

CHAMPAIGN COUNTY BOARD
COMMITTEE OF THE WHOLE -
Finance/ Policy, Personnel, & Appointments/Justice & Social Services Agenda
County of Champaign, Urbana, Illinois
Tuesday, January 12, 2016 – 6:30 p.m.

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

- I. Call To Order**
- II. Roll Call**
- III. Approval of Agenda/Addenda**
- IV. Approval of Minutes**
A. December 8, 2015 1-6
- V. Public Participation**
- VI. Communications**
- VII. Justice & Social Services**
A. Renewal of Champaign County Board Contract with Community Elements for Re-Entry Programming 7-24
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 – November 2015
2. Emergency Management Agency – December 2015
3. Head Start – November 2015
4. Probation & Court Services – November 2015
5. Public Defender – November 2015
6. Veterans’ Assistance Commission – December 2015
C. Other Business
D. Chair’s Report
E. Designation of Items to be Placed on the Consent Agenda
- VIII. Policy, Personnel, & Appointments**
A. Appointments/Reappointments *(Italicized Name Denotes Incumbent)*
1. List of County Board Appointments Expiring in 2016 *(information only)* 25-32
2. Harwood & Kerr Drainage District Commissioner – 1 Unexpired Term Ending 8/31/2018 33
Applicant:
• Todd Hesterberg
3. Nursing Home Board of Directors – 1 Unexpired Term Ending 11/30/2017 34-37
Applicant:
• Edward Sutton
B. County Clerk
1. December 2015 Report 38
2. Semi-Annual Report 39
3. Resolution to Establish Polling Places *(to be distributed)*
C. Geographic Information System (GIS) Consortium
1. Request Review of GIS Technician Position by Job Content Evaluation Committee 40

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- D. County Administrator
1. Administrative Services December 2015 Report 41-43
 2. Approval of Job Content Evaluation Committee Recommendation for Classification of Circuit Clerk Director of Operations Position *(to be distributed)*

E. Other Business

F. Chair's Report

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

IX. Finance

A. Treasurer

1. Monthly Report – December 2015 – Reports are available on the Treasurer's Webpage at:
<http://www.co.champaign.il.us/TREAS/reports.htm>
2. Resolution Authorizing the Cancellation of the Appropriate Certificate of Purchase on a Mobile Home, Permanent Parcel No. 15-025-0055 44
3. Resolution Authorizing the Cancellation of the Appropriate Certificate of Purchase on a Mobile Home, Permanent Parcel No. 30-056-0118 45

B. Auditor

1. Monthly Report – December 2015 – Reports are available on the Auditor's Webpage at:
<http://www.co.champaign.il.us/Auditor/monthlyreports.htm>

C. Nursing Home

1. Monthly Financial Report *(to be distributed)*

D. Budget Amendments/Transfers

1. Budget Transfer 15-00009 46
Fund/Dept. 080 General Corporate/030 Circuit Clerk
Total Amount: \$4,500
Reason: to Cover cost of Court Ordered Legal Notices and Advertising Through the End of FY2015
2. Budget Transfer 15-00010 47
Fund/Dept. 080 General Corporate/041 State's Attorney
Total Amount: \$3,000
Reason: End of Year Salary Expenses
3. Budget Transfer 15-00011 48
Fund/Dept. 092 Law Library/074 Law Library
Total Amount: \$10
Reason: To Cover IMRF Shortage
4. Budget Amendment 15-00054 49
Fund/Dept. 080 General Corporate/040 Sheriff
Increased Appropriations: \$4,029
Increased Revenue: \$4,029
Reason: Private donation, Which Allowed the Acquisition of Ballistic Vests for All Sheriff's Office K-9s
5. Budget Amendment 15-00064 50
Fund/Dept. 621 State's Attorney Drug Forfeitures/041 State's Attorney
Increased Appropriations: \$4,500
Increased Revenue: None: from Fund Balance
Reason: End of Year Educational and Witness Expenses

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6. Budget Amendment 15-00065 51
Fund/Dept. 080 General Corporate/022 County Clerk
Increased Appropriations: \$20,539
Increased Revenue: \$20,539
Reason: Grant Funds to Reimburse Salary Expense for Programmer/Analyst
7. Budget Amendment 15-00069 52
Fund/Dept. 627 Property Tax Interest Fee/026 County Treasurer
Increased Appropriations: \$4,705
Increased Revenue: \$4,705
Reason: Per Statute to General Corporate Fund. Money Accumulated Above Budgeted Figure
8. Budget Amendment 16-00001 53
Fund/Dept. 105 Capital Asset Replacement/071 Public Properties
Decreased Appropriations: -27,352
Revenue: None: from Fund Balance
Reason: To Adjust Budget for FY2016 Because Items Were Purchased in FY2015
- E. Circuit Clerk
1. Request Approval of Creation of Director of Operations Position as Classified by the Job Content Evaluation Committee *(to be distributed)*
- F. Information Technology
1. Renewal of Enterprise Licensing Agreement for Use of Microsoft Products *(to be distributed)*
- G. County Administrator
1. FY 2015 General Corporate Fund Budget Projection Report *(to be distributed)*
2. FY 2015 General Corporate Fund Budget Change Report *(to be distributed)*
3. Recommendation for Elected Official Salaries 54-60
- H. Other Business
- I. Chair's Report
1. Nursing Home Revenue Anticipation Notes *(New Information)* 61-85
- J. Designation of Items to be Placed on the Consent Agenda
- X. Other Business
A. Closed session pursuant to 5 ILCS120/2 (c) 1 to consider the employment, compensation, discipline, performance, or dismissal of an employee.
- 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

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

7 **MEMBERS PRESENT:** Christopher Alix, Jack Anderson, Lorraine Cowart, Aaron Esry,
8 Stan Harper, Shana Harrison, Josh Hartke, John Jay, Gary Maxwell,
9 Jim McGuire, Diane Michaels, Max Mitchell, Pattsy Petrie, James
10 Quisenberry, Jon Rector, Giraldo Rosales, Jon Schroeder, Rachael
11 Schwartz, Sam Shore
12

13 **MEMBERS ABSENT:** Lloyd Carter, C. Pius Weibel
14

15 **OTHERS PRESENT:** Deb Busey (County Administrator), Rita Black (RPC), Scott Gima
16 (MPA), Zoe Keller (RPC), Tami Ogden (Deputy County Adminis-
17 trator/Finance), Jim Roberts (CUPHD), Kay Rhodes (Administra-
18 tive Assistant), Dan Welch (Treasurer)

19 **CALL TO ORDER**
20

21 Petrie called the meeting to order at 6:30 p.m.
22

23 **ROLL CALL**
24

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

29 **APPROVAL OF AGENDA/ADDENDA**
30

31 **MOTION** by Cowart to approve the Agenda/Addenda; seconded by Anderson. **Motion**
32 **carried with unanimous support.**
33

34 **APPROVAL OF MINUTES**
35

36 **OMNIBUS MOTION** by Jay to approve the minutes of September 29, 2015; October 13,
37 2015; and November 10, 2015; seconded by Mitchell. **Motion carried with unanimous support.**
38

39 **OMNIBUS MOTION** by Shore to approve the Legislative Budget Hearing minutes of
40 August 18, 2015; August 24, 2015; August 25, 2015; and August 26, 2015; seconded by Berkson.
41 **Motion carried with unanimous support.**
42

43 **PUBLIC PARTICIPATION**
44

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45 Rob Gorham gave a presentation on the history of the Tuskegee Airmen in Champaign
46 County and requested County approval of signage placement at key entrances to the County.

47
48 Quisenberry entered the meeting at 6:33 p.m.

49
50 **MOTION** by Cowart to suspend the rules in order to address Mr. Gorham; seconded by
51 Michaels. **Motion carried with unanimous support.** Gorham clarified that the placement of the
52 signs would be under IDOT signage designating entrances into Champaign County.

53
54 Ronald Peters spoke about the CUMTD appointment applicants.

55 COMMUNICATIONS

56
57
58 Quisenberry announced that the County Administrator Search Committee had held its first
59 meeting and that the close date for receipt of applicant résumés is January 15, 2016.

60 FINANCE

61 Treasurer

62
63
64 The Treasurer's November 2015 report was received and placed on file.

65
66 Auditor

67
68 The Auditor's November 2015 report was received and placed on file.

69
70 Budget Amendments/Transfers

71
72 **MOTION** by Michaels to recommend County Board approval of a resolution authorizing
73 **Budget Transfer 15-00007** for 080 General Corporate – 041 State's Attorney in the amount of
74 \$19,027 to pay for greater than expected costs for expert witness; seconded by Esry. **Motion car-**
75 **ried with unanimous support.**

76
77 **MOTION** by Anderson to recommend County Board approval of a resolution authorizing
78 **Budget Amendment 15-00056** for 074 2003 Nursing Home Bond Debt Service – 010 County
79 Board with increased appropriations of \$4,750 with no matching revenue to pay installment due
80 on General Obligation bonds Series 2005A; seconded by Hartke. **Motion carried with unani-**
81 **mous support.**

82
83 **MOTION** by Rector to recommend County Board approval of a resolution authorizing
84 **Budget Amendment 15-00058** for 621 State's Attorney Drug Forfeitures – 041 State's Attorney
85 with increased appropriations of \$18,000 with no matching revenue for increase in conferences,
86 educational materials, and office supplies; seconded by Shore. **Motion carried with unanimous**
87 **support.**

88
89 Village of Rantoul
90 TIF Redevelopment Plan

91

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92 Village of Rantoul Administrator, Jeff Fiegenschuh and Mike Royce, Director of Econom-
93 ic Development for the Village of Rantoul gave a presentation on a proposed TIF Redevelopment
94 Plan for the Village of Rantoul. Alix pointed out that there was no action required at this point.
95

96 The Village representatives also sought a letter of support from the County of Champaign
97 to renew its enterprise zone application. Discussion followed.
98

99 Finance Committee members directed the County Administrator to draft a letter of support
100 for the Village of Rantoul's enterprise zone application.
101

102 Nursing Home
103 Revenue Anticipation Notes
104

105 Scott Gima and Gary Winschel both of Management Performance Associates explained
106 that whether dealing with a political accommodation, Medicaid payment delays, rate reductions,
107 or an exit strategy, the Champaign County Nursing Home would need cash. They felt that the
108 simplest way to raise cash was through revenue anticipation notes.
109

110 Rate cuts may preclude access to RAN financing, absent a payment delay. They reasoned
111 that these rate cuts would have a significant negative impact on the nursing home. In the event of
112 an exit strategy, the nursing home would remain exposed to payment delays and rate cuts. The
113 cash would be needed for continuing operations. They requested that the County Board authorize
114 the maximum amount for the RANs in order to provide the greatest flexibility, even though it may
115 not be necessary to borrow the full amount.
116

117 Approximately \$1.2 million dollars represented the 6-month maximum outstanding debt
118 with an aggregate amount borrowed of approximately \$4.8 million dollars. The collateral would
119 be the delayed payments from the State of Illinois and the County would not be obligated. Discus-
120 sion followed.
121

122 **MOTION** by Hartke to recommend County Board approval a resolution authorizing the
123 issue of Revenue Anticipation Notes if Medicaid payments to the nursing home are delayed more
124 than two-months; seconded by Quisenberry. **Motion carried with a roll call vote of 13-7.** Petrie,
125 Quisenberry, Rosales, Schroeder, Schwartz, Shore, Alix, Anderson, Berkson, Esry, Harrison,
126 Hartke, and Maxwell voted in favor of the motion. Michaels, Mitchell Rector, Cowart, Harper,
127 Jay, and McGuire voted against it.
128

129 State's Attorney
130

131 **MOTION** by Quisenberry to recommend County Board approval of a resolution authoriz-
132 ing the renewal of State's Attorney Appellate Prosecutor Program for FY2016: seconded by Hart-
133 ke. **Motion carried with unanimous support.**
134

135 **MOTION** by Michaels to recommend County Board approval of a resolution authorizing
136 an application for renewal, and if awarded, acceptance of the Illinois Criminal Justice Information
137 Authority Grant; seconded by Esry. **Motion carried with unanimous support.**
138

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139 County Administrator

140

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

143

144 Cowart left the meeting at 7:45 p.m.

145

146 **OMNIBUS MOTION** by Shore to recommend County Board approval of resolutions au-
147 thORIZING a professional consulting services agreement with Good Energy, L.P. and the execution
148 of a service agreement for supply of electricity for residential and small commercial retail cus-
149 tomers who do not opt out of such a program; seconded by Hartke. **Motion carried with unani-**
150 **mous support.**

151

152 Other Business

153

154 None

155

156 Chair's Report

157

158 None

159

160 Designation of Items for the Consent Agenda

161

162 Items C1-3; F1-2; G3-4 were designated for the Consent Agenda.

163

164 **POLICY, PERSONNEL, & APPOINTMENTS**

165 Appointments

166

167 Petrie noted that the appointments to the Mental Health Board would be made at the
168 County Board meeting on December 17, 2015.

169

170 **OMNIBUS MOTION** by Petrie to recommend County Board approval of resolutions au-
171 thORIZING the appointments of Linda Bauer and Bruce Hannon to the Champaign-Urbana Mass
172 Transit District Board terms January 1, 2016 – December 31, 2020; seconded by Michaels. Petrie
173 noted that Ms. Rhodes had made several unsuccessful attempts to reach Ms. Colemon-Peebles to
174 schedule an interview. **Motion carried with unanimous support.**

175

176 **MOTION** by Petrie to recommend County Board approval of a resolution authorizing the
177 appointment of Caitlin Kost to the Rural Transit Advisory Group, term February 1, 2016-January
178 31, 2018; seconded by Shore. **Motion carried.**

179

180 **MOTION** by Petrie to recommend County Board approval of a resolution authorizing the
181 appointment of Daniel Duitsman to the Union Drainage District #2, St. Joseph and Ogden, for an
182 unexpired term ending August 31, 2017; seconded by Esry. **Motion carried with unanimous**
183 **support.**

184

185

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186 County Clerk

187

188 The November 2015 report was received and placed on file.

189

190 County Board of Health

191 Ordinance Establishing Fee Schedule

192

193 **MOTION** by Hartke to recommend to County Board approval of an ordinance establish-
194 ing fees under the County Health Ordinance; seconded by Shore. **Motion carried.**

195

196 Regional Planning Commission

197 RTAG Revised Bylaws

198

199 **MOTION** by Harper to recommend County Board approval of a resolution authorizing
200 the revised Bylaws of the Champaign County Rural Transit Advisory Group as amended; second-
201 ed by Shore. **Motion carried with unanimous support.**

202

203 County Administrator

204

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

206

207 **OMNIBUS MOTION** by Esry to recommend to County Board approval of resolutions
208 honoring Champaign County Regional Planning Commission and Nursing Home employees and
209 retirees; seconded by Shore. **Motion carried with unanimous support.**

210

211 **MOTION** by Rosales to approve the release of an RFP for Employee Benefits Broker
212 Services; seconded by Hartke. **Motion carried with unanimous support.**

213

214 Other Business

215 State Failure to Reimburse County Official Salaries

216 Circuit Clerk Proposed Position

217

218 **MOTION** by Anderson to recommend County Board approval of a resolution as to the
219 State Failure to Reimburse for County Official Salaries; seconded by Berkson. **Motion carried.**

220

221 **MOTION** by Alix to approve review and evaluation of proposed position of Circuit Clerk
222 Director of Operations by the Job Content Evaluation Committee; seconded by Hartke. **Motion**
223 **carried with unanimous support.**

224

225 Quisenberry took a straw poll of board members to measure consensus on approving a re-
226 quest for the installation of county road signage commemorating Champaign County as the home
227 of the Tuskegee Airmen. This item was not on the agenda, but discussed during public participa-
228 tion. The poll was favorable and once details have been worked out the item should be brought to
229 board for formal approval at a future date.

230

231 Chair's Report

232 County Board Rules Discussion

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233
234 Quisenberry led discussion on the topics of electronic participation by board members and
235 the rules for public participation. There was not enough interest from County Board members on
236 either topic to pursue any changes at this time.

237
238 Designation of Items to be Placed on the Consent Agenda

239
240 Items A1, 2, 4 & 5; D2 & 5; F1 were designated for the Consent Agenda.

241
242 **JUSTICE & SOCIAL SERVICES**

243
244 **MOTION** by Anderson to receive the Quarterly Reentry Program Report and place it on
245 file; seconded by Rosales. **Motion carried with unanimous support.**

246
247 Monthly Reports

248
249 **MOTION** by Rosales to receive and place on file the Animal Control-September & Octo-
250 ber 2015; EMA-November 2015; Head Start-November 2015; Probation & Court Services-
251 October 2015; Public Defender-October 2015; and the Veterans' Assistance Commission-
252 November 2015; seconded by Harper. **Motion carried with unanimous support.**

253
254 Other Business

255
256 None

257
258 Chair's Report
259 Update RJTF Application Process

260
261 Berkson expressed disappointment in the number of applications received at this point.
262 The deadline was drawing near and only ten applications had been received. The deadline may
263 need to be extended and the Task Force size reconsidered.

264
265 **ADJOURNMENT**

266
267 **MOTION** to adjourn by Quisenberry; seconded by Anderson. **Motion carried with**
268 **unanimous support.**

269
270 Adjourned at 8:49 p.m.

271
272 Respectfully submitted,

273
274
275 Kay Rhodes,
276 Administrative Assistant

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

CHAMPAIGN COUNTY BOARD CONTRACT FOR RE-ENTRY PROGRAMMING

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

Contract Maximum: \$100,000 in Year Three

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

The Board and Provider each agrees:

A. Type of Contract (Check one below):

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

B. Contract Terms:

1. This Contract shall be effective March 1, 2016, and is the second of two additional renewal years for the original contract which went into effect on February 24, 2014. The term of engagement under this Contract will begin as of the March 1, 2016 and will remain in effect until February 28, 2017. The Board shall then have the option of renewing the Contract for additional one-year terms, renewable one term at a time. The Board’s decision to renew shall be provided to Provider at least ninety (90) days prior to the termination of the then current term, to allow the parties the opportunity to negotiate the financial terms for the renewal.

2. Taxpayer Certification:
Under penalties of perjury, the person signing this Contract on behalf of the Provider personally certifies that 37-0913985 is the correct Federal Employer Identification Number (FEIN); or, NA is the correct Social Security Number for the Provider doing business as indicated below (please check one):

(Note: Sole proprietorship must use Social Security Number)

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

3. The maximum amount payable under this Contract is \$100,000 for this renewal year term of the Contract. The Board reserves the right to decrease the maximum amount payable if:
 - a. Staff and/or consultants are not hired within 30 days after the effective date of this Contract, or the projected hire date, or if a vacancy occurs. The Provider shall notify the Board in writing within 15 days of changes to any staff position including vacancies funded in whole or in part by the Board.
 - b. Line items are not expended according to the schedule as evidenced in expense reports, if an acceptable amendment is not submitted within 30 days following the submission of the expense report.
 - c. Unallowable Costs: The Provider's payments shall be subject to reduction for amounts included in any payment theretofore made which are determined by the Board, on the basis of audits or monitoring conducted in accordance with the terms of this contract, not to constitute allowable costs. The Board at their discretion may elect not to allow an expense based on what is deemed to be in the best interest of the County.
 - d. Any funds which are not used or expended at the end of the Contract period in accordance with the terms and conditions of this contract shall be returned to the Board within 45 days after the expiration of this Contract.

4. Payment

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

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

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

5. Record Keeping

- a. The Provider is required to maintain books and records relating to the performance of this Contract and necessary to support amounts charged to the Board under this Contract. The books and records shall be maintained for a period of five years from the expiration date and final payment under the Contract.
- b. All books and records required to be maintained under subsection (a) of this paragraph shall be available for review and audit by the Board. The Provider is required to fully cooperate with any audit initiated by the Board.
- c. Failure of the Provider under this Contract to maintain the books and records required by subsection (a) of this paragraph shall establish a presumption in favor of the Board for

the recovery of any funds paid by the Board for which the required books and records are not available.

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

6. Audit Requirements

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

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

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

7. Excess Revenue

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

8. Services

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

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

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

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

- d. In the event the Provider is considering a corporate merger, consolidation, bankruptcy, or corporate restructuring, ceasing or transferring operations, or the Provider is facing financial insolvency illustrated in part by furlough days, missed payroll or delayed payment of payroll, Provider should provide as much advance notice relative to the occurrence of said event to the Board as possible.
- e. The Provider shall notify the Board of a material change in Provider's management or Board of Directors consisting of a change in twenty-five percent or more of members or officers.

9. Quarterly Program and Financial Reports

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

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

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

10. Monitoring

All contracts will be monitored by the Board.

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

11. Employment Status

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

12. Address Change

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

13. Disclaimer Notices

The Provider shall include a disclaimer, when issuing statements, published materials, et cetera, that acknowledges the contents, opinions, findings, conclusions or recommendations expressed in the material are those of the author and do not necessarily reflect the views of the Champaign County Board. The Provider shall give to the Board a copy of the document(s) issued with the disclaimer.

14. Press Release/Media Notice

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

15. Confidentiality

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

16. Termination

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

17. Severability

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

18. Personnel

- a. The Provider warrants all personnel who directly provide services under this Contract are fully qualified to carry out their duties, and that all representations concerning Provider personnel (academic credentials, licensing status, work experience, number of staff, etc.) are true and correct. The Provider further agrees to perform in a diligent, efficient, and competent manner commensurate with the highest standards of the profession and will

devote the time necessary to perform services required under this contract. The Provider shall remain in compliance at all times with the standards prescribed by State and Federal law for the rendering of such services, including appropriate background checks, and shall notify the Board within five (5) working days of change in status, suspension, or revocation of licenses of all personnel who provide services under this contract.

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

19. Licensing, Certification and Accreditation Status

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

20. Subcontracts

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

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

21. Compliance with State and Federal Laws

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

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

The Provider is solely responsible for and must meet all labor, health, safety, and other legal requirements, including payment of all applicable taxes, premiums, deductions, withholdings, overtime, and other amounts which may be legally required with respect to the Provider and any persons providing services on behalf of the Provider under this contract.

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

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

22. Liability

- a. The Board assumes no liability for actions of the Provider or the Provider’s employees under this contract. The Provider shall indemnify, defend, and hold harmless the Board,

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

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

23. Miscellaneous

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

24. Other Required Certifications

- a. Drug Free Workplace – The Provider certifies that neither it nor its employees shall engage in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in the performance of this Contract and that the Providers shall comply with all provisions of the Drug-Free Workplace Act (30 ILCS 580/1 – 580/11).

- b. Bribery - The Provider certifies that he/she has not been barred from being awarded a contract or subcontract under Section 50-5 of the Illinois Procurement Code.
- c. Bid-Rigging/Bid Rotating Law - The Provider certifies that it has not been barred from contracting with a unit of State or Local government as a result of a violation of 720 ILCS 5/33E-3 & 5/34E-4 of the Illinois Criminal Code of 1961.
- d. Educational Loan – The Provider certifies that it is not barred from receiving State Agreements as a result of default on an educational loan (5 ILCS 385/1 – 385/3).
- e. International Boycott – The Provider certifies that neither it nor any substantially owned affiliated company is participating or shall participate in an international boycott in violation of the provisions of the U.S. Export Administration Act of 1979 or the regulations of the U.S. Dept. of Commerce promulgated under the Act.
- f. Charitable Trust – If the provider is a charitable organization subject to the Charitable Trust Act (760-ILCS 55/1), or the Solicitation for Charity Act (225 ILCS 460/1), the Provider certifies that all information required by the statutes referenced herein has been filed with the Illinois Attorney General.
- g. Dues and Fees – The Provider certifies that it is not prohibited from selling goods or services to the State of Illinois because it pays dues or fees on behalf of its employees or agents, or subsidizes or otherwise reimburses them, for payment of their dues or fees to any club which unlawfully discriminates.
- h. Pro-Children Act – The Provider certifies that it is in compliance with the Pro-Children Act of 1994 (Public Law 103-227) in that it prohibits smoking in any portion of its facility used for the provision of health, day care, early childhood development services, education, or library services to children under 18 which services are supported by Federal or State government assistance (except portions of the facilities which are used for inpatient substance abuse treatment).
- i. Sexual Harassment – The Provider certifies that it will prohibit sexual harassment as defined by the Illinois Human Rights Act, 775 ILCS 5/2 – 101(E), and will not tolerate such conduct by its employees. Further, the Provider certifies that it has a written sexual harassment policy as required by the Illinois Human Rights Act (775 ILCS 5/2-105 (1994) and shall deliver to the Board a copy of such upon request.
- j. Health Care – The Provider agrees to take necessary precautions to guard against contagious and communicable diseases including “Recommendations for Risk Reduction” from the U.S. Center for Disease Control.

25. Assignment

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

26. Interpretation

In the event of any discrepancy, disagreement, or ambiguity among the documents that comprise this Contract and its incorporated documents and/or RFP 2013-006, the Provider’s proposal in response to the RFP, the documents shall be given preference in the following order to interpret and to resolve such discrepancy, disagreement, or ambiguity: 1) this

Contract; 2) Attachment A – Program Plan; 3) Attachment B – Financial Plan; 4) Attachment C – RFP 2013-006; 5) Attachment D – Provider’s Response to RFP 2013-006.

27. Authority to Execute and Bind

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

For the Champaign County
Board

For the Provider

Patsi Petrie, Chair
Champaign County Board

Provider Executive Director/or CEO
(original signature only)

ATTEST:

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

CHAMPAIGN COUNTY BOARD CONTRACT FOR RE-ENTRY PROGRAMMING

ATTACHMENT A - PROGRAM PLAN

Definitions

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

Section 1 - Scope of Services

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

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

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

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

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

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

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

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

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

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

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

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

The Re-Entry Council:

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

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

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

Provider will provide a full-time Re-Entry Program Coordinator (initially Celeste Blodgett), a full-time Case Manager, regular consulting (at least 2 hours per week) by an expert in the field of re-entry (initially Bruce Barnard), and such other overall management and administrative resources as may be necessary to manage this contract. Provider will provide overall guidance, manage any financial obligations, including payroll and benefits provided its employees, and manage any statistical information necessary under this contract. The duties of the Re-Entry Coordinator and Case Manager will include those listed in Program Plan Section 2 - Duties.

Section 2 - Duties

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

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

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

Essential Duties and Responsibilities include the following:

- Case managers will meet the requirements to provide community support services as defined by the Illinois Medicaid rule 132, and all state and federal rules and guidelines.
- Experience and/or familiarity with substance use issues, mental health, criminal justice, and community resources are required.
- Interviews clients and their families to determine access to resources to manage re-entry issues; substance use; mental health; personal and family adjustments; finances; employment; food; clothing, housing; and physical and medical impairments.

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

CHAMPAIGN COUNTY BOARD CONTRACT FOR RE-ENTRY PROGRAMMING

ATTACHMENT B – FINANCIAL PLAN

Program Budget

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

Annual Listing of Expiring County Board Appointments 2016

<p>Local Foods Policy Council</p> <p>Senior Services Advisory Committee</p> <p>Dewey Community Public Water District</p> <p>Nursing Home Board of Directors</p>	<p>2</p> <p>Several</p> <p>1</p> <p>1</p>	<p>Champaign County Board.</p> <p>All members are appointed by the County Board Chair. Two members chosen from communities within the County. Two members are local food representatives. Two members from academic institutions. Two members from business/enterprise end users of local foods. One member from the Champaign County Farm Bureau. The established council herein shall end March 2016, at which time the County Board shall review and assess the continuing need for the Local Foods Policy Council.</p> <p>Each member must be a resident of Champaign County. Each member must be interested in senior citizens. More than 50% of the Committee must be composed of persons over the age of 60. The committee as a whole should be culturally representative of the community.</p> <p>Each trustee must be a resident of the County. A bond is required and no trustee shall be directly or indirectly interested in any contract, work or business of the district.</p> <p>Board members shall be Champaign County residents or individuals who maintain full-time employment in Champaign County who possess the ability to participate effectively in the discharge of the Board of Directors' responsibilities. The Board of Directors shall have at least one (1) member who has expertise in each of the following areas: health care, finance/banking, accounting, social services, personnel, and marketing/sales. At least two Directors shall be members of the Champaign County Board. Applicants must complete the Questionnaire Regarding Possible Conflicts of Interest</p>
<p>Appointments Expiring February 2016:</p> <p>Lincoln Legacy Committee</p> <p>Local Foods Policy Council</p>	<p>1</p> <p>9</p>	<p>Resident of County</p> <p>All members are appointed by the County Board Chair. Two members chosen from communities within the County. Two members are local food representatives.</p>

Annual Listing of Expiring County Board Appointments 2016

		<p>Two members from academic institutions. Two members from business/enterprise end users of local foods. One member from the Champaign County Farm Bureau. The established council herein shall end March 2016, at which time the County Board shall review and assess the continuing need for the Local Foods Policy Council.</p>
<p>Appointments Expiring April 2016:</p> <p><u>Fire Protection District</u></p> <ul style="list-style-type: none"> • Broadlands-Longview • Eastern Prairie • Edge-Scott • Ivesdale • Ogden-Royal • Pesotum • Philo • St. Joseph-Stanton • Sangamon • Thomasboro • Windsor Park • Scott • Sadorus • Tolono 	<p>1 Each</p>	<p>Each trustee must be a resident of the County. Each trustee must also be an elector in the district. There shall be no more than one trustee from any one city or village or incorporated town in a district unless such city, village or town has more than 50% of the population of the district according to the last preceding federal census.</p>
<p>Appointments Expiring May 2016:</p> <p><u>Board of Review</u></p>	<p>2</p>	<p>No person may serve on the Board of Review who is not qualified by virtue of experience and training in the field of property appraisal and property tax administration. No person may serve on the Board of Review who has not passed an examination prepared and administered by the Illinois Department of Revenue to determine his or her competence to hold such office. The Board of Review shall at all times consist of two members with the political party polling the highest vote for any County office in the County, and one member of the party polling the second highest vote for the same County office in the County at the last General Election in the County prior to the time</p>

Annual Listing of Expiring County Board Appointments 2016

<p>Farmland Assessment Review Committee</p> <p>Water District Trustees</p> <ul style="list-style-type: none"> • Sangamon Valley • Penfield <p>Urbana-Champaign Sanitary District Board</p>	<p style="text-align: center;">3</p> <p style="text-align: center;">2 1</p> <p style="text-align: center;">1</p>	<p>any appointment is made.</p> <p>Two members are established by statute: The chief county assessment official OR a designee by the official; AND The Chair of the County Board of Review OR another member of the Board appointed by the Chair. The other three members must be farmers appointed by the Chair of the County Board.</p> <p>Each trustee must be a resident of the County. A bond is required and no trustee shall be directly or indirectly interested in any contract, work or business of the district.</p> <p>Each appointee must be a resident of the sanitary district. The Sanitary District Board of Trustees shall consist of members not more than two of whom shall be affiliated with the same political party. Not more than two members may be from one incorporated city, town or village in districts in which are included two or more incorporated cities, towns or villages. Each of the trustees shall enter into a bond in an amount as the County Board may determine. No trustee shall be directly or indirectly interested in any contract, work or business of the district or sale of any article which is sold to the district; nor in the purchase of real estate or property belonging to the district. This does not include paying taxes to the district.</p>
<p>Appointments Expiring June 2016:</p> <p>Cemetery Boards/Associations</p> <ul style="list-style-type: none"> • Prairie View Cemetery Association 	<p style="text-align: center;">1</p>	<p>Each appointee must be a suitable person. At least two-thirds of the trustees must reside within 15 miles of the cemetery or some part thereof. The other third must be interested in said cemetery association through family interments or otherwise. Trustees must be residents of the State of Illinois. Cemeteries may be organized under another provision known as the County Cemetery Act. 55 ILCS 65/0.01 <u>et seq.</u> This Act refers to private cemeteries,</p>

Annual Listing of Expiring County Board Appointments 2016

<p>Forest Preserve District Board of Commissioners</p> <p>County Board of Health</p> <p>Developmental Disabilities Board</p>	<p>1</p> <p>3</p> <p>2</p>	<p>not organized as Associations, conveyed to and accepted by the County. Three trustees are to be appointed by the County Board Chair for this type of cemetery</p> <p>Each commissioner shall be a legal voter in the Forest Preserve District. Each member shall take the oath prescribed by the Constitution. Limitation of Two Consecutive Terms.</p> <p>Eight members are appointed by the Champaign County Board, of which 2 must be Illinois licensed practicing physicians, one must be an Illinois licensed dentist, and one must be a County Board member. Whenever possible, one member should have experience in the field of mental health. All members must be residents of Champaign County, except that a member who is required to be a physician or dentist may reside outside the county if no physician or dentist as applicable, who resides in Champaign County is willing and able to serve. All members are chosen for their special fitness for membership on the Board.</p> <p>Members of the Board shall be residents of Champaign County. Members must, as nearly as possible, be representative of interested groups of the community concerned with developmental disabilities as well as the general public. Members may be representative of local health departments, medical societies, local comprehensive health planning agencies, hospital boards and lay associations. No member of the Champaign County Developmental Disabilities Board may be a full-time or part-time employee of the Office of Developmental Disabilities (DHS/ODD) or a Board member or employee of any facility or service operating under contract to the Champaign County Developmental Disabilities Board.</p>
<p>Appointments Expiring August 2016:</p> <p>Drainage District Commissioners</p>	<p>1 Each</p>	<p>Each appointee must be an adult resident of the State of Illinois. Each appointee must own land in the district,</p>

Annual Listing of Expiring County Board Appointments 2016

<ul style="list-style-type: none"> • Beaver Lake • Blackford Slough • Conrad & Fisher • Fountain Head • Harwood & Kerr • Kankakee • Kerr & Compromise • Lower Big Slough • South Fork • Nelson-Moore-Fairfield • #10 of Ogden • Okaw • Owl • Pesotum Slough Special • Prairie Creek • Raup • Sangamon & Drummer • Silver Creek • St. Joseph #3 • Somer #1 • St. Joseph #6 • Two-Mile Slough • Union-Stanton & Ogden Twp • St. Joseph #4 • Triple Fork • Union #1-Philo & Crittenden • Union #2-St. Joseph & Ogden • Union #3-S. Homer & Sidney • Upper Embarras River Basin • Union #1-Philo & Urbana • Willow Branch • Wrisk • #2 Town of Scott • Longbranch Mutual 	<p>unless: The County Board finds it to be in the best interests of the district that the requirement be waived; or A majority of the adult landowners owning a majority of the area in the district have duly petitioned the County Board to allow such appointment. An oath and a bond are required before each commissioner enters upon his or her duties.</p>
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Annual Listing of Expiring County Board Appointments 2016

<p>Appointments Expiring November 2016:</p>		
<p><u>Senior Services Advisory Committee</u></p>	3	<p>Each member must be a resident of Champaign County. Each member must be interested in senior citizens. More than 50% of the Committee must be composed of persons over the age of 60. The committee as a whole should be culturally representative of the community.</p>
<p><u>Public Aid Appeals Committee</u></p>	2	<p>The Chair of the County Board is a member. Four additional members and one or more alternates are appointed by the County Board Chair who must be Township Supervisors of General Assistance with the advice and consent of the County Board. Not more than three of the five members shall be members of the same political party, unless the political composition of the Supervisors of General Assistance precludes such a limitation. At least one member of the committee shall be a person knowledgeable in the area of General Assistance and the regulations of the Illinois Department of Healthcare and Family Services. One or more alternate members shall be appointed who must also be Supervisors of General Assistance.</p>
<p><u>Zoning Board of Appeals</u></p>	1	<p>All members of the Board shall be residents of separate townships at the time of their appointments. Members cannot reside in an incorporated village or municipality. An additional two members may be appointed by the County Board Chair with the advice and consent of the County Board.</p>
<p><u>Community Action Board</u></p>	5	<p>Five (5) are Government members, two (2) appointed by the County Board. Five (5) are Client Representatives. (1 developmentally disabled); three (3) or four (4) appointed by the County Board. Five (5) are Business/Private Representatives; four (4) or five (5) appointed by the County Board</p>
<p><u>Nursing Home Board of Directors</u></p>	2	<p>Board members shall be Champaign County residents or individuals who maintain full-time employment in Champaign County who possess the ability to participate effectively in the discharge of the Board of Directors' responsibilities. The Board of Directors shall have at</p>

Annual Listing of Expiring County Board Appointments 2016

<p>Rural Transit Advisory Group</p>	<p style="text-align: center;">4</p>	<p>least one (1) member who has expertise in each of the following areas: health care, finance/banking, accounting, social services, personnel, and marketing/sales. At least two Directors shall be members of the Champaign County Board. Applicants must complete the Questionnaire Regarding Possible Conflicts of Interest</p> <p>Members shall be representatives of agencies serving Champaign County residents who possess the ability to participate effectively in the discharge of the RTAG responsibilities. The RTAG shall strive to have at least one (1) member who represents each of the following areas: seniors, individuals with disabilities, low income persons, medical, education, employment, and the Champaign County Board.</p>
<p>Appointments Expiring December 2016:</p> <p>Champaign-Urbana Mass Transit District Board</p> <p>Mental Health Board</p>	<p style="text-align: center;">1</p> <p style="text-align: center;">2</p>	<p>No person may serve on the Board of Trustees who is an elected official of the County. Members must be residents of the County and of the Mass Transit District. The Mass Transit District Board shall consist of members not more than four of whom shall be affiliated with the same political party. No member or employee of the Mass Transit District Board shall acquire or have any interest, direct or indirect, in any contract or proposed contract for materials or services to be furnished or used in connection with the operations of the District.</p> <p>Members of the Board shall be residents of Champaign County. As nearly as possible, members should be representative of interested groups of the community such as local health departments; medical societies; local comprehensive health planning agencies; hospital boards; lay associations concerned with mental health, developmental disabilities and substance abuse; as well as the general public. No member may be a full-time or part-time employee of the Illinois Department of Human Services or a board member, employee or any other individual receiving compensation from any facility or service operating under contract to the board.</p>

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM
Fire, Drainage & Cemetery

NAME: Todd Hesterberg PHONE: 217-202-9293 FAX: 217-568-7576

ADDRESS: 1931 CR 2700 E Ogden IL 61859
Street City State of Illinois Zip

TITLE OF APPOINTMENT REQUESTED: Commissioner - Harwood & Kerr.

BEGINNING DATE OF TERM REQUESTED: 11/2015 ENDING DATE OF TERM REQUESTED 8/31/2017

Champaign County appreciates your interest in serving our 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, CANDIDATES MUST COMPLETE AND SIGN APPLICATION.**

THE CHAMPAIGN COUNTY BOARD

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

Actively engaged in farming in the district

New commissioner, attended first Annual Meeting, November 2015. Conferring with other commissioner latitude of the Champaign County Board Requesting that Mr. Hesterberg be approved for the term indicated.

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

3. Are you aware of any conflict of interest which would prevent you from being appointed as, or in performing any of the duties of, a commissioner/trustee of the district for which you are requesting appointment? _____ yes X no.

If yes, explain.

Todd Hesterberg

Signature

Date: 10-30-15

4015 Lakepoint Rd.
Champaign, IL 61822
October 22, 2015

Dear Champaign County Board:

Please accept the following as an application for appointment to the Board of the Champaign County Nursing Home. The completed Conflict of Interest Questionnaire is attached at the end of this letter.

1. Edmund C. Sutton
4015 Lakepoint Rd.
Champaign, IL 61822
(217) 352-9595 -- home phone
(217) 840-9595 -- cell phone
no fax number
ecsutton@gmail.com -- email
2. From 1986 to 1989 I served on the vestry (governing board) of All Souls Episcopal Parish in Berkeley, California. The chief responsibilities of the vestry are financial (including budget), advisory (to the clergy), and to provide both leadership and oversight. During this time I served as vestry liaison on the Search Committee for a new rector (chief clergy person).

For 5 years (1993-1996, 2003-2005) I served on the 3-member Executive Committee of the Astronomy Department here at the University of Illinois. The department Chair and Executive Committee together run the department. I also served on numerous departmental committees. I served for 7 years (1992-1998, 2013) on the Faculty and Student Senate of this campus of the University of Illinois and for 3 years on 2 campus- wide committees (1994-1996).
3. I have had no previous interactions with the management or the Board of the Champaign County Nursing Home.
4. 1974 B. S. with honors (Physics), California Institute of Technology
1979 Ph. D. (Physics), University of California, Berkeley
1979—1990 career in research and teaching at Caltech and Berkeley
1991—2014 Associate Professor of Astronomy, University of Illinois
5. My recent research interests have included, among other things, instrumentation design, astrochemistry, and astrostatistics.
6. My employment for the past 24 years has been with the **University of Illinois**. My wife and I have received medical care through **Carle**, with which I have no financial connection (other than payment for services rendered) and no advisory role. During my late wife's illness we employed **Alpha Care** to provide CNA's for

her home health care. In the end stages of her illness we used **Harbor Light Hospice**. We have done our banking with **Busey Bank**, although we have no connections beyond that of ordinary customers. I use **Thomas, Mamer, and Haughey** for legal services, and in the past we have also used **Phebus & Koester, Kevin Doyle, and James Martinkus**.

7. My current major philanthropic interests include

- Emmanuel Memorial Episcopal Church
- Champaign County Audubon Society, Inc.
- Doctors Without Borders
- Nature Conservancy, Inc.
- University of Illinois Foundation
- National Multiple Sclerosis Society
- Gilman School (Baltimore, MD)
- Habitat For Humanity
- Grace USA.

Past major philanthropic interests have included

- Haas School of Business (UC Berkeley Foundation)
- Sciencecenter (Ithaca, NY)
- Cenacle Convent, Inc.
- Global Strategies for HIV Prevention
- All Souls Episcopal Parish (Berkeley, CA).

I have performed community service by delivering **Meals on Wheels**, by making weekly food deliveries for **Empty Tomb**, and by serving meals at the former **Catholic Worker House**. I also served as a **mentor at Jefferson Middle School**. Currently I am a member of a **men's support group** (for men whose wives suffer or have suffered from dementia) that meets weekly at the Stephens Family YMCA. This group has recently split and now meets as 2 groups: one on Tuesdays and one on Wednesdays, both of which I attend.

8. My wife suffered from, among other things, multiple sclerosis and dementia. For her last two years I had the privilege of serving as her caregiver, virtually full time (with some help from Alpha Care and Harbor Light Hospice), at home. She passed in May 2015. I took early retirement from my faculty position at the University of Illinois when my duties as caregiver became too much for me to simultaneously fulfill my teaching and research responsibilities. During this period I became well acquainted with patient issues such as personal hygiene, toileting, medications, lifting, feeding, etc. In much of this I was self taught (learned through experience). And I have gone through the personal struggles of gradually losing a loved one.

In years past, my wife and I regularly visited friends at CCNH, both in the old building and the new. I believe that all of the above have given me deep personal experience with the issues facing CCNH. My hope as a member of the CCNH board would be primarily to help improve the level of care and to keep the expense to Champaign County at a manageable level.

9. Conflict of Interest Questionnaire (attached).

Thank you for the opportunity to apply for membership on the Champaign County Nursing Home Board of Directors. I look forward to hearing from you. If you have any questions, feel free to contact me by phone or by email.

Sincerely,

A handwritten signature in black ink, appearing to read "Edmund C. Sutton". The signature is written in a cursive style with a large initial "E" and a long, sweeping underline.

Edmund C. Sutton

CONFLICT OF INTEREST QUESTIONNAIRE

Pursuant to the purposes and intent of the conflict of interest policy adopted by the Governing Body of Champaign County Nursing Home requiring disclosure of certain interests, a copy of which has been furnished to me, I hereby state that I or members of my immediate family have the following affiliations or interests and have taken part in the following transactions that, when considered in conjunction with my position with or relation to Champaign County Nursing Home, might possibly constitute a conflict of interest.

(Check "None" where applicable.)

1. Outside Interests

Identify any interests, other than investments, held by you or a member of your immediate family, as described in the list of definitions accompanying this questionnaire.

None OR – List below:

2. Investments

List and describe all investments held by you or a member of your immediate family that might fall within the category of "material financial interest," as described in the list of definitions accompanying this questionnaire.

None OR – List below:

3. Outside Activities

Identify any outside activities, engaged in by you or a member of your immediate family, as described in the list of definitions accompanying this questionnaire.

None OR – List below:

4. Material Financial Interest

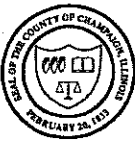
Identify whether you, your spouse, or any immediately family member living with you (a) is entitled to receive more than 7 ½% of the total distributable income under a contract with CCNH or (b) if you, together with your spouse and immediate family members living with you are entitled to receive more than 15% in the aggregate of the total distributable income under a contract with CCNH.

None OR – List below:

Signed: Edward E. Sutter

Date: 10/23/15

TITLE: applicant for
Board, Ch. County Nursing Home



Gordy Hulten
Champaign County Clerk
Champaign County, Illinois

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

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

COUNTY CLERK
MONTHLY REPORT
DECEMBER
2015

Liquor Licenses & Permits	\$	610.00
Civil Union Licenses	\$	-
Marriage License	\$	5,740.00
Interests	\$	32.23
State Reimbursements	\$	-
Vital Clerk Fees	\$	21,431.50
Tax Clerk Fees	\$	6,756.51
Refunds of Overpayments	\$	<u>167.94</u>
TOTAL	\$	34,738.18
Additional Clerk Fees	\$	1,362.00



Gordy Hulten
Champaign County Clerk
 Champaign County, Illinois

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

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 TTY: (217)384-8601


SEMI-ANNUAL REPORT
July - December 2015

Liquor Licenses & Permits	\$	668.00
Civil Union Licenses	\$	140.00
Marriage License	\$	42,350.00
Interests	\$	173.05
State Reimbursements	\$	-
Vital Clerk Fees	\$	148,001.71
Tax Clerk Fees	\$	28,000.82
Refunds of Overpayments	\$	<u>324.63</u>
TOTAL	\$	219,658.21
 Additional Clerk Fees	 \$	 9,628.00

State of Illinois)
) SS
 Champaign County)

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

Signed this 4th day
 of January, A.D. 2016



 GORDY HULTEN
 Champaign County Clerk



Champaign County
City of Champaign
City of Urbana
University of Illinois
Village of Rantoul
Village of Mahomet
Village of Savoy

To: James Quisenberry, Deputy Chair of Policy, Personnel & Appointments
From: Leanne Brehob-Riley, GIS Director
Date: January 4, 2016
Re: **Request to Review GIS Technician Position**

I am requesting the Policy, Personnel & Appointments Committee's approval to submit the GIS Technician position to the Job Content Evaluation Committee for review and analysis. One of the two GIS Technician positions has had substantive changes in duties and responsibilities since last reviewed in March of 2013. This position now directs the work of the Mapping Technician, develops ArcGIS Online maps and web-based applications, and manages projects. To ensure the position is appropriately classified, I would like to ask that the Job Content Evaluation Committee review the position as it is currently operating.

Champaign County GIS Consortium

Brookens Administrative Center, 1776 E Washington Street, POD 400, Urbana, IL 61802 | Phone: 217.819.3555



CHAMPAIGN COUNTY ADMINISTRATIVE SERVICES

1776 East Washington Street, Urbana, Illinois 61802-4581

Deb Busey, County Administrator

ADMINISTRATIVE SERVICES – MONTHLY HR REPORT DECEMBER 2015

VACANT POSITIONS LISTING

FUND	DEPT	POSITION TITLE	HOURLY RATE	REG HRS	REGULAR SALARY	FY 2015 HRS	FY 2015 SALARY
80	22	Deputy County Clerk	\$12.04	1950	\$23,478.00	1957.5	\$23,568.30
80	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	Custodian	\$11.66	1950	\$22,737.00	1957.5	\$22,824.45
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
80	140	Master Control Officer	\$12.04	2080	\$25,043.20	2088	\$25,139.52
80	140	Sergeant	\$35.58	2080	\$74,006.40	2088	\$74,291.04
83	60	Senior Engineer	\$24.82	2080	\$51,625.60	2088	\$51,824.16
91	248	PT Kennel Worker	\$12.04	1040	\$12,521.60	1044	\$12,569.76
-- TOTAL --						\$456,622.40	\$458,378.64

UNEMPLOYMENT REPORT

Notice of Claims received – 6 total

Nursing Home – 5

Head Start – 1

Employer Protests Filed – 2 total

Head Start - 1

Physical Plant - 1

Benefit Determinations

Nursing Home – deny – 2

WIA/RPC – deny – 1

Head Start – approve – 1

Physical Plant – approve - 1

PAYROLL REPORT

DECEMBER PAYROLL INFORMATION

<u>Pay Group</u>	<u>12/11/2015</u>		<u>12/23/2015</u>	
	<u>EE's Paid</u>	<u>Total Payroll \$\$</u>	<u>EE's Paid</u>	<u>Total Payroll \$\$</u>
General Corp	510	\$977,847.87	516	\$915,523.38
Nursing Home	197	\$235,324.68	209	\$235,759.41
RPC/Head Start	215	\$314,954.71	216	\$262,957.39
Total	922	\$1,528,127.26	941	\$1,414,240.18

HEALTH INSURANCE/BENEFITS REPORT

December, 2015

Total Number of Employees Enrolled: 713

General County Union:

Single 210; EE+spouse 25; EE+child(ren) 71; Family 30; waived 52

Nursing Home Union:

Single 59; EE+spouse 6; EE+child(ren) 2; Family 1; waived 14

Non-bargaining employees:

Single 108; EE+spouse 40; EE+child(ren) 37; Family 14; waived 44

Life Insurance Premium paid by County: \$1,831.44

Health Insurance Premium paid by County: \$353,778.44

Health Reimbursement Account contribution paid by County: \$22,545.00

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

December 2015 : .35% average over the last 12 months

December 2015: 2 out of 576 Employees left Champaign County: 2 resignations

WORKERS' COMPENSATION REPORT

<u>Entire County Report</u>	<u>December 2015</u>	<u>December 2014</u>
New Claims	4	8
Closed	6	7
Open Claims	18	31
Year To Date Total (On-going # of claims filed)	84	84

EEO REPORT

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

Dec 2015 Monthly EEO Report General County Only	Deputy County Clerk		
Total Applicants	198		198
Male	44		44
Female	152		152
Undisclosed	2		2
Hispanic or Latino	1		1
White	119		119
Black or African-American	40		40
Native Hawaiian or Other Pacific Islander	0		0
Asian	6		6
American Indian or Alaska Native	2		2
Two or more races	9		9
Undisclosed	15		15
Veteran Status	3		3

ADMINISTRATIVE SUPPORT to COUNTY BOARD REPORT

Agendas Posted	7	Meetings Staffed	6	Minutes Posted	12
Appointments Posted	22	Notification of Appointment	6	Contracts Posted	12
Calendars Posted	4	Resolutions Prepared	26	Ordinances Prepared	3

RESOLUTION



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

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

MH PARK:
VIN: NO8367
YR/SQ FT: 1976 / 980

PERMANENT PARCEL NUMBER: 15-025-0055

As described in certificate(s): 66 sold on October 25, 2012

Commonly known as: 55 PIATT ST

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

WHEREAS, Michelle Venters, has paid \$1,258.57 for the full amount of taxes involved and a request for surrender of the tax sale certificate has been presented to the Budget & Finance Committee and at the same time it having been determined that the County shall receive \$658.61 as a return for its Certificate(s) of Purchase. The County Clerk shall receive \$51.00 for cancellation of Certificate(s) and to reimburse the revolving account the charges advanced from this account. The remainder is the amount due the agent for his services.

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

BE IT RESOLVED BY THE COUNTY BOARD OF CHAMPAIGN COUNTY, ILLINOIS, that the Chairman of the Board of Champaign County, Illinois, authorizes the cancellation of the appropriate Certificate(s) of Purchase on the above described mobile home for the sum of \$658.61 to be paid to the Treasurer of Champaign County, Illinois, to be disbursed according to law. This resolution to be effective for sixty (60) days from this date and any transaction between the above parties not occurring within this period shall be null and void.

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

ATTEST:

CLERK

COUNTY BOARD CHAIRMAN

RESOLUTION



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

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

MH PARK:
VIN: 32380437YAB
YR/SQ FT: 1989 / 1352

PERMANENT PARCEL NUMBER: 30-056-0118

As described in certificate(s): 119 sold on October 25, 2012

Commonly known as: 724 PECAN TREE ST

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

WHEREAS, Jason Anderson, has paid \$1,382.45 for the full amount of taxes involved and a request for surrender of the tax sale certificate has been presented to the Budget & Finance Committee and at the same time it having been determined that the County shall receive \$742.31 as a return for its Certificate(s) of Purchase. The County Clerk shall receive \$51.00 for cancellation of Certificate(s) and to reimburse the revolving account the charges advanced from this account. The remainder is the amount due the agent for his services.

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

BE IT RESOLVED BY THE COUNTY BOARD OF CHAMPAIGN COUNTY, ILLINOIS, that the Chairman of the Board of Champaign County, Illinois, authorizes the cancellation of the appropriate Certificate(s) of Purchase on the above described mobile home for the sum of \$742.31 to be paid to the Treasurer of Champaign County, Illinois, to be disbursed according to law. This resolution to be effective for sixty (60) days from this date and any transaction between the above parties not occurring within this period shall be null and void.

ADOPTED by roll call vote this _____ day of _____,

ATTEST:

CLERK

COUNTY BOARD CHAIRMAN

REQUEST FOR BUDGET TRANSFER
NEEDING CHAMPAIGN COUNTY BOARD APPROVAL

BT NO. 15-00009

FUND 080 GENERAL CORPORATE

DEPARTMENT 030 CIRCUIT CLERK

TO LINE ITEM:

FROM LINE ITEM:

NUMBER/TITLE	\$ AMOUNT	NUMBER/TITLE
080-030-533.70 LEGAL NOTICES, ADVERTISING	4,500.	080-030-511.03 REG. FULL-TIME EMPLOYEES

EXPLANATION: NEED TO TRANSFER FUND TO COVER COURT ORDERED LEGAL NOTICES AND
ADVERTISING THROUGH THE END OF FY 15.

DATE SUBMITTED: December 16, 2015 *Brian D. Kelly*
 APPROVED BY PARENT COMMITTEE: _____ DATE: _____ AUTHORIZED SIGNATURE
 * PLEASE SIGN IN BLUE INK *

APPROVED BY BUDGET AND FINANCE COMMITTEE: _____ DATE: _____

REQUEST FOR BUDGET TRANSFER
NEEDING CHAMPAIGN COUNTY BOARD APPROVAL

BT NO. 15-00010

FUND 080 GENERAL CORPORATE

DEPARTMENT 041 STATES ATTORNEY

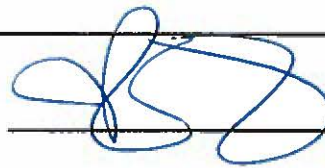
TO LINE ITEM:

FROM LINE ITEM:

NUMBER/TITLE	\$ AMOUNT	NUMBER/TITLE
080-041-511.03 REG. FULL-TIME EMPLOYEES	3,000.	080-041-533.06 MEDICAL/DENTAL/MENTL HLTH

EXPLANATION: TRANSFER OF FUNDS FOR END OF YEAR SALARY EXPENSES

DATE SUBMITTED: 12.23.15



AUTHORIZED SIGNATURE

APPROVED BY PARENT COMMITTEE:

DATE: _____

* PLEASE SIGN IN BLUE INK *

APPROVED BY BUDGET AND FINANCE COMMITTEE:

DATE: _____

REQUEST FOR BUDGET TRANSFER
NEEDING CHAMPAIGN COUNTY BOARD APPROVAL

BT NO. 15-00011

FUND 092 LAW LIBRARY

DEPARTMENT 074 LAW LIBRARY

TO LINE ITEM:

FROM LINE ITEM:

NUMBER/TITLE	\$ AMOUNT	NUMBER/TITLE
092-074-513.02 IMRF - EMPLOYER COST	10.	092-074-522.03 BOOKS, PERIODICALS & MAN.

EXPLANATION: TRANSFER TO COVER IMRF SHORTAGE

DATE SUBMITTED: 1/4/16



AUTHORIZED SIGNATURE

APPROVED BY PARENT COMMITTEE:

DATE: _____

* PLEASE SIGN IN BLUE INK *

APPROVED BY BUDGET AND FINANCE COMMITTEE:

DATE: _____

FUND 080 GENERAL CORPORATE

DEPARTMENT 040 SHERIFF

INCREASED APPROPRIATIONS:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
080-040-522.19 UNIFORMS	35,000	34,000	38,029	4,029
TOTALS	35,000	34,000	38,029	4,029

INCREASED REVENUE BUDGET:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
080-040-363.50 RESTRICTED DONATIONS	0	78,856	82,885	4,029
TOTALS	0	78,856	82,885	4,029

EXPLANATION: CCSO OBTAINED A PRIVATE DONATION, WHICH ALLOWS US TO ACQUIRE BALLISTIC VESTS FOR ALL OF THE SHERIFF'S OFFICE K-9S. THE DONATION WAS IN THE AMOUNT OF \$4,029.00 - WHICH HAS BEEN RECEIVED AND DEPOSITED WITH THE COUNTY TREASURER.

DATE SUBMITTED:

10/23/15

AUTHORIZED SIGNATURE

** PLEASE SIGN IN BLUE INK **

APPROVED BY BUDGET & FINANCE COMMITTEE:

DATE:

RECEIVED
OCT 23 2015
 CHAMPAIGN COUNTY
 AUDITORS OFFICE

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
621-041-533.68 WITNESS EXPENSE	0	0	2,500	2,500
621-041-522.03 BOOKS, PERIODICALS & MAN.	1,200	8,876	10,876	2,000
TOTALS	1,200	8,876	13,376	4,500

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: INCREASE IN APPROPRIATION FOR END OF YEAR EDUCATIONAL AND WITNESS EXPENSES

DATE SUBMITTED:

12.22.15

AUTHORIZED SIGNATURE

** PLEASE SIGN IN BLUE INK **

APPROVED BY BUDGET & FINANCE COMMITTEE:

DATE:

FUND 080 GENERAL CORPORATE

DEPARTMENT 022 COUNTY CLERK

INCREASED APPROPRIATIONS:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
080-022-571.69 TO CO CLK AUTOMATN FND670	0	0	20,539	20,539
TOTALS	0	0	20,539	20,539

INCREASED REVENUE BUDGET:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
080-022-371.77 FROM ELECTION GRNT FND628	0	0	20,539	20,539
TOTALS	0	0	20,539	20,539

EXPLANATION: GRAND FUNDS TO REIMBURST SALARY EXPENSE FOR PROGRAMMER/ANALYST

DATE SUBMITTED: 1-5-16 AUTHORIZED SIGNATURE *[Signature]* ** PLEASE SIGN IN BLUE INK **

APPROVED BY BUDGET & FINANCE COMMITTEE: _____ DATE: _____

FUND 627 PROPERTY TAX INT FEE FUND DEPARTMENT 026 COUNTY TREASURER

INCREASED APPROPRIATIONS:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
627-026-571.80 TO GENERAL CORP FUND 080	55,000	55,000	59,705	4,705
TOTALS	55,000	55,000	59,705	4,705

INCREASED REVENUE BUDGET:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
627-026-341.52 TAX SALE FEE	54,000	54,000	58,705	4,705
TOTALS	54,000	54,000	58,705	4,705

EXPLANATION: TRANSFER PER STATUTE TO GENERAL CORP FUND. THIS AMENDMENT REPRESENTS MONEY ACCUMULATED ABOVE BUDGETED FIGURE.

DATE SUBMITTED:

1-6-16

AUTHORIZED SIGNATURE

** PLEASE SIGN IN BLUE INK **

APPROVED BY BUDGET & FINANCE COMMITTEE:

DATE:

FUND 105 CAPITAL ASSET REPLCMT FND DEPARTMENT 071 PUBLIC PROPERTIES

INCREASED APPROPRIATIONS:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
105-071-544.34 MAINTENANCE EQUIPMENT	44,963	44,963	17,611	-27,352
TOTALS	44,963	44,963	17,611	-27,352

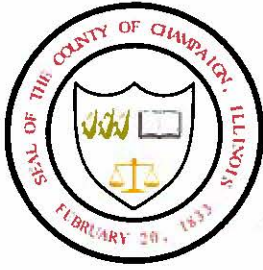
INCREASED REVENUE BUDGET:

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

EXPLANATION: TO ADJUST BUDGET FOR FY 2016 BECAUSE ITEMS WERE PURCHASED IN
FY 2015.

DATE SUBMITTED: 1-6-16 AUTHORIZED SIGNATURE Debra L. Busing ** PLEASE SIGN IN BLUE INK **

APPROVED BY BUDGET & FINANCE COMMITTEE: _____ DATE: _____



CHAMPAIGN COUNTY ADMINISTRATIVE SERVICES

1776 East Washington Street, Urbana, Illinois 61802-4581

ADMINISTRATIVE, BUDGETING, PURCHASING, & HUMAN RESOURCE
MANAGEMENT SERVICES

Debra Busey, County Administrator

MEMORANDUM

TO: Christopher Alix, Deputy Chair and MEMBERS of the FINANCE COMMITTEE of the WHOLE

FROM: Deb Busey, County Administrator

DATE: January 4, 2016

RE: ELECTED OFFICIAL SALARIES

ISSUE

The issue before you is the designation of the salaries to be paid to Champaign County elected officials to be elected in November 2016. By statute, you are required to designate and approve these salaries no later than May 2016 – at least 180 days before the terms of office for these officials begin.

HISTORY and ANALYSIS

Comparison with Other Counties

In matters of salary administration, Champaign County utilizes comparisons with five similarly-sized Illinois Counties – Sangamon, Peoria, McLean, Rock Island and Madison. Following is a comparison of the 2016 salaries of elected officials in the six counties:

	Champaign County	Peoria County	McLean County	Sangamon County	Rock Island County	Madison County	5-County Average - Without Champaign
Position Title	FY2016	FY2016	FY2016	FY2016	FY2016	FY2016	FY2016
County Clerk	\$90,139	\$98,979	\$96,329	\$100,400	\$82,500	\$105,820	\$96,806
Treasurer	\$90,139	\$98,979	\$96,329	\$100,400	\$82,500	\$105,820	\$96,806
Sheriff	\$112,715	\$116,177	\$104,200	\$117,350	\$92,500	\$105,820	\$107,209
Board Chair	\$29,274	\$21,500	\$14,073	\$27,273	\$22,000	**	\$21,212
Circuit Clerk	\$90,070	\$94,210	\$96,329	\$98,840	\$90,000	\$109,990	\$97,874
Auditor	\$86,328	\$94,210	\$91,742	\$94,667	\$90,000	\$109,990	\$96,122
Coroner	\$86,328	\$94,210	\$91,742	\$94,667	\$90,000	\$109,990	\$96,122
Recorder	\$86,328	\$94,210	N/A	\$94,667	\$90,000	\$109,990	\$97,217

**Madison County is under the Commissioner Form of Government – no County Board Chair

As demonstrated above, with the exception of the Sheriff and County Board Chair, the County's salaries are lower than the average of the five comparable counties, and in most instances lower than each comparable county on an individual position basis. Based on the 2010 census, Champaign County is the 2nd largest of these six counties – with only Madison County being larger.

Champaign County Internal Equity

Beginning in 2004, Champaign County classified the six elected positions, excluding the Sheriff and Board Chair, into two groups or classifications. The first group included the County Clerk, Treasurer and Circuit Clerk, and the second group included the Auditor, Coroner and Recorder. The positions in the first group are considered to be larger positions in terms of classification, based upon the responsibilities assigned to the office. As such, the classification plan placed the compensation of the positions in the second group at 96% of the compensation for the positions in the first group. Because of the offset in years in which the salaries are set for the two groups of elected officials, the intended internal equity is achieved in FY2016, after a 4-year term for the officials to be elected in 2016 in which their salaries were frozen to again achieve the internal equity of the County's elected official salaries.

	12/1/2012	% Inc	12/1/2013	% Inc	12/1/2014	% Inc	12/1/2015	% Inc
County Clerk	\$84,940	2.00%	\$86,639	2.00%	\$88,372	2.00%	\$90,139	2.00%
Treasurer	\$84,940	2.00%	\$86,639	2.00%	\$88,372	2.00%	\$90,139	2.00%
Sheriff	\$106,214	2.00%	\$108,338	2.00%	\$110,505	2.00%	\$112,715	2.00%
Board Chair	\$29,274	0.00%	\$29,274	0.00%	\$29,859	2.00%	\$29,274	-1.96%
Circuit Clerk	\$90,070	0.00%	\$90,070	0.00%	\$90,070	0.00%	\$90,070	0.00%
Auditor	\$86,328	0.00%	\$86,328	0.00%	\$86,328	0.00%	\$86,328	0.00%
Coroner	\$86,328	0.00%	\$86,328	0.00%	\$86,328	0.00%	\$86,328	0.00%
Recorder	\$86,328	0.00%	\$86,328	0.00%	\$86,328	0.00%	\$86,328	0.00%
Annual Total	\$654,422	0.83%	\$659,944	0.84%	\$666,162	0.94%	\$671,322	0.77%

The County Board is now in a position to maintain this system of internal equity among these positions by setting the elected official salaries at annual 2% increases moving forward. I made this recommendation when you set elected official salaries in 2014, and I believe this continues to be a reasonable position for the County Board to approve. This position maintains internal equity, and at annual 2% increases, the Champaign County elected official salaries would only rise to the current 2016 average for the five comparable counties by the year 2020. Adopting an annual 2% increase position for the elected officials is demonstrated in the chart below. The salaries you are determining at this time are highlighted in blue. The salaries that will need to be set in FY2018 and are not set at this time are identified in italics.

	12/1/2016	% Inc	12/1/2017	% Inc	12/1/2018	% Inc	12/1/2019	% Inc
County Clerk	\$91,942	2.00%	\$93,781	2.00%	\$95,657	2.00%	\$97,570	2.00%
Treasurer	\$91,942	2.00%	\$93,781	2.00%	\$95,657	2.00%	\$97,570	2.00%
Sheriff	\$114,969	2.00%	\$117,269	2.00%	\$119,614	2.00%	\$122,007	2.00%
Board Chair	\$29,859	2.00%	\$30,457	2.00%	\$31,066	2.00%	\$31,687	2.00%
Circuit Clerk	\$91,942	2.08%	\$93,781	2.00%	\$95,657	2.00%	\$97,570	2.00%
Auditor	\$88,055	2.00%	\$89,816	2.00%	\$91,612	2.00%	\$93,444	2.00%
Coroner	\$88,055	2.00%	\$89,816	2.00%	\$91,612	2.00%	\$93,444	2.00%
Recorder	\$88,055	2.00%	\$89,816	2.00%	\$91,612	2.00%	\$93,444	2.00%
Annual Total	\$684,819	2.01%	\$698,516	2.00%	\$712,486	2.00%	\$726,736	2.00%

Alternative Consideration

As the 20-year incumbent elected Recorder will retire in 2016, and pursuant to discussions of a possible ballot question to determine whether the elected Recorder position should be eliminated so that the Recorder functions could be merged with the Office of the County Clerk, I have been asked to also present an alternative option for the Recorder's salary to be set at the beginning of the next term on 12/1/2016.

There are two offices similar in size and scope to that of the Recorder – the Office of Planning and Zoning and the Office of the Supervisor of Assessments. The following table demonstrates the comparisons:

	# of Employees	Annual Operating Budget	2016 Salary
Supervisor of Assessments	8	\$377,430	\$73,152
Director of Planning & Zoning	5	\$399,866	\$77,264
Recorder	5	\$330,711*	\$86,328

**The Recorder's Operating Budget does not include the Budget for Purchase Document Stamps.*

If the elected Recorder salary were to be removed from the matrix previously used for elected official salaries, and placed on a comparison with the two appointed official salaries of Supervisor of Assessments and Director of Planning and Zoning, a salary recommendation of \$76,500 (the mid-point of the Supervisor of Assessments assigned salary range) could be considered. This is an 11% reduction in the salary of Recorder. It does place the Champaign County Elected Recorder salary substantially below any of the other elected Recorders in the comparable counties.

The County Board has also historically not increased the salary of the County Board Chair. The following table documents the alternative approach to setting the salaries for the officials to be

elected in 2016 wherein the Recorder salary is reduced, and the County Board Chair salary is frozen:

	12/1/2016	% Inc	12/1/2017	% Inc	12/1/2018	% Inc	12/1/2019	% Inc
County Clerk	\$91,942	2.00%	\$93,781	2.00%	\$95,657	2.00%	\$97,570	2.00%
Treasurer	\$91,942	2.00%	\$93,781	2.00%	\$95,657	2.00%	\$97,570	2.00%
Sheriff	\$114,969	2.00%	\$117,269	2.00%	\$119,614	2.00%	\$122,007	2.00%
Board Chair	\$29,274	0.00%	\$29,274	0.00%	\$29,859	2.00%	\$30,457	2.00%
Circuit Clerk	\$91,942	2.08%	\$93,781	2.00%	\$95,657	2.00%	\$97,570	2.00%
Auditor	\$88,055	2.00%	\$89,816	2.00%	\$91,612	2.00%	\$93,444	2.00%
Coroner	\$88,055	2.00%	\$89,816	2.00%	\$91,612	2.00%	\$93,444	2.00%
Recorder	\$76,500	11.38%	\$78,030	2.00%	\$79,591	2.00%	\$81,182	2.00%
Annual Total	\$672,679	0.20%	\$685,548	1.91%	\$699,259	2.00%	\$713,244	2.00%

From a historical perspective, the last time there was no incumbent Recorder was in 1996. In that year, the County Board cut the Recorder salary from \$41,828 to \$36,000 – a 13.9% reduction. Four years later, in the year 2000, the County Board re-established the Recorder salary to be on a par with the Auditor and Coroner by giving it a 33.33% increase – back to \$48,000 where the other two salaries were at that point.

OPTIONS FOR ACTION:

Based upon the foregoing, there are at least two potential options for the structure for the adoption of the 2016 elected official salaries:

Option 1 – 2% Annual Increases to Elected Official Salaries:

	12/1/2016	% Inc	12/1/2017	% Inc	12/1/2018	% Inc	12/1/2019	% Inc
Board Chair	\$29,859	2.00%	\$30,457	2.00%				
Circuit Clerk	\$91,942	2.08%	\$93,781	2.00%	\$95,657	2.00%	\$97,570	2.00%
Auditor	\$88,055	2.00%	\$89,816	2.00%	\$91,612	2.00%	\$93,444	2.00%
Coroner	\$88,055	2.00%	\$89,816	2.00%	\$91,612	2.00%	\$93,444	2.00%
Recorder	\$88,055	2.00%	\$89,816	2.00%	\$91,612	2.00%	\$93,444	2.00%

Option 2 – 2% Annual Increases with Initial Reduction of Recorder & Freeze County Board Chair

	12/1/2016	% Inc	12/1/2017	% Inc	12/1/2018	% Inc	12/1/2019	% Inc
Board Chair	\$29,274	0.00%	\$29,274	0.00%				
Circuit Clerk	\$91,942	2.08%	\$93,781	2.00%	\$95,657	2.00%	\$97,570	2.00%
Auditor	\$88,055	2.00%	\$89,816	2.00%	\$91,612	2.00%	\$93,444	2.00%
Coroner	\$88,055	2.00%	\$89,816	2.00%	\$91,612	2.00%	\$93,444	2.00%
Recorder	\$76,500	-11.38%	\$78,030	2.00%	\$79,591	2.00%	\$81,182	2.00%

COUNTY ADMINISTRATOR RECOMMENDATION

I recommend the Finance Committee approve the Option 1 Recommendation for the establishment of Elected Official Salaries for the officials who take office in December 2016.

One Additional Note:

Pursuant to 55 ILCS 5/4-6001, the annual salary for the Recorder must be set by the County Board at a minimum of \$20,160.00, irrespective of any stipend the Recorder receives which is appropriated by the General Assembly and distributed by the State Board of Elections.

If there are additional options or scenarios you would like to have presented, please feel free to contact me to request that information. Attached to this Memorandum is the History of Champaign County Elected Official Salaries which also includes the projections as presented under Option 1 above.

Thank you for your consideration of this issue.

Attachment

xc: Champaign County Elected Officials

Champaign County Elected Official Salary History

	12/1/1986	% Inc	12/1/1987	% Inc	12/1/1988	% Inc	12/1/1989	% Inc	12/1/1990	% Inc	12/1/1991	% Inc
CPI		1.90%		3.60%		4.10%		4.80%		6.10%		3.10%
County Clerk	\$28,132		\$29,692	5.55%	\$31,356	5.60%	\$33,098	5.56%	\$37,749	14.05%	\$39,644	5.02%
Treasurer	\$30,542		\$32,058	4.96%	\$33,670	5.03%	\$35,334	4.94%	\$37,109	5.02%	\$38,961	4.99%
Sheriff	\$43,008		\$45,166	5.02%	\$47,428	5.01%	\$49,794	4.99%	\$52,291	5.01%	\$54,912	5.01%
Board Chair	\$32,994		\$32,994	0.00%	\$35,304	7.00%	\$37,069	5.00%	\$18,000	-51.44%	\$18,500	2.78%
Circuit Clerk	\$28,500		\$28,500	0.00%	\$30,739	7.86%	\$32,452	5.57%	\$34,249	5.54%	\$36,137	5.51%
Auditor	\$32,000		\$32,000	0.00%	\$34,240	7.00%	\$35,952	5.00%	\$47,749	32.81%	\$39,637	-16.99%
Coroner	\$25,000		\$25,000	0.00%	\$26,750	7.00%	\$38,088	42.39%	\$29,492	-22.57%	\$30,966	5.00%
Recorder	\$30,000		\$30,000	0.00%	\$32,100	7.00%	\$33,705	5.00%	\$35,390	5.00%	\$37,159	5.00%
Annual Total	\$250,176		\$255,410	2.09%	\$271,587		\$295,492	8.80%	\$292,029	-1.17%	\$295,916	1.33%

	12/1/1992	% Inc	12/1/1993	% Inc	12/1/1994	% Inc	12/1/1995	% Inc	12/1/1996	% Inc	12/1/1997	% Inc
CPI		2.90%		2.70%		2.70%		2.50%		3.30%		1.70%
County Clerk	\$41,633	5.02%	\$43,719	5.01%	\$45,026	2.99%	\$46,371	2.99%	\$47,756	2.99%	\$49,179	2.98%
Treasurer	\$40,911	5.01%	\$42,959	5.01%	\$44,246	3.00%	\$45,572	3.00%	\$46,937	3.00%	\$48,341	2.99%
Sheriff	\$57,658	5.00%	\$60,549	5.01%	\$62,358	2.99%	\$64,230	3.00%	\$66,165	3.01%	\$68,141	2.99%
Board Chair	\$22,500	21.62%	\$23,171	2.98%	\$23,868	3.01%	\$24,586	3.01%	\$24,000	-2.38%	\$24,000	0.00%
Circuit Clerk	\$37,226	3.01%	\$38,337	2.98%	\$39,488	3.00%	\$40,677	3.01%	\$44,000	8.17%	\$44,000	0.00%
Auditor	\$40,833	3.02%	\$42,062	3.01%	\$43,329	3.01%	\$44,636	3.02%	\$47,000	5.30%	\$47,000	0.00%
Coroner	\$38,279	23.62%	\$39,429	3.00%	\$40,619	3.02%	\$41,828	2.98%	\$43,500	4.00%	\$43,500	0.00%
Recorder	\$38,279	3.01%	\$39,429	3.00%	\$40,619	3.02%	\$41,828	2.98%	\$36,000	-13.93%	\$36,000	0.00%
Annual Total	\$317,319	7.23%	\$329,655	3.89%	\$339,553	3.00%	\$349,728	3.00%	\$355,358	1.61%	\$360,161	1.35%

	12/1/1998	% Inc	12/1/1999	% Inc	12/1/2000	% Inc	12/1/2001	% Inc	12/1/2002	% Inc	12/1/2003	% Inc
CPI		1.60%		2.70%		3.40%		1.60%		2.40%		1.90%
County Clerk	\$50,700	3.09%	\$50,700	0.00%	\$50,700	0.00%	\$50,700	0.00%	\$60,000	18.34%	\$61,800	3.00%
Treasurer	\$50,000	3.43%	\$50,000	0.00%	\$50,000	0.00%	\$50,000	0.00%	\$60,000	20.00%	\$61,800	3.00%
Sheriff	\$73,000	7.13%	\$73,000	0.00%	\$73,000	0.00%	\$73,000	0.00%	\$75,000	2.74%	\$77,250	3.00%
Board Chair	\$24,000	0.00%	\$24,000	0.00%	\$24,000	0.00%	\$24,480	2.00%	\$25,000	2.12%	\$25,750	3.00%
Circuit Clerk	\$44,000	0.00%	\$44,000	0.00%	\$50,000	13.64%	\$51,000	2.00%	\$52,020	2.00%	\$53,060	2.00%
Auditor	\$47,000	0.00%	\$47,000	0.00%	\$48,000	2.13%	\$48,960	2.00%	\$49,939	2.00%	\$50,938	2.00%
Coroner	\$43,500	0.00%	\$43,500	0.00%	\$48,000	10.34%	\$48,960	2.00%	\$49,939	2.00%	\$50,938	2.00%
Recorder	\$36,000	0.00%	\$36,000	0.00%	\$48,000	33.33%	\$48,960	2.00%	\$49,939	2.00%	\$50,938	2.00%
Annual Total	\$368,200	2.23%	\$368,200	0.00%	\$391,700	6.38%	\$396,060	1.11%	\$421,837	6.51%	\$432,474	2.52%

Champaign County Elected Official Salary History

	12/1/2004	% Inc	12/1/2005	% Inc	12/1/2006	% Inc	12/1/2007	% Inc	12/1/2008	% Inc	12/1/2009	% Inc
CPI		3.30%		3.40%		2.50%		4.08%		0.10%		2.70%
County Clerk	\$63,654	3.00%	\$65,564	3.00%	\$75,109	14.56%	\$77,738	3.50%	\$80,459	3.50%	\$83,275	3.50%
Treasurer	\$63,654	3.00%	\$65,564	3.00%	\$75,109	14.56%	\$77,738	3.50%	\$80,459	3.50%	\$83,275	3.50%
Sheriff	\$79,568	3.00%	\$81,955	3.00%	\$93,920	14.60%	\$97,208	3.50%	\$100,610	3.50%	\$104,132	3.50%
Board Chair	\$26,523	3.00%	\$27,318	3.00%	\$28,274	3.50%	\$29,264	3.50%	\$29,274	0.04%	\$29,274	0.00%
Circuit Clerk	\$56,747	6.95%	\$60,691	6.95%	\$64,909	6.95%	\$68,790	5.98%	\$80,459	16.96%	\$83,275	3.50%
Auditor	\$53,357	4.75%	\$55,891	4.75%	\$58,546	4.75%	\$61,327	4.75%	\$76,745	25.14%	\$79,815	4.00%
Coroner	\$53,357	4.75%	\$55,891	4.75%	\$58,546	4.75%	\$61,327	4.75%	\$76,745	25.14%	\$79,815	4.00%
Recorder	\$53,357	4.75%	\$55,891	4.75%	\$58,546	4.75%	\$61,327	4.75%	\$76,745	25.14%	\$79,815	4.00%
Annual Total	\$450,217	4.10%	\$468,765	4.12%	\$512,959	9.43%	\$534,718	4.24%	\$601,495	12.49%	\$622,675	3.52%

	12/1/2010	% Inc	12/1/2011	% Inc	12/1/2012	% Inc	12/1/2013	% Inc	12/1/2014	% Inc	12/1/2015	% Inc
CPI		1.50%		3.00%		1.70%		1.50%				0.80%
County Clerk	\$83,275	0.00%	\$83,275	0.00%	\$84,940	2.00%	\$86,639	2.00%	\$88,372	2.00%	\$90,139	2.00%
Treasurer	\$83,275	0.00%	\$83,275	0.00%	\$84,940	2.00%	\$86,639	2.00%	\$88,372	2.00%	\$90,139	2.00%
Sheriff	\$104,132	0.00%	\$104,132	0.00%	\$106,214	2.00%	\$108,338	2.00%	\$110,505	2.00%	\$112,715	2.00%
Board Chair	\$29,274	0.00%	\$29,274	0.00%	\$29,274	0.00%	\$29,274	0.00%	\$29,859	2.00%	\$29,274	-1.96%
Circuit Clerk	\$86,606	4.00%	\$90,070	4.00%	\$90,070	0.00%	\$90,070	0.00%	\$90,070	0.00%	\$90,070	0.00%
Auditor	\$83,007	4.00%	\$86,328	4.00%	\$86,328	0.00%	\$86,328	0.00%	\$86,328	0.00%	\$86,328	0.00%
Coroner	\$83,007	4.00%	\$86,328	4.00%	\$86,328	0.00%	\$86,328	0.00%	\$86,328	0.00%	\$86,328	0.00%
Recorder	\$83,007	4.00%	\$86,328	4.00%	\$86,328	0.00%	\$86,328	0.00%	\$86,328	0.00%	\$86,328	0.00%
Annual Total	\$635,582	2.07%	\$649,009	2.11%	\$654,422	0.83%	\$659,944	0.84%	\$666,162	0.94%	\$671,322	0.77%

	12/1/2016	% Inc	12/1/2017	% Inc	12/1/2018	% Inc	12/1/2019	% Inc	12/1/2020	% Inc	12/1/2021	% Inc
CPI												
County Clerk	\$91,942	2.00%	\$93,781	2.00%	\$95,657	2.00%	\$97,570	2.00%	\$99,521	2.00%	\$101,512	2.00%
Treasurer	\$91,942	2.00%	\$93,781	2.00%	\$95,657	2.00%	\$97,570	2.00%	\$99,521	2.00%	\$101,512	2.00%
Sheriff	\$114,969	2.00%	\$117,269	2.00%	\$119,614	2.00%	\$122,007	2.00%	\$124,447	2.00%	\$126,936	2.00%
Board Chair	\$29,859	2.00%	\$30,457	2.00%	\$31,066	2.00%	\$31,687	2.00%	\$32,321	2.00%	\$32,967	2.00%
Circuit Clerk	\$91,942	2.00%	\$93,781	2.00%	\$95,657	2.00%	\$97,570	2.00%	\$99,521	2.00%	\$101,512	2.00%
Auditor	\$88,055	2.00%	\$89,816	2.00%	\$91,612	2.00%	\$93,444	2.00%	\$95,313	2.00%	\$97,219	2.00%
Coroner	\$88,055	2.00%	\$89,816	2.00%	\$91,612	2.00%	\$93,444	2.00%	\$95,313	2.00%	\$97,219	2.00%
Recorder	\$88,055	2.00%	\$89,816	2.00%	\$91,612	2.00%	\$93,444	2.00%	\$95,313	2.00%	\$97,219	2.00%
Annual Total	\$684,819	2.01%	\$698,516	2.00%	\$712,486	2.00%	\$726,736	2.00%	\$741,271	2.00%	\$756,096	2.00%

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 21st day of January, 2016.

* * *

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

Upon the roll being called, Pattsy Petrie, the Chairman, and the following County Board Members at said location answered present: _____

The following County Board Members were absent from the meeting: _____

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 \$4,760,000 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 \$4,760,000 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 December 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 5.00% 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 2016__

Interest
Rate: _____%

Maturity
Date: _____, 201__

Dated
Date: _____, 2016

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.

SPECIMEN
Chairman of the County Board

ATTEST:

SPECIMEN
County Clerk

(SEAL)

Registered, Numbered and Countersigned:

SPECIMEN
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 2016__, of The County of Champaign, Illinois.

as Note Registrar

SPECIMEN
Authorized Officer

[Form of Note - Reverse Side]

THE COUNTY OF CHAMPAIGN, ILLINOIS

[TAXABLE] REVENUE ANTICIPATION NOTE, SERIES 2016__

[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 21st day of January, 2016 (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.

SPECIMEN
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 \$4,847,500. 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 2016, 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 31st day of December, 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 21st day of January, 2016.

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

ATTEST:

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 21st day of January, 2016, insofar as same relates to the adoption of a Resolution entitled:

RESOLUTION authorizing the issuance of not to exceed \$4,760,000 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
21st day of January, 2016.**

**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 _____, 2016, 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 \$4,760,000 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 21st day of January, 2016, 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 _____, 2016.

County Treasurer