

Committee of the Whole

December 8, 2015 Handouts

1. Item IV A-2: October 13, 2015 Minutes
2. Item VII-D1: Village of Rantoul TIF Presentation
3. Item VII-G1-2: General Corporate 2015 Budget Projection and Budget Change Reports
4. Item VIII-E-4: RFQ Employee Health Insurance & Related Benefits Broker/Consultant Services

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CHAMPAIGN COUNTY BOARD COMMITTEE OF THE WHOLE MINUTES

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Finance; Policy, Personnel, & Appointments; Justice & Social Services
Tuesday, October 13, 2015
Lyle Shields Meeting Room

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MEMBERS PRESENT: Christopher Alix, Jack Anderson, Astrid Berkson, Lorraine Cowart, Aaron Esry, Shana Harrison, Josh Hartke, John Jay, Gary Maxwell, Jim McGuire, Diane Michaels, Max Mitchell, Pattsy Petrie, Giraldo Rosales, Jon Schroeder, Rachael Schwartz, Sam Shore, C. Pius Weibel

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MEMBERS ABSENT: Lloyd Carter, Stan Harper, James Quisenberry

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OTHERS PRESENT: Deb Busey (County Administrator), Tami Ogden (Deputy County Administrator/Finance), Kay Rhodes (Administrative Assistant), Dan Welch (Treasurer)

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CALL TO ORDER

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

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ROLL CALL

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

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APPROVAL OF AGENDA/ADDENDA

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MOTION by Rosales to approve the Agenda/Addenda; seconded by Anderson. **MOTION** by Alix to move the item VIII. Justice & Social Services, to the top of the agenda; seconded by Cowart. **Motion carried with unanimous support as amended.**

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APPROVAL OF THE MINUTES

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OMNIBUS MOTION by Shore to approve the minutes of August 11, 2015 and September 8, 2015; seconded by Esry. **Motion carried with unanimous support.**

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PUBLIC PARTICIPATION

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Will Quisenberry, David Sutton, Tariq Khan, Rohn Koester, Durl Kruse, James Kilgore, Evelyn Reynolds, Dorothy Vura-Weis, Martel Miller, Gus Wood, Cope Cumpston, Melinda Carr, Rev. Dr. Evelyn Underwood, and Richard Hamilton. Public participation closed at 7:35 p.m.

50 **COMMUNICATIONS**

51
52 Petrie announced that a Study Session regarding the Champaign County Nursing Home
53 would be held at 6:00 p.m. on October 27, 2015. Alix requested a brief recess at 7:38 p.m.
54

55 **ROLL CALL**

56
57 Rhodes called the roll. Alix, Anderson, Berkson, Cowart, Esry, Harrison, Hartke, Jay,
58 Maxwell, McGuire, Michaels, Mitchell, Petrie, Rosales, Schroeder, Schwartz, Shore, and Weibel
59 were present at the time of roll call, establishing the presence of a quorum before the meeting re-
60 sumed session.
61

62 The meeting resumed session at 7:45 p.m.
63

64 **FINANCE**

65 2006 Bond Refunding Ordinance
66

67 William Blair Company gave a presentation on the proposed 2006 Bond Refunding. The
68 bonds are paid by the general sales tax and based on current interest rates the refunding it is ex-
69 pected to save approximately \$200,000.
70

71 **MOTION** by Weibel to recommend County Board approval of an ordinance for 2006
72 Bond Refunding; seconded by Rosales. **Motion carried with unanimous support.**
73

74 Treasurer
75

76 The Treasurer's September 2015 report was received and placed on file.
77

78 **OMNIBUS MOTION** by Mitchell to recommend County Board approval of resolutions
79 authorizing the cancellation of the appropriate certificates of purchase on mobile homes, perma-
80 nent parcel numbers 15-025-0197 and 15-900-0025; the County Board Chair to assign Mobile
81 Home Tax Sale Certificates of Purchase for permanent parcels 30-058-0167 and 20-035-0007;
82 the execution of a Deed of Conveyance of the County's interest or cancellation of the appropriate
83 Certificate of Purchase on real estate, permanent parcel 30-21-09-128-012; seconded by Esry.
84 **Motion carried with unanimous support.**
85

86 Auditor
87

88 The Auditor's September 2015 report was received and placed on file.
89

90 Nursing Home
91

92 The Nursing Home monthly financial report was received and placed on file. Michaels
93 noted some inconsistencies in the report.
94
95

Committee of the Whole

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96 Coroner

97

98 The monthly death certificate report was received and placed on file.

99

100 Budget Amendments/Transfers

101

102 **MOTION** by Michaels to recommend County Board approval of a resolution authorizing
103 **Budget Amendment 15-00044** for the 080 General Corporate-051 Juvenile Detention Center
104 with increased appropriations of \$34,120 and increased revenue of \$185,000 necessary to meet
105 actual and projected outside boarding costs for FY2015 and anticipated costs for detainee meals
106 for the remainder of FY2015; seconded by McGuire. **Motion carried with unanimous support.**

107

108 **MOTION** by Esry to recommend County Board approval of a resolution authorizing
109 **Budget Amendment 15-00045** for the 080 General Corporate Fund-052 Court Services-
110 Probation with increased appropriations of \$35,400 with increased revenue of \$150,000 to meet
111 projected salary costs for the remainder of FY2015 due to the addition of one position in the
112 Court Services Department FY2015; seconded by Michaels. **Motion carried with unanimous**
113 **support.**

114

115 **MOTION** by Mitchell to recommend County Board approval of a resolution authorizing
116 **Budget Amendment 15-00048** for 621 State's Attorney Drug Forfeitures-041 State's Attorney
117 with increased appropriations of \$7,500 and no matching revenue for training and conferences;
118 seconded by Berkson. **Motion carried with unanimous support.**

119

120 **MOTION** by Esry to recommend County Board approval of a resolution authorizing
121 **Budget Amendment 15-00049** for the 080 General Corporate Fund-023 Recorder with increased
122 appropriations of \$300,000 and increased revenue of \$450,000 to cover the cost additional reve-
123 nue stamp; seconded by Jay. **Motion carried with unanimous support.**

124

125 **MOTION** by Jay to recommend County Board approval of a resolution authorizing
126 **Budget Amendment 15-00050** for the 105 Capital Asset Replacement-059 Facilities Planning
127 with increased appropriations of \$3,500 and no matching revenue to cover final costs of project
128 for partial demolition of the annex, budgeted in FY2014; seconded by Anderson. **Motion carried**
129 **with unanimous support.**

130

131 **MOTION** by Esry to recommend County Board approval of a resolution authorizing
132 **Budget Amendment 15-00051** for the 474 RPC USDA Revolving Loans-785 USDA Intermedi-
133 ary Relending Program with increased appropriations of \$10,000 and matching revenue for annu-
134 al repayment of principal and interest under the terms of the program; seconded by Berkson. **Mo-**
135 **tion carried with unanimous support.**

136

137 **MOTION** by Shore to recommend County Board approval of a resolution authorizing
138 **Budget Amendment 15-00052** for the 613 Court's Automation-030 Circuit Clerk with increased
139 appropriations of \$28,860 and no matching revenue because appropriations were not included in
140 August 2015 revenue increase; seconded by Jay. **Motion carried with unanimous support.**

141

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142 Animal Control

143 Intergovernmental Agreements-Villages of Tolono and St. Joseph

144
145 **MOTION** by Maxwell to recommend County Board approval of a resolution authorizing
146 an intergovernmental agreement between Champaign County and the Village of Tolono for ani-
147 mal impoundment services; seconded by Jay. **Motion carried with unanimous support.**

148
149 **MOTION** by Esry to recommend County Board approval of a resolution authorizing an
150 intergovernmental agreement between Champaign County and the Village of St. Joseph for ani-
151 mal control services; seconded by Shore. **Motion carried with unanimous support.**

152
153 County Administrator

154
155 The General Corporate Fund FY 2015 Budget Projection and the General Corporate Fund
156 Budget Change reports were received and placed on file.

157
158 **MOTION** by to recommend County Board approval of a resolution authorizing the up-
159 dated FY2016 recommended non-bargaining employee salary administration plan; seconded by
160 Schroeder. **Motion carried with unanimous support.**

161
162 **MOTION** by Weibel to direct the County Administrator to increase the FY2016 County
163 Board budget by \$5,000 for membership in the Community Coalition, which will be contingent
164 upon the Board's approval of the Memorandum of Understanding; seconded by McGuire. **Motion**
165 **carried with unanimous support.**

166
167 **MOTION** by Hartke to recommend County Board approval of a resolution to receive and
168 place on file the FY2016 tentative budget as presented; seconded by Rosales. **Motion carried**
169 **with unanimous support.**

170
171 Other Business

172
173 There was no other business.

174
175 Chair's Report

176
177 There was no Chair's report.

178
179 Designation of Items for the Consent Agenda

180
181 Items A; B2-6; F1-7; G1-2; H3, H6 were designated for the Consent Agenda.

182
183 **POLICY, PERSONNEL, & APPOINTMENTS**

184 Appointments
185

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186 **MOTION** by Petrie to recommend County Board approval of a resolution authorizing the
187 appointment of Jon Rector as District 5 County Board member, replacing Jeff Kibler; seconded
188 by Esry. **Motion carried with unanimous support.**
189

190 **MOTION** by Petrie to recommend County Board approval of a resolution authorizing the
191 appointment of David Wolken to the Triple Fork Drainage District Board for and unexpired term
192 ending 8/31/2018; seconded by Jay. **Motion carried with unanimous support.**
193

194 **MOTION** by Petrie to recommend County Board approval of a resolution authorizing the
195 appointment of William Roller to the Dewey Community Public Water District Board for an un-
196 expired term ending 5/31/2018; seconded by Harrison. **Motion carried with unanimous sup-
197 port.**
198

199 County Clerk

200 The September 2015 report was received and placed on file.
201
202

203 Sheriff

204 **MOTION** by Alix to send the Sheriff's position of Master Control Officer to the Job Con-
205 tent Evaluation Committee for review; seconded by Anderson. **Motion carried with unanimous
206 support.**
207

208 County Administrator

209 The Administrative Services September 2015 HR report and the Bi-Annual EEO report
210 were received and placed on file.
211
212

213 Other Business

214 **MOTION** by Maxwell to recommend County Board approval of a resolution in support of
215 improved legislation to protect drinking water; seconded Hartke. **Motion carried.** Weibel ab-
216 stained due to a possible conflict of interest.
217
218

219 **MOTION** by Berkson to recommend County Board approval of a resolution proclaiming
220 Champaign County Illinois Women in Business Week; seconded by McGuire. **Motion carried
221 with unanimous support.**
222
223

224 **MOTION** by Shore to recommend County Board approval of a resolution amending Res-
225 olution No. 4249 Establishing the Regional Planning Commission due to a change in the RPC by-
226 laws; seconded by Anderson. **Motion carried with unanimous support.** Petrie requested this
227 item not be placed on the Consent Agenda.
228

229 Chair's Report

230 There was no Chair's report.
231

232 Designation of Items to be Placed on the Consent Agenda

233

234 Items A2-3; E2 were designated for the Consent Agenda.

235

236 **JUSTICE & SOCIAL SERVICES**

237 Discussion – Establishment of a Racial Justice Task Force

238

239 Hartke supported the establishment of a Racial Justice Task Force and supported the idea
240 of participation from other municipalities.

241

242 Alix did not believe that the County had the authority to act on all of the proposals that
243 could possibly emanate from a task force such as this. However, given the amount of money that
244 the County spends on the justice system, the County should take the opportunity to look at any
245 systemic issues that could result in unnecessary arrests, prosecution, and incarceration involving
246 the citizens of the County in the justice system. Alix felt that the proposed 3-year timeframe was
247 too long because the current members of the County Board would like to see the results from the
248 work of the task force and task force term could always be extended.

249

250 McGuire was also concerned that many recommendations coming from the task force
251 would not be enforceable by the County and would actually be controlled by the other entities,
252 such as the legislature and the cities. He reminded everyone that since the ILPP report, the County
253 has been actively addressing each of the points in the report and did not believe that it was neces-
254 sary to create another task force. Discussion followed.

255

256 Maxwell recommended amendments to the language of a resolution for a Racial Justice
257 Task Force. Anderson felt that the cities should have input on the members of the task force and
258 he would also like to see more structured language in the resolution to create it. Weibel agreed
259 that the cities should be involved.

260

261 Weibel asked for a straw poll regarding a resolution based on language proposed by
262 Maxwell to create a Racial Justice Task Force as an item on the County Board agenda for October
263 22, 2015. The Committee of the Whole agreed to forward a resolution for a Racial Justice Task
264 Force to the County Board for action.

265

266 Monthly Reports

267

268 The reports of Animal Control-August 2015; EMA-September 2015; Head Start-
269 September 2015; Probation & Court Services-September 2015; Public Defender-August 2015;
270 and the Veterans' Assistance Commission-August and September 2015 were all received and
271 placed on file.

271

272 Other Business

273

274 There was no other business.

275

276

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277 Chair's Report

278

279 There was no Chair's report.

280

281 **Other Business**

282

283 **MOTION** by Alix to approve the Finance Committee of the Whole closed session
284 minutes of September 8, 2015; seconded by Mitchell. **Motion carried with unanimous support.**

285

286 **Adjournment**

287

288 **MOTION** by Berkson to adjourn the meeting; seconded by Cowart. **Motion carried with**
289 **unanimous support.**

290

291 The Committee of the Whole adjourned at 9:23 p.m.

292

293 Respectfully submitted,

294

295

296 Kay Rhodes,

297 Administrative Assistant

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

THE ISSUE:

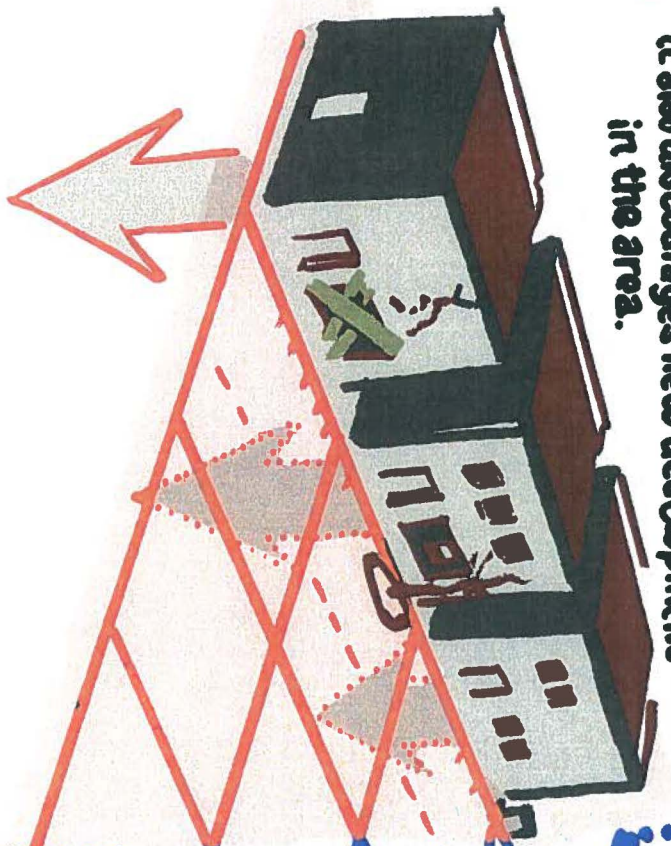
Blighted Areas Create Problems for an Entire Community

Declining property tax revenue has wide-ranging effects



OUR SCHOOLS, INFRASTRUCTURE & PUBLIC TRANSIT RECEIVE FEWER FUNDS, HINDERING MUCH NEEDED IMPROVEMENTS

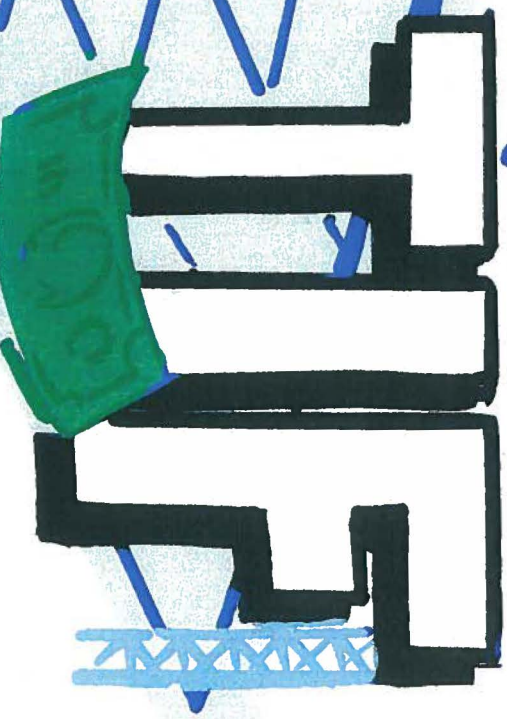
It also discourages new development in the area.



To counteract this decline, governmental investment is necessary.



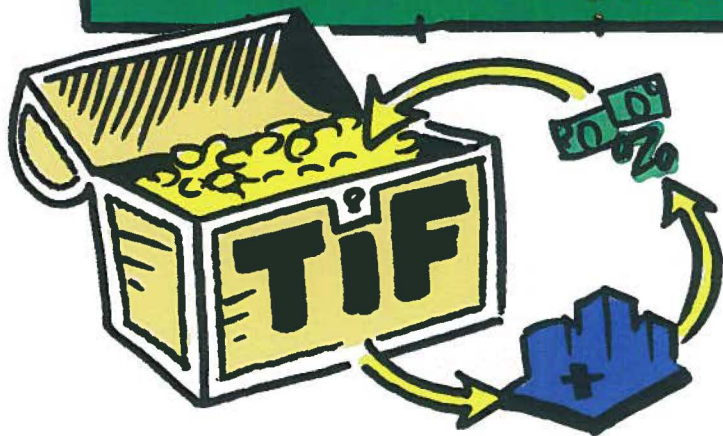
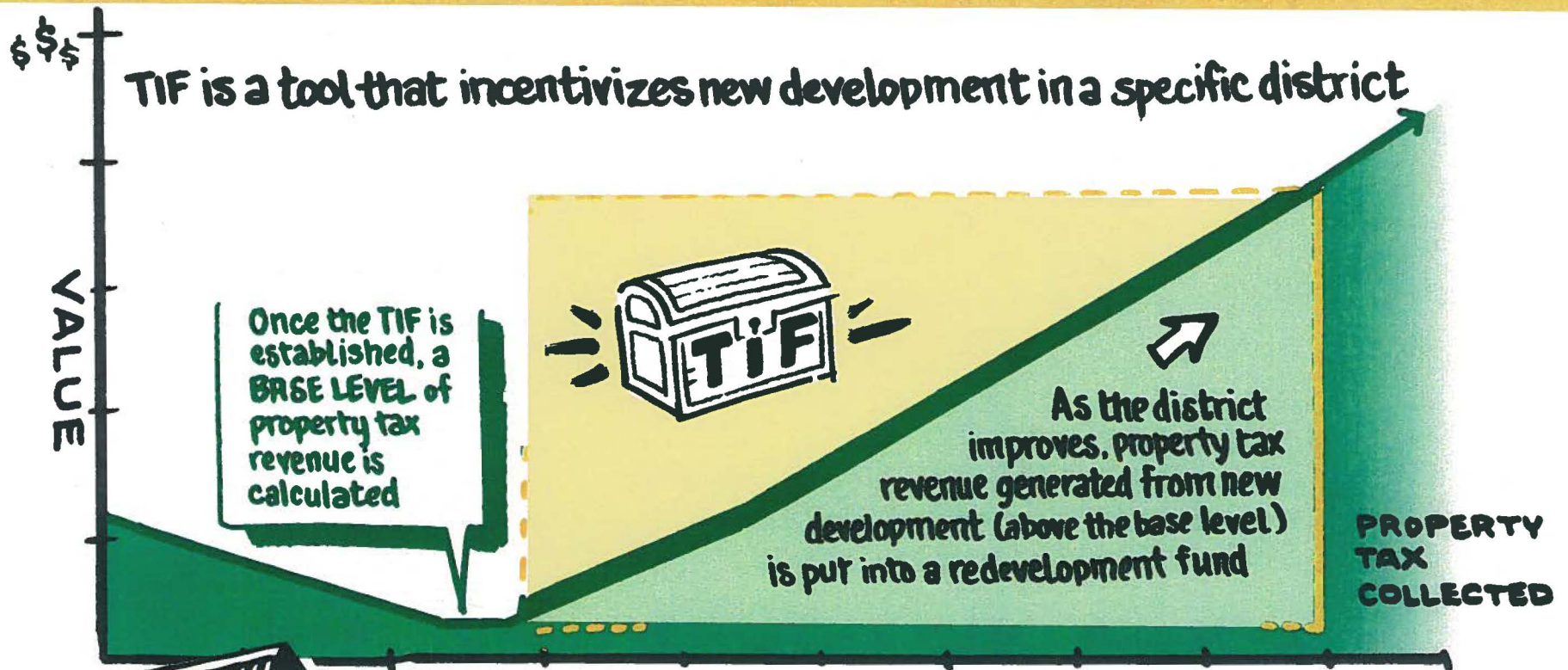
The Village of Rantoul recommends



TAX INCREMENT FINANCING

To spur new growth

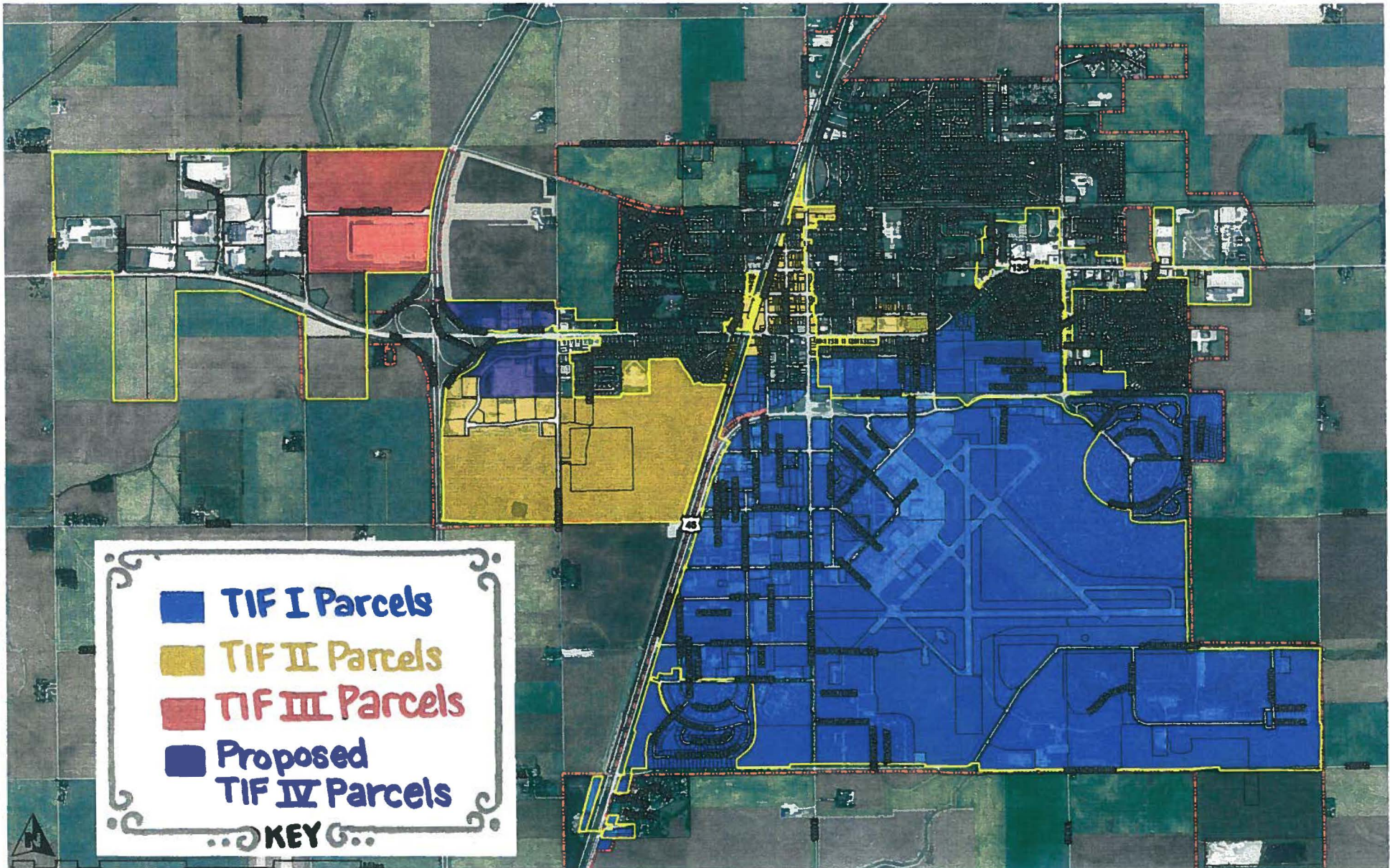
HOW DO TIFs WORK?



More TIF funds will lead to more incentives for more businesses to build in the district.

A TIF ESTABLISHES A POSITIVE GROWTH CYCLE THAT HAS BENEFITED COUNTLESS COMMUNITIES!

The blue, orange, red & purple areas highlight the different TIF districts



THE ULTIMATE OUTCOME

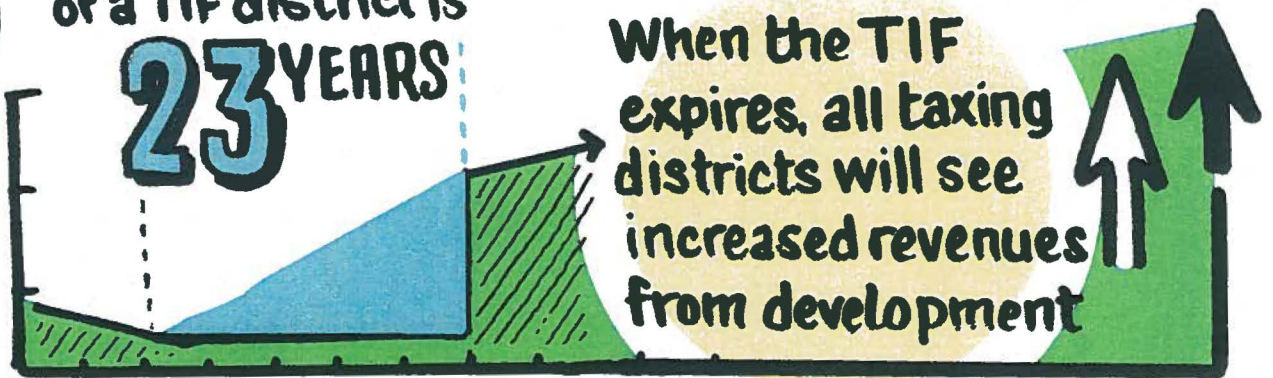
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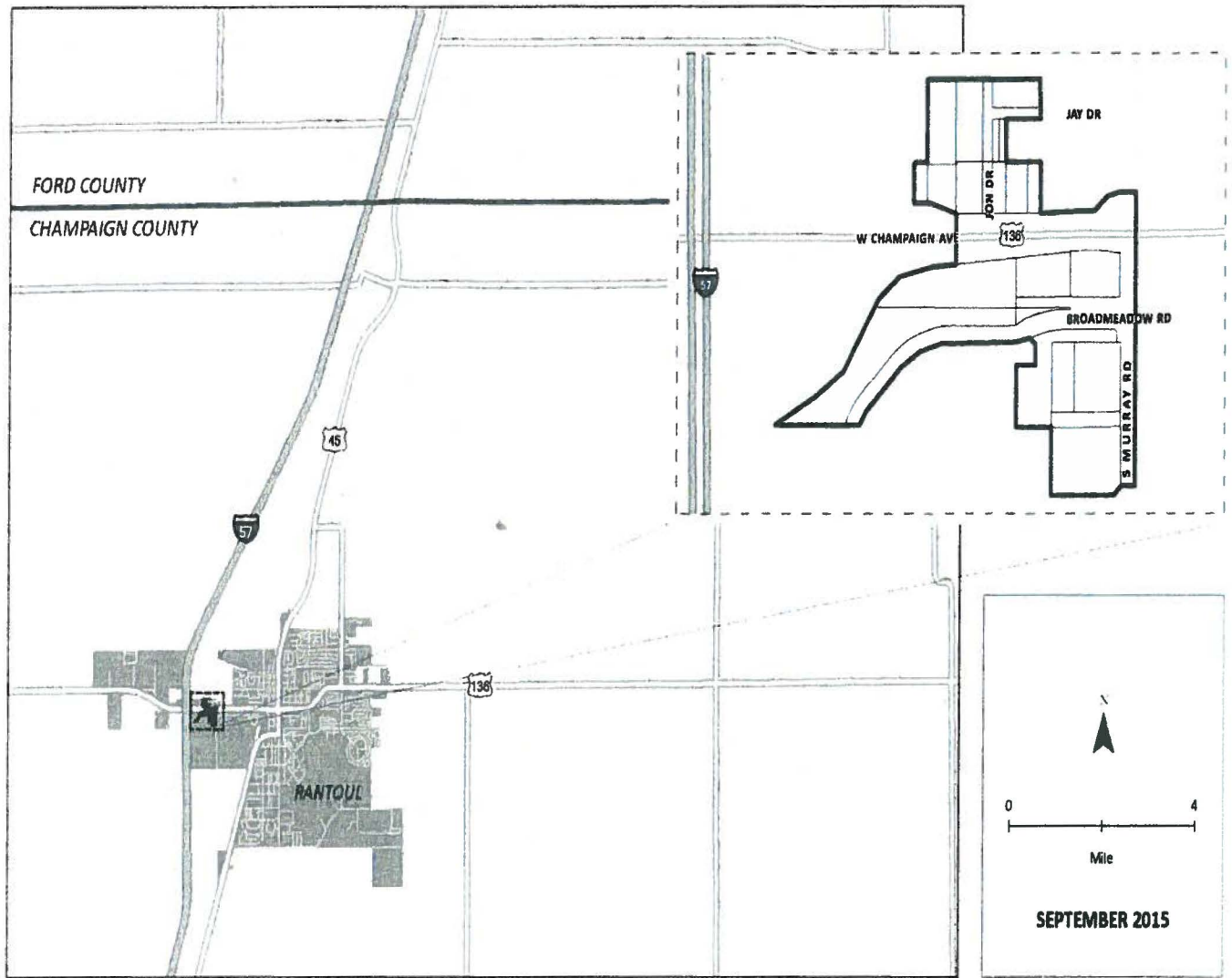
The standard life
of a TIF district is

23 YEARS

When the TIF
expires, all taxing
districts will see
increased revenues
from development

The combination of **higher property values** and **stabilization** of the district
is a **BIG WIN** for the
entire community





Map 1: Community Context

**Route 136 Tax Increment Financing District
VILLAGE OF RANTOUL, IL**

General Corporate Fund FY2015 Revenue Projection Report

November	FY2014 - YTD 11-30-14	FY2014 Total (13 month budget)	FY2015 - YTD 11-30-15	FY2015 Budget	Projected % to be Received	Projected \$\$ to be Received	\$ Difference to Original Budget
Property Taxes	\$8,969,425	\$8,969,425	\$9,597,983	\$9,641,093	99.55%	\$9,597,983	-\$43,110
Back Taxes	\$0	\$3,628	\$0	\$8,000	100.00%	\$8,000	\$0
Mobile Home Tax	\$8,344	\$8,697	\$8,768	\$9,000	97.42%	\$8,768	-\$232
Payment in Lieu of Tax	\$1,587	\$6,415	\$1,720	\$5,000	34.40%	\$1,720	-\$3,280
Hotel Motel Tax	\$30,185	\$33,742	\$26,738	\$28,500	104.87%	\$29,889	\$1,389
Auto Rental Tax	\$27,292	\$34,849	\$24,919	\$32,000	99.43%	\$31,819	-\$181
Penalties on Taxes	\$566,490	\$572,623	\$635,135	\$671,000	95.68%	\$642,011	-\$28,989
Business Licenses & Permits	\$41,699	\$41,699	\$34,458	\$36,500	94.41%	\$34,458	-\$2,042
Non-Business Licenses & Permits	\$1,250,033	\$1,434,482	\$1,310,295	\$1,700,960	88.40%	\$1,503,635	-\$197,325
Federal Grants	\$306,596	\$373,965	\$286,112	\$394,570	100.00%	\$394,570	\$0
State Grants	\$161,959	\$187,777	\$150,134	\$186,211	100.00%	\$186,211	\$0
Corporate Personal Property Replacement Tax	\$817,131	\$860,306	\$883,820	\$1,019,530	90.79%	\$925,605	-\$93,925
1% Sales Tax	\$1,119,240	\$1,445,354	\$832,936	\$1,519,211	75.01%	\$1,139,629	-\$379,582
1/4% Sales Tax	\$4,518,745	\$5,914,534	\$4,056,928	\$5,522,911	98.24%	\$5,425,527	-\$97,384
Use Tax	\$491,529	\$665,573	\$347,557	\$594,618	58.45%	\$347,557	-\$247,061
State Reimbursement	\$1,249,004	\$1,592,133	\$1,917,191	\$2,302,998	100.00%	\$2,302,998	\$0
ILETSB Police Training Reimbursement	\$6,091	\$6,091	\$9,701	\$0	0.00%	\$9,701	\$9,701
State Salary Reimbursement	\$273,459	\$336,790	\$151,317	\$315,139	48.02%	\$151,317	-\$163,822
State Revenue Salary Stipends	\$45,500	\$45,500	\$53,358	\$45,929	116.17%	\$53,358	\$7,429
Income Tax	\$2,421,004	\$3,088,217	\$2,716,225	\$3,271,228	107.12%	\$3,504,232	\$233,004
Charitable Games License/Tax	\$44,151	\$55,277	\$27,703	\$45,000	94.13%	\$42,360	-\$2,640
Off-Track Betting	\$33,526	\$36,814	\$23,052	\$44,500	61.83%	\$27,513	-\$16,987
Local Government Revenue	\$495,031	\$629,452	\$530,762	\$602,061	100.00%	\$602,061	\$0
Local Government Reimbursement	\$516,690	\$617,996	\$517,245	\$620,561	100.00%	\$620,561	\$0
General Government - Fees	\$3,476,182	\$4,281,394	\$3,502,699	\$4,358,156	98.99%	\$4,314,054	-\$44,102
Fines	\$935,751	\$1,079,320	\$793,635	\$1,019,075	89.83%	\$915,400	-\$103,675
Forfeitures	\$6,348	\$23,140	\$200	\$18,000	27.78%	\$5,000	-\$13,000
Interest Earnings	\$5,491	\$8,140	\$3,977	\$9,150	64.44%	\$5,896	-\$3,254
Rents & Royalties	\$559,961	\$1,234,197	\$1,044,905	\$1,020,078	110.50%	\$1,127,168	\$107,090
Gifts & Donations	\$30,364	\$34,164	\$99,009	\$96,103	103.02%	\$99,009	\$2,906
Sale of Fixed Assets	\$535	\$8,535	\$4,913	\$0	0.00%	\$4,913	\$4,913
Miscellaneous Revenue	\$293,784	\$323,569	\$141,308	\$121,052	101.44%	\$122,797	\$1,745
Interfund Transfers	\$503,925	\$871,906	\$454,086	\$801,669	100.00%	\$801,669	\$0
Interfund Reimbursements	\$72,154	\$374,511	\$81,877	\$424,823	100.00%	\$424,823	\$0
TOTAL	\$29,279,206	\$35,200,215	\$30,270,666	\$36,484,626	97.06%	\$35,412,213	-\$1,072,413

General Corporate Fund FY2015 Expenditure Projection Report

November	FY2014 YTD 11-30-14	FY2014 Total - 13 Month Budget	FY2015 - YTD 11-30-15	FY2015 Budget	Projected % to be Spent	Projected \$\$ to be Spent	\$ Difference to Original Budget
PERSONNEL							
Regular Salaries & Wages	\$12,870,985	\$15,167,038	\$13,044,296	\$14,926,684	98.31%	\$14,674,833	-\$251,851
SLEP Salaries	\$2,071,258	\$7,145,960	\$5,743,029	\$6,529,988	98.94%	\$6,460,908	-\$69,080
SLEP Overtime	\$4,463,478	\$571,914	\$354,245	\$449,141	88.73%	\$398,526	-\$50,615
Fringe Benefits	\$2,812,237	\$3,042,708	\$2,352,727	\$2,963,387	95.60%	\$2,833,070	-\$130,317
COMMODITIES							
Postage	\$233,018	\$241,637	\$167,205	\$248,384	69.81%	\$173,390	-\$74,994
Purchase Document Stamps	\$760,000	\$920,000	\$765,000	\$1,065,000	86.85%	\$925,000	-\$140,000
Gasoline & Oil	\$218,592	\$246,266	\$140,564	\$188,798	83.88%	\$158,360	-\$30,438
All Other Commodities	\$552,428	\$785,924.89	\$624,932	\$876,693	101.41%	\$889,074	\$12,381
SERVICES							
Gas Service	\$382,420	\$469,933.48	\$228,676	\$386,011	83.20%	\$321,150	-\$64,861
Electric Service	\$696,058	\$814,835	\$696,268	\$830,000	98.20%	\$815,081	-\$14,919
Medical Services	\$706,675	\$850,078.72	\$715,415	\$849,939	101.25%	\$860,593	\$10,654
All Other Services	\$3,647,420	\$4,514,182	\$4,159,353	\$5,139,098	98.74%	\$5,074,534	-\$64,564
CAPITAL							
Vehicles	\$208,480	\$248,960	\$273,262	\$273,263	100.00%	\$273,263	\$0
All Other Capital	\$18,571	\$24,903	\$25,084	\$74,220	100.00%	\$74,220	\$0
TRANSFERS							
To Capital Improvement Fund	\$0	\$778,662	\$0	\$765,305	100.00%	\$765,305	\$0
To All Other Funds	\$93,927	\$191,356	\$95,139	\$177,644	100.00%	\$177,644	\$0
DEBT REPAYMENT							
	\$550,478	\$961,245	\$138,465	\$552,330	100.00%	\$552,330	\$0
TOTAL	\$30,286,023	\$36,975,602	\$29,523,662	\$36,295,885	97.61%	\$35,427,281	-\$868,604

General Corporate Fund FY2015 Summary Projection Report

FUND BALANCE 12/31/14	\$4,342,769	
BEGINNING FUND BALANCE % OF BUDGET -	11.96%	
	<i>Budgeted</i>	<i>Projected</i>
ADD FY2015 REVENUE	\$36,484,626	\$35,412,213
LESS FY2015 EXPENDITURE	\$36,295,885	\$35,427,281
Revenue to Expenditure Difference	\$188,741	-\$15,068
<i>FUND BALANCE PROJECTION - End FY2015</i>	<i>\$4,531,510</i>	<i>\$4,327,701</i>
<i>% OF 2015 Expenditure Budget</i>	<i>12.48%</i>	<i>12.22%</i>

GENERAL CORPORATE FUND - FY2014 BUDGET CHANGE REPORT

General Corporate Fund Original Budget As Of:	1/1/2015
Expenditure	\$35,588,094
Revenue	\$35,588,094
Revenue/Expenditure Difference	\$0

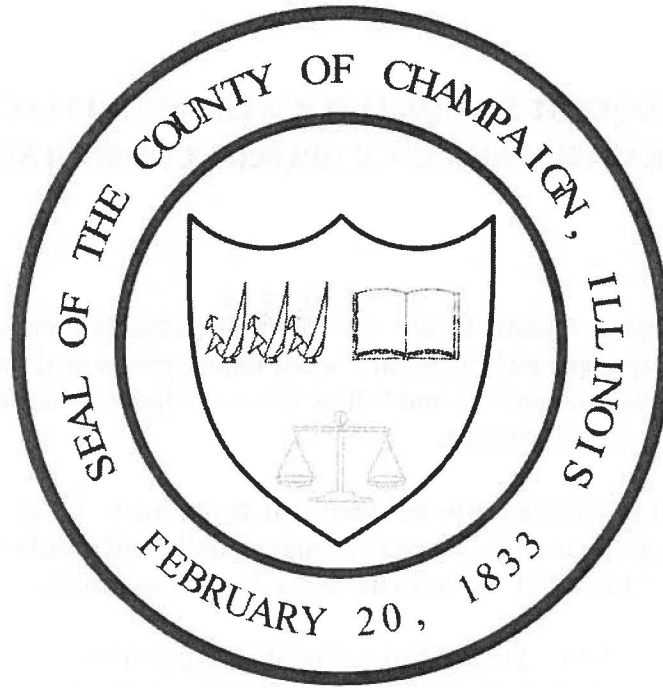
General Corporate Fund Budget As Of:	12/8/2015			
Expenditure	\$36,295,885	% Inc/Dec	1.99%	Revenue/Exp. \$188,741
Revenue	\$36,484,626	% Inc/Dec	2.52%	

EXPENDITURE CHANGES

Department	Description	Expenditure Change	Revenue Change	Difference
Coroner	Creation of new position - Deputy County Coroner	\$31,545	\$0	(\$31,545)
Circuit Court	Increase in Contract Attorney Compensation	\$12,000	\$0	(\$12,000)
County Clerk	Re-Encumber funds for computer purchase ordered but not received in FY2014	\$6,780	\$0	(\$6,780)
Administrative Services	Budget Error in Personnel Staffing Budget for FY2015	\$6,596	\$0	(\$6,596)
Planning & Zoning	Increase to cover engineering & appraisal services for property demolition project	\$2,950	\$0	(\$2,950)
Physical Plant	Re-encumber funds for projects initiated but not completed in FY2014 at Satellite Jail	\$19,808	\$0	(\$19,808)
Physical Plant	Re-encumber funds for equipment ordered in 2014 but not received until 2015	\$1,318	\$0	(\$1,318)
Plannint & Zoning	Reappropriate funds unspent in 2014 on Planning contracts to cover completion of Contracts in 2015	\$1,428	\$0	(\$1,428)
County Board	Appropriate funds required for Amendment to IGA regarding Clinton Landfill Permit Application	\$25,600	\$0	(\$25,600)
Sheriff	Howard Buffet Foundation Grant for K-9 Program	\$78,856	\$78,856	\$0
EMA	Grant for Tracking System for Volunteers/Professionals	\$3,747	\$3,747	\$0
Circuit Court	Increase in Juror Fees	\$87,514	\$0	(\$87,514)
Treasurer	Back Pay of Stipend	\$3,929	\$3,929	\$0
Planning & Zoning	Engineering Inspection	\$3,000	\$0	(\$3,000)
Planning & Zoning	Demolition Project	\$28,200	\$0	(\$28,200)
Juvenile Detention Center	Increase Staffing Reimbursement & Staffing	\$34,120	\$185,000	\$150,880
Probation/Court Services	Increase Staffing Reimbursement & Staffing	\$35,400	\$150,000	\$114,600
Recorder	Increase in Purchase Document Stamps	\$300,000	\$450,000	\$150,000
General County	Receipt of BOJ Mental Health Collaboration Program Grant	\$25,000	\$25,000	\$0
		\$0	\$0	\$0
TOTAL		\$707,791	\$896,532	\$188,741

Changes Attributable to Recurring Costs	\$510,125	\$785,000	\$274,875
Changes Attributable to 1-Time Expenses	\$197,666	\$111,532	(\$86,134)

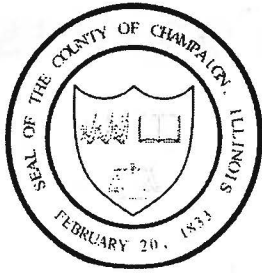
CHAMPAIGN COUNTY ADMINISTRATIVE SERVICES



REQUEST FOR QUALIFICATIONS (RFQ): 2015-011

**EMPLOYEE HEALTH INSURANCE & RELATED BENEFITS
BROKER/CONSULTANT SERVICES**

Sealed Proposal Due Date: Tuesday, January 19, 2016 – 3:30pm



REQUEST FOR QUALIFICATIONS: 2015-011
EMPLOYEE HEALTH INSURANCE BROKER/CONSULTANT SERVICES

December 10, 2015

On behalf of the Champaign County Board, I invite you to furnish a proposal in accordance with the General Requirements and Proposal Format requirements as documented herein. Carefully read the attached documents and follow the procedures as outlined in order to be considered for selection for this project.

Sealed Proposals: All proposals are to be submitted as outlined. To be considered for the award of contract, vendors will deliver one (1) original and six (6) hard copies, and one electronic copy (Microsoft Office or PDF format) to the following address:

Attn.: Debra Busey, County Administrator
Champaign County Administrative Services
Brookens Administrative Center
1776 East Washington Street
Urbana, Illinois 61802

By 3:30pm on Tuesday, January 19, 2016.

**All proposals shall be delivered in a sealed envelope clearly marked
"SEALED PROPOSAL –**

RFQ 2015-011 – Employee Health Insurance Broker/Consultant Services".

The proposal shall include the entire response to this Request for Qualifications document and any amendments which may subsequently be issued.

Proposals received after the above stated time will be considered a late quote and will not be accepted.

Please direct questions regarding the proposal package to Debbie Heiser, Insurance Specialist, at 217-384-3776 or dheiser@co.champaign.il.us.

Cordially yours,

Debra Busey
County Administrator

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I. INTRODUCTION

The County of Champaign is requesting Statements of Qualifications from professional insurance agents who have significant experience in the public entity insurance market. The County will be reviewing these qualifications and selecting a licensed qualified Agent to provide specified services related to selection and placement of employee health, dental, vision, and life insurance coverage.

The County of Champaign prefers to place health insurance coverage through one Agent and to establish a close working relationship with that Agent. Our intent is to obtain not only reasonable premiums, but also stable and financially sound insurers, as well as, the most responsible and competent Agent to service our account.

The Agent selected will need to be available to advise, instruct and educate the County on all insurance matters related to health and ancillary policies for our employees. The selected Agent will work with the Insurance Specialist and/or other County staff on a daily basis to assure that the most effective and efficient health insurance program is operating on behalf of the County of Champaign.

II. INSTRUCTIONS TO PROPOSERS

1. All proposals must be submitted to:
Debra Busey, County Administrator
Brookens Administrative Center
1776 East Washington
Urbana, IL 61802

All questions regarding the proposal shall be directed in writing to (FAX or e-mail accepted):

Debbie Heiser, Insurance Specialist
Brookens Administrative Center,
1776 East Washington
Urbana, IL 61802
FAX: 217-384-3896
e-mail: dheiser@co.champaign.il.us

2. All responses to this RFQ must be delivered in a sealed envelope clearly labeled “**RFQ 2015-011 – Employee Health Insurance Broker/Consultant Services**”. All proposals must be received by 3:30pm on Tuesday, January 19, 2016. One (1) original and six (6) hard copies of your response, and one digital/electronic copy of your response to this RFQ must be submitted. Proposals arriving after the deadline will not be accepted.
3. Proposals should be prepared simply and economically, providing a straight forward, concise description of provider capabilities to satisfy the requirements of the RFQ. Emphasis should be on completeness and clarity of content.

4. An authorized representative of the firm must complete and sign the proposal.
5. The County Administrator or her representative will notify appropriate Agents if the County wishes to interview them and will establish the timeline for those interviews.
6. Failure to comply with any part of the RFQ may result in rejection of the proposal as non-responsive.
7. In submitting qualifications, it is understood by the undersigned that the right is reserved by the County of Champaign to accept any qualifications, to reject any and all qualifications, and to waive any irregularities or informalities which are in the best interest of the County of Champaign.

III. MINIMUM QUALIFICATIONS

The County encourages proposals from all insurance Agents meeting the following minimum qualifications: (verification of these qualifications is attested through completion of this RFQ.)

1. Licensed as an insurance Agent in the State of Illinois.
2. Five years continuous operation in the State of Illinois.
3. Three years experience with public entities.
4. Experience with public entities with an annual health insurance premium in excess of \$4.5 million.
5. Experience in providing Agent services similar to those outlined in this RFQ.
6. Key personnel assigned to Champaign County account. The proposal should include the professional qualifications and experience of at least two (2) key personnel.
7. Be able to provide, upon request, proof of coverage for General Liability, Employers Liability, Workers' Compensation and Errors and Omissions.
8. Ability to recognize and report conditions in the insurance market which are pertinent to Champaign County and suggest alternatives.
9. Ability and commitment to provide continuous professional daily service.

IV. TERMS and CONDITIONS

1. The County reserves the right, at its sole discretion, to terminate this process at any time, or reject any and all proposals without penalty, prior to the execution of a contract

acceptable to the County. Final selection will be based on the proposal which best meets the requirements set forth in the RFQ and are in the best interest of Champaign County.

2. The County reserves the right to request clarification of information submitted and to request additional information of one or more applicants.
3. Any proposal may be withdrawn up until the date and time set above for the opening of proposals. Any proposal not so withdrawn shall constitute an irrevocable offer, for a period of 90 days, to provide the County the services set forth in the attached specifications, or until one or more of the proposals have been approved by the County, whichever occurs first.
4. Any agreement or contract resulting from the acceptance of a proposal shall be on forms either supplied or approved by the County and shall contain, as a minimum, all applicable provisions of the RFQ. The County reserves the right to reject any agreement that does not conform to the RFQ and any County requirements for agreements and contracts.
5. The County shall not be responsible for any costs incurred by the firm in preparing, submitting, or presenting its response to the request for qualifications.
6. The successful Proposer will be required to provide evidence of insurance for General Liability, Employers Liability, and Errors and Omissions Insurance. The firm will also be required to provide workers' compensation insurance in accordance with Illinois State Law.
7. If awarded, the term of the Contract will begin on April 1, 2016 for an initial two-year term through March 31, 2018, with three additional options for one-year renewals to be negotiated on an annual basis at least sixty days before the current term end date.
8. **THIS INVITATION TO SUBMIT A REQUEST FOR QUALIFICATIONS IS NOT AN AUTHORIZATION TO APPROACH THE INSURANCE MARKETPLACE OR SERVICE AGENCIES ON BEHALF OF THE COUNTY. THE COUNTY SPECIFICALLY DIRECTS THAT NO CONTACT OR SOLICITATION OF INSURANCE MARKETS, OR MARKET RESERVATION, BE MADE ON BEHALF OF THE COUNTY. FAILURE TO COMPLY WITH THIS CONDITION WILL BE GROUNDS FOR DISQUALIFICATION.**

V. SELECTION CRITERIA

The County will screen all proposals and generally evaluate them on the criteria outlined below. The County's Evaluation Team shall include the following members of the County's Labor Management Health Insurance Committee: Angela Lusk, AFSCME Representative; Josh Jones, FOP Representative; Christopher Alix, Stan Harper and Astrid

Berkson – County Board Members; Debbie Heiser, Insurance Specialist; and Debra Busey, County Administrator.

1. Responsiveness: The County will consider the material submitted by the proposer to determine whether the proposer is in compliance with the RFQ.
2. Responsibility: The County will consider the material submitted by the proposer and other evidence it may obtain to determine the firm’s demonstrated ability to market and administer a program for a county the size of Champaign with similar scope of activities.
3. The accuracy of the firms’ perception of the County’s needs in the Health Insurance and areas of related employee benefit plans, and the firm’s proposal(s) for meeting those needs. The County’s Agreement for Joint Labor Management Health Insurance Committee is attached as Appendix A to this RFQ for the benefit of proposers in understanding Champaign County’s structure for consideration of Health Insurance and employee benefits services.
4. The qualifications, experience, and familiarity with local government risk management issues of the service team to be assigned to the County’s account.
5. Satisfactory local government experience and references.
6. The fee proposal for providing the requested services. The County will pay the Broker directly through a negotiated fee, rather than payment to the broker through the County’s selected insurance providers.
7. The availability of other related support services.
8. Any other information provided that the County deems valuable.

VI. BACKGROUND INFORMATION

The County of Champaign has a population of 201,082 according to 2010 Decennial U.S. Census. The County employs 782 full time employees. The County currently has Health Insurance coverage through Health Alliance Medical Plans. Enrollment is as follows:

	<u>Number Enrolled:</u>
Single Employee Coverage Only	379
Family/Dependent Coverage	225
Retiree – Pre-Medicare	20 single/11 family
Retiree – Medicare	40

The County provides \$20,000 in life insurance to all full-time employees through Reliance Standard Insurance Company.

Optional voluntary insurance programs which County employees may select and participate in at their own expense are as follows:

Delta Dental PPO – current number of enrollees: **170**

Delta Dental Premier Plan – current number of enrollees: **291**

AllState Insurance Company Voluntary Group Accident Insurance – current number of enrollees: **135**

AllState Insurance Company Group Cancer Insurance – current number of enrollees: **57**

The policy making body is the twenty-two (22) member county board. The FY2016 approved General Corporate Fund operating budget is \$35,835,644. The County's fiscal year is from January 1st through December 31st.

VII. SCOPE of SERVICES DESIRED

Services in advising and coordinating with the County include, but are not limited to the following:

1. Assist the County with negotiating favorable contracts with the County's existing and future Insurance carriers for Health, Major Medical, Prescription, Life, Dental, Accident, Cancer, and any other appropriate ancillary coverage.
2. As directed by the County's Labor Management Health Insurance Committee, prepare Requests for Proposals (RFP's) for Employee Insurance plans.
3. Evaluate proposals received from the RFP's for accuracy and make specific recommendations.
4. Negotiate rates from respondents to the RFP's and secure the most competitive quotes.
5. Communicate to County's Labor Management Health Insurance Committee the results of the various RFP's.
6. Work with the County's Labor Management Health Insurance Committee to determine the benefits to be included in proposed plans.
7. Provide the County's Labor Management Health Insurance Committee with creative ideas on an ongoing basis as new products and services become available.
8. Assist the County's Labor Management Health Insurance Committee with development of health benefit plan design and cost matrices as required by the County.
9. Assist the County's Labor Management Health Insurance Committee with plan design changes or options to reduce or contain health insurance cost.
10. Assist the County employees in settling claims or grievances relating to insurance benefits issues.

11. Assist the County with health benefit plan administration, wellness and preventive insurance management and provide advice and guidance on new laws, regulations and procedures in the area of health benefit administration.
12. Assist the County, upon request, with developing information for employees regarding health insurance cost history as well as past, current and future medical trends.
13. Assist the County's personnel in processing of enrollments, terminations, changes, COBRA notification process and applications, and other forms for administration and claims.
14. Provide the County's Labor Management Health Insurance Committee with reasonable preliminary renewal figures during the budget process.
15. Provide open enrollment support, including, but not limited to, developing timeline, assisting with the development of open enrollment materials and coordinating and participating in open enrollment meetings.
16. Provide service for day-to-day contact on insurance matters.
17. Provide other services that are normally and customarily required of a public entity Insurance Agent.

VIII. PROPOSAL FORMAT

The proposal **must** be presented in the order as described below. To be considered substantive, the proposal must respond to all requirements of this part of the RFQ. Any other information thought to be relevant, but not applicable to the enumerated categories, should be provided as an appendix to the proposal.

1. Provide a brief company history and description including size and number of employees.
2. **A response to each item as set forth in the "Scope of Services Desired" in Section VII and a description of how your firm will approach delivery of those services.**
3. Resumes of the service team that would be assigned to Champaign County's account.
4. At least three references from **current** public sector clients, including contact names, addresses and telephone numbers.
5. Information on the firm's experience in evaluating and developing alternative insurance coverages.
6. A description of any other services to be provided without additional compensation beyond negotiated fee to be paid by the County for services provided pursuant to the terms of this RFQ.

7. An explanation of what distinguishes the services the submitting firm can provide from other Agents or firms.

IX. TIME SCHEDULE

The County has established the following timetable which should result in the award of contract for Broker Services no later than February 17, 2016. The following schedule is tentative and is subject to revision during the process of review and selection by the County. If revised, the latest date the County Board would approve award of contract is March 18, 2016.

December 10, 2015	Request for Qualifications Posted and Advertised
January 19, 2016-3:30pm	Proposals Due
January 19, 2016 – 4:00pm	Proposals Opened – <i>Lyle Shields Meeting Room, Brookens Administrative Center, 1776 East Washington, Urbana, IL</i>
Week of February 1, 2016	Presentations by Finalist Firms to Evaluation Team
February 8, 2016	Selection of Top Ranked Firm by Evaluation Team
February 9 -16, 2016	Negotiation of Agreement with Selected Firm
February 18, 2016	Award of Contract Approved by County Board