Communicating information to current/prospective consumers
- \* Maintaining tapes and printed resource materials for use in reading
- \* Scheduling daily programming
- \* Producing two daily programs
- \* Timing tapes and inserting cues for the engineer, as needed
- \* Operating the sound board, tape decks, turntables, and live microphones

## EDUCATIONAL HIGHLIGHTS

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Governors State University  
Master's Degree in Public Administration

University Park, IL  
1988

University of Illinois  
Bachelor's Degree in Advertising

Urbana-Champaign, IL  
1976



CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM

Received 11/6 by B.N.

PLEASE TYPE OR PRINT IN BLACK INK

NAME: Dr. Deloris P. Henry
ADDRESS: 3304 CountryBend Place Champaign IL 61822
Street City State Zip Code
EMAIL: DLRHEN@comcast.net PHONE: (217) 356-2188

Check Box to Have Email Address Redacted on Public Documents

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

BEGINNING DATE OF TERM: 1/1/14 ENDING DATE: 12/31/19

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

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

I believe that my background in education and my experience on the CCMHB qualifies me for reappointment. As a member of the CCMHB, I am committed to implementing our mission, which includes the promotion of a local system of services for the prevention and treatment of mental, emotional, developmental, and substance abuse disorders. I have served as President and Vice-President of the Board. I devote a good deal of time listening and interacting with people in the community. As a result of my efforts, I believe that I have a clear understanding of community needs. As a member of the Board, I have helped to create and maintain partnerships with local providers. During our goal setting, the CCMHB has established some exciting goals that will benefit our community. In particular, we are participating in the community efforts to create a Jail Diversion Center, and we're continuing to support the Community Coalition initiatives. Earlier this year, we collaborated with the DD Board to purchase Community Integrated Living Arrangement (CILA) homes in our county. The initiative is going well and we will continue to expand, if needed. I enjoy serving on the CCMHB and would like to continue serving the community in this capacity.

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

I believe that the role of a board member is to create, evaluate, and monitor policies that ensure that citizens in Champaign County have access to timely, cost efficient, and culturally sensitive health services for mental, emotional, developmental, and substance abuse disorders. Board members are accountable to the taxpayers and should work hard to manage the finances. As a board member, I participate in ACHMAI conferences, which helps me to keep abreast of current issues and trends in mental health. I serve as a liaison to agency providers, which is really quite useful to me as a board member. We have a myriad of issues to discuss monthly. I spend an enormous amount of time reading and researching the issues before the meetings so I can make better decisions.

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

I am very knowledgeable about all aspects of the CCMHB operations. I was recently very involved with the purchase of our Community Integrated Living Arrangement (CILA) homes. Additionally, I participate in our budgeting process, and management issues.

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

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

Yes  No  If no, please explain:

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

*Dr. Deloris P. Henry*  
\_\_\_\_\_  
Signature

11/06/2015

\_\_\_\_\_  
Date

**CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM**  
**PLEASE TYPE OR PRINT IN BLACK INK**

**NAME:** Linda A Bauer

**ADDRESS:** 709 Scovill Street Urbana IL 61801  
Street City State Zip Code

**EMAIL:** labauer08@comcast.net **PHONE:** 217-328-5727 (home) 217-778-2135 (cell)

Check Box to Have Email Address Redacted on Public Documents

**PARTY AFFILIATION:** (Please check one)  Democrat  Republican  Other, please explain:

**NAME OF APPOINTMENT BODY OR BOARD:** Champaign-Urbana Mass Transit District Board

**BEGINNING DATE OF TERM:** 01/01/2016 **ENDING DATE:** 12/31/2020

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

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

I've been a regular MTD rider since 2008. I've seen how mass transit benefits our community.

I'm a taxpayer and homeowner, and want our tax dollars to be used effectively. I've served on the board since 2010 and currently am Chair. The next few years will be challenging for the CUMTD, and I can provide leadership as we navigate major projects and budget uncertainties.

My years of experience in both the public and private sectors will help me provide perspective to MTD staff and board members. We need to serve the public and also be financially prudent.

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

A board member represents MTD's "constituents" -- the public, including taxpayers, riders, and other governmental units. The board sets policy and direction. I carry out my role by

learning about MTD funding and operations, expressing my opinion, helping clarify issues, listening to all ideas and building consensus. I helped coordinate the search process for the new managing director. I also encouraged MTD Board members to be actively involve in committees so they could be "content masters" for the board.

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

After five years on the board, I'm fairly knowledgeable about the MTD budget, operations, and holdings such as Illinois Terminal, University Ave. properties and bus fleet. I've met key staff members and communicate regularly with the Managing Director. I sometimes talk to bus drivers other MTD riders. There's always more to learn. I've participated in and encouraged the use of study sessions to better inform myself and other board members.

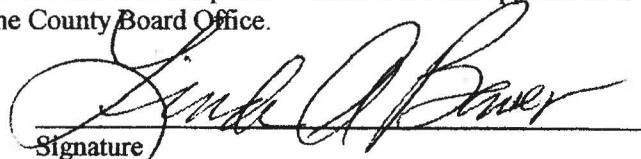
4. Can you think of any relationship or other reason that might possibly constitute a conflict of interest if you are selected to serve on the body for which you are applying? (This question is not meant to disqualify you; it is only intended to provide information.) Yes  No  If yes, please explain:

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

Yes  No  If no, please explain:

My attendance has been very good and will continue to be.

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

  
Signature

11/06/2015

Date

**CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM  
PLEASE TYPE OR PRINT IN BLACK INK**

Bruce Hannon

**NAME:** \_\_\_\_\_  
1208 Union St. Champaign IL 61821

**ADDRESS:** \_\_\_\_\_  
Street City State Zip Code  
217 621 4900

**EMAIL:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

Check Box to Have Email Address Redacted on Public Documents

**PARTY AFFILIATION:** (Please check one)  Democrat  Republican  Other, please explain:

\_\_\_\_\_ MTD  
**NAME OF APPOINTMENT BODY OR BOARD:** \_\_\_\_\_

**BEGINNING DATE OF TERM:** December 2015 **ENDING DATE:** December 2020

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

1. What experience and background do you have which you believe qualifies you for this appointment/reappointment?  
Extensive research in transportation energy costs.  
Long term CU resident.  
Worked long to reduce sprawl to make MTD more cost effective  
Ride MTD occasionally  
Over the decades worked with Bill Volk on ridership and route issues.

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

2. What do you believe is the role of a trustee/commissioner/board member and how do you envision carrying out the responsibilities of that role?  
Bring any expertise I may have to help the board reach unanimous decisions.  
Possibly bring new ideas to the board regarding efficiency measures.

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

3. What is your knowledge of the appointed body's operations, specifically property holdings and management, staff, taxes, fees?  
relatively little of the property details but have advised on route and bus efficiency and air pollution issues over the last 40 years.

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

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

Yes  No  If no, please explain:  
Yes

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

Bruce Hannon  
Signature

6 OCT 15  
Date

**CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM**  
**PLEASE TYPE OR PRINT IN BLACK INK**

**NAME:** Paulette Colemon-Peebles

**ADDRESS:** 2802 Santa Ana Champaign IL 61822  
Street City State Zip Code

**EMAIL:** pcoleman@yahoo.com **PHONE:** (217)607-2887

Check Box to Have Email Address Redacted on Public Documents

**PARTY AFFILIATION:** (Please check one)  Democrat  Republican  Other, please explain:

**NAME OF APPOINTMENT BODY OR BOARD:** C-U MTD

**BEGINNING DATE OF TERM:** 01-01-16 **ENDING DATE:** 12-31-20

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

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

(Please See Attached)

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

(Please See Attached)

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

(Please See Attached)

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

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

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

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

Yes  No  If no, please explain:

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

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

Paulette Colman-Peoples  
Signature

10-30-15  
Date



**Paulette Colemon-Peebles**  
**Application for CUMTD Board Appointment**

1. I believe that my personal and professional experience and background would qualify me for a position on the CUMTD Board. I and my family (children and grandchildren) are long-time and frequent bus riders. We rely on the CUMTD to help us with all of our transportation needs, whether for work, school, errands, or activities. I know the CUMTD system very well, and I personally know many individuals in this community from all walks of life who rely on the CUMTD, as I and my family do.

For the past 17 years, I have worked at a local non-profit organization that helps individuals who are having problems with the health care system. Many of my clients, as well as student interns and public service volunteers need help with transportation and rely on the CUMTD. I frequently help individuals figure out the routes they need and help teach them how to use the CUMTD system.

I believe that the greatest strength that I could bring to the CUMTD Board is that I can bring the consumers' perspective to the forefront.

I also have experience serving on Boards, although those were non-profit, rather than governmental boards. I have served on the Board of SmileHealthy, and also Promise Healthcare (which now operates SmileHealthy as well as Frances Nelson Health Center).

2. The role of a Board Member is to help advance the mission and purpose of the organization. Board Members also have specific administrative, governance, and fiscal responsibilities to ensure that the organization or agency is operating well. Board Members should help with planning, strengthening services, improving the organization's standing in the community, and ensuring the organization is abiding by ethical and legal standards. I would carry out those responsibilities by attending meetings, reading materials, learning about the CUMTD and its resources and obligations, asking questions when I don't understand something, and helping to promote the CUMTD.
3. My knowledge of the CUMTD's operations is from the consumer/rider perspective. I know the routes and the kinds of buses there are, and I am familiar with many of the stops, shelters, and the terminal. I know about the fees from the rider perspective. I also know about the different kinds of passes (and I help disabled people apply for passes). I know I would have a lot to learn about what it takes to make CUMTD work as well as it does!

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM

PLEASE TYPE OR PRINT IN BLACK INK

NAME: Caitlin Kost

ADDRESS: 1311 W Church St Champaign IL 61821  
Street City State Zip Code

EMAIL: caitlin.kost@champaignparks.com PHONE: 217-239-1152

Check Box to Have Email Address Redacted on Public Documents

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

BEGINNING DATE OF TERM: 01/01/2016 ENDING DATE: 12/31/2017

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, A CANDIDATE MUST COMPLETE AND SIGN THIS APPLICATION.

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

I have a degree in Therapeutic Recreation and have my CTRS. I am currently employed with Champaign-Urbana Special Recreation as the Adult Program Coordinator. Prior to CUSR, I had worked for various other special recreation organizations, group homes for adults with developmental disabilities, and performed respite care for several individuals.

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

The role of a board member is to provide insights, ideas, opinions, and answers. Also, an effective board member should ask questions that direct the board in an appropriate direction, and to be a sound board for other members.

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

I do not have much knowledge of the appointed body. I do understand that the purpose of this advisory board is to assist C-Carts in providing accessible transportation throughout Champaign-Urbana for individuals with disabilities.

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

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

Yes  No  If no, please explain:

My position at CUSR will remain as my top priority - as long as  
scheduled meetings don't impede on career responsibilities, I should  
have the ability to attend meetings.

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

Caitlin Kost  
Signature

11/6/15  
Date

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

PLEASE TYPE OR PRINT IN BLACK INK

NAME: Daniel L. Duitsman

ADDRESS: 2388 Co Rd 1700N St. Joseph, IL 61873  
Street City State Zip Code

EMAIL: \_\_\_\_\_ PHONE: 217-202-5277

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: Union DD #2 St. Joseph & Ogden

BEGINNING DATE OF TERM: Unexpired ENDING DATE: 8/31/17

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

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

36 years of Farming and drainage experience  
10 years of Ditch work with Franzen Construction.

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

8 years on Farm Bureau Board. Own Property in  
St. Joseph. (Commercial) Farm Land Owner.

3. Please list any boards, commissions, or public positions to which you have been appointed or elected and are currently serving.

8yr. Farm Bureau, Past St. Joseph Township Trustee

Daniel L. Duitsman  
Signature

Date: 11.19.2015



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

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

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

**COUNTY CLERK**  
**MONTHLY REPORT**  
**NOVEMBER**  
**2015**

Liquor Licenses & Permits	\$	10.00
Civil Union Licenses	\$	70.00
Marriage License	\$	3,570.00
Interests	\$	31.73
State Reimbursements	\$	-
Vital Clerk Fees	\$	18,261.50
Tax Clerk Fees	\$	6,370.83
Refunds of Overpayments	\$	<u>132.09</u>
<b>TOTAL</b>	<b>\$</b>	<b>28,446.15</b>
Additional Clerk Fees	\$	1,180.00



**Public Health**  
Prevent. Promote. Protect.

**Champaign County  
Public Health Department**

**Memorandum**

**TO:** Members of the Champaign County Board

**FROM:** Jim Roberts *JR*  
Director of Environmental Health, Champaign-Urbana Public Health District

**DATE:** December 1, 2015

**SUBJECT:** Ordinance Establishing Fees under the Health Ordinance of Champaign County

Per ordinance, the County Board has granted the authority for the Board of Health to establish fees without the County Board adopting those fees. However, David DeThorne, Assistant State's Attorney, recommends that the County Board adopt an ordinance adopting the fees established by the Board of Health.

The attached county fee schedule lists the fees in effect as of January 2015. These fees are in the proposed ordinance. The proposed ordinance contains one new fee group and one modification of an existing fee adopted by the Board of Health in March 2010. Both are found under the Water Program fees section.

The new fee group adopted by the Board of Health in August 2015 is for new closed loop well activity, which is part of the Potable Water Program.

**E. WATER PROGRAM FEES**

- b. Closed Loop Well System (new or modification)
  - i. Construction Permit
    - 1. \$100 for the first 10 boreholes
    - 2. \$10 for each additional borehole
  - ii. Inspection
    - 1. Residential \$150
    - 2. Non-residential \$300

The modified existing fee is associated with water well testing for non-valid public health reasons (testing that is not mandated by Local Health Protection Grant standards). In 2010, the Board of Health set a fee of \$49 for water well testing of coliform bacteria and nitrates. As of January 1, 2016, the Illinois Department of Public Health laboratory will no longer perform nitrate tests. In November 2015, the County Board of Health adopted a modification of the existing fee by keeping the fee the same, but specifying it was for the testing for coliform bacteria only.

- c. Water Well Testing for Non-valid Public Health Reasons (coliform only) \$49

**Recommended Action:** Adopt the ordinance establishing fees under the Health Ordinance of Champaign County.



**PLAN REVIEW FEES (FOOD SERVICES)**

**(A) NEW CONSTRUCTION OR CONVERSION OF EXISTING STRUCTURES:**

- 100 to 1,000 square feet - \$200
- over 1,000 to 10,000 square feet - \$300
- over 10,000 to 50,000 square feet - \$400
- over 50,000 square feet and up - \$500

**(B) EXTENSIVE REMODEL OR CHANGE OF OWNER: 75% or greater of (A)**

- 100 to 1,000 square feet - \$150
- over 1,000 to 10,000 square feet - \$225
- over 10,000 to 50,000 square feet - \$300
- over 50,000 square feet and up - \$375

**(C) MINOR REMODEL: less than 75% OF (A)**

- 100 to 1,000 square feet - \$100
- over 1,000 to 10,000 square feet - \$150
- over 10,000 to 50,000 square feet - \$200
- over 50,000 square feet and up - \$250

**NOTE:**

Plan review fees are based on square footage of food service areas (ex: kitchen, food storage, bars, wait stations, soda stations, etc.) Also include toilet rooms and outside storage sheds.

**ANNUAL PERMIT FEES (FOOD SERVICES)**

Category 1 - \$400 (December 1 – May 31)	\$200 (June 1 – November 30)
Category 2 - \$300 (December 1 – May 31)	\$150 (June 1 – November 30)
Category 3 - \$150 (December 1 – May 31)	\$75 (June 1 – November 30)

**NOTE:**

Annual permit fee should not be submitted until your facility is ready to open. Please do not submit it with your plan review information.

**SPECIAL FEES (FOOD SERVICES)**

- Temporary Events (one day) - \$50
- Temporary Events (two to fourteen consecutive days) - \$75
- Reinspection Fee - \$25 per hour
- Permit Reinstatement Fee - \$50
- Late Fee - \$25

OVER →

**MISCELLANEOUS FEES**

Insufficient Funds Fee - \$25

Food Code Book (replacement copy) - \$8

Health Permit (replacement copy) - \$5

Freedom of Information Act Copying Fees

Black & white, letter or legal size -	1-50 pages	Free
	51 <sup>st</sup> page +	\$0.15 per page

Color, letter or legal size -  
Other media -

Actual cost of copies  
Actual cost of media

**SEWAGE PROGRAM FEES**

Private Sewage System Permit - \$200

Variance - \$200

Sewage Code Book - \$8

Plat Review -	1-10 lots	\$200
	Each lot over 10	\$ 15

**WATER PROGRAM FEES**

Private Water Well Permit - \$200

Champaign County Public Health Department  
Environmental Health Division  
201 W. Kenyon Road  
Champaign, IL 61820

Phone: (217) 363-3269  
Fax: (217) 373-7905  
[www.c-uphd.org](http://www.c-uphd.org)



**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE ESTABLISHING FEES UNDER THE  
HEALTH ORDINANCE OF CHAMPAIGN COUNTY**

**WHEREAS**, the Champaign County Public Health Department was created by referendum passed on November 4, 1996;

**WHEREAS**, the Champaign County Board adopted Resolution Number 3812, *Resolution Establishing a County Health Department* on April 15, 1997 and the Champaign County Board correspondingly appointed a Board of Health;

**WHEREAS**, the Champaign County Board adopted Ordinance No. 969, *Health Ordinance of Champaign County, Illinois*, on November 19, 2015; and

**WHEREAS**, the Champaign County Board, through the *Health Ordinance of Champaign County, Illinois*, sub-paragraphs 12.1.2 and 12.2.1.3, authorized and directed the Board of Health to establish a fee for any service provided or action required to administer and enforce that Ordinance, and to annually review the fee schedule to determine its sufficiency and its efficacy in promoting the purposes of that Ordinance; and

**WHEREAS**, the Board of Health has determined that the fee schedule requires changes and additions in order to meet the goals of the *Health Ordinance of Champaign County, Illinois*

**NOW, THEREFORE, BE IT ORDAINED** by the Board of Health of the Champaign County Public Health Department that the following is and shall be the fee schedule for the *Health Ordinance of Champaign County, Illinois*:

**FEE SCHEDULE FOR HEALTH ORDINANCE OF CHAMPAIGN COUNTY, ILLINOIS**

- A. **PLAN REVIEW FEES (FOOD SERVICE ESTABLISHMENTS)** - Plan review fees are based on square footage of food service areas (ex: kitchen, food storage, bars, wait stations, soda stations, etc.) Also include toilet rooms and outside storage sheds.
- a. **NEW CONSTRUCTION OR CONVERSION OF EXISTING STRUCTURES:**
    - i. 100 to 1,000 square feet - \$200
    - ii. Over 1,000 to 10,000 square feet - \$300
    - iii. Over 10,000 to 50,000 square feet - \$400
    - iv. Over 50,000 square feet and up - \$500
  - b. **EXTENSIVE REMODEL OR CHANGE OF OWNER: 75% or greater of (a)**
    - i. 100 to 1,000 square feet - \$150
    - ii. Over 1,000 to 10,000 square feet - \$225
    - iii. Over 10,000 to 50,000 square feet - \$300
    - iv. Over 50,000 square feet and up - \$375
  - c. **MINOR REMODEL: less than 75% of (a)**
    - i. 100 to 1,000 square feet - \$100
    - ii. Over 1,000 to 10,000 square feet - \$150

- iii. Over 10,000 to 50,000 square feet - \$200
- iv. Over 50,000 square feet and up - \$250
- B. ANNUAL OPERATING PERMIT FEES (FOOD SERVICES) – Annual permit fee should not be submitted until your facility is ready to open. Please do not submit it with your plan review information.
  - a. Category 1 - \$400 (December 1 – May 31) \$200 (June 1 – November 30)
  - b. Category 2 - \$300 (December 1 – May 31) \$150 (June 1 – November 30)
  - c. Category 3 - \$150 (December 1 – May 31) \$75 (June 1 – November 30)
- C. SPECIAL FEES (FOOD SERVICES)
  - a. Temporary Events (one day) - \$50
  - b. Temporary Events (two to fourteen consecutive days) - \$75
  - c. Reinspection Fee - \$25 per hour
  - d. Permit Reinstatement Fee - \$50
  - e. Health Permit (replacement copy) - \$5
  - f. Food Code Book (replacement copy) - \$8
  - g. Late Fee - \$25
- D. SEWAGE PROGRAM FEES
  - a. Private Sewage System Construction Permit - \$200
  - b. Variance - \$200
  - c. Sewage Code Book - \$8
  - d. Plat Review - 1-10 lots \$200  
Each lot over 10 \$15
- E. WATER PROGRAM FEES
  - a. Private Water Well Construction
    - i. Permit - \$100
    - ii. Inspection Fee - \$100
  - b. Closed Loop Well System (new or modification)
    - i. Construction Permit
      - 1. \$100 for the first 10 boreholes
      - 2. \$10 for each additional borehole
    - ii. Inspection
      - 1. Residential \$150
      - 2. Non-residential \$300
  - c. Water Well Testing for Non-valid Public Health Reasons (coliform only) \$49
- F. MISCELLANEOUS FEES
  - a. Insufficient Funds Fee - \$25
  - b. Freedom of Information Act Copying Fees
    - i. Black & white, letter or legal size - 1-50 pages Free  
51<sup>st</sup> page+ \$0.15 per page
    - ii. Color, letter or legal size - Actual cost of copies
    - iii. Other media - Actual cost of media

This FEE SCHEDULE shall be effective immediately upon its ratification.

The Champaign County Health Department shall cause this Fee Schedule to be published in whatever form the *Health Ordinance of Champaign County, Illinois*, is or will be published,

including but not limited to posting the Fee Schedule at the offices of the Champaign County Health Department, in a place or places readily apparent to the public, and on the website of the Champaign County Health Department.

**PRESENTED, ADOPTED, APPROVED and RECORDED** this 17<sup>TH</sup> day of December, A.D. 2015.

\_\_\_\_\_  
Pattsi Petrie, Chair  
Champaign County Board

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



**PLANNING & COMMUNITY DEVELOPMENT**

1776 East Washington Street  
Urbana, IL 61802

Phone 217.328.3313  
Fax 217.328.2426

[www.ccrpc.org](http://www.ccrpc.org)

**TO:** Champaign County Policy Committee -Committee of the Whole  
**FROM:** Rita Morocoima-Black, CCRPC / CUUATS Planning and Community Development Director  
Zoe Keller, CCRPC / Champaign County Program Compliance and Oversight Monitor (PCOM)  
**DATE:** December 8<sup>th</sup>, 2015  
**RE:** Revised Bylaws of the Champaign County Rural Transit Advisory Group (RTAG)

**REQUESTED ACTION:** Approve the attached, revised Bylaws for the Champaign County RTAG.

**BACKGROUND:** The current RTAG Bylaws were adopted in October 2010 when the RTAG was created, and were in need of minor adjustments due to changes over the last five years. The modifications are detailed below, and were approved by the RTAG at the last quarterly meeting on October 21<sup>st</sup>, 2015.

**CHANGES TO THE BYLAWS:**

Operator: The current Bylaws identify CRIS as the operator of the Champaign County rural transit system. This has been updated to reflect CUMTD as the operator.

Organizational Meetings (Article IV, Section 2): The current Bylaws mandate that the RTAG meets every year in December "for the purpose of organizing the RTAG, for the election of officers, and for the transaction of such other business as may come before the RTAG." Rather than holding an extra meeting, these duties are taken care of at the RTAG's quarterly meetings. This section has been changed to reflect that. Please note that a special meeting may be called if necessary to address items between quarterly meetings.

Selection and Appointment (Article III, Section 3): The current Bylaws state that the members of the RTAG will be appointed in November of each year for terms ending that year. This has been changed to December to match the end of the County's fiscal year.

Removal (Article III, Section 6): Previously there were 26 County Board members, and now there are only 22 members. As such, the simple majority has been changed from 14 to 12.

Officers (Article V, Section 1): Secretarial duties are taken care of by CCRPC staff, rather than a member of the RTAG. Article V, Section 1 now states the officers shall be a Chair and Vice-Chair. Article V, Section 5 has also been removed as it relates to the Secretarial position.

Removal of Officers (Article V, Section 2): The current Bylaws allow for removal of an officer by a majority vote of the RTAG. Since the County Board appoints the officers, the County Board needs to make the final decision to remove an officer. The updated Bylaws state that the RTAG may only vote to suggest removal of an officer to the County Board.

Term of Officers (Article V, Section 2): In the current Bylaws, Article III Section 4 states that officers shall be limited to three consecutive terms, however, Article V Section 2 had not been changed to reflect that. Now these two sections concur.

1  
2  
3  
4

**BYLAWS  
OF THE  
CHAMPAIGN COUNTY  
RURAL TRANSIT ADVISORY GROUP**

Formatted: Numbering: Continuous

DRAFT

5  
6  
7  
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10  
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13  
14  
15

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DRAFT

16 **INTRODUCTION**

17 The County of Champaign (County) receives funding for rural public transportation service, for  
18 which ~~Champaign Urbana CRIS Rural~~ Mass Transit District (~~CUMTD~~) (~~CRIS~~) operates. With  
19 these Bylaws, the County establishes a formal participation process that the Rural Transit  
20 Advisory Group (RTAG) is to follow.

21  
22 **ARTICLE I**

23 **NAME AND PURPOSES**

24 The name of the committee is the Champaign County Rural Transit Advisory Group (RTAG).  
25 The principal purpose of the RTAG shall be to provide oversight for the provision of  
26 transportation services within ~~the Champaign~~ County. This shall include, but is not limited to:

- 27  
28 A. Advise ~~Transportation transportation P~~ providers and the Champaign County Board on  
29 transportation needs  
30  
31 B. Foster coordination of transportation services within ~~the County~~Champaign County  
32  
33 C. Review transportation services provided in Champaign County  
34  
35 D. Recommend transportation service improvement in Champaign County  
36  
37

38 **ARTICLE II**

39 **GOVERNING AUTHORITY**

40 Except as set forth in these Bylaws, the authority and ultimate responsibility for the operation of  
41 rural public transportation service shall rest with ~~the Champaign Urbana Mass Transit District~~  
42 ~~CRIS~~ through the Champaign County Board. Nothing in these Bylaws shall be interpreted to the  
43 contrary.  
44

45 **ARTICLE III**

46 **OPERATING AUTHORITY**

47 **Section 1. POWERS AND RESPONSIBILITIES**

48 The RTAG shall carry out the purpose as previously stated through responsibilities that shall  
49 include but are not limited to:

- 50  
51 1. Provide oversight to transportation services  
52  
53 2. Participate in transportation planning processes  
54  
55 3. Encourage participation in and use of coordinated transportation services  
56  
57 4. Communicate resident concerns regarding transportation services  
58  
59 5. Disseminate information on transportation services  
60  
61 6. Attend RTAG meetings as scheduled  
62  
63 7. Develop and present an Annual Report to the County Board  
64

65 **Section 2. NUMBER AND QUALIFICATION**

66 The RTAG desires to have seven (7) persons. Members shall be representatives of agencies  
67 serving Champaign County residents who possess the ability to participate effectively in the  
68 discharge of the RTAG responsibilities. The RTAG shall strive to have at least one (1) member  
69 who represents each of the following areas: seniors, individuals with disabilities, low income  
70 persons, medical, education, employment, and the Champaign County Board.

71  
72 **Section 3. SELECTION AND APPOINTMENT**

73 The members of the RTAG shall be appointed by the Champaign County Board Chair, with the  
74 advice and consent of the RTAG, in ~~November-December~~ of each year for terms ending in  
75 ~~November-December~~ of that year, except for the filling of vacancies as provided in Section 5 and  
76 6 below.

77  
78 **Section 4. TERM**

79 Each member shall hold office for a term of two (2) years with the exception of the first year, in  
80 which some of the members can serve for one (1) year. Each member, including a member  
81 appointed to fill a vacancy, shall hold office until expiration of the term for which appointed and  
82 until a successor has been appointed and qualified. Members may be re-appointed to successive  
83 terms, provided no member may serve for more than three (3) consecutive two (2) year terms  
84 without being off the RTAG at least one (1) year.

85  
86 **Section 5. RESIGNATION**

87 Any member may resign at any time, either by oral tender of resignation at any meeting of the  
88 RTAG or by giving written notice thereof to the Chair of the Champaign County Board. Such  
89 resignation shall take effect at the time specified therefore and, unless otherwise specified with  
90 respect thereto, the acceptance of such resignation shall not be necessary to make it effective.

91  
92 **Section 6. REMOVAL**

93 A member may be removed, with or without cause, by action of at least ~~fourteen-twelve~~  
94 members of the Champaign County Board at the meeting at which such action is being  
95 considered.

96  
97 **Section 7. VACANCIES**

98 Any vacancy occurring on the RTAG shall be filled by the Champaign County Board Chair, with  
99 the advice and consent of the Champaign County Board. A member appointed to fill a vacancy  
100 occurring on the RTAG shall serve for the unexpired term of his or her predecessor in the office.

101  
102 **ARTICLE IV**  
103 **MEETINGS OF THE RURAL TRANIST ADVISORY GROUP**

104 **Section 1. PLACE OF MEETING**

105 All meetings of the RTAG shall be held at the Brookens Administrative Center or at such other  
106 place as may be designated for that purpose from time to time by the RTAG.

107  
108 **Section 2. ORGANIZATIONAL MEETINGS**

109 As soon as reasonably practicable, and within thirty (30) days after the initial appointment of  
110 RTAG members, the RTAG shall meet for the purpose of organizing the RTAG, for the election  
111 of officers, and for the transaction of such other business as may come before the RTAG.

112 Thereafter, the RTAG shall meet ~~in December of every year for the purpose of organizing the~~  
113 ~~RTAG, for the election of officers, and for the transaction of such other business as may come~~  
114 ~~before the RTAG.~~ quarterly to discuss RTAG regular business.

115  
116 **Section 3. REGULAR MEETINGS**



117 Regular meetings of the RTAG shall be annually scheduled per the requirement of the Illinois  
118 Open Meetings Act, 5 ILCS 120/1 *et seq.*

119  
120 **Section 4. SPECIAL MEETINGS**

121 Special meetings of the RTAG for any purpose or purposes may be called at any time by the  
122 Chair or by any three (3) members with written notice as specified by the requirements of the  
123 Illinois Open Meetings Act, 5 ILCS 120/1 *et seq.*

124  
125 **Section 5. NOTICE OF MEETINGS**

126 Notice of all meetings of the RTAG shall comply with the requirements set forth in the Illinois  
127 Open Meetings Act, 5 ILCS 120/1 *et seq.* Notice of the time and place of all meetings shall be  
128 sent to the RTAG members by first-class mail or via e-mail, addressed to each RTAG member at  
129 the address maintained by the RTAG Office, at least seven (7) days in advance of all regular  
130 meetings, and at least two (2) days in advance of all special meetings. The notice shall contain an  
131 agenda which complies with the requirements of the Illinois Open Meetings Act, 5 ILCS 120/1 *et*  
132 *seq.*

133  
134 **Section 6. QUORUM**

135 A simple majority of the RTAG shall constitute a quorum for the transaction of business at any  
136 meeting of the RTAG.

137  
138 **Section 7. MINUTES**

139 Minutes of all meetings of the RTAG shall be kept and approved by the RTAG in compliance  
140 with the requirements of the Illinois Open Meetings Act, 5 ILCS 120/1 *et seq.*

141  
142 **ARTICLE V**

143 **OFFICERS**

144 **Section 1. OFFICERS**

145 The officers of the RTAG shall be a Chair ~~and~~, a Vice-Chair ~~,~~ and a Secretary.

146  
147 **Section 2. ELECTION OF OFFICERS**

148 The officers of the RTAG shall be elected bi-annually, in ~~November~~ December of each even-  
149 numbered year, by the RTAG at its organizational meeting for a term of two years or until he or  
150 she shall resign or shall be removed, or otherwise disqualified to serve or his or her successor  
151 shall be appointed and qualified. Officers shall be limited to ~~three (3)~~ ~~two (2)~~ consecutive two (2)  
152 year terms in the same office.

153  
154 **Section 3. REMOVAL OF OFFICERS**

155 ~~The majority of the officers of the RTAG may suggest to the Champaign County Board the~~  
156 ~~removal of a~~Any officer ~~may be removed~~ either with or without cause ~~by a majority of the RTAG~~  
157 ~~members then in office~~ at any regular or special meeting of the RTAG. ~~A member may be~~  
158 ~~removed, with or without cause, by action of at least twelve members of the Champaign County~~  
159 ~~Board at the meeting at which such action is being considered.~~

160 Should a vacancy occur in any office as a result of death, resignation, removal, disqualification or  
161 any other cause, the RTAG will elect a member to the vacant office at its next meeting or as soon  
162 as practicable thereafter.

163  
164 **Section 4. CHAIR**

165 The Chair shall preside at all meetings of the RTAG and report annually to the Champaign  
166 County Board on the current state of public transportation and plans for the future. The Chair  
167 shall be empowered to call special meetings of the RTAG as set forth herein, and shall discharge

168 all other duties as may be required by these Bylaws and from time to time as may be assigned by  
169 the RTAG and the Champaign County Board.

170

171 ~~Section 5. SECRETARY~~

172 ~~The Secretary shall be responsible for keeping minutes at all meetings of the RTAG in~~  
173 ~~accordance with the requirements of the Illinois Open Meetings Act, 5 ILCS 120/1 et seq.~~

174

175 **ARTICLE VI**

176 **INDEMNIFICATION**

177 The County of Champaign shall indemnify its RTAG members who are or were parties or who  
178 are threatened to be made parties to any proceeding against expenses, judgments, fines,  
179 settlements and other amounts actually and reasonably incurred in connection with such  
180 proceeding in accordance with and subject to the limitations prescribed by the Constitution of the  
181 State of Illinois of 1970, applicable State law, and the current Champaign County Indemnity  
182 Policy, as modified from time to time.

183

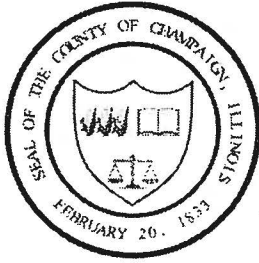
184 The County of Champaign shall also have the power to maintain/provide insurance on behalf of  
185 its RTAG members against any liability asserted against or incurred by them in their capacity as  
186 such RTAG member arising out of their status as such whether or not the County would have the  
187 power to indemnify against such liability.

188

189 **ARTICLE VII**

190 **AMENDMENTS AND REVIEW**

191 These Bylaws, or any part thereof, may be amended, modified or repealed, or new Bylaws may  
192 be adopted on advice of the RTAG by the vote or written assent of a majority of the Champaign  
193 County Board.



# CHAMPAIGN COUNTY ADMINISTRATIVE SERVICES

1776 East Washington Street, Urbana, Illinois 61802-4581

ADMINISTRATIVE, BUDGETING, PURCHASING, & HUMAN RESOURCE  
MANAGEMENT SERVICES

Deb Busey, County Administrator

## ADMINISTRATIVE SERVICES – MONTHLY HR REPORT NOVEMBER 2015

### VACANT POSITIONS LISTING

FUND	DEPT	POSITION TITLE	HOURLY RATE	REG HRS	REGULAR SALARY	FY 2015 HRS	FY 2015 SALARY
80	22	Tax Extension Specialist	\$15.19	1950	\$29,620.50	1957.5	\$29,734.43
80	25	Chief Deputy SofA	\$21.72	1950	\$42,354.00	1957.5	\$42,516.90
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	41	PT Legal Secretary	\$14.17	780	\$11,052.60	783	\$11,095.11
80	71	Maintenance Worker	\$14.17	2080	\$29,473.60	2088	\$29,586.96
80	140	Correctional Officer	\$19.23	2080	\$39,998.40	2088	\$40,152.24
80	140	Correctional Officer	\$19.23	2080	\$39,998.40	2088	\$40,152.24
80	140	Court Security Officer	\$17.97	2080	\$37,377.60	2088	\$37,521.36
83	60	Senior Engineer	\$24.82	2080	\$51,625.60	2088	\$51,824.16
-- TOTAL --						\$328,456.70	\$329,720.00

### UNEMPLOYMENT REPORT

Notice of Claims received – 3 total  
RPC – 2  
Nursing Home – 1

Employer Protests Filed – 2 total  
RPC - 2

Benefit Determinations - 1  
Head Start – 1 denied

### PAYROLL REPORT

#### NOVEMBER PAYROLL INFORMATION

Pay Group	11/13/2015		11/25/2015	
	EE's Paid	Total Payroll \$\$	EE's Paid	Total Payroll \$\$
General Corp	511	\$908,409.66	518	\$956,297.68
Nursing Home	200	\$213,851.72	198	\$241,557.14
RPC/Head Start	216	\$266,656.04	215	\$260,688.94

Total	927	\$1,388,917.42	931	\$1,458,543.76
-------	-----	----------------	-----	----------------

**HEALTH INSURANCE/BENEFITS REPORT**

**November, 2015**

Total Number of Employees Enrolled: 713

General County Union:

Single 209; EE+spouse 25; EE+child(ren) 71; Family 30; waived 49

Nursing Home Union:

Single 60; EE+spouse 7; EE+child(ren) 2; Family 1; waived 15

Non-bargaining employees:

Single 110; EE+spouse 39; EE+child(ren) 37; Family 13; waived 45

Life Insurance Premium paid by County: \$1,831.44

Health Insurance Premium paid by County: \$354,934.46

Health Reimbursement Account contribution paid by County: \$22,555.00

**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

November 2015 : .17% average over the last 12 months

November 2015: 1 out of 575 Employees left Champaign County: 1 resignation

**WORKERS' COMPENSATION REPORT**

Entire County Report	November 2015	November 2014
New Claims	3	5
Closed	12	8
Open Claims	20	30
Year To Date Total (On-going # of claims filed)	80	76

**EEO REPORT**

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

Nov 2015 Monthly EEO Report General County Only	Tax Extension Specialist_ County Clerk	Case Manager_CAC	
<b>Total Applicants</b>	83	46	129
<b>Male</b>	23	7	30
<b>Female</b>	58	39	97
<b>Undisclosed</b>	2	0	2
<b>Hispanic or Latino</b>	1	4	5
<b>White</b>	57	26	83
<b>Black or African-American</b>	16	10	26
<b>Native Hawaiian or Other Pacific Islander</b>	0	1	1
<b>Asian</b>	1	1	2
<b>American Indian or Alaska Native</b>	0	0	0
<b>Two or more races</b>	1	1	2
<b>Undisclosed</b>	7	3	10
<b>Veteran Status</b>	3	0	3

**ADMINISTRATIVE SUPPORT to COUNTY BOARD REPORT**

Agendas Posted	7	Meetings Staffed	7	Minutes Posted	4
Appointments Posted	22	Notification of Appointment	5	Contracts Posted	0
Calendars Posted	5	Resolutions Prepared	33	Ordinances Prepared	4

RESOLUTION NO.

RESOLUTION HONORING COUNTY EMPLOYEES

WHEREAS, It is the vision of the Champaign County Board to be a recognized leader in local government where every official and employee has a personal devotion to excellence in public service and embraces the highest standards of ethics and integrity, which enables Champaign County to provide the best customer services to its citizens; and

WHEREAS, One element of pursuing this vision is communicating to employees that their service to Champaign County is valued and appreciated; and

WHEREAS, Champaign County employees admirably serve the people of Champaign County with full commitment to the responsibilities of County offices, work in partnership with fellow employees and County officials, and have dedication to the best interests of all the people of Champaign County; and

WHEREAS, The Champaign County Board wishes to recognize the dedication and service of the employees who have reached a 5, 10, 15, 20, 25, 30, 35 and 40 year milestones in FY2015;

Name	Department	Years of Service
GATES, SIA M	NURSING HOME	5
JOHNSON, BRENDA D	NURSING HOME	5
KENILEY, CHELSIE	RPC	5
MCCBRIDE, KARIN S	NURSING HOME	5
MCCOWN, LYNNE	RPC	5
MCDONALD, REGINA L	NURSING HOME	5
MFWAMBA, EDDY M	NURSING HOME	5
NELSONPKLAUDT, MIKA	RPC	5
POLLITT, TAMMY	RPC	5
REED, MICHELLE	RPC	5
SANFORD, DEMETRIA M	NURSING HOME	5
WALKER, ELIZABETH	RPC	5
WHITE, KELLI	RPC	5
WILHAM, SARA	RPC	5
BOLTON, CLARA F	NURSING HOME	10
BYERS, KATHLEEN	RPC	10
COX, SUSAN	RPC	10
GAMBLE, LINDA	RPC	10
HUNTER, MICHAEL	RPC	10
IRANI, FARZANA	RPC	10
OLIVARES, DENISE M	NURSING HOME	10
RODGERS, TONETTE	RPC	10

ULLAH, MOHAMMAD	RPC	10
BROWN-HAMPTON, WANDA	RPC	15
COON, MITZI	RPC	15
GRABOW, DAVID	RPC	15
GREECE, LAURA D	NURSING HOME	15
KIRBY, VERNICE L	NURSING HOME	15
MOROCHOIMA, RITA	RPC	15
<b>SEBERG, SHARON</b>	RPC	15
TURNER, KATHY	RPC	15
WOLFE, ERCELINA	RPC	15
CAMPBELL, LORI J	NURSING HOME	30

**NOW, THEREFORE, BE IT RESOLVED** That the County Board of Champaign County hereby recognizes each of the aforementioned Champaign County employees as an asset to the citizens of Champaign County and expresses gratitude and sincere appreciation for their years of service.

**PRESENTED, ADOPTED, APPROVED, AND RECORDED** this 17<sup>th</sup> day of December, A.D., 2015.

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Pattsi Petrie, Chair  
Champaign County Board

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

**RESOLUTION NO.**

**RESOLUTION HONORING RETIRING COUNTY EMPLOYEES**

**WHEREAS**, It is the vision of the Champaign County Board to be a recognized leader in local government where every official and employee has a personal devotion to excellence in public service and embraces the highest standards of ethics and integrity, which enables Champaign County to provide the best customer services to its citizens; and

**WHEREAS**, One element of pursuing this vision is communicating to employees that their service to Champaign County is valued and appreciated; and

**WHEREAS**, Champaign County employees admirably serve the people of Champaign County with full commitment to the responsibilities of County offices, work in partnership with fellow employees and County officials, and have dedication to the best interests of all the people of Champaign County; and

**WHEREAS**, The Champaign County Board wishes to recognize the dedication and service of the employees who are retiring in FY2015;

Name	Department	Years of Service
DIGGS, CATHY	RPC	20
GAVIN, SARAH J	NURSING HOME	13
HENRY, PAT	RPC	6
KELLER, RENEE J	NURSING HOME	26
KLOEPPPEL, DARLENE	RPC	15
OSKARD, ROSE	CORONER	19
SEATON, LINDA L	NURSING HOME	8
SHIVERS, GAIL E	NURSING HOME	10

**NOW, THEREFORE, BE IT RESOLVED** That the County Board of Champaign County hereby recognizes each of the aforementioned retiring Champaign County employees as an asset to the citizens of Champaign County and expresses gratitude and sincere appreciation for their years of service.

**PRESENTED, ADOPTED, APPROVED, AND RECORDED** this 17<sup>th</sup> day of December, A.D., 2015.

\_\_\_\_\_  
Pattsi Petrie, Chair  
Champaign County Board

**ATTEST:** \_\_\_\_\_  
Gordy Hulten, County Clerk  
and ex-officio Clerk of the  
Champaign County Board



**RESOLUTION AS TO STATE FAILURE  
TO REIMBURSE FOR COUNTY OFFICIAL SALARIES**

WHEREAS UNDER State law, Champaign County must have and pay a salary to a State's Attorney, Public Defender, and Supervisor of Assessments; and

WHEREAS State law also mandates the State reimburse the County for such salaries; and

WHEREAS the State has failed to make such salary payments in violation of its statutory duty and constitutional obligation to Champaign County; and

WHEREAS Champaign County continued to pay these salaries to comply with state law but the State fails to obey the state law on reimbursements; and

WHEREAS Champaign County as of December 31, 2015, will be owed by the State over \$140,000 for these salaries; and

THEREFORE BE IT RESOLVED that Champaign County authorizes litigation either separately or joining with other Illinois counties to force the State to comply with state law and reimburse Champaign County for the ongoing salaries of the State's Attorney, Public Defender, and Supervisor of Assessments.

PRESENTED, ADOPTED, APPROVED AND RECORDED this 17<sup>th</sup> day of December, 2015.

\_\_\_\_\_  
Patti Petrie, Chair  
Champaign County Board

ATTEST:

\_\_\_\_\_  
Gordy Hulten, Champaign County Clerk and  
Ex-officio Clerk of the County Board



# community elements

wellness and recovery for the community

## **Community Reentry Quarterly Report September 2015 – November 2015**

Submitted To:

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

November 30, 2015

The Reentry Council has held 18 monthly meetings in all, three this quarter.

In September 2015, Community Elements was forced to reduce staff and administrative functions as a result of the State of Illinois' budget impasse. Bruce Barnard's position as a Consultant at Community Elements was affected by these reductions, and September 16<sup>th</sup> was Mr. Barnard's last day with Community Elements and the Reentry Program. In October, Bruce Barnard contracted with Community Elements as an Independent Consultant. In this capacity, he will serve as the Project Director for both the Reentry Program and Justice and Mental Health Collaboration Program.

Celeste Blodgett secured the Illinois Terminal for future Reentry Resource Fairs, to take place biannually. In addition, Celeste continues to identify and build relationships with additional reentry-related resources throughout the Champaign County Community. Program partners at Treatment Alternatives for Safe Communities are networking with their established contacts in a number of IDOC correctional centers, to assist the facilitation of presentations by Community Elements' reentry staff to audiences of inmates exclusively from Champaign County.

A Program Summary Report was completed, detailing the progress of the Reentry Program in the 18 months it has been in operation. Matt Chouinard's reentry caseload continues to include more than 40 clients, double the size of a typical mental health caseload. While the level of service permits a larger caseload for reentry services, we see this as a demonstration of the ongoing need for reentry services and coordination with other providers in the community. Development of other resources for the reentry population in need of more intensive case management services remains a priority.

Champaign County was awarded a Justice and Mental Health Collaboration (JMHCP) grant by the Department of Justice. The grant funds a two-year planning and development

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

activity in which stakeholders participate to develop a local “systems map” to illustrate how people with behavioral health needs come in contact with and flow through the local criminal justice system.

While Intercepts 1 and 2 of the Sequential Intercept Model are the primary focus of the activity, the Workshop is a valuable opportunity to bring together stakeholders ranging from criminal justice system professionals, elected officials, and social service providers specializing in mental health, substance use, crisis response, and housing in a collaborative effort, which will further build relationships with those who also have a stake in reentry programming activities.

Since the Reentry Program began, more than 400 unduplicated individuals returning to Champaign County from incarceration have been contacted, 264 have consented to a screening, 130 have engaged, and 58 currently comprise the Reentry Caseload. As of the most recent analysis, 11% have recidivated, defined as having received a new judgement. In addition to ongoing reentry activities, reentry staff are working to enlist support staff to assist with employer outreach on behalf of the Reentry Program and Reentry Resource Fair.

It is our intent to continue developing awareness of the Program and the needs of the reentry population throughout our community, as well as building relationships with potential program partners. We thank the Champaign County Board for their time and interest in allowing us to present the 18-Month Reentry Program Summary Report in November, as well as their continued support. And, we look forward to another productive and meaningful year.

Respectfully Submitted By:  
Bruce Barnard and Celeste Blodgett